

# VALLEY STATE PRISON FOR WOMEN

**OPERATIONAL PROCEDURE NUMBER:**

**54030.01**

**OPERATIONAL PROCEDURE TITLE:**

***Inmate Property Procedure***

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**I. PURPOSE AND OBJECTIVES:**

- A. Identifies a list of personal property items and establishes the maximum amount of these items that an inmate may obtain and retain in her possession.
- B. Establishes responsibility for the processing of inmate property and record keeping in a prompt, secure, and accurate manner.
- C. Provides a method for locating inmates to whom incoming packages are to be delivered.
- D. Establishes a process for the acquisition, possession, and disposition of inmate personal property.
- E. Prevents the introduction of contraband.

**II. REFERENCES:**

- A. California Code of Regulations (CCR), Title 15, Sections 3002, 3006, 3010, 3011, 3044, 3092, 3101, 3102, 3151, 3152, 3161, 3175 (l) and (m), 3191 through 3193, 3287, 3331 (c) and 3343 (g).
- B. Penal Code (PC) Sections 2600, 2601, 5054, 5058, 5062 and 5063.

**III. APPROVAL AND REVIEW:**

This procedure shall be reviewed annually and signed by the Warden for approval.

**IV. RESPONSIBILITY:**

- A. The Warden shall ensure this procedure is administered within this Institution.
- B. The Associate Warden, Central, and Program Services Division shall implement the procedure and the Correctional Captain shall monitor the operations of this procedure.
- C. Institution staff shall attempt to resolve inmate property complaints at the lowest possible level.

**V. METHODS:**

**A. RECEIVING AND RELEASE STAFF/PROPERTY OFFICER**

Upon receipt of an inmate(s) via California Department of Corrections (CDC) Transportation, County Commitments or the receipt of inmate property of any kind, Receiving and Release (R&R) staff shall:

1. Ensure that all property listed on the Property Transfer Receipt or other documents are accounted for. Staff shall sign accepting responsibility for the property received.
2. Determine allowable property to be issued based on whether the inmate is to be housed in the Reception Center or General Population.
  - a. A Property Transfer Receipt (Exhibit A) and/or a Property and Cash Receipts Arrival Form (Exhibit B), listing all property issued to the inmate, it's estimated value and specifying the property the inmate elected to mail out, must be completed. The inmate will then sign the form(s) acknowledging the listed value and property to be mailed out and/or disposition of any non-issued property.
  - \* b. All non-expendable property shall be recorded in detail on an Inmate Property Card (Exhibits C1/C2).
3. Ensure that any inmate property which is not issued or delivered to R&R for storage in the designated Property Room, is properly inventoried and securely packaged for inmates who are:
  - a. Outside Hospital/Treatment Center.
  - b. Out-to-court.
  - c. On escape status.
  - d. Deceased.
  - e. Entitled to Quarterly Packages and waiting issuance.
  - f. Paroled release clothing (dress outs).
  - g. R&R staff shall not accept any property that is not properly inventoried and/or properly packaged and sealed. The R&R Sergeant/Property Officer will notify the appropriate Section Chief of the need to have property picked up for proper handling before it can be accepted for storage.
4. Maintain an accurate record of all clothing and non-expendable property items purchased through Special Canteen Purchases or received via Quarterly Packages or through other authorized means in order to:
  - a. Ensure compliance with the maximum allowable quantities established in the Valley State Prison for Women (VSPW) approved Property Matrix, (Exhibit D 1).
  - b. Ensure that a detailed description of clothing, jewelry and appliances are recorded to provide a greater ability to effectively respond to inmate property appeals.
  - c. Ensure the property of inmates transferred is accounted for, recorded on Exhibit A and shipped to the receiving Institutions.

## B. HOUSING UNIT STAFF

1. The Facility Lieutenant is responsible for ensuring that housing unit staff are notified when an inmate is housed in an area other than her assigned housing unit.
2. The Housing Unit Officer shall assume responsibility for an inmate's property upon notice that an inmate is being retained elsewhere.
3. Upon such notification, the assigned housing unit staff will ensure that the inmate's personal property is immediately removed from the inmate's bunk and drawer and placed in the inmate's assigned locker, secured with a padlock.
- \* 4. The Housing Unit Officer on duty at the time of notification will be responsible for initiating and completing an inventory of the property and its packaging, prior to the completion of his/her shift.
5. At no time, will an inmate's personal property be left in the housing unit after the inmate has been re-housed in another area/location of the Institution.
- \* 6. Staff will use the Inmate Property Inventory Form (Exhibit E), which is to be completed in quadruplicate.
7. After staff have inventoried, packed and sealed the boxes, the property will immediately be taken to R&R for storage in the Property Room.
8. Before the property is delivered to R&R and the inventory form is distributed, staff will have the inmate sign in the designated box on the inventory form acknowledging that all of her property has been packed.
9. Each box shall have a separate inventory form reflecting the contents of the box. After the inmate's signature is obtained, the original shall be affixed to the appropriate box. One copy is to be maintained in the housing unit, one copy goes to the inmate and one copy will be routed to the Facility Sergeant's Office.
- \* 10. Property that is packed after normal business hours, or at a time when there is no staff present in R&R, will be delivered immediately to the Facility Lieutenant's Office. The property will be delivered to R&R and logged in the **AFTER HOURS** logbook as outlined in this procedure. The logbook is located within the R&R Sergeant's Office.
11. Any time an inmate's property is transferred or relinquished from one staff member to another, a Property Transfer Receipt will be completed and included with the inmate's property. This is to ensure accountability of all property until it is inventoried and delivered to R&R for storage/disposal in accordance with this procedure.
12. In all cases, staff will ensure that the inmate is given a receipt for her property. Staff shall retain a copy for their record.

### C. INMATE LIABILITY

Inmate liability begins when the inmate takes possession of approved personal property issued to her. The Institution assumes no liability for loss, theft, or damage to items of personal property after issuance, unless it is determined that the loss or damage occurred because of staff negligence. Refer to CCR, Title 15, Section 3193, liability.

