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Scott Crow, Director Oklahoma Department of Corrections	Signature on File		

Inmate Property

The Oklahoma Department of Corrections' (ODOC) policy is to establish and maintain effective controls over inmate property, including lawful disposal. This assists the ODOC in attaining the objectives of operating in an efficient and effective manner as well as providing a safe, secure and humane environment for inmates and protection for the staff and the public.

This procedure will be made available to inmates upon admission to the facility and when revised and/or updated. (5-ACI-5A-06)

- I. Property Administration (5-ACI-5A-01)
 - A. The facility head will establish a property control office or property storage area, designate an employee as the property control officer and ensure a sufficient number of trained staff members are available as relief.
 - B. The property control officer will be responsible for the inventory, control and disposition of inmate personal and state issued property.

- II. Assessment and Reception (2-CO-4D-01, 5-ACI-5A-01, 5-ACI-5A-08, 5-ACI-5D-08, 4-ACRS-7D-14)
 - A. Upon reception at the assessment and reception center, all personal property in the inmate's possession will be recorded on the "Inmate Property Inventory Form" ([DOC 030120A](#), attached). Once the "Inmate Property Inventory Form" ([DOC 030120A](#), attached) is completed, the inmate will sign and receive a copy along with a copy being stored in the inmate field file.
 - B. Property issuance and retention will be in accordance with "Assessment and Reception Authorized/Issued Property" ([Attachment A](#), attached). (5-ACI-5A-01)
 - C. Inmates are not normally allowed to make canteen purchases during their assignment to the assessment and reception center; however, an exception may be made as prescribed by a health care provider or as approved by the facility head. Personal hygiene items will be provided to new reception inmates in accordance with [OP-030501](#) entitled "Personal Hygiene and Appearance Code."

III. Designation for Disposition

- A. Within three days after reception, every inmate will complete a “Designation for Disposition of Property” form ([DOC 030120B](#), attached) designating the name and address of the person who is authorized to receive the personal property of the inmate in the event of the inmate’s death. Inmates have the opportunity to change their designation throughout their incarceration.
- B. Two notarized copies of the “Designation for Disposition of Property” ([DOC 030120B](#), attached) form will be prepared. One copy will be maintained in the inmate’s field file record and a second copy will be retained by the inmate.

IV. Facility Assignment

A. Initial Assignment (5-ACI-5D-08, 5-ACI-5D-12)

- 1. Upon initial assignment to a facility, all inmates will be issued state property that is properly fitted, climatically suitable, durable and presentable as outlined in the column “Initial Assignment” on the “Maximum Allowable Clothing” ([Attachment C](#), attached). Mattresses and pillows will be inspected for deterioration and sanitized prior to issuance.
- 2. Inmates on orientation status may be issued a green jumpsuit upon assignment to a community corrections center as outlined in the designated “Community Corrections” (CCC column on the “Maximum Allowable Clothing” ([Attachments C](#), attached).
- 3. Inmates assigned to the High Structure Program will be issued a red jumpsuit as outlined in the designated Community Corrections Center column on the “Maximum Allowable Clothing” ([Attachment C](#), attached).
- 4. All community corrections centers will maintain a small inventory of orange tops and bottoms for inmates who are in holding units, transit detention units, or being transferred to higher security.

B. Transfer

Upon transfer to a state or private facility, the following state issued clothing/items will remain with the inmate as applicable:

- 1. Under garments (gender appropriate); includes t-shirts, briefs/boxer shorts, or panties and bras;
- 2. Socks;
- 3. One set of scrubs (blue shirt and khaki pant (CCC only));

4. Allowable footwear; and
5. Any authorized personal clothing or items purchased through the canteen as outlined on the "Maximum Allowable Property" ([Attachment B](#), attached). Property will not exceed maximum allowable property. Excess/unauthorized property will be disposed of as outlined in this procedure.

