KENTUCKY CORRECTIONS Policies and Procedures	Policy Number 17.1	Total Pages 8
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Authority/References KRS 196.035, 197.020 ACA Standards 4-4292, 4-4293, 4-4294, 4-4335, 4-4336, 4-4337, 4-4338, 4-4339, 4-4340 CPP 14.2, 15.2, 16.4	Subject **INMATE PERSONAL PROPERTY**	

I. DEFINITIONS

"Personal clothing" means clothing items, other than state issued, that inmates are authorized to possess or purchase through the inmate canteen.

"Scrub-type uniform" means khaki colored light weight shirt, elastic waist pants, and a coat.

"State issued clothing" means clothing items supplied by Corrections.

"Traditional uniform" means khaki colored buttoned shirt, zippered pants, a belt, and a coat.

II. POLICY and PROCEDURES

A. Clothing and Personal Property

1. A list of the maximum amount of clothing and personal property an inmate may possess follows this policy. A copy shall be provided to each inmate as he enters an institution for the first time, and, shall be accessible to the inmate during his period of incarceration. Any deviation from the list for property allowed to an inmate shall be approved in writing by the Warden in conjunction with the Deputy Commissioner of Adult Institutions.

2. Each inmate shall be issued and required to wear state issued clothing. An inmate may possess a limited amount of personal clothing. The institution provides for the cleaning and, if necessary, disinfecting of inmate personal clothing before storage or before allowing the inmate to keep and wear personal clothing. A list of the permitted items is set forth in Attachment I.

a. The state issued uniform shall consist of a traditional khaki colored buttoned shirt, zippered pants, a belt, and a coat or a khaki colored scrub-type uniform.

b. An inmate whose assignment or medical condition requires special clothing or shoes shall be issued these items if the items are approved by the appropriate individual for the type of item.

c. During the reception period at the Assessment and Classification Center located at Roederer Correctional Complex or Kentucky Correctional Institution for Women, each inmate shall be issued the standard amount of khaki clothing and other state clothing as outlined in this policy.

d. Between November 1 and March 1 of each year, an inmate may wear a sweat suit or thermal underwear so long as his uniform is worn over it.

3. An inmate shall not be allowed to wear another's clothing. Each inmate shall be responsible for all state clothing issued to him. Willful destruction of state clothing shall result in disciplinary action as set forth in CPP 15.2. State clothing shall be properly safeguarded to prevent theft.

4. An inmate in special status including those in the Assessment and Classification Center, Protective Custody Unit and Special Management Unit shall be required to wear specially styled and marked or colored clothing to denote his status and may be restricted in the amount of property he possesses.

5. All state issued clothing shall be labeled with the inmate's number.

6. Each inmate shall adhere to the following dress code:

a. The state issued uniform shall be worn at all times except:

(1) While in designated recreation areas;

(2) To and from designated recreation areas; and

(3) While in the inmates' living area or dormitory, if off-duty.

b. Dyeing, marking or otherwise altering clothing shall be prohibited;

c. Pants shall not be worn in a "sagging" manner with the waistband low on the hips. Traditional uniform pants shall be buttoned and zipped;

d. Pockets shall not be turned out. Nothing shall be allowed to hang from the pocket, like a handkerchief;

e. Traditional uniform shirts shall be tucked inside the pants. The shirt shall be buttoned; however, use of the collar button shall be optional;

f. Scrub-type uniform shirt shall not be tucked in;

g. Rolling the collar or pants legs up to change the appearance of clothing shall be prohibited;

h. Socks shall be worn with shoes;

i. Thermal underwear shall only be worn under a departmental approved shirt and pants;

j. Clothing shall not be worn inside out;

k. A baseball cap shall not be worn with the bill facing backwards, sideways or upward;

l. Under garments shall be worn by all inmates;

m. Shoes shall be laced and tied if worn. Shower shoes or clogs shall be of solid construction;

n. A belt shall be worn with the traditional style khaki uniform in an appropriate manner. A belt shall not be worn with the scrub-type pants;

o. Shower clogs may be worn in the living unit and shower only;

p. A male inmate shall be permitted to remove his shirt in the recreation area designated by the warden; and

q. Traditional and scrub-type uniform items shall not be combined.