1. The inmate shall be accountable for State and personal property issued to her.
2. The inmate will acknowledge receipt of property that is listed on her property cards by signing and receiving a copy of the First, Second, Third or Fourth Quarter Inmate Incoming Package Form (Exhibit F).
3. Displays of pin-ups, photographs, etc., will be restricted to the inside of the State issued locker, with the exception of those inmates housed in Buildings A-3 and A-4.
4. **INMATES ARE NOT PERMITTED TO LOAN OR BORROW PERSONAL PROPERTY.** Violations may result in the loss of the privilege to possess the personal property and/or disciplinary action.
5. The inmate shall be held responsible for State issued clothing, bedding, and linen issued to her.

### D. AMOUNT OF PROPERTY ALLOWED

1. The combined volume of State issued and personal property items of an inmate shall not exceed six cubic feet. All property must fit into the locker and bed drawer assigned to each inmate, except those housed in Buildings A-3 and A-4. Storage space in these two buildings shall be restricted to the shelves affixed to the wall.
2. Any inmate possessing excessive property that cannot be stored in her locker and drawer will be required to mail out property in excess at her own expense.
3. The possession of personal property is a privilege extended to inmates demonstrating acceptable behavior. This privilege may be withdrawn for specific periods as disciplinary action when the misbehavior relates to misuse of personal property privileges.
4. An inmate may possess any three of the following electrical items: **(Note: Battery operated appliances will not apply to the amount restriction of electrical appliances.)**
  - a. Hair Curlers (electric)
  - b. Hair Curling Irons (electric)
  - c. Hair Dryer (electric, hand-held)
  - d. Hair Pressing Comb (electric)
  - e. Musical Instrument

\*

- \*
  - f. Radio (AM/FM), Audiocassette/Compact Disc (CD) Player (Walkman Type only). (Cannot include recording capability.)
  - g. Television Set
  - h. Television (TV/Radio/CD combinations)
  - i. Typewriter, portable, non-electric, or electric. Cannot possess memory capabilities or a removable disk. (It may have a two-line correction memory). Value not to exceed \$200. Must be approved at the Facility Captain level or above.
  - j. Small mini book light
- \*

If applicable, earphones/headsets must be worn at all times when the appliance is in use. For example TV, Radio, TV/Radio Combination, Radio/Audiocassette Player, CD Player (Walkman type only). (Does not apply on recreational yard(s).)
- 5. Inmate shall not possess hobby-craft articles and materials in their assigned living areas, which in combination with personal property would exceed six cubic feet.

**Inmates will not be allowed to give property to one another. They may donate the property to the State. The only exception will be if the inmates are related, immediate family (i.e., mother, daughter or sister), and this fact is documented and verified in the Central File. If these criteria are met and confirmed, upon parole, an inmate may donate appliances only to the related inmate.**

#### E. PROPERTY CLASSIFICATION

For the purpose of possession, control, recording, and disposition, inmate personal property has been categorized as expendable and non-expendable.

##### 1. Non-expendable property:

Property that an inmate(s) does not use up, consume, or wear out through normal use. Items that have been designated more economical to repair, rescue, salvage and/or replace.

The following items are designated non-expendable property and shall be recorded on the inmate's Inmate Property Card:

- a. Recorded music (audio cassette tapes, CD's)
- b. Clock (non-electric, unless included with items "m" and "n" of this section)
- c. Clothing
- \* d. Glasses (prescription/non-prescription)
- e. Hair Curlers (electric)

- f. Hair Curling Iron (electric)
  - g. Hair Dryer (electric, hand-held, blower type)
  - h. Hair Pressing Comb
  - i. Hobby craft tools/equipment shall be in accordance with Department Operations Manual (DOM) Supplement 53080, Article 34, Handicraft Programs
  - j. Headset/Earphones
  - k. Jewelry (i.e., watch, rings, earrings, religious medallion-with chain)
  - l. Musical Instrument
  - m. Radio (AM/FM/Audio Cassette Player/CD Player, Walkman type only)
  - n. TV Set
  - o. TV Combination Units
  - p. Typewriter
  - q. Personal fan (battery operated)
- \* When non-expendable property is beyond repair, (i.e., worn out, not economical to repair, etc.) or altered, it shall be recorded on an Inmate Property Disposition Form (Exhibit G), and the item will be disposed of in one of the following manners:
- a. Mailed out of the Institution at the inmate's expense.
  - b. Donated to the facility (all property donated to the facility shall be destroyed).
- \* All items will be placed in the Institution "Hot Trash" bin to be removed from the Institution. (The bin is located in the Vehicle Sallyport.)
- \* 2. **Expendable property:**  
Items of personal property, other than those items listed under non-expendable, are classified as expendable. You are not required to list expendable items on the inmate's property card.

#### F. APPROVED PERSONAL PROPERTY

A list of approved personal property items is contained in the VSPW Approved Inmate Property Matrix, Exhibit D 1, which also reflects:

1. Maximum allowances of specific items per Quarterly Package.
2. Specified property allowed in designated housing.
3. Approved appropriation sources.

#### G. INMATE PROPERTY RESTRICTIONS

- \* Certain personal property items have restrictions, such as clothing, appliances, cosmetics, food, jewelry, etc., as specified on the Quarterly Package List Form (Exhibit H/H 2).
  - a. Items not listed are excluded.
  - b. Inmates have 15 days to file an Inmate Appeal (CDC 602), regarding items withheld from issuance when received in a Quarterly package, or the item(s) will be disposed of per this procedure.
  - c. Staff shall attach to the item a Pending Disposition of 602 (Exhibit I), listing the detailed items, inmate's name, CDC number, date and signature of staff labeling property to be appealed.
  - d. R&R staff will hold item(s) for 15 days or completion of the pending a CDC 602.
    - 1. When specific property items list monetary value limits, the inmate shall sign a statement of value for each item.
    - 2. Unauthorized Personal Clothing and Clothing Restrictions (Exhibit D 1).

The clothing limit noted would be the limit that is allowed within the inmates' allotted six cubic feet. Once the limit has been met, clothing items will be exchanged on a one-for-one basis at the time the package is issued.
    - 3. Miscellaneous Property Restrictions (Exhibits D 1).