V. Property Inventory Upon Arrival at a Facility (5-ACI-5A-08, 4-ACRS-7D-14)

A. Inspection

1. Immediately following an inmate's arrival at any facility, all personal property will be inspected to ensure that the security seal on the duffel bag is unbroken and cardboard boxes containing electrical appliances and/or other materials are not damaged. If the security seal is unbroken and the cardboard boxes are not damaged, no additional "Inmate Property Inventory Form" ([DOC 030120A](#), attached) is required. The inmate will sign the original "Inmate Property Inventory Form" to acknowledge that the duffel bag and cardboard boxes were received undamaged and that the security seal was not broken.
2. If the inmate's property is no longer secure, a new "Inmate Property Inventory Form" ([DOC 030120A](#), attached) will be completed. (5-ACI-5A-08)

VI. Property Disposition Procedures

A. Disposition Options-Inmate

1. When an inmate must dispose of personal property, such disposition will be completed as follows:
 - a. Within three calendar days at the assessment and reception center; or
 - b. Within 30 calendar days at the assigned facility.
2. Inmates will be allowed to dispose of their own excess or unauthorized personal property, excluding contraband, through the following methods:
 - a. Shipped at the inmate's expense to a designated individual who is not incarcerated;
 - b. Picked up by designee;
 - c. Donated to the ODOC with any proceeds to benefit the Employee/Inmate Welfare Fund;

- d. Donated to any legitimate organization the inmate chooses at the inmate's expense, if cost is involved (i.e., shipping);
 - e. Destroyed; or
 - f. Inmate personal property that has been stenciled/engraved may be donated to the facility by the inmate upon discharge. The inmate may not designate to whom the property will be issued.
3. Inmates assigned to contract halfway house facilities will be required to sign, acknowledging and authorizing the disposition of their own excess property or unauthorized personal property, excluding contraband, according to the guidelines in the "Private Contract Halfway House Facility Personal Property Agreement" form ([Attachment F](#), attached) and through the following methods:
- a. Shipped at the inmate's expense to a designated individual who is not incarcerated;
 - b. Picked up by designee;
 - c. Donated to the ODOC with any proceeds to benefit the Employee/Inmate Welfare Fund;
 - d. Donated to any legitimate organization the inmate chooses at the inmate's expense, if cost is involved (i.e., shipping); or
 - e. Destroyed.

B. Final Disposition Options—ODOC/Contract Facilities

Failure by the inmate to select one of the dispositions cited above will cause the personal property to be destroyed or sold as soon as the necessary arrangements can be made at a public auction by the agency. The only exceptions will be televisions and fans, which may be utilized for indigent inmates, as approved by the facility head.

1. Proceeds from public auction will be deposited in the agency's revolving fund.
2. Employees will not be allowed to purchase property of any inmate.

C. Disposition Restrictions

1. Inmates will not be allowed to trade, sell, barter, loan or give away any personal property to another inmate.
2. If an inmate reports missing personal property, and the property is later found in the possession of another inmate and is not altered or distorted, the property will be returned to the rightful owner.

D. Disposition Following Escape or Death

1. Upon the death of an inmate, the person listed on the "Designation for Disposition of Property" form ([DOC 030120B](#), attached) will be provided a written inventory of the deceased inmate's money and personal property by certified mail (O.S. 57 § 530.2). After any cremation and transportation fees have been determined and deducted from the inmate's account, the family will be notified of any funds remaining.
 - a. If money is not claimed within one year, it will be transferred to the Finance and Accounting unit for annual remittance to the state treasurer's unclaimed property fund.
 - b. Other personal property will be disposed of if not claimed within 60 calendar days
2. Upon the escape of an inmate, the inmate's trust fund account will be frozen and personal property will be inventoried and stored. After 60 calendar days, personal property will be destroyed or sold and proceeds deposited into the agency's revolving fund. All savings will be transferred to the state treasurer's unclaimed property fund.

