

## 5-21-001 Allowable Inmate Personal Property



### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmate property and items defined as contraband.

### SCOPE OF ORDER:

This order applies to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

### ORDER:

All inmate personal and County property (excluding sheets and blankets) must fit inside the standard inmate property bag, which is issued at the inmate's first housing location. Excess items shall be considered contraband and shall be confiscated and disposed of without compensation. The inmate shall be given the choice of which property they wish to dispose of without compensation, in accordance with procedures delineated in CDM section [5-07/020.00](#), "Contraband Disposal." Excess property shall not be forwarded to the Inmate Reception Center (IRC) to be placed in the inmate's personal property.

Exceptions to this restriction may be made for inmates who have been prescribed extra items of county-issued clothing and/or blankets as a reasonable accommodation for their disability (refer to CDM [5-](#)

[12/005.10](#), "Handling of Inmates with Mobility and/or Sensory Impairments"), and for pro-per inmates who may be issued an additional inmate property bag(s) to store their legal paperwork.

Excessive amounts of reading material, as specified by the CDM, section 5-06/050.00, "Individual Inmate Storage of Personal Property," or inappropriate publications which are already in the possession of an inmate, are considered contraband, and shall be confiscated (refer to CDM section 5-07/010.00, "Contraband Defined"). Inmates may elect to destroy the publications, mail the items through the USPS at their own expense, or arrange for release of the items to a designated person (refer to CDM section 5-07/020.00, "Contraband Disposal").

The items listed below are acceptable for possession by male inmates housed at MCJ. The quantity is not specified, however all inmate property (excluding a sheet and blanket) must fit into one inmate property bag:

Beverage/food items

Books (personal, religious, and library)

Clear zip-lock bag

Comb (non-metal, non-rat tail)

Contact lenses with plastic case

Cough drops

Dental floss ("Cybersonic Floss" or equivalent, pre-strung plastic arch)

Denture cleaner

Denture grip

Dentures

Deodorant (non-aerosol)

Document file folder 15"x10"

Envelopes (clasp type)

Envelopes (legal or regular)

Eraser

Eyeglasses

Facial tissues

Greetings cards (5" x 7" max)

Hair conditioner

Hair gel

Hearing aid (extra batteries kept by medical staff only)

Legal folder

Legal material including correspondence

Lotion

Magazines

Mail (personal letters, post cards, telegrams)

Medical alert bracelet

Medication

Mentholatum

Mouthwash (alcohol free)

Notebook paper

Pencils (wooden without metal eraser tip)

Petroleum jelly

Phone cards

Photos (3" x 5" min – 4" x 6" max)

Playing cards

Razor (disposable only, quantity 1)

Religious articles\*\*

Reusable razor (purchased through commissary, quantity 1)\*

Shampoo

Shaving brush

Shaving cream

Shorts (may be purchased from commissary, maximum 2 pairs are allowed per inmate)

Soap dish

Department approved pocket AM/FM Radio (quantity one)

- Please note, the county issued pocket AM/FM Radios are limited to inmates housed in modules [[R]]1700/1750[/R]. Inmates who are rehoused to another module other than the locations indicated above will have their radio confiscated before moving to their new housing location.

Stamps (U.S. postage)

Styrofoam cup

Sunglasses (medically prescribed or as needed while performing work assignments)

Toothbrush

Toothpaste

Vending cards (only those assigned to the inmate, up to three)

Wave caps

Wedding band (plain, no stones)

Wipes (disinfectant)

Writing tablet

The items listed below are acceptable for possession by [[R]]K-6G[/R] inmates housed at MCJ.

Eyeliners (misc. colors)

Lipstick (misc. colors)

Emery board (4.25 inches)

Foam hair rollers

Ponytail holder

Condoms (must be left in housing location)

Lubrication (must be left in housing location)

\*Inmates who purchase reusable razors through commissary shall have the protective cover on the razor at all times. Any razors that are found without the protective cover shall be considered contraband and disposed of in accordance with CDM section [5-07/020.00](#), "Contraband Disposal."

\*\*Refer to CDM section [5-13/100.05](#), "Handling of Religious Headwear and Articles," for additional information relating to the issuance and permitted use of religious articles.

**All** commissary items purchased **must** be accounted for with a receipt with the inmate's name printed on it. Items not accounted for by a receipt shall be considered contraband and will be confiscated. Inmates who fail to maintain a receipt for all commissary items in their possession may be subject to disciplinary action.

### **Linen and Clothing Items**

The items listed below are acceptable for possession by male inmates with the allowable quantities indicated:

Blanket (see exception statement below).....	1
Sheet or Mattress Cover .....	1
Towel.....	1

Wash Cloth..... 1

Thermal top/bottom .....1 set

L.A. County issued jail uniform..... 1 set

L.A. County issued jail shoes..... 1 pair

Shower shoes..... 1 pair

Socks ..... 2 pairs

Undershirt ..... 3

Underpants ..... 3

Transgender inmates shall be allowed five (5) bras and panties upon request when available.

Excess clothing and linen items (any clothing or linen, other than those issued to inmate workers for work assignment purposes) are considered contraband. Exceptions to the above types of underclothing shall be made, pursuant to a doctor's medical order or a court order that has been processed by the MCJ Legal Unit. All underclothing shall be white or green in color **only**.