#### H. ALLOWABLE FOOD AND TOBACCO ITEMS (Exhibit D 1).

#### I. AWARDS/TROPHIES/MEMBERSHIP CARDS

- 1. Awards and Trophies:
  - a. Only awards, trophies and/or prizes received during an inmate's current confinement will be allowed. Written authorization from the Institution Sponsor of the event(s) is required.
  - b. When the inmate is transferred to another Institution, the Correctional Captain of the receiving institution shall have the responsibility to approve the retention of these items.
- \* c. All awards, trophies, and/or prizes not allowed will be disposed of by the inmate choosing to mail it home, donate, or destroy the item.

\* 2. Membership Cards:

Inmates are permitted retention of membership cards in civic, social, benevolent and professional organizations or associations, which are in their possession at the time of reception. The following cards do not apply:

- a. Credit or time payment cards.
- b. Membership cards for organizations with a history of activities that threaten the security of the Institution or seek to advance "Hate" propaganda.

J. ELECTRICAL APPLIANCES

1. All TV's, Radios, TV/Radio/CD Combinations, Radio (AM/FM) Audio Cassette Tape Players/CD Players shall meet the following criteria:

- a. Appliances with internal mechanisms that have recording capabilities or transmitting capabilities will not be allowed. Appliances shall have been manufactured without such capability. Alterations or modifications will not be permitted.
- b. Shall be equipped with earphone/headset jacks.
- \* c. Shall have earphones/headsets that must be worn when the appliance is in use, except on the recreational yard(s). Those in violation will be subject to disciplinary action and subsequent loss of privilege to possess the appliance. Items altered or modified by any means will be confiscated.
- d. Separate, detachable or sliding speakers will not be allowed.
- e. The power source shall be batteries or plug-in electrical cord only. AC adapters are not allowed.
- f. Remote control devices are not allowed.
- g. Appliance will be portable only.
- h. Appliances will be transistorized and have build-in antenna for TV sets/Radios. No detachable antennas (attached telescoping type only).
- i. Radios will not have external speakers.
- j. Appliances may be purchased by the inmate via the Special Purchase Procedure or by the inmate's correspondents through an approved Vendor. It shall be the inmate's responsibility to ensure that the purchaser is aware of appliance restrictions/specifications.
- k. Damaged antennas may be replaced based on a one for one exchange. Inmates must report lost or stolen antennas to their Housing Unit Officer for verification by R&R staff.

2. The following additional criteria will apply to TV Sets:
  - a. Outside cabinet measurements will not exceed 12" X 14" X 17". May have timers/alarms.
  - b. Screen size will not exceed 9".
  - c. Value shall not exceed \$300. (Does not include shipping costs.)
  - d. Maximum power consumption will not exceed 75 watts.
  - e. Personal TV sets shall not be played in the dayroom. TV's and TV Combination Units will not be allowed outside the inmates assigned room. **EARPHONES MUST BE WORN AT ALL TIMES WHEN THE UNIT IS IN OPERATION.**
3. The following criteria shall apply to TV Combination Units:
  - a. Size shall not exceed 16" X 11" X 11".
  - b. Screen size will not exceed 9".
  - c. Value shall not exceed \$300.
  - d. Personal TV sets shall not be played in the dayroom. TV Combination Units will not be allowed outside the inmates assigned room. **EARPHONES MUST BE WORN AT ALL TIMES WHEN THE UNIT IS IN OPERATION.**
4. The following criteria shall apply to Radios and Radio/Cassette/CD Combinations:
  - a. Outside cabinet measurements will not exceed 14" X 10" X 8".
  - b. Value shall not exceed \$150.
  - c. May have external speakers. They may not separate, detach, or slide from the appliance.
  - d. Shall have earphones/headsets that must be worn when the appliance is in use. Inmates in violation will be subject to disciplinary action loss of privilege to possess the appliance. Items altered or modified by other means will be contraband.
  - e. Remote control devices are not allowed.
  - f. Appliances will be transistorized and have built-in antenna. No detachable antennas (attached telescoping type only).
  - g. Appliances may be purchased by the inmate utilizing the Special Purchase procedure or purchased by the inmate's correspondents through an approved vendor if the item is **SHIPPED DIRECTLY FROM THE VENDOR.**
  - h. Appliances received that do not meet approved specifications will not be accepted and will be returned to vendor at the inmate's expense.

5. The following criteria shall apply to a Walkman type AM/FM Radio/Audiocassette or CD Player:
  - a. May be AM/FM Radio or AM/FM Radio/Audiocassette Player combination or AM/FM Radio/CD Player combination.
  - b. AM/FM Walkman type Radio, Audiocassette or CD Player only (factory sealed).
  - c. Radio/Audio Cassette/CD Player outside measurements will not exceed 3" X 6" X 6".
  - \* d. May have external speakers. They may not separate, detach or slide from the appliance.
  - e. Value shall not exceed \$100.
  - f. The value of headset/earphones for use with the above appliances shall not exceed \$100.
  - g. AM/FM Radio/Audio Cassette/CD Player combination unit manufactured to operate on batteries only. (These will not be considered an electrical appliance.)
  - h. Appliances may be purchased by the inmate by the Special Purchase Procedure or purchased by the inmate's correspondents through an approved vendor if the item is **SHIPPED DIRECTLY FROM THE VENDOR.**
  - i. Appliances received that do not meet approved specifications will not be accepted and will be returned to the vendor at the inmate's request.
6. Special Purchase Orders:
  - a. An inmate wishing to purchase items through an approved catalog vendor shall apply through Special Canteen. Inmates must place special purchase orders by following the Special Purchase Procedure. An inmate's family members may order special purchases directly from approved catalog vendors.
  - \* No Special Purchase Order will exceed \$300. **Does not** include Inmate Welfare Fund (IWF), Postage, and handling, etc. It is the inmate's responsibility to ensure the correspondent is aware of all restrictions, specifications, and procedures. If the appliance does not meet specified requirements, it will be returned to either the vendor or the sender at the inmate's expense. Jewelry must be sent directly from the vendor to the inmate with the exception of watches. Medical Alert Bracelets may be purchased if the need is verified and approval by the Physician. Approval must be documented in the inmates Medical File and Central File.
  - b. Special Purchase items will be counted as the inmate's Quarterly Special Purchase the day it enters R&R, not the day shipped, or mailed.
  - c. The following is a list of approved vendors for Special Purchases by inmates or the inmate's family members at VSPW:

