


| | | |
|---|---|------------------|
|  <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p> | Policy Number | Total Pages |
| | 17.1 | 8 |
| | Date Filed | Effective Date |
| | May 15, 2024 | February 4, 2025 |
| | Supersedes Effective Date May 26, 2020 | |
| Authority/References KRS 196.035, 197.020, 197.110 ACA Standards 5-ACI-5A-06, 5-ACI-5A-07, 5-ACI-5A-08, 5-ACI-5D-07, 5-ACI-5D-08, 5- ACI-5D-09, 5-ACI-5D-10, 5-ACI-5D-12 CPP 9.8, 14.2, 14.8, 15.2, 16.4, 23.1 | INMATE PERSONAL PROPERTY | |

I. DEFINITIONS

“Personal clothing” means clothing items, other than state issued, that an inmate is 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 the Department of Corrections (DOC).

“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 is an attachment to 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 shall provide 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.

| Policy Number | Effective Date | Page |
|---------------|------------------|------|
| 17.1 | February 4, 2025 | 2 |

- 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, Restrictive Housing 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 possessed.
 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 inmate's living area or dormitory as specified by the institution, if off-duty.
 - b. Dyeing, marking or otherwise altering clothing shall be prohibited;

| Policy Number | Effective Date | Page |
|---------------|------------------|------|
| 17.1 | February 4, 2025 | 3 |

- 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 DOC 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; and
 - p. Traditional and scrub-type uniform items shall not be combined.
7. If an article of state issued clothing does not warrant replacement, it shall not be replaced. 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 for replacing items; or
 - b. All replacement state issued clothing shall be washed, inspected, repaired and returned to institutional stock.

| Policy Number | Effective Date | Page |
|---------------|------------------|------|
| 17.1 | February 4, 2025 | 4 |

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 rules in this policy and only in specified areas.
9. Upon receipt of an inmate, the Assessment and Classification Center shall complete the inmate property inventory form attached to this policy. The inmate shall be required to sign and receive a copy of the completed property inventory 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 inventory 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 items and 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 or design, or insignia that reflect a gang or 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 procedures shall limit the area for storage of an inmate's property, for example, one

| Policy Number | Effective Date | Page |
|---------------|------------------|------|
| 17.1 | February 4, 2025 | 5 |

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. Items allowed in this policy shall not be accumulated to the point they become a fire, sanitation, security, or housekeeping hazard.

16. An inmate shall not own or possess 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. This shall not prohibit an inmate tablet under the provisions in CPP 16.6.
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 primary care provider.
19. Upon receipt of an inmate, an unauthorized item shall be inventoried on the property inventory form attached to this policy and held forty-five (45) days after which the item may be packaged and 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 institution's 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 money authorization. This paragraph shall only apply to unauthorized items inventoried upon intake, appearing on the completed property inventory form attached to this policy, and not dangerous contraband as defined in CPP 9.6.

| Policy Number | Effective Date | Page |
|---------------|------------------|------|
| 17.1 | February 4, 2025 | 6 |

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 institution 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 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 shall develop procedures dealing with arts and crafts projects and the storage of materials, if these programs are permitted. If the institution 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. Religious Materials

Religious materials, other than religious-related literature, that require special order and are identified in the Religion Reference Manual as personal religious items shall be reviewed by the institutional chaplain before purchase.

F. Inmate Transfer Between Institutions

1. If an inmate is transferred by the Department of 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. An inmate who has been issued hearing aids shall be instructed to wear their hearing aids throughout the transfer process unless the inmate poses a threat or danger to himself or others. 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

| Policy Number | Effective Date | Page |
|---------------|------------------|------|
| 17.1 | February 4, 2025 | 7 |

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.

G. Inmate Acquisition of Property

1. All personal clothing shall be purchased through the institution's inmate canteen or in accordance with CPP 16.4.
2. An inmate currently housed in an institution under the jurisdiction of the DOC 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, earbud, 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. Consumable food items shall be consumed or discarded within ninety (90) days of purchase. After ninety (90) days they shall be subject to confiscation and disposal.

| Policy Number | Effective Date | Page |
|---------------|------------------|------|
| 17.1 | February 4, 2025 | 8 |

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

H. 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.

I. Disposition of Unauthorized Items

Unauthorized property appearing on the property inventory form attached to this policy shall be handled as described in section II.A.19 of this policy. All other confiscated property shall be handled as described in CPP 9.8.

