

 <p>Massachusetts Department of Correction <b>STANDARD OPERATING PROCEDURE</b></p>	Effective Date  4/25/2025	Responsible Division  Assistant Deputy Commissioner, Northern Sector
	Annual Review Date  4/25/2025	
<p>Policy Name</p> <p><b>STANDARD OPERATING PROCEDURE</b></p> <p><b>TO 103 CMR 403, INMATE PROPERTY</b></p>	M.G.L. Reference:	
	DOC Policy Reference: 103 DOC 504; 103 DOC 506	
	ACA/PREA Standards: 5-ACI-3B-03; 5-ACI-5A-07	
Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Applicability:   Staff/Inmates
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Location: Department Central Policy File Superintendents/Division Heads Policy Files
<p><b>PURPOSE:</b> The purpose is to establish Department of Correction procedures governing the receipt, transfer, storage, maintenance, release, and disposal of the property of inmates confined in state correctional institutions.</p> <p><b>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:</b> Assistant Deputy Commissioner, Northern Sector Superintendents</p> <p><b>CANCELLATION:</b> 103 CMR 403 cancels all previous Department or institution policy statements, bulletins, directives, orders, notices, rules, regulations, or standard operating procedures, regarding inmate property to the extent that they are inconsistent with 103 CMR 403.</p> <p><b>SEVERABILITY CLAUSE:</b> If any article, section, subsection, sentence, clause, or phrase of 103 CMR 403 is for any reason held to be unconstitutional, contrary to statute, in excess of the authority of the Commissioner or otherwise inoperative, such decision shall not affect the validity of any other section, subsection, sentence, clause or phrase of 103 CMR 403.</p>		

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## **I. Inmate Property Inventories and Documentation**

- A. The Inmate Management System (IMS) is the Department of Correction's (Department) automated information system that provides processing, storage and retrieval of inmate-related information needed by Department personnel and other authorized users within the criminal justice system.
- B. Each and every item of property associated with an inmate, whether authorized or denied and deemed contraband, shall be entered into IMS to ensure accountability. The property item shall be recorded on the inmate's property inventory in IMS. If it is believed that a property item was obtained by an inmate circumventing DOC policy, a disciplinary report shall be issued to the inmate pursuant to 103 CMR 430, *Inmate Discipline* and the item shall be processed and disposed of pursuant to 103 DOC 506, *Search Policy*. Any seal numbers shall also be recorded, along with the condition of the item.
- C. Items maintained in large quantities or those items where quantities may change daily based on usage (e.g., paper, stamps, and toiletries) shall be entered into IMS using the quantity of one (1). The actual quantity of the item shall be noted in the associated "Description" section to prevent unnecessary, excessive records from being created. All other items shall be individually accounted for and documented accordingly (e.g., books, clothing, and appliances).

## **II. Property Item Types, Descriptions and Restrictions by Security Level**

- A. In accordance with 103 CMR 403.10, Approved Inmate Property, a master list of property authorized for retention by inmates in accordance with institutional security level is attached (*See Attachment A*). This is not required issue and is for property purposes only. Please refer to 103 DOC 755, *Clothing, Linen, and Laundry*, for minimum institutional clothing issue. Unless an inmate is transient, their security level is the same as the institution in which they are housed. The following is a description of the property approved for retention:
  - 1. **Clothing: Must be state issued or purchased via institutional canteen only.**
    - a. Trousers: Only solid colored denim blue or black jeans or traditionally styled navy blue or black trousers shall be permitted with the exception of medium security institutions as outlined in Attachment A. Trousers with excessive holes or tears shall not be permitted. Trousers shall not have more than four (4) pockets, not including a watch pocket. Leather trousers or trousers with extra snaps, fasteners, or zippers shall not be permitted.
    - b. Shirts: White dress, navy blue, black or state issue shirts shall be allowed. Shirts are not to be altered in any way. No hooded shirts, turtlenecks, appliqués, logos, or other insignia shall be permitted with the exception of the institutional logo on shirts supplied by the institution.