1. Clothing
  - a) Access
  - b) J.C. Penney
  - c) Lane Bryant
  - d) Walkenhorst
- \* 2. Appliances
  - a) Access
  - b) J.C. Penney
  - c) Walkenhorst
  - d) The American Musical Supply Company
3. Jewelry
  - a) Access
  - b) J.C. Penney
  - c) Walkenhorst
4. Cosmetics
  - a) Sally's
  - b) Avon
5. Food
  - a) Hickory Farms
- d. A completed Special Purchase Order Form (Exhibit J), which includes authorization for Trust Account Withdrawal shall be included.
- e. The amount on the form will include State sales tax and an IWF charge of 10%.
- \* f. Special Purchase Orders shall be limited to one per quarter.
- \* g. The Special Purchase order form shall be completed in triplicate and signed by the inmate. The completed form will then be forwarded to the Accounting Office via Institutional mail. Inmates are responsible for ordering only those items that meet the institutions restrictions and requirement. Any item that does not meet the institutions restrictions or requirements will be returned to the vendor or sent home at the inmate's expense.

- h. The dollar amount authorized for a Special Purchase Order from Avon is not to exceed \$100.
  - i. The dollar amount authorized for a Special Purchase Order from Sally's is not to exceed \$150. Inmates will use the Special Order Form (Exhibit J 1), to order merchandise from Sally's.
  - j. The form will be forwarded to the Accounting Office. If disapproved, it will be returned to the inmate with an explanation for the disapproval.
- \* 7. Guidelines for proper procedures in obtaining Sally's Special Purchase items:
- a. All orders must be filled out completely and correctly with the Special Purchase Order Form specified for Sally's (Exhibit J 1).
  - b. Items that are not on the approved itemized list will result in the entire individual order being returned.
  - c. All packages from Sally's vendor will be sent to R&R and clearly labeled with the inmate's name and CDC number on the outside of the box. Each order will be individually packaged with the order form and then sealed.
  - d. All inmates are responsible for checking their merchandise upon receipt in R&R.
  - e. No partial orders will be filled. If an item is not in stock or is unavailable for shipping, a "like" item will be substituted. There are no refunds on items purchased through Sally's.
  - f. Products containing lye or alcohol are not allowed.
8. Special Purchase/Appliance Distribution:
- \* a. Special Purchases shall be received via United Parcel Service (UPS), or picked up at the local Post Office by Mailroom staff. All such purchases will be delivered to R&R for issuance. When ordering a Special Purchase Appliance, R&R Staff will contact the Accounting Office with the order information and the Accounting Office will issue the purchase an identification number. The vendor will only receive the purchase number when filling the order. R&R staff, upon receiving the product will again call the Accounting Office and verify the number and inmate identification.
- b. R&R staff will complete the Special Purchase Receipt (Exhibit K), and have the inmate sign the receipt acknowledging she has received the Special Purchase.
  - c. R&R staff shall seal the back of all electrical appliances, engrave the inmate's name and CDC number on the back of the appliance and make the necessary entries on the Inmate Property Card before releasing the property to the inmate. The inmate shall not break or tamper with the seal.

9. Repair of Appliances

- a. Appliance repairs will be sent out to an approved vendor for repair, such as:
  - 1) J.C. Penney
  - 2) Walkenhorst
- b. If the inmate(s) chooses not to have repairs made to the appliance, it can be sent home at the inmate's expense .
- c. In order for the appliance to be mailed out for repair, the inmate must have a minimum of \$20 in her Trust Account to pay for estimates.

K. PERSONAL PROPERTY PACKAGES

1. Items of personal property may be received from correspondents of the inmate or through the Special Canteen Purchase Procedure. Items of authorized personal clothing, personal hygiene, food and miscellaneous items may be acquired by using this Quarterly Package procedure. **(Delivery of Quarterly Packages and/or Special Purchases shall be completed as soon as possible, but no later than 15 calendar days from the day of receipt in R&R. Exceptions may occur during the Holiday Season and during lockdowns of the affected inmates).**
  - a. Packages shall be allowed on a quarterly basis (every three months).
  - b. The year shall begin January 1 and end December 31. The schedule is as follows:
    - 1) First Quarter, January 1 through March 31
    - 2) Second Quarter, April 1 through June 30
    - 3) Third Quarter, July 1 through September 30
    - 4) Fourth Quarter, October 1 through December 31
2. Privilege groups are as follows:

Group A	Four Packages per year (one per quarter), not to exceed 30 pounds
Group B	Four packages per year (one per quarter), not to exceed 30 pounds
Group C	<b>PACKAGES ARE NOT ALLOWED</b>
Group D	One package per year. Not to exceed 30 pounds.
3. Acquisition of Quarterly packages shall be as follows:
  - a. The Women's Advisory Council shall distribute the Quarterly Package List to the inmates.