7. If replacement of state issued clothing is necessary, the following shall apply:

a. Replacement shall be on a one (1) for one (1) exchange basis. Each institution shall establish procedures on replacing items;

b. All replacement state issued clothing shall be washed, inspected, repaired and returned to institutional stock; or

c. If an article does not warrant replacement, it shall not be replaced.

8. An inmate shall be permitted to wear and retain with his clothing inventory any article of clothing issued by an institution as an incentive award or as part of a recreational program. The clothing shall only be worn in compliance with the uniform and only in specified areas.

9. Upon receipt of an inmate, the Assessment and Classification Center shall complete an inmate property form. Each inmate entering the Assessment and Classification Center shall be issued and required to wear state issued clothing. Upon transfer out of the Assessment and Classification Center, the inmate property form shall accompany the inmate. The form shall contain:

   a. the inmate's name, number and all documentation related to the inventory, movement and registration of his personal and state issued clothing; and

   b. a list of every article of state issued clothing that shall be signed by the inmate and the property room officer.

10. In addition to adequate quantities of clothing, an inmate shall be issued appropriate personal hygiene items and bedding as required by CPP 14.2.

11. The institution shall ensure that an inmate leaving the institution for a court appearance, and any other public appearance except work detail, shall be attired in clean presentable clothing suitable for the season.

12. Hats and clothing shall not have inflammatory, offensive or obscene wording, design, or insignia that reflect a gang, unauthorized club or organization, or that create a risk to security.

13. Any personal item or material from which clothing may be made shall not be of the same or similar color or design that imitates staff uniforms. Sweat tops and bottoms shall not be of a dark gray color.

14. An institution with inmates in special or unusual categories including minimum security inmates assigned to jobs in the public sector may authorize these inmates to possess a limited quantity of additional items to dress appropriately for the job. The institution shall specify that if the inmate is transferred to another institution, or loses the special status, the additional property shall be disposed of.

15. An institution shall establish specific procedures providing for storage of inmate personal property in the institution's living units. The guidelines shall limit the area for storage of an inmate's property, for example, one locker, one shelf, or specific volume of possessions. In setting these limits, the institution shall take into consideration the number of inmates assigned to the living area and storage containers available. The amount of personal property allowed each inmate shall be limited to those items that may be neatly and safely placed or stored in or on the container or space designated. Materials referred to in this policy shall not be accumulated to the point they become a fire, sanitation, security or housekeeping hazard.

16. An inmate shall not be permitted to own or posses any role-playing games, including Dungeons and Dragons, Vampire, etc.

17. An inmate shall not possess a device that provides for the electronic storage of information if the information may be loaded by the user and that stores information which may facilitate illegal activities or activities that may pose a security threat. Use shall be restricted to legitimate institutional needs. These devices may include: electronic typewriter with a data or information storage capacity, computer, programmable calculator, and a watch or other device with a programmable calculator or another memory feature.

18. Possession of prescribed medical items including bronchial inhalers, nitro glycerin, douches, and dressings may be authorized as required for the treatment of a specific medical condition or as prescribed by a physician.

19. A male inmate shall not wear or possess female attire or attire that has been altered and is feminine in appearance. A female inmate shall not wear or possess attire that is strictly male (examples: athletic supporters or swim trunks.

20. An unauthorized item shall be inventoried and packaged for mailing and held forty-five (45) days after which the packaged item may be mailed at the expense of the inmate. If the inmate does not want to mail the property to anyone, he may request that his property be donated to a charitable or non-profit organization of the institutions choice as an option for disposal. This request shall be in writing and a receipt obtained from the receiving organization. If the inmate refuses or fails to take any action regarding the disposition of his property, the property may be donated to a local charity by the institution after forty-five (45) days. In order to ensure that the inmate has been given adequate notice to dispose of certain property, the inmate shall be given written notice of the property disposition

requirements when the inmate is received or transferred and the property is inventoried. The Property Officer may allow an inmate to immediately mail out an item with a declared or apparent value exceeding the monetary limits as set forth in the authorized property list. If the inmate has the money to cover postage he shall immediately mail the item out, otherwise, he shall be required to sign a cash payout (CPO).