VII. Lost or Damaged Property-Reimbursement/Replacement (5-ACI-3D-08M)

- A. Any personal property that the inmate retains is brought into the facility at the inmate's own risk. The agency is not responsible for unsecured personal property. Reimbursement for lost or damaged secured property will only be made in accordance with Oklahoma law (51 O.S. § 151 et. seq.).
- B. Inmates who are transferred from one facility to another assume the risk for damage to property the inmate packs and/or carries to a transportation vehicle. The agency assumes no liability for the welfare of any inmate's property packed by or placed in a transportation vehicle by any person other than a facility staff member.
- C. To determine a reasonable replacement value for a missing/damaged item, the property matrix will be reviewed for maximum replacement value.
 1. If maximum replacement value has not been established on the matrix, the maximum amount allowable for reimbursement will not exceed a total of \$100 for all missing items. The replacement value being the maximum allowable; the actual determination as to the amount will be made considering the age and condition of the missing/damaged item.
 2. In lieu of reimbursement, the facility head is authorized to replace the missing item with an item suitable for that items particular purpose.
- D. Reimbursement will be made by the use of Express Checks.

- E. If the inmate chooses to file a grievance due to loss or damages of personal property, the facility head will not dispose of the inmate's personal property as long as the grievance is in progress. The grievance officer will notify the property officer of any pending grievances for inmate property.

Property issues at privately contracted facilities are to be resolved by the privately contracted facility and are not grievable or appealable to ODOC.

VIII. Property Matrix

A. Allowable Property

Each ODOC facility head will abide by the "Property Matrix" as listed on the "Maximum Allowable Property" ([Attachment B](#), attached) and "Maximum Allowable Clothing" ([Attachments C](#), attached) which authorizes and limits items, both personal and state issue, which an inmate may possess. (5-ACI-5A-07, 4-ACRS-7D-13)

1. Excess personal property or substitution items are prohibited unless prior written approval from the agency director is received by the facility head.
2. Exceptions for additional clothing may be granted by the facility head for inmates assigned to community corrections.
 - a. Additional clothing for community inmates is in accordance with "Unmarked Personal Property Allowed for Community Inmates Assigned to Work Release" ([Attachment E](#), attached).
 - b. If the community corrections inmate is returned to higher security, the additional clothing will be disposed of as outlined in Section VI. item A. of this procedure.
3. The "Maximum Allowable Property" ([Attachment B](#), attached) and "Maximum Allowable Clothing" ([Attachment C](#), attached) forms will be posted in locations accessible to all inmates and provided to all inmates upon initial assignment to the facility. (5-ACI-5A-06)
4. Any inmate without access to personal property will be provided authorized state issue items as outlined in this procedure.
5. Inmates who participate in the "Prisoners Run against Child Abuse" or "Breast Cancer Run" and receive a commemorative t-shirt will be allowed to retain the t-shirt after it has been marked.
 - a. The shirt will be counted as one of the allowable number of t-shirts in accordance with "Maximum Allowable Clothing" ([Attachments C](#), attached).

- b. Inmates will be allowed to retain only one such t-shirt regardless of the number of years of participation in the commemorative runs. Upon transfer, the inmate will be allowed to retain the commemorative t-shirt in addition to the state issue t-shirt.
6. Inmates who have appliances that are not clear or transparent backed in accordance with "Maximum Allowable Property" ([Attachment B](#), attached) will replace those appliances through attrition. Inmates assigned to a halfway house may possess non-transparent appliances in accordance with entitled "Maximum Allowable Property" ([Attachment B](#), attached).

The facility canteen will communicate and coordinate with the appropriate clothing/laundry/property department regarding appliance purchases, to ensure appliances are limited to number allowed and are marked with the inmate's name and ODOC number, as well as placed on the inmate's property inventory. The staff member receiving property at a community corrections center will ensure items are properly marked and placed on the inmate's property inventory.