\*

- \* b. It is the inmate's responsibility to ensure that the label is completely and properly filled out, i.e., name, CDC number, housing and signature. The inmate will also fill out the sender's complete return address, (to include name, address, zip code) and instruct the sender to sign the form before mailing.
  - \* c. If the form is not properly filled out and signed by all concerned (inmate and sender); it **will not** be accepted from the U. S. Post Office or by the VSPW mailroom staff from UPS. If inadvertently accepted by VSPW staff from the U. S. Post Office or UPS, it will not be sent home for the form not being properly filled out.
  - \* d. The total weight of the Quarterly Package **will not** exceed 30 pounds and the package size will not exceed 27" in length, 22" in width and 12" in height. If the package is too large or is over the weight limit, it will not be accepted from the Chowchilla Post Office or by the VSPW mailroom staff from UPS. If inadvertently accepted by VSPW staff from the U. S. Post Office or UPS, it will not be sent home for being overweight or to large.
  - \* e. Before VSPW staff accepts any package from Chowchilla Post Office or UPS, VSPW staff shall inspect the label to ensure it is properly filled out and that the Quarterly Package is properly sealed and has not been opened. Additionally, Quarterly Packages will be weighed and measured to ensure that the package is within the specified criteria. If any discrepancies are noted, the package **will not** be accepted from the Chowchilla Post Office or UPS and will be returned to sender. If inadvertently accepted at the Post Office or from UPS, the Quarterly Package will not be returned, but issued (except C/C privilege group).
  - f. Quarterly Packages are to be logged in the Quarterly Package Logbook on the day received in R&R. The Quarterly Package(s) will be shelved in the property section of R&R and placed according to the date received.
  - \* g. The inmate's housing unit, job assignment hours, regular days off and classification shall be verified by R&R staff on the Distributed Data Processing System (DDPS) computer. The information shall be logged in the Quarterly Package Logbook.
  - h. Any Quarterly Package for inmates in privilege Group C shall be returned immediately to the United States Post Office or UPS the following day.
  - \* i. Inmates shall be educated to pick up their Quarterly Package (during non-programming hours), within a two-week period.
4. Issuance of Quarterly Packages by R&R staff shall include:
- \* a. The inmate being identified by her State Identification Card and by being in possession of her Privilege Card. If the inmate does not have her privilege card, her privilege group should be verified using DDPS before issuing the package. If the inmate's privilege group as verified on DDPS is appropriate, the package will be issued to the inmate even though she may not have her privilege card in hand.

- \* b. Inmates are expected to know the name and address of the person she has requested to receive the package from, since they are required to complete the return address on the package form as outlined in (3 b.) above. Therefore, at the time of issuance, the inmate must provide R&R staff with this information. Failure to do so will result in the package being returned to the sender. The issuing staff member shall use discretion when expecting the inmate to remember specifics such as zip codes and exact street numbers.
- \* c. Inmates are only allowed to receive items that are specifically for their personal use. Any items contained in the package that appear to be received for someone else will not be issued (i.e., clothing, shoes, hair products, make-up, etc., when sizes etc., are obviously too large/small for the inmate).
- d. The inmate shall sign the Quarterly Inmate Incoming Package Form (Exhibit F) acknowledging receipt of package contents.
- \* e. All non-expendable package contents shall be listed on the Inmate Package Form.
- f. All contents are to be searched for contraband either visually and/or by use of the x-ray machine.
- g. Any items that are not authorized or appear to have been tampered with will not be issued to the inmate.
- h. All items in glass are prohibited with the exception of make-up items. All containers (i.e., liquid, 1.8 ounces of perfume, etc.) must be factory sealed with a plastic or similar seal.
- \* i. When items are received that are not authorized, the inmate will be allowed to either send the item home at her expense, donate the item to a charitable organization, or donate the item to the facility (**non-authorized items donated to the facility will be destroyed**).
- j. It is a crime to bring/introduce alcohol, drugs, weapons, explosives, tear gas or tear gas weapons onto prison grounds. If the sender of a package violates this law, the receiving inmate forfeits her Quarterly Package.
- \* **NOTE:** The Quarterly Package will not be accepted from the Chowchilla Post Office or by VSPW mailroom staff from UPS if it does not meet the criteria outlined above. If VSPW staff inadvertently accepts a Quarterly Package, it will not be returned for being too large or too heavy.
- \* The food limits that are noted are the limits that are allowed per Quarterly Package List Form. The most currently signed Quarterly Package List Form and approved addendums will be adhered to for restrictions on size, limits and procedures.

5. ASU or Special/Restricted Housing Packages:

- a. Inmates housed in ASU shall not receive Quarterly Packages.
- b. Inmates housed in the SHU and serving a specified time will be entitled to one package per year. Approved items are listed in the VSPW Approved Property Matrix.

L. ARTIFICIAL APPLIANCES

\* Contact with the Correctional Captain is required before an inmate is denied their artificial appliance while being processed through Receiving and Release.

1. Approved health appliances (based on an individual case basis), require a medical evaluation and written authorization from the Chief Medical Officer (CMO).
2. Inmates received into the Institution who are in possession of artificial limbs, orthopedic braces/shoes, hearing aids or contact lenses shall be referred **immediately** to the Health Care Services Division (HCSD) for evaluation and documentation authorizing retention of such items in their possession. These items shall not be confiscated until evaluated by HCSD and approved/denied by a supervisor.

Inmates received into the Institution who are in possession of clear lens, plastic framed eyeglasses will be allowed to retain them without verification of medical need. Tinted or colored eyeglasses and/or contact lenses will not be permitted unless there are specific medical reasons for them. The colored eyeglasses and/or contact lenses must be recommended by an ophthalmologist and approved by the CMO.

3. Inmates received into the Institution who have in their possession previously prescribed contact lenses to correct visual deficiencies, may keep the lenses in their possession if it is determined by the initial intake medical examiner to be an immediate medical necessity to the inmate. If this determination is made the inmate will be immediately scheduled to an appointment with the ophthalmologist by the attending intake medical examiner to determine if prescriptive lenses are necessary. The inmate will not be allowed to renew contact lenses unless there are specific medical reasons for them recommended by an ophthalmologist and approved by the CMO. If it has been determined that the contacts are not medically necessary, eyeglasses will be prescribed and prescriptions will be filled through Prison Industry Optical Laboratory. These glasses will be provided by the California State Prison, Solano, and charged to the inmate's trust account. The inmates may obtain their eyeglasses from outside sources and have them sent to VSPW via a Medical Package. If an inmate has been determined as indigent and requires corrective eyeglasses; eyeglasses will be provided at State expense. If R&R receives a Medical Package, it will be immediately forwarded to the Medical Department.

