

## 5-21-310 Allowable Inmate Property

### PURPOSE OF ORDER:

Although inmates are given hygiene items at time of booking, Canteen Corporation has established a list of items available to inmates for purchase. Guidelines have been established as to which items and quantity of items may be purchased. This order will identify regulations concerning allowable inmate property.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

### ORDER:

Allowable inmate property is defined as those items acceptable for general population inmates to possess in their housing areas. All others items shall be deemed contraband and will be handled in accordance with this order and Unit Order 5-22-010, Inmate Discipline Procedures. Individual items may be added or deleted to the attached Allowable Inmate Property List at the discretion of the unit commander.

#### Acceptance of Prescription/Corrective Eyeglasses

Per Custody Division Manual sections 7-02/000.00 and 7-03/000.00, inmates are allowed to possess one pair of prescription eyeglasses.

Prescription/corrective eyeglasses may be delivered to an inmate during visiting hours or via U.S. mail. TTCF personnel shall initially determine the inmate's housing location.

- If the inmate is housed at TTCF, receiving personnel usually from TTCF visiting or Inmate Services shall accept the prescription eyeglasses. Personnel shall ensure the eyeglasses are delivered to the Medical Liaison Deputy in the Medical Services Building, who will approve and deliver the eyeglasses to the inmate. As eyeglasses are inmate property items, appropriate acceptance/ delivery documentation is required unless the inmate is present upon acceptance.
- If the inmate is housed at a facility within the same jail complex, i.e., MCJ, personnel shall not accept the eyeglasses, but direct the person to deliver the eyeglasses to the appropriate housing facility.
- If the inmate is housed at another facility outside the TTCF complex, i.e., Pitchess Detention Center, personnel shall accept the eyeglasses. The eyeglasses shall be packaged, labeled to reflect the inmate's housing location, and placed in the appropriate medical clinic or nursing office outgoing mail. A completed Inmate Personal Property Inventory form shall be attached to the packaging containing the prescription/corrective eyeglasses.

NOTE: Medical Services Bureau shall be responsible for the transportation of prescription/corrective eyeglasses between various jail complexes, i.e., TTCF to North County Correctional Facility.

#### Personal Wheelchairs

As a general rule, when an inmate arrives from IRC or another facility with his or her personal wheelchair, TTCF custody personnel shall allow the inmate to have possession and full use of it. Wheelchair parts which may pose a threat to safety and/or security may be removed (i.e., footrests, armrests) provided the removal does not cause damage to the wheelchair. All removed wheelchair parts shall be handled as "Bulk" property per TTCF Unit Order 5-20-300, Inmate Money Deposits and Property Storage.

If a personal wheelchair is found to pose a threat to security and cannot be rendered safe, a sergeant shall be notified and the wheelchair confiscated. The inmate shall be issued a county wheelchair for use during his/her period of incarceration. The personal wheelchair will be deemed "Bulk" property and stored according to unit policy. In addition, TTCF custody personnel will be responsible for indicating on the inmate's property slip the reason the wheelchair was booked as "Bulk" property (e.g., unsafe for custody environment because. . .), the name of personnel making the notation, and the name of the sergeant notified.

#### Linen and Clothing Items

Excess clothing and linen items are considered contraband. Excess is defined as any clothing or linen beyond the quantity issued to inmates.

#### Prohibited Material

Photographs or pictures that display gang, gang tattoos or hand gestures (signs) are not allowed. Sexually explicit materials (e.g., books, magazines, videos or photos) shall not be subscribed to or sent from book stores. Retention of questionable photographs shall be decided by the Floor Supervisor.

#### Radical Literature

Literature which openly advocates the violent overthrow of the government; describes the handling or manufacture of explosive devices or other weaponry; any material tending to incite murder, arson, riot, or any other form of violence; or any matter concerning gambling or an unlawful lottery is prohibited and considered contraband.