### **Legal Material**

Pro-per inmates shall be permitted to possess legal material that can be carried within three (3) legal folders or containers, not to exceed 11 inches by 15 inches by 6 inches. If the pro-per inmate is in possession of any items not listed above, the MCJ Legal Unit shall be contacted for clarification and the items will be confiscated or permitted to be retained by the inmate.

Exceptions to this restriction may apply when the Pro-per inmate is traveling to or from the law library, a legal visit, or to court.

Pro-per inmates are **NOT** allowed to have in their possession any **CDs, DVDs, video tapes, and/or pictures of gang activity, their victims, or themselves**. All legal material contained in this format shall only

be viewed in the attorney room on a laptop computer provided by the pro-per inmate's legal runner or investigator. The legal runner or investigator **must** be present during viewing of the CD, DVD, or video tape. If material provided on the CD, DVD, or video tape **exceeds 40 minutes**, the legal runner or investigator shall make **prior** arrangements with the attorney room, requesting the amount of time needed to view all material on the CD, DVD, or video tape.

### **Contraband Defined**

Contraband includes, but is not limited to:

- any goods brought illegally into the jail;
- **allowable inmate property in excess of authorized limits, which cannot fit into the inmate's issued property bag;**
- any item legally possessed which has been altered from its original form, contents, or purpose;
- any material which is pornography, sexually explicit material that depicts full or partial frontal nudity and/or sexual acts, depicts violent acts, violence or cruelty to animals, depicts or describes how to create weapons or defeat jail security, depicts or describes how to commit crimes, or any matter concerning illegal gambling or an unlawful lottery;
- any item illegally in the possession of an inmate or in violation of posted facility rules;
- possession of illegal drugs, guns, weapons, knives, shanks, and tattoo equipment;
- any item that is worn, carried, or displayed that denotes gang affiliation (e.g. blue or red handkerchief, etc.);
- any gambling paraphernalia such as dice, chips, markers, or marked decks of cards;

- property not listed in the Custody Division Manual (CDM) section 5-06/0103.05, "Allowable Inmate Property;"
- All County issued edible perishable items, which will be disposed of.

### **Contraband Disposal**

A contraband waste container shall be utilized for the disposal of contraband items, such as glass containers, bottles, cans, plastics, metals, and rubber. Custodial personnel shall directly supervise inmates who handle the facility's waste containers used by MCJ personnel.

The floor sergeant shall be responsible for inspecting the contraband container on a weekly basis. The container shall be emptied at the end of each month. If the container is full prior to the end of the month, the container shall be emptied at that time. There shall also be a log sheet posted inside of the contraband container that shall be signed and dated each time the container is checked or emptied.

Broken/disposable hypodermic needles and syringes shall be kept in a secure area designated by medical staff. Final disposal of medical contraband items shall be supervised by sworn personnel and disposed of at the nearest disposal site approved by Correctional Health Services (CHS).

Any recovered weapons and narcotics shall be taken to the Watch Commander's Office and placed into evidence, pending possible disciplinary action and/or criminal proceedings. All submitted evidence shall follow the procedures as outlined in the Department's Manual of Policy and Procedures (MPP).

### **Disposal of Perishable Contraband**

As outlined in the CDM section 5-08/010.00, "Searches," in order to ensure clean and sanitary housing for all inmates, perishable foods served with inmate meals and not consumed within a four (4) hour period, will be



considered contraband and **shall** be removed from cells and housing areas.

### **Excess items**

All items in excess of those permitted by CDM policy and outlined in this unit order shall be confiscated.

Excess inmate personal property that is unable to fit into the single county issued inmate property bag will be confiscated and discarded.

### **Possession of Money**

No inmate shall be allowed to possess money. Inmates shall be permitted to establish an account and deposit funds for use while in custody.

No money shall be given to inmates during visits. Visitors shall be afforded the opportunity to deposit funds for the inmate visited. Visitors may deposit cash, U.S. Postal Money Orders, or Cashier's Checks issued within California, in any amount not exceeding \$200.00.

Inmates shall not be permitted to transfer money from the account of one inmate to another, nor shall an inmate lend, borrow, or hold money of another inmate. All monies found shall be considered contraband, confiscated, and deposited into the inmate's account or retained as evidence, with an appropriate Incident Report (SH-R-49).

### **Razor Exchange**

Each inmate who is allowed to possess razors due to their classification, shall be limited to no more than one (1) razor in their possession at any time. All policies which further limit or exclude possession of razors due to their classification (high jail security risk, mental health, or any other classification which would preclude the inmate from possessing a razor) shall take precedent.

Pursuant to CDM section 5-06/010.15, "Proper Handling of Razors," all razors submitted for exchange **must** have the plastic protective cover over the blades and the metal blades must be intact upon inspection by custody personnel. These razors shall be disposed of as contraband, and shall **not** be reissued to inmates for any reason.

Any razor which has been modified, broken, or otherwise altered shall be confiscated as contraband, and shall result in disciplinary action if found in the possession of an inmate.

### **Books and Magazines**

Inmates may receive books (no hardcover books are allowed) and/or magazines if sent **directly** from a recognized publisher or distributor. All reading materials possessed by inmates must be in accordance with the regulations set forth in CDM section 5-06/030.00, "Inmate Reading Material."

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