4. Contact lenses will not be allowed in Medical Packages, with the exception of contact lenses allowed to inmates previously determined as per #2 and #3 above. There must be a specific need for them.
5. Contact lens solutions will not be allowed in Medical Packages. Solutions will be made available in the Facility Canteens for inmate purchase. Only those inmates determined to have a specific medical reason for contact lenses and who are determined to be indigent, will be provided contact lens solutions from the VSPW Pharmacy.
6. The HCSD will be responsible for providing a Chrono to the inmate with a description of the item and will ensure that the inmate receives a copy of the Chrono authorizing possession of the appliance.
7. Assistive devices are not to be counted towards the 6 cubic feet restrictions.
- \* 8. Inmates will not be allowed to receive, or have in their possession, wigs, hairpieces, hair extensions, etc., for cosmetic reasons. Consideration may be given under the following conditions to possess a full cap wig only:
  - a. Medical Evaluation from the CMO indicating severe hair loss (balding) because of a medical condition and/or treatment, and an
  - b. Evaluation by the Psychiatrist or Psychologist reviewed and approved by the Chief Psychologist indicating severe deterioration of the inmate's mental health directly associated with the significant loss of hair.
  - c. The request/recommendation shall be prepared in report form and submitted to the Warden for review and final approval. The request/recommendation must include an expiration/review date for medical staff to determine the continued need for the wig.
  - d. Upon review and approval by the Warden, the request will be returned to the CMO, with copies to the inmate and R&R Sergeant.
  - e. The wig will then be given to the inmate via R&R who will issue and document issuance on the inmates property card.

At no time will hairpieces, hair extensions etc., other than full cap wigs be approved. The length of the wig will not extend below the shirt collar.

#### M. OTHER MEDICALLY NECESSARY PROPERTY

1. All medically approved necessary dermatological creams, ointments, and/or hair care products will be provided through the HCSD, Pharmacy, or will be available for inmate purchase in the Facility Canteens. The medical necessity for dermatological products will be determined by a dermatologist consultant and approved by the CMO. The inmates may retain possession of these approved products distributed through the Pharmacy unless the CMO determines that the Facility Medical Technical Assistant (MTA) should maintain control of the products.

2. All medically necessary orthopedic devices including, but not limited to elastic ankle, knee, wrist and elbow braces, ace bandages, splints and special shoes, will be provided through the HCSD. The medical necessity for orthopedic devices will be determined by an orthopedic consultant and approved by the CMO. Once the medical problem requiring an orthopedic device is resolved, the inmate will return the device to HCSD via her Facility MTA. Disciplinary action will ensue for those inmates not complying with these instructions.
3. HCSD will be responsible for providing a Chrono to the Central File and the inmate with authorization for, and a description of, the items above, or other medically necessary items. Once the medical problem requiring any of these items is resolved, HCSD will be responsible for providing a Chrono to the Central File and the inmate, voiding the possession of the previously authorized items.
4. HCSD will provide any other products deemed medically necessary by a physician specialist and approved by the CMO. Additionally, an inmate may receive these items via a Medical Package. Those particular items will be approved on a case-by-case basis.
5. Medical Packages received at the Institution, which have not been previously approved, will be returned to the sender at the inmate's expense.

#### N. EDUCATIONAL MATERIALS

1. Educational items will be furnished by the State.
2. Any exceptions shall have prior approval of the Supervisor of Correctional Educational Programs and the Correctional Captain. Such approval shall be granted only if the items cannot be provided by the State.
3. Correspondence courses requiring tools, construction kits or other paraphernalia will not be approved. At the time of application for courses, inmates shall sign a statement that they understand and agree that if such tool kits or paraphernalia arrive with any lesson, the items shall be confiscated.
4. Exceptions will be for the following:
  - a. Inmates who participate in Academic Programs will be allowed to keep academic supplies (i.e., textbooks, work books, etc.), in their possession.
  - b. Inmates shall sign a Trust Withdrawal for all textbooks that do not belong to the inmate. One copy will be retained by the instructor and will be processed if the inmate fails to return a book or damages a book.
  - c. Inmates will have a General Chrono (CDC-138B), posted in their locker, signed by the appropriate instructor indicating they are students and are authorized possession of the listed textbook(s).

All VSPW issued textbooks shall be returned to the school at the end of the course or upon and inmate's transfer.

O. HOBBY-CRAFT MATERIALS

Refer to DOM Supplement Chapter 5, Custody and Security Operations, Article 34, Handicraft Programs, Section 53080.

P. MUSICAL INSTRUMENTS

- \* 1. Requests for musical instruments shall have prior approval of the Associate Warden, Housing Division, or his/her designee.
- 2. Musical Instruments must be non-electric. Cumbersome instruments (i.e., bass violin, drums, etc.) will not be permitted.
- 3. Musical instruments shall be purchased through Special Order and shall be received from an approved vendor.
- 4. The combined instrument and case dimensions shall not exceed 46" X 24" X 12".

Q. LEGAL MATERIALS

- 1. Legal materials need not be itemized on Personal Property Records, but shall be listed on Property Transfer Receipts at the time an inmate transfers between Institutions.
- 2. Inmate personally owned law books and papers should be included as part of the property allowed (six cubic feet for each inmate).
- 3. Legal Material Storage:
  - a. VSPW shall make every effort to accommodate the inmates legal right to their "Access to Courts" (refer to CCR, Title 15, Section 3161 and 3164 for further details).
  - b. Legal books and papers more than the limitation may be donated to the VSPW Library, sent home, destroyed, or stored per this procedure.
  - c. The Institution shall provide secured storage for the legal material of an inmate(s) related to an active court case that would cause the inmate's personal property to exceed the allowable amount in the living space.
  - d. The amount of legal material stored per inmate will be based upon the availability of space and/or materials specifically pertaining to active court case(s) the inmate has in the judicial system.

- \* e. If an inmate has a legitimate need, the Warden will designate a section of the R&R Hot Room to be used. A container will be provided and a logged record of material stored, showing inmate's name, CDC number and date of storage. The material shall be placed in an envelope or box and sealed at the time of storage with the initials of the inmate and R&R staff member involved. The envelope or box will be clearly marked 'LEGAL MATERIAL'.
- f. When the material is removed the inmate shall acknowledge its removal by signing the logbook.
- \* g. The Inmate shall have access to stored legal materials only one time per week. Inmates who wish to gain access to their legal material will have to submit an Inmate Request for Interview (GA-22) to the R&R Sergeant to schedule appointments.