7. The combination of personal/state issued clothing will not exceed the maximum allowable on the property matrix for any specified item, even if an inmate may have purchased the item(s). Excess items purchased by the inmate will be disposed of at the inmate's expense.
 - a. It will be the inmate's responsibility to ensure excess state issued items are removed from their property list.
 - b. The facility canteen will communicate and coordinate with the appropriate clothing/laundry/property department regarding inmate clothing purchases to ensure excess state issued items are returned.
8. Additions to or deletions from the personal property form will be made by the inmate through the designated staff member. It will be the responsibility of the inmate to ensure his/her personal property form remains accurate and current.
9. State Issue Items
 - a. Amounts of clothing, bedding and linens will exceed the inmate population; these items will be provided/made available for the inmates as required. (5-ACI-5D-06)
 - b. Records will be maintained of all items issued to an inmate to ensure accountability. All clothing, bath towels, washcloths, supplies, bedding and linens issued to the inmate will be the responsibility of the inmate and they will be held accountable for each item. (5-ACI-5D-07)

- c. Inmates assigned to the Bill Johnson Correctional Center (BJCC) or Dr. Eddie Warrior Correctional Center (EWCC) Delayed Sentencing Program or Regimented Treatment Program may be issued BDU's consistent with the program requirements. BDU's will remain at BJCC or EWCC and will not transfer with the inmate.
- d. Inmates assigned to the Mabel Bassett Correctional Center (MBCC) who are enrolled in the following programs may be issued the following designated T-shirts and the t-shirts will remain at MBCC when the inmate transfers:
 - (1) Delayed Sentence Program may be issued an orange T-shirt.
 - (2) Residential Substance Abuse Treatment (RSAT) Program may be issued a purple T-shirt.
 - (3) Cosmetology Program may be issued a pink T-shirt.

B. Transfer of Property

1. Upon transfer, the amount of allowable inmate personal property will not exceed the volume that can be transported in a military-style duffel bag issued by the sending facility. An inmate's television will be transported in a 16" x 16" x 16" cardboard box or a box of similar size. Other electrical appliances, allowed legal, religious, and arts/crafts materials will be transported in a 24" x 18" x 16" cardboard box or in the duffel bag. The duffel bag and cardboard boxes will weigh no more than 50 pounds per bag or box. Any additional items must be disposed of at the inmate's expense.
 - a. Personal grooming items will be transferred with the inmate. However, the receiving facility may disallow an item if the item is not allowed at the receiving facility's security level.
 - b. Consumable items, such as non-perishable food, may be transferred only if the packages are unopened.
2. Prior to transfer, all inmate personal property will be itemized and recorded on the "Inmate Property Inventory Form" ([DOC 030120A](#), attached). The inmate will be permitted to review the completed "Inmate Property Inventory Form" ([DOC 030120A](#), attached) and the statements of understanding before signing and dating the form.
3. Upon completion of the "Inmate Property Inventory Form" ([DOC 030120A](#), attached), the property will be secured as follows:
 - a. The duffel bag will be secured with a security seal issued by the facility and taped or tagged with the inmate's name and

ODOC number.

- b. The cardboard boxes will be sealed with tape, marked with the inmate's name and ODOC number, total number of boxes and number of each box (i.e., 1 of 2, 2 of 2).
 - c. The duffel bag security seal number and total number of sealed boxes will be recorded on the "Inmate Property Inventory Form" ([DOC 030120A](#), attached). The duffel bag and number of boxes will be recorded on the "Inmate Transfer/Receipt Form" ([DOC 030120C](#), attached). The designated staff member will distribute the forms as specified on the forms.
 - d. The gold copy of the "Inmate Property Inventory Form" ([DOC 030120A](#), attached) will be affixed to one of the cardboard boxes. If the inmate has no boxes, the form will be placed inside the duffel bag.
4. Upon assignment of an inmate to a housing unit, a staff member will retrieve the duffel bag and ensure proper storage.
 5. When apparent continued noncompliance of disposal of excess property before transfer by a particular facility exists, the property officer will notify the facility head. If the problem remains unresolved, the affected facility head will notify the appropriate administrator of Institutions/Community Corrections.

C. Property Markings

1. All inmate purchased clothing, will be marked using indelible ink with the inmate's name and ODOC number.
2. All articles of clothing covering the top half of the body, to include inmate purchased clothing, will be marked using indelible ink across the back with "INMATE" using two inch letters with 1/4 inch spacing between letters.
 - a. Light colored clothing will be marked in black ink and dark clothing in white ink.
 - b. The appropriate administrator of Institutions/Community Corrections may authorize exceptions to clothing worn by certain Prisoner Public Works Program (PPWP) crews.
 - c. Any property currently marked "inmate" will not be remarked and will be replaced through attrition.
3. Those facilities with PPWP contracts or other non-institutional job assignments will advise all job sites of the inmate dress code requirements of this procedure.