B. Legal Materials

An inmate shall be allowed to maintain a reasonable amount of legal materials necessary for his legal actions and legal reference materials (example: books), if they are not available at the institutional library. Each facility may establish a limit on the amount of legal materials to be stored and specify the storage locations of legal materials outside of the inmate living areas. The amount allowed in the inmate living areas shall not exceed two (2) cubic feet per inmate.

C. Personal Mail

1. Each institution and facility shall develop specific limits on the storage of personal mail. However, these limits shall not be arbitrary or based on the age of the letters. The limits shall be based on the total amount of materials being stored and the potential fire, sanitation, security or housekeeping hazard that excess correspondence presents.

2. An institution may require that the amount of personal mail stored in an inmate's living area not exceed two (2) cubic feet in combination with legal materials.

D. Hobby-Craft Materials

Each institution and facility shall develop procedures dealing with arts and crafts projects and the storage of materials, if these programs are permitted. If the institution or facility permits storage of hobby-craft items in the living area, it shall be stored in a secure manner and not present a fire, sanitation, security or housekeeping hazard.

E. Inmate Transfer Between Institutions

1. If an inmate is transferred by Corrections from one institution to another, all personal effects, personal and state issued clothing and property, including legal material, shall be inventoried and transferred with the inmate. Prior to transfer, the inmate’s clothing shall be examined by staff for any deficiency, alteration or shortage, and to determine proper ownership. A property release receipt listing the inmate's possessions shall be signed by the inmate indicating that he has not left any personal

property at the facility from which he is transferred. In an emergency transfer between institutions the inmate's personal effects and property shall be inventoried and transferred within five (5) working days. An inmate who is on a hold ticket from another institution shall only have access to those personal effects and property that are permitted in his temporary living assignment.

2. The sending institution shall inventory all property prior to the inmate leaving the institution on transfer to another facility. The sending institution shall be responsible for ensuring the inmate being transferred has only that property which belongs to him and that the property is allowable.

3. The receiving institution shall inventory the items of the arriving inmate and assist in the disposition of all unauthorized items.

4. Inventories of property at both the sending and receiving institution shall be the responsibility of the institutional staff and shall not be left to the inmate.

5. The attached Authorized Property List shall be used for all inventories to ensure property allowances are maintained in accordance with policy.

F. Inmate Acquisition of Property

1. All personal clothing shall be purchased through the institution's inmate canteen or in accordance with CPP16.4.

2. An inmate currently housed in an institution under the jurisdiction of Corrections shall be allowed to maintain personal clothing that meets the allowable items set forth in this policy.

3. Institutional wardens shall control the receipt of packages in accordance with CPP 16.4.

4. If the inmate acquires additional personal property, the institution shall be responsible for adding the item to the inmate's personal property inventory. An inmate shall discard or mail out personal property through appropriate institutional staff.

5. Any television, clock, electric fan, radio, cassette player, CD player, calculator, headphone, handheld dryer, typewriter, or hot pot obtained by an inmate after November 1, 2003 shall have a clear case or cabinet. The clear case or cabinet shall not have any tint, for example green see-through plastic.

6. An inmate shall not be authorized to sell, trade or transfer any item of personal property to another inmate.

G. Lost or Abandoned Property

All lost or abandoned property shall be held in the property room of an institution for forty-five (45) days. At the end of the forty-five (45) day limit, an item appropriate for donating to a charitable organization may be donated or used for institutional needs. An item having no intrinsic value shall be destroyed.

H. Confiscated property shall be handled as described in CPP 9.8.

AUTHORIZED PROPERTY LIST

All clothing shall be machine washable. None shall be padded, fiber or down-filled, or items prohibited by this policy.