#### R. TRANSFER OF PROPERTY (INTER-PRISON)

1. Upon notification from the Records Office that an inmate is to be transferred, the R&R Sergeant shall notify the inmate to report to R&R with all of her property for inventory and packaging.
2. When the inmate reports with all her personal property, she will be informed that any item that cannot be transported or is not allowed at the receiving Institution. These items will be shipped at her expense to an address of her choice, donated to a charitable organization, or donated to the facility (property donated to the institution shall be destroyed).
3. A Property Transfer Label (Exhibit L), with the inmate's name, CDC number and number of boxes, will be attached to each property box. A Property Transfer Receipt will then be typed and signed.
4. Any property the inmate is unable to account for will be confiscated and a Confiscation Property Receipt (Exhibit M) will be issued.
5. The following restrictions shall apply when transferring an inmate's property to another Institution:
  - a. Six cubic feet (total volume) of an inmate's personal property is the maximum amount allowable for transfer.
  - \* b. The maximum size of containers for actual transfer on the bus is 13" X 18" X 30" or smaller.
  - c. Metered envelopes: When an inmate transfers to a different Institution, the receiving Institution shall permit the inmate to use any metered envelopes that the inmate has brought with her. Collection and return of metered envelopes to the sending prison is not necessary.

- d. An inmate's footlocker will not be transported via departmental bus. Footlockers are not allowed at VSPW.

\*  
S. THE BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) PAROLE PROPERTY

When an inmate is released from the institution into the custody of ICE formerly known as the United States Immigration and Naturalization Service, the ICE has established a new ruling regarding the amount of property allowed. The following shall apply:

1. The ICE will not accept more than one bag or medium-sized suitcase containing more than 40 pounds, unless extenuating circumstances exist. They will only accept a reasonable amount of property as determined by the local Immigration Officer in charge.
2. Property in the possession of the inmate or parolee that is in excess of the ICE's rule should be disposed of per departmental policy, i.e. mailed home at the inmate's expense, donate the property, or have the property destroyed.

T. TEMPORARY TRANSFERS AND RETURNS

1. Out-to-Court

- a. Inmates going Out-to-Court (OTC), who will not be returning the same day, will report to R&R with all of their personal property.
- b. R&R staff shall inventory the inmate's property by completing an Inmate Property Inventory Form and store the property until the inmate returns. The inmate must account for all property that is inventoried.
- c. An OTC Label (Exhibit N), with the inmate's name, CDC number and number of boxes will be attached to each property box. The inmate's Identification Card and Privilege Card will be secured **on** the box of property. The Inmate Property Inventory Form will be placed between the box and the label.
- d. Upon returning, the inmate's Identification Card, Privilege Card, and Property will be returned to the inmate. The inmate, indicating return of property to her, will sign the original Inmate Property Inventory Form.

2. Hospital/Infirmary

- a. Inmates transferring to the Hospital or Out Patient Housing Unit (OHU), who will not be returning the same day, shall turn in all property to the Housing Unit Officer. The property will be inventoried on an Inmate Property Inventory Form. The inmate shall

sign the form and the property will be stored in R&R until the inmate is released from the Hospital/OHU.

- b. Inmates placed in the Hospital/OHU and returning the same day will not be required to store their property in R&R, but will be required to secure all property in their assigned locker or drawer.
  - c. Inmates placed in the Hospital/OHU due to an accident or emergency will have their property collected, inventoried, and stored in R&R before the completion of the current shift. An inmate Property Form will be completed. If the inmate is unable to sign due to injury or medical concern, the inventorying Officer will make note of such on the form.
  - d. All property stored in R&R under the above title requires an OHU Label (Exhibit O), with inmate's name, CDC number and number of boxes. The label will be attached to each property box. The Inmate Property Inventory Form will be placed between the box and the label.
  - e. Inmates transferring on "Medical Return" will store their property with R&R. The property will be inventoried and the Inmate Property Form will be completed and returned to the inmate upon her return to the Institution.
3. ASU/Disciplinary Detention Unit
- a. Upon notification by a Sergeant or Lieutenant that an inmate will be housed in ASU/Disciplinary Detention Unit (DDU), housing staff will immediately complete an inventory of the inmate's property.
  - b. An Inmate Property Form will be completed for the contents of each box.
  - c. After the inmate's signature is obtained, the Inmate Property Inventory Form will be placed between the ASU label (Exhibit P) and the property box.
  - d. All confiscated items will be listed on the Confiscated Property Receipt and packed separately.
  - e. Upon admittance to ASU/DDU, staff will inventory the allowable ASU property to be retained by the inmate and complete the ASU/SHU Pre-Admittance Property Inventory Form (Exhibit Q). A copy will be given to the inmate and a copy retained in the inmate's 114D File.
  - f. The inmate's property will be secured and retained in the ASU "connex" box and returned to the inmate upon her release from ASU/DDU.

#### U. APPROVED ASU/SHU PROPERTY

1. Inmates assigned to ASU/SHU shall have their personal property privileges restricted per this procedure and CCR, Title 15, Section 3331 (c).
2. A SHU Label (Exhibit R) shall be attached to each property box with the inmate's name, CDC number and number of boxes.
3. The following property items may be permitted in SHU and shall be subject to the safety and security rules of the Institution:
  - a. A TV or Walkman style AM/FM Audio Cassette combination or CD Player (the use of headphones/headsets shall be mandatory).
  - b. Sunglasses are allowable by medical doctor's prescription only.
  - c. Health food/protein supplement/vitamins are allowable by medical doctor's prescription only.

#### V. CONTRABAND PROPERTY

1. Anything not permitted or in excess of the maximum quantity permitted, or which is received or obtained from an unauthorized source is contraband.
2. Possession of contraband may result in disciplinary action and confiscation of the contraband per CCR, Title 15, Section 3006.
3. The inmate will receive a copy of the completed Confiscated Property Receipt Form. All items confiscated will be listed with a short description and reason for confiscation.
4. If the property was deemed contraband because of the item(s) being found in the possession of another inmate, and the inmate cannot identify the owner, the confiscating officer shall complete a Confiscated Property Receipt Form. The inmate in possession of the item(s) shall sign the form and be given a copy. An attempt will be made to identify the owner of the property.
5. If it is determined that the property has previously been reported stolen/lost and the Inmate Property Claim Form has been completed, the property shall be returned to the owner.
- \* 6. If the owner cannot be identified, the confiscating officer will inform his/her immediate supervisor of the confiscated property. The supervisor shall recommend a disposition to the respective Captain who will make the final decision. The respective Captain will initial the Confiscated Property Receipt and the property will be forwarded to R&R for processing.