AUTHORIZED PROPERTY LIST**ITEM OF CLOTHING****QUANTITY**

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:

| | |
|----------------|---|
| coat | 1 |
| uniform shirts | 4 |
| uniform pants | 4 |
| uniform dress* | 4 |
| footwear* | * |
| belt | 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 |
| underpants (white only, cotton only, maximum of 5 state-issued)) | 10 |
| t-shirts short or long sleeve (white or gray only; cotton only; state issued for work purposes only-short sleeve) | 10 |
| bras (white only; maximum of 3 state-issued) (may possess underwire bras if underwire or stays are plastic) | 7 |
| breast binders (white only, maximum of 3 state-issued) | 7 |
| socks or cotton footies (white only, maximum of 3 state-issued) | 10 |

The following clothing items may be purchased by the inmate:

| | |
|---|---------|
| sweatpants (plain, light gray only) | 3 |
| sweatshirts without hoods (light gray only) | 3 |
| athletic supporter | 1 |
| underwear, long or thermal (white only, set) | 2 pairs |
| gym shorts (light gray only)(no spandex or bicycling type shorts) | 3 |
| pajamas (white, gray, or beige) | 2 |
| robe (white only) | 1 |

| | |
|---|--------|
| ear plugs (pairs, foam only) | 4 |
| gloves (cotton) | 1 pair |
| handkerchiefs (white only) | 10 |
| ball caps (khaki only, catalog or canteen purchase only) | 1 |
| toboggans (khaki only, without mask) | 1 |
| bucket hats (khaki only) | 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 |
| work boot (black only, no lug sole, shall not exceed 6" in height, no steel toe or steel shank) | 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.

* Uniform dress may be provided to those inmates who choose an applicable religious preference through the inmate's institutional Religious Services.

| ITEM | BEDDING, TOWELS, AND SO ON | QUANTITY |
|---|-----------------------------------|-----------------|
| towels (white only, standard bath size only, large beach towels not authorized) | | 5 |
| washcloths (white only) | | 5 |
| sheets (white only, twin size only) | | 4 |
| pillowcases (white only) | | 2 |
| personal blankets, spreads, quilts (non-electric, machine washable beige only, twin size only, shall not be padded or fiber or down filled) | | 2 |
| * An inmate may have in his possession a total of two (2) state-issued blankets, two (2) personal blankets, or a combination of the two (i.e. one state issued blanket and one personal blanket). Native American blankets shall not to be included in this allowable amount. | | |
| pillow (state issue only) | | 1 |
| mattress (state issue only) | | 1 |
| laundry bag (mesh only) | | 1 |
| shower bag (mesh only) | | 1 |

| ITEM | PERSONAL | QUANTITY |
|---|----------|----------|
| watch (maximum declared value \$50.00, no memory capability); as of January 1, 2023, a watch in the inmate's possession upon the reception process at the Assessment and Classification Center located at Roederer Correctional Complex, Kentucky Correctional Institution for Women, the Ross-Cash Center located at Western Kentucky Correctional Complex, or returning to the DOC from a jail, Reentry Service Center, or Recovery Kentucky Center shall be considered unauthorized property, unless it can be verified the watch was purchased through the approved DOC vendor. A watch may be purchased through the approved property catalog. | | 1 |
| necklace (no more than 24" in length and ¼" wide; no homemade arts and craft necklace or medallion, maximum declared value of \$50.00) | | 1 |
| religious pendant or medallion (a total of one (1) religious pendant or medallion shall be allowed with or without a necklace, not to exceed 1 ¼" in diameter, maximum declared value \$50.00 each) | | 1 |
| religious pendant or medallion with necklace (no more than 24" in length and ¼" wide; no homemade arts and craft necklace or medallion (combined maximum declared value of \$100.00) | | 1 |
| ring (legally married only; plain band style only; no jewels, stones, or raised surfaces; maximum declared value of \$100.00 each) | | 1 |
| earrings (pair; ball post style or ball stud style only; no jewels or stones) | | 1 |
| comb or hair pick (plastic only) | | 2 |
| hairbrush | | 1 |
| hair accessories (bows, barrettes, combs, ties; black, brown, white and khaki only) | | 8 |
| mirror (plastic, not larger than 8" x 10") | | 1 |
| sewing kit (no scissors) | | 1 |
| photo album not larger than 12" x 14" | | 1 |
| religious text cover (clear only) | | 1 |
| ice chest (up to 10 quart maximum, shall be molded plastic with non-removable liner, no styrofoam) | | 1 |
| photo and frames, not larger than 8"x 10" (no glass) | | 2 |
| drinking cup, mug, or tumbler (plastic only; insert for hot pot not included; maximum 16 oz.) | | 1 |

| | |
|--|---|
| wallet | 1 |
| eyeglasses (prescription) | 2 |
| reading glasses (plastic frames with no internal wire only) | 1 |
| sunglasses (non-reflective lenses, maximum declared value \$50.00) | 1 |
| nail clipper (no knife blades or screw drivers) | 1 |
| locks (where permitted or not issued) | 2 |
| plastic bowl and lid (maximum depth 7" and diameter 7") | 3 |
| can opener | 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