4. Community corrections center inmates assigned to work release are authorized personal unmarked clothing in accordance with “Unmarked Personal Property Allowed for Community Inmates Assigned to Work Release” ([Attachment E](#), attached).
 - a. OCI Showroom inmates, who are housed at OKCCC, are authorized to wear unmarked company issued uniforms or civilian clothes during work hours only.
 - b. Community corrections center inmates are authorized personal unmarked clothing to attend church services.

D. Level Guidelines for Personal Property

1. Televisions and radios will be allowed in accordance with assigned levels as indicated on the “Maximum Allowable Property” ([Attachment B](#), attached).
2. Televisions and radios that are temporarily taken from inmates will be inventoried, secured and stored.

E. Protective Clothing

Appropriate protective clothing will be issued in accordance with the requirements of the inmate’s work assignment in food service, farm operations, garage, physical plant/maintenance or other special work assignments as identified by the facility. (5-ACI-5D-09)

IX. Storage of Property

A. General

Each facility will provide for the following:

1. Designated storage space for allowable inmate personal property within the living area (i.e., locker storage, etc.).
2. Designated area for the storage of bulk inmate personal property. (5-ACI-2E-10)
3. Consumable canteen items in cell/living area in excess of the dollar amount authorized in [OP-060107](#) entitled “Systems of Incarceration” are prohibited.
4. Official documents such as driver’s license, birth certificate and social security card will be retained in an envelope in the inmate’s legal file maintained in the records office, but may be returned to the inmate upon assignment to a community corrections facility for reentry/employment requirements.

- a. The envelope will list the items stored inside;
- b. Documents will be returned upon parole or discharge; and
- c. When documents are returned, the inmate will sign a receipt.

B. Legal

1. Inmates will be allowed to maintain legal reference materials, including books, in their living area.
2. Legal material may include materials related to any administrative action as a result of the inmate's incarceration.
3. For fire/safety reasons, legal material will be limited to a maximum of up to one cubic foot in the living area.
4. The facility head may allow additional short-term storage outside the cell or living area, normally not to exceed 90 calendar days.
5. Any request to store legal materials for more than 90 calendar days will be submitted to the facility head in writing.
6. All legal materials are subject to security checks for contraband.
7. Upon transfer, the total volume of legal material will be limited to one cubic foot. Excess material will be disposed of at the inmate's expense.

C. Other Paper Materials

1. Other paper materials, including, but not limited to religious materials, books, periodicals, and correspondence will be restricted to the amount that can be stored in a maximum of one cubic foot.
2. Such limitation is based upon potential fire, sanitation, security, and housekeeping hazards presented by an excess of paper materials.
3. Upon transfer, the total volume of paper materials will be limited to the amount that can be stored with other personal property. Excess material will be disposed of at the inmate's expense

D. Arts and Crafts Materials

1. Each facility head will allow for the storage of arts and crafts projects if such programs are permitted.
2. If the facility head permits storage of hobby craft items in the cell/living area, the volume of materials will not exceed one cubic foot and will be stored in a secure manner and will not present a fire, sanitation, security, or housekeeping hazard.

3. Upon transfer, the total volume of hobby craft materials will be limited to the amount that can be stored with other personal property. Excess material will be disposed of at the inmate's expense. If the receiving facility does not allow hobby craft materials, the items will be disposed of at the inmate's expense.

E. Possession of Contraband

1. Any item(s) found in the inmate's possession that is not listed on their property form will be considered contraband. It is the responsibility of the inmate to ensure their property form remains current.
2. Any item(s) found listed on the property form that has distorted or altered markings or that has been substantially (either internally or externally) modified from the manufacturer's original configurations will be considered contraband.
3. Any product containing alcohol is prohibited.
4. Contraband will be disposed of in accordance with [OP-040109](#) entitled "Control of Contraband and Physical Evidence."