7. If the “contraband” property belongs to the inmate it was confiscated from (determined by Property Card), the inmate will either mail the property home at her expense, donate it to a charitable organization or it to the facility (all property donated to the facility shall be destroyed).
  - a. If the inmate decides to mail the item(s) out, a Trust Withdrawal Form (Exhibit S) must be completed and attached to the property.
  - b. If the inmate refuses to sign the Trust Account Withdrawal Form, the property shall be mailed out at State expense and a “HOLD” shall be placed on the inmate’s Trust Account. If the inmate is unwilling to provide a mailing address, an address will be obtained from her Property File or Central File.
- \* 8. If the inmate refuses to sign the Confiscated Property Receipt, the confiscating officer’s immediate supervisor will be informed and shall determine the disposition of the property. The respective facility/unit confiscating the property shall retain it for 15 calendar days so that the inmate has an opportunity to file an appeal (CDC-602).
9. Non-issued property; all excess property received by inmates in General Population, but not issued, will either be sent home, donated to a charitable organization or donated to the facility (all property donated to the facility shall be destroyed).

\* W. PROCESSING OF UNAUTHORIZED PROPERTY

1. The processing of property that inmates are not permitted to retain in their possession during incarceration shall be accomplished as follows:
  - a. Inmates who possess unauthorized valuable property shall have the choice of sending the property home, donating it to a charitable organization or donating it to the facility (all property donated to the facility shall be destroyed).
  - b. Inmates shall sign appropriate statements indicating their choice of disposition and agreement to the method for the dispensing of their unauthorized valuable property.
  - c. Inmates donating jewelry to the Institution shall receive a copy of the signed agreement with a copy forwarded to the Custody Captain’s office. The R&R Sergeant shall maintain a logbook with an inventory of all jewelry donated to the Institution. The jewelry and a copy of the agreement will be secured in R&R for one year. At the end of one year, the Investigative Services Unit shall take possession of the donated jewelry and the logbook and dispose of the jewelry.
2. Any personal property items which do not meet the criteria as established in this procedure will be disposed of in one of the following manners:
  - a. Mailed out of the Institution at the inmate’s expense.

- b. Donated to a charitable organization.
- c. Donated to the facility (all property donated to the facility shall be destroyed).
3. All non-expendable property that is lost, stolen, or worn-out shall be reported by the inmate in writing to R&R staff as soon as the loss is discovered, utilizing a completed Inmate Property Disposition Form. A description of the item(s) and the circumstances surrounding the loss shall accompany the report. If the property has been reported stolen, a signature of the Housing Unit Officer is also necessary.

#### X. INMATE PROPERTY CLAIMS

1. When an inmate believes that the State is responsible for the loss or damage of her property, the inmate shall attempt to resolve it with the staff on duty where the loss or damage was discovered.
2. If this does not resolve the problem, the inmate may use the appeal procedure as described in DOM, Section 54100.

#### Y. ESCAPEE'S PROPERTY

1. All personal property of escapees shall be inventoried and transferred to the Investigative Services Unit for processing.
2. The property shall be stored in R&R for a period of one year.
3. Final disposition of property shall be in accordance with PC, Sections 5062, and 5063.
4. The Department shall not assume responsibility for property abandoned by an escapee, except for control of remaining property after detection of the escape and identification of the escapee(s).

#### Z. DECEASED INMATE PROPERTY

1. All property of a deceased inmate (personal and valuable) shall be inventoried immediately upon notification of the inmate's death on an Inmate Property Form and stored in R&R.
2. The deceased inmate's Central File shall be reviewed for written directions of the decedent as to the next-of-kin.
3. When a deceased inmate's family accepts burial expense, the inmate's property shall be released or forwarded to the next-of-kin.
4. If a deceased inmate's body is unclaimed, all monies and personal property shall be handled as provided for in PC, Sections 5061, 5063 and 5064.

AA. RELEASE CLOTHING

1. An inmate may receive a release-clothing package (dress-out) and/or travel bag 30 days before her scheduled parole or discharge date. The clothing shall:
  - a. Be limited to one set of clothing.
  - b. Be sent by United States Postal Service or common carrier.
  - c. Be received 30 days before release date.
  - d. Not be accepted at the Entrance Building.
  - e. Be stored in R&R.
  - f. Not be distributed before the day of parole.
2. Some form of identification may be included in the release-clothing package, such as a California Driver's License or a California State Identification Card. The identification shall:
  - a. Be kept in the vault (safe) in R&R.
  - b. Be issued to the inmate at the time of their parole or discharge processing by the R&R staff.
3. Release of Clothing/Property for 30 Day-Dry Outs.
  - a. When an inmate is received on a 30 Day-Dry Out, all property that the inmate arrives with will be boxed and sealed.
  - b. A 30 Day-Dry Out Label (Exhibit T) shall be affixed to the outside of the box listing the inmate's name, CDC number, and date.
  - c. All property of an inmate who is on a 30 Day-Dry Out will be stored in the Property Room until the inmate is released or transferred.

BB. RECEPTION INMATE PROPERTY

1. All inmates arriving from County Jails or inmates who are considered Reception inmates from other facilities will be allowed to have the following property:
  - a. Addresses and telephone numbers.
  - b. Legal paperwork.
  - c. Medallion (religious only), with chain. Value not to exceed \$100.
  - d. Wedding ring. Value not to exceed \$100.

Valley State Prison for Women  
OP-54030.01, Inmate Property Procedures  
\* Revised August 2003  
By Central and Program Services Division

All other property that is received from the County will be sent home at the inmate's expense, donated to a charitable organization, or donated to the facility (all property donated to the facility shall be destroyed). The only exception to this will be inmates who arrive and are 30 Day-Dry Outs (Section Z).

**GLORIA A. HENRY**  
**Warden**

**Date**