The following clothing shall be issued by the state:

ITEM OF CLOTHING	QUANTITY MALE	QUANTITY FEMALE
coat	1	1
uniform shirts	4	4
uniform pants	4	4
footwear*	*	*
belt	1	1

The following may be issued by the state or purchased by the inmate:

poncho (shall be translucent; state issued for work purposes only)	1	1
undershorts (white only, cotton only, maximum of 5 state-issued)	10	0
underpants (white only, cotton only, maximum of 5 state-issued))	0	10
t-shirts short or long sleeve (white only; cotton only; state issued for work purposes only-short sleeve)	10	10
bras (white only; maximum of 3 state-issued) (may possess underwire bras if underwire or stays are plastic)	0	7
socks or cotton footies (white only, maximum of 3 state-issued)	10	10

The following clothing items may be purchased by the inmate:

sweatpants (plain, light gray only)	3	3
sweatshirts without hoods (light gray only)	3	3
tank tops (white only)	3	0
sleeveless crew neck tops (white only)	0	3
athletic supporter	1	0
underwear, long or thermal (white only, set)	2 pairs	2 pairs
gym shorts (light gray only)(no spandex or bicycling type shorts)	3	3

pajamas (white, gray, or beige)	2	2
robe (white only)	1	1
ear plugs (pairs, foam only)	4	4
gloves (cotton)	1 pair	1 pair
handkerchiefs (white only)	10	10
ball caps (khaki only, catalog or canteen purchase only)	1	1
toboggans (khaki only, without mask)	1	1
bucket hats (khaki only)	1	1
gym shoes (white only, shall not exceed 7" from the bottom of the heel to the top of the shoe)	*	*
shower clogs	1 pair	1 pair
work boot (black only, no lug sole, shall not exceed 6" in height, no steel toe or steel shank)	1 pair	1 pair

* An inmate may have in his possession a total of three (3) pairs of shoes which may include: one (1) pair of state issued shoes or purchased work boot, one (1) pair of personal gym shoes, and one (1) pair of shower clogs; or two (2) pairs of personal gym shoes and one (1) pair of shower clogs.

ITEM	**BEDDING, TOWELS, AND SO ON**	**QUANTITY MALE**	**QUANTITY FEMALE**
	towels (white only, standard bath size only, large beach towels not authorized)	5	5
	washcloths (white only)	5	5
	sheets (white only, twin size only)	4	4
	pillow cases (white only)	2	2
	personal blankets, spreads, quilts (non-electric, machine washable beige only, twin size only, shall not be padded or fiber or down filled)	2	2
	pillow (state issue only)	1	1
	mattress (state issue only)	1	1
	laundry bag (mesh only)	1	1
	shower bag (mesh only)	1	1

ITEM PERSONAL	QUANTITY MALE	QUANTITY FEMALE
watch (maximum declared value $50.00, no memory capability)	1	1
necklaces with or without religious medallion; no more than 24” in length and 1/4” wide; no homemade arts and craft necklace or medallion; (maximum declared value $50.00 each)	2	2
Ring (legally married only; plain band style only; no jewels, stones, or raised surfaces; maximum declared value of $100.00 each)	1	1
earrings (pair; ball post style or ball stud style only; no jewels or stones)	0	1
comb or hair pick (plastic only)	2	2
hair brush	1	1
hair accessories (bows, barrettes, combs, ties; black, brown, white and khaki only)	0	8
mirror (plastic, not larger than 8" x 10")	1	1
sewing kit (no scissors)	1	1
photo album not larger than 12" x 14"	1	1
ice chest (up to 10 quart maximum, shall be molded plastic with non-removable liner, no styrofoam)	1	1
photo and frames, not larger than 8"x 10" (no glass)	2	2
drinking cup, mug or tumbler (plastic only; insert for hot pot not included; maximum 16 oz.)	1	1
wallet	1	1
eye glasses (prescription)	2	2
reading glasses (plastic frames with no internal wire only)	1	1
sunglasses (non-reflective lenses, maximum declared value $50.00)	1	1
nail clipper (no knife blades or screw drivers)	1	1
locks (where permitted or not issued)	2	2
plastic bowl and lid (maximum depth 7" and diameter 7")	2	2
can opener	1	1

*Heavy chains, medallions, belt buckles or other decorative or non-essential items that may be used as weapons shall not be allowed.