F. Food Items

Food items may be stored in inmate living quarters only if left unopened or stored in original containers that are re-sealable and meet sanitation, safety and security standards.

G. Personal Grooming Items

1. Hygiene items that cannot be adequately searched will not be stored. Sealed items will be accepted.
2. The volume will be limited to the amount that can be stored in a box not to exceed 12" x 6" x 4" in size.
3. Makeup is considered a hygiene item and inmates may store allowable makeup and hygiene items that will fit into a 12" x 6" x 4" area.
4. Upon transfer, the total volume of personal grooming items will be limited to the amount that can be stored with other personal property.
5. Excess items will be disposed of at the inmate's expense.

H. Medical Equipment and Devices

Inmates are approved to have medically necessary equipment and/or devices, which have been issued by medical staff, or ordered by an ODOC medical provider (e.g., glasses, dentures, hearing aids, egg crate

mattresses, wedge, canes, walkers, etc.).

X. Extended Absences

A. Property Inventory in the Inmate's Absence

Inmate personal property will be inventoried and secured in the event of special housing assignment or the inmate's anticipated extended absence from the facility.

1. An "Inmate Property Inventory Form" ([DOC 030120A](#), attached) will be used to document the inventory by marking the appropriate inventory slot.
2. The inventoried property will be boxed and taped when feasible. Large items that cannot be boxed will be tagged.
3. The inventoried property will be placed in a secure area. Care will be taken to ensure inmate property is not damaged or destroyed. (5-ACI-5A-08)
4. The officer conducting the inventory will sign and date the inventory form. The inventory form will be distributed as specified with the inmate receiving a copy. (5-ACI-5A-08)
5. A copy of the inventory will be given to the inmate as soon as possible.
6. Food items may be stored if the item is unopened (sealed from vendor). Opened and/or perishable food items will be discarded.

B. Absence Due to Death

In the event of death, inmate personal property will be inventoried and secured in the same manner as described above. A copy of the inventory and the listed property will be given to the person designated to receive the property as specified in this procedure.

XI. Indigent Property

A. Definition

For purposes of personal property issuance, indigent is defined in [OP-120230](#) entitled "Offender Banking System."

B. Personal Hygiene Items (5-ACI-5D-14)

Access to allowable personal hygiene items for indigent inmates will be in accordance with [OP-030501](#) entitled "Personal Hygiene and Appearance Code."

XII. Provision of Laundry Services

A. Staffing

Adequate staffing will be provided to ensure facility needs are met and appropriate supervision and maintenance of the laundry is maintained.

1. The number of washers and dryers will be adequate to meet the needs of the facility. (5-ACI-5D-10, 4-ACRS-4B-02)
2. Weight scales will be in place to ensure weight requirements are in accordance with manufacturers' requirements to provide the best cleaning possible.
3. Laundry carts will be constructed of non-flammable fire retardant material. Current carts, if not made as specified, will have ventilation on the top, bottom, and sides. New purchases will require construction of non-flammable fire retardant materials.

B. Facility Provisions

Facilities will ensure services are provided to general population and special housing units and will include but not be limited to:

1. Provisions for the issuance/exchange of suitable, clean bath towels, washcloths and linens at least weekly. Blanket exchange is available at least quarterly. (5-ACI-5D-12, 4-ACRS-4B-04)
2. Provisions for clothing exchange or laundering a minimum of three times per week at minimum, medium and maximum-security facilities to provide the opportunity for inmates to have three complete sets of clothing per week. (5-ACI-5D-10)
3. Provisions for the thorough cleaning and, when necessary, disinfecting of inmate personal clothing before storage or before re-issuance or for allowing the inmate to keep or wear personal clothing. (5-ACI-5D-11)
4. Provisions will be made for clothing exchange that displays excessive wear or is excessively dingy and is no longer usable. Exchange of clothing will be for like items, i.e. deck shoes for deck shoes.