#### Contraband

Contraband is defined as any item which by virtue of itself is illegal to possess.

The following items shall be considered contraband:

- Any goods brought illegally into the jail,
- Allowable inmate property in excess of authorized limits,
- Any item legally possessed which has been altered from its original form,
- Any item that is worn, carried or displayed that denotes gang affiliation,
- Any item illegally in the possession of an inmate or in violation of posted facility rules,
- Any gambling paraphernalia such as dice, chips, markers, and marked decks of cards,
- Any item of property not listed in the Allowable Inmate Property list,
- Photographs or pictures that display gangs, gang tattoos, hand gestures (signs) or sexually explicit material,
- Plastic water/soda bottles not containing their original liquid and/or which have been altered,

Items in excess of those permitted by this Unit Order are considered contraband and shall be confiscated.

Inmates shall not be allowed to possess more than one bottle. All bottles are to remain in the pods (i.e., inmates shall not take them to work, pill call, visits, and/or to activities in the indoor recreation area).

NOTE: For contraband disposal of narcotics, narcotic paraphernalia and firearms, refer to Unit Order 3-09-010, Contraband Disposal.

Any personal items requested by an inmate to be put in their property, shall be done at the discretion of the floor supervisor. Prohibited and/or confiscated material listed above shall not be put in the inmate's property.

Personal property not accepted by IRC shall be stored at TTCF pursuant to Department policy for eventual transfer to the Central Property and Evidence Unit.

ITEMS

QTY.

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Beverage Items: coffee, tea, cocoa & soup  
\$50.00 \*

Clear plastic bag (property)  
1

Books (personal & library)  
3

Razor (disposable only)†  
1

Comb (non-metal, no rat-tail)  
1

Rosary  
1

Contact Lenses with Plastic Case  
1 pr.

Shampoo  
1

Cough Drops

2 pkgs.

Soap (bar)

2

Dentures

1 set

Stamps (U.S. postage)

20

Dentures Cleaner

1

Sunglasses (medically prescribed or as needed)

1 pr.

Denture Grip

1

Facial tissues

1 pack

Deodorant (non-aerosol)

1

Tooth Brush

1

Envelopes (legal or regular)

15

Tooth Paste

2

Eyeglasses

1 pr.

Vaseline

1

Food Items: (individually wrapped)

\$50.00 \*

Vending Card (\$10 each)

2

Greeting Cards (5x7 max)

2

Wedding Band (plain, no stones)

1

Hair Conditioner

1

Writing Tablet

1

Hair gel

1

FEMALES (Cosmetic Only)

Hearing Aid and Batteries (To Be Kept with Medical Staff)

1 set

Baby Oil

1

Legal Folder

2

Baby Powder

1

Legal Material

No limit

Disposable Douche

1

Lotion

1

Eyebrow Pencil (Black/Brown)

1

Magazines

2

Hair Brush (No Handle)

1

Mail (personal letters, cards, telegrams)

10

Hair Net

1

Medical Alert Bracelet

1

Hair Rollers (Foam only)

4 pkgs.

Mentholatum

1

Noxema

1

Mouth Wash (No Alcohol)

1

Styling Gel

1

Newspaper (same day only)

1

Sanitary Napkins

1 box

Pencils (wooden without metal eraser tip)

3

Shower Cap

1

Photos (3x5 min - 4x6 max)

5

Talc Powder

1

Playing Cards (regular or pinocle)

1 deck

Tampons

1 box

\* Aggregate Total of Food/Beverage Items not to exceed \$50.00

† Razors not allowed to inmates under mental observation (M.O.)

Linen and Clothing Items

Blanket

1

Shower Shoes (issued)

1 pr.

Sheet or Mattress Cover

1

Undershirt

3

Towel

1

Underpants

3

Wash Cloth

1

Bras

3

Pants and Shirt

1

Undergarments

3

Jacket (Work Crews)

1

Nightgown

1

Shoes (issued)

1 pr.

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