ITEM APPLIANCES, MUSICAL INSTRUMENTS	QUANTITY MALE	QUANTITY FEMALE
Homemade appliances or appliances that are altered or have spliced cords shall not be permitted for possession. All appliances shall meet safety standards and shall be U.L. approved grounded.		
clock, (stem wind or battery powered only, size no larger than 4" overall)	1	1
fan (no box style 8" maximum blade length permitted in non-climate controlled living areas only. Institutional storage shall be provided for climate-controlled facilities.)	1	1
radio, cassette player, CD player or combination player (Walk-man or Discman type (play only) - 2" x 6" x 8") (Shall be used with ear phones only)	1	1
CD carrier (soft sided, clear only, maximum capacity 4 CD's)	2	2
adapter	1	1
TV minimum 9"-maximum 13" screen with headphone jack, no attached VCRs; shall be used with head phones only; no handheld TVs)	1	1
remote control (clear only; only if inmate owns TV)	1	1
cable converter box	1	1
headphones: for use with radio, cassette or TV (only if inmate owns TV and radio)	1 per appliance	1 per appliance
Headphone splitter (only if inmate owns headphones)	1	1
typewriter, manual or electric (no memory capability)	1	1
departmental approved electronic gaming system	1	1
games (games rated "Adult" or "Mature" are prohibited)	5	5
hot pot or immersion heater 6-cup maximum, clear insert may be purchased separately and shall not be counted as an additional container.	1	1
typewriter ribbon (only if typewriter is owned by inmate)	2	2
Media Tablet (Department approved model only) shall be clear plastic and be used with approved headphones.	1	1

cassette tapes or compact discs - only if a compatible player is owned by the inmate (no blank tapes, clear plastic only)	10	10
extension cord (maximum length 10', maximum 3 outlets) co-axial cable (maximum length 10')	1	1
surge protector (clear only).	1	1
calculator (pocket size, solar powered only no programmable memory capability)	1	1
hand-held hair dryer	1	1
electric hair curlers or curling iron, or straightening iron	0	1
Musical Instrument	1	1
guitar - (Acoustical or electric. Electric may be used with personal headphone sound system that plugs directly into jack. Separate amplifiers are not permitted. Value of $300 or less.)		
harmonica		
keyboard - (battery-powered only, used with earphones only, shall be 41" or less in length and a value of $300 or less.)		
banjo (value of $300 or less)		
mandolin (value of $300 or less)		
instrument case for guitar, banjo, mandolin, or keyboard (hard shell or soft case)	1	1

ITEM CONSUMABLES	**QUANTITY MALE**	**QUANTITY FEMALE**
razor (non-electric and disposable only)	4	4
bar soap	2	2
Toothpaste	2	2
Denture Cleanser – (Polident Dentu-Crème only)	1	1
Denture Adhesive	1	1
toothbrush	2	2
toilet paper rolls	4	4
shave cream	2	2

shampoo	2	2
hair cream, dressing, mousse	2	2
du-rag or doo-rag (white only; worn in bed area only)	1	1
hair conditioner	1	1
hair spray (non-alcoholic and non-aerosol)	1	1
deodorant	2	2
body powder	1	1
foot powder	1	1
foot salves	2	2
lotion	1	1
mascara	0	1
blush	0	1
cosmetic face powder, loose or compact without mirror (no compacts with mirror)	0	1
eyebrow pencil	0	1
eye liner	0	2
liquid make-up	0	1
eye shadow	0	2
sanitary napkins and tampons packages	0	2
after shave, non-alcoholic	1	0
perfume, non-alcoholic	0	1
lipstick	0	2
clothes hangers (shall be plastic)	10	10

No aerosol cans of consumables shall be permitted.

Other items shall be possessed in reasonable quantities only and may include: stationary (white only), pens (clear only), batteries, playing cards, table games (no dice), authorized art and hobby craft supplies, and shoe shine materials. The items shall be purchased through the inmate canteen or departmental approved vendor. An inmate shall possess no more than: (a) forty (40) stamps; (b) a box of fifty (50) envelopes; or (c) one (1) box of stationary at a time. An inmate shall not be permitted to own or use self-adhesive address labels. An additional lock may be owned if authorized by institutional rule and is located away from the living area to secure recreational equipment or art and hobby craft supplies.