C. Safety Procedures

1. The weekly health and safety inspections at each facility will include inspection of laundry services.
2. All facilities will have inmate job descriptions for laundry workers that address training, safety, and proper use and care of all laundry equipment.

XIII. Removal or Restriction of Allowable Items

State issued items will not be removed as punishment. Any item may be removed or restricted for legitimate security reasons or on the written recommendation of a psychiatrist or doctor after a substantial and immediate danger to the inmate's health and safety evidenced.

XIV. Discharge/Parole

A. Release Procedures

Prior to an inmate's release from custody, a complete inventory of the inmate's personal property will be conducted by a designated staff member.

1. The inventory will normally be completed in the presence of the inmate.
2. The inventory will be conducted using the "Inmate Property Inventory Form" ([DOC 030120A](#), attached).
3. The inmate will sign and date the property form. Three copies will be distributed as specified on the form. The inmate must take the property at the time of departure.
4. No state clothing or any marked or stenciled personal clothing will be taken or worn by an inmate upon discharge from the ODOC. Discharge clothing will be provided to the inmate through facility donations, inmate family members or through a local vendor.
 - a. A discharge set of clothing will be defined as:
 - (1) One pair of socks;
 - (2) One pair of shoes;
 - (3) One pair of appropriate undergarments;
 - (4) One pair slacks/jeans;
 - (5) One belt (if available);
 - (6) One shirt;
 - (7) One coat, to be provided October until the end of March only; and
 - (8) Inmates may substitute one slip and one dress or one skirt and blouse for the shirt and jeans/slacks.
 - b. Family members may mail in one set of clothing to the inmate

for use upon discharge. There is no restriction regarding the source of clothing received from family members. The discharge clothing may not be mailed to the facility more than 14 days prior to the inmate's date of discharge. Once received at the facility, the clothing will be stored in the property storage room/area until the day of discharge.

- c. If clothing is not provided by the inmate's family, facilities will solicit donations for clothing from community service agencies or may purchase from local vendors. Sets of clothing will be obtained on an as-needed basis and will be seasonally appropriate. Clothing will be coordinated, reflect current styles, clean and in no disrepair. Sports or tennis shoes are only appropriate if jeans are provided as a discharge item. If the facility maintains a stock of discharge clothing, the facility will establish inventory guidelines and security of the clothing area.
 - d. Discharge clothing will not be issued to community security inmates who already have a set of unmarked clothing in accordance with "Unmarked Personal Property Allowed for Community Inmates Assigned to Work Release" ([Attachment E](#), attached).
 - e. Facilities will monitor the status of inmates pending discharge, parole or commutation in order to provide them, as necessary, with a set of clothing upon release.
5. Prior to discharge or parole, each facility will ensure the personal effects of the inmate are returned. The inmate will sign for receipt of property. (5-ACI-5F-05)

XV. References

Policy Statement P-030100 entitled "Provisions of Services/Inmate Rights and Responsibilities"

OP-030501 entitled "Personal Hygiene and Appearance Code"

OP-040109 entitled "Control of Contraband and Physical Evidence"

OP-060107 entitled "Systems of Incarceration"

OP-120230 entitled "Offender Banking System"

Oklahoma Constitution, Article 10 § 15

51 O.S. § 151 et. seq.

57 O.S. § 549. (6) and 530.2

XVI. Action

The appropriate administrator of Institutions/Community Corrections is responsible for compliance with this procedure.

The chief administrator of Institutions is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval of the agency director.

This procedure is effective as indicated.

Replaced: OP-030120 entitled "Inmate Property" dated May 26, 2021

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 030120A	"Inmate Property Inventory Form"	Attached
DOC 030120B	"Designation for Disposition of Property"	Attached
DOC 030120C	"Inmate Transfer/Receipt Form"	Attached

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Assessment and Reception Authorized/ Issued Property"	Attached
Attachment B	"Maximum Allowable Property"	Attached
Attachment C	"Maximum Allowable Clothing"	Attached
Attachment E	"Unmarked Personal Property Allowed for Community Inmates Assigned to Work Release"	Attached
Attachment F	"Private Contract Halfway House Facility Personal Property Agreement"	Attached