Homemade appliances or appliances that are altered or have spliced cords shall not be permitted . All appliances shall meet safety standards and shall be U.L. approved and grounded.

| | |
|---|-----------------|
| clock (stem wind or battery powered only, size no larger than 4" overall) | 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 |
| radio, cassette player, CD player or combination player (Walkman or Discman type (play only) - 2" x 6" x 8") (Shall be used with earphones only) | 1 |
| MP3 player and MP3 charger *MP3 players and MP3 chargers are no longer sold, but may be maintained until nonfunctional. | 1 |
| CD carrier (soft sided, clear only, maximum capacity 4 CDs) | 2 |
| adapter | 1 |
| TV (minimum 9"-maximum 13" screen with headphone jack, no attached VCRs; shall be used with headphones only; no handheld TVs) | 1 |
| remote control (clear only; only if inmate owns TV) | 1 |
| cable converter box | 1 |
| headphones: for use with radio, cassette, MP3 player or TV (only if inmate owns appliance for headphones) | 1 per appliance |

| | |
|---|----|
| headphone splitter (only if inmate owns headphones) | 1 |
| typewriter, manual or electric (no memory capability) | 1 |
| electronic gaming system (DOC approved) | 1 |
| video games (games rated “Adult” or “Mature” shall be prohibited) | 5 |
| hot pot 6-cup maximum, clear insert may be purchased separately and shall not be counted as an additional container. | 1 |
| typewriter ribbon (only if typewriter is owned by inmate) | 2 |
| tablet (DOC approved model only) shall be clear plastic and be used with approved headphones or earbuds. | 1 |
| cassette tapes or compact discs (only if a compatible player is owned by the inmate; no blank tapes, clear plastic only; no explicit lyrics) | 15 |
| extension cord (maximum length 10', maximum 3 outlets) co-axial cable (maximum length 10') | 1 |
| surge protector (clear only) | 1 |
| calculator (pocket size, solar powered only, no programmable memory capability) | 1 |
| hand-held hair dryer | 1 |
| electric hair curlers, curling iron, or straightening iron | 1 |
| Musical Instrument | 1 |
| guitar - (acoustical or electric. Electric may be used with personal headphone sound system that plugs directly into jack. 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 |
| guitar accessories (strings, picks, strap (black only), strap buttons, bridge pins (plastic only), mini amp with adapter, headphone amp) | * |

* An inmate who has an applicable musical instrument may possess one (1) guitar strap, two (2) sets of guitar strings, one (1) set of strap buttons, one (1) set of bridge pins, one (1) mini amp or one (1) headphone amp with appropriate adapter.

| ITEM | CONSUMABLES | QUANTITY | QUANTITY |
|---|--------------------|-----------------|-----------------|
| razor (non-electric and disposable only) | | | 4 |
| bar soap | | | 2 |
| toothpaste | | | 2 |
| denture cleanser – (Polident Dentu-Crème only) | | | 1 |
| denture adhesive | | | 1 |
| toothbrush | | | 2 |
| toilet paper rolls | | | 4 |
| shave cream | | | 2 |
| shampoo | | | 2 |
| hair cream, dressing, mousse | | | 2 |
| du-rag or doo-rag (white only, worn in bed area only) | | | 1 |
| hair conditioner | | | 1 |
| hair spray (non-alcoholic and non-aerosol) | | | 1 |
| deodorant | | | 2 |
| foot salve | | | 2 |
| lotion | | | 1 |
| mascara | | | 1 |
| blush | | | 1 |
| eyebrow pencil | | | 1 |
| eye liner | | | 2 |
| liquid make-up | | | 1 |
| eye shadow | | | 2 |
| sanitary napkins and tampons packages* | | | 2 |
| after shave, non-alcoholic | | | 1 |
| perfume, non-alcoholic | | | 1 |
| fragrance oil, non-alcoholic (one (1) ounce bottle) | | | 2 |
| lipstick | | | 2 |

clothes hangers (shall be plastic)

10

*Sanitary napkins and tampons shall only be allowed for those inmates that have a monthly menstrual cycle.

No aerosol cans of consumables shall be permitted.

Other items may be possessed in reasonable quantities only and may include: stationary (white only), pens (clear only) (blue or black ink only), batteries, playing cards, table games (no dice), and authorized art and hobby craft supplies. 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; and one (1) box of stationary at a time. An inmate shall not 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.