- c. Socks/Undershirts/Undershorts: Solid white only (bras/panties GNC/female inmates only). Female inmates at MCI-Framingham are also allowed to possess green undershirts.
- d. Sweatpants/Sweatshirts: Must be constructed of cotton or cotton blend material. Color restricted to gray. No hoods, built in supporters, drawstrings, pictures, appliqués, writing or other insignia shall be permitted.
- e. Gym Shorts: Must be constructed of cotton/cotton blend or nylon material. Colors restricted to solid black, gray or navy blue. No built-in supporters, drawstrings, pictures, appliqués, writing or other insignia shall be permitted.
- f. Hats: Must be of a solid color, black or navy blue. Only baseball type or state issued wool or knit caps. No logos, insignia, writing or other ornaments, with the exception of the institutional logo when supplied by the institution. In-cell retention of hats shall be prohibited in behavior assessment units (BAU).
- g. Gloves: Authorized inmates shall be allowed two (2) pairs of cloth gloves, no suede or leather. No pockets, lining or compartments shall be allowed.
- h. Pajamas/Bathrobes: Inmates shall be allowed two (2) pairs of pajamas and one (1) bathrobe. Bathrobe colors are restricted to white, black, navy blue, gray or state issued. Pajama color restricted to light blue. No hoods, writing, insignia, or appliqués.
- i. Coats: Color restricted to solid black, navy blue or state issued blue denim. No hoods, quilted or removable liners, shall be allowed. No leather or suede garments, logos, writing, insignia, or appliqués. In-cell retention of coats shall be prohibited in behavior assessment units (BAU).
- j. Sweaters: Color restricted to gray only. Pockets, zippers, hoods, logos, appliqués, writing, or other insignia are not allowed.
- k. Thermal Top and Bottom: Color restricted to solid white.
- l. Handkerchief: Authorized inmates may possess five (5) handkerchiefs, white only, maximum dimensions being 16" x 18". This item is not permitted to be worn or used as an outer garment.
- m. Footwear: Inmates may possess a maximum of five (5) pairs of footwear, including shower shoes, at medium, minimum or pre-release security institutions. Inmates may possess athletic shoes (sneakers), boots, shoes (oxford type) or shower shoes. Removable inner soles shall be permitted in athletic shoes only. Inner soles may be exchanged for a replacement that is purchased from the approved

Department vendor. No substitute inner soles, steel plate attachments or metal cleats shall be allowed. Heels are not to exceed one and one half inch (1½”) in height; soles shall not exceed one inch (1”) in thickness. Boots shall not exceed eight inches (8”) in height measuring from bottom of heel to top of the side seam. A boot shall be defined as any footwear that covers the ankle (excluding athletic “high tops”). Footwear below the ankle or covering a portion of the ankle shall be considered a shoe. Footwear shall not have pockets, compartments, or pumps. Footwear is restricted to two (2) pairs of athletic shoes (sneakers) and one (1) pair shower shoes in maximum security institutions. Athletic shoes (sneakers) shall be solid black, solid white or as approved for sale in the commissary by the chairperson of the Property Committee. Athletic shoes shall not contain any metal, including eyelets. Absolutely no colored footwear is authorized for inmate retention. Boots shall be brown or tan. Shoes shall be black only. Inmates with medical orders for a specified type of footwear shall have those shoes provided to them by the medical vendor, however, color limitations shall be adhered to. State issued footwear as authorized.

- n. Belts with buckles: Two (2) black leather belts for medium, minimum and pre-release only.
- o. Work Uniforms: Up to five (5) uniforms may be provided for inmates who participate in institution work assignments where necessary.

2. Court/Parole Hearing Clothing

Upon approval, clothing shall consist of the following:

- One (1) suit jacket/sports coat
- One (1) pair of dress trousers (male/female style)
- One (1) dress shirt/blouse
- One (1) tie (clip-on style only)
- One (1) belt
- One (1) pair of dress socks; and
- One (1) pair of dress shoes (no metal shank allowed).

Please see Section VI of this *Standard Operating Procedure* for information regarding the procedures to be followed for clothing for court appearance/parole hearings.

3. Linen

Inmates shall be provided one (1) fire retardant mattress.

Inmates shall also be provided the following upon their admission:

- One (1) fire retardant blanket,

- Two (2) sheets,
- One (1) pillow,
- One (1) pillowcase,
- Two (2) towels,
- One (1) washcloth
- One (1) laundry bag, and
- Two (2) cooling towels; Issued upon admission to medium security institutions; not allowed at maximum security institution(s)

Cooling Towels: Inmates may possess two (2) cooling towels. Cooling Towels are only allowed to be worn in the gym, yard and on the units. Cooling Towels should not be worn as a head covering (“doo-rag”) and may not be used as a face covering.

4. Jewelry

Value of each item shall not be in excess of \$50.00.

- Wedding Band: Upon proof of marriage (e.g., marriage certificate), married inmates may possess a maximum of one (1) wedding band. The band shall not exceed 1/8" at its thickest point. Wedding bands that contain gemstones are allowed provided that the stone is embedded in the surface of the ring. Total thickness of the band setting and gem or stone mounted on the setting shall not exceed 3/16"; total width of the band shall not exceed 3/8".
- Medical Alert Bracelet/Necklace: An inmate may possess a medical alert bracelet/necklace as specified by medical personnel. The inmate's name and commitment number shall be engraved on the medical alert bracelet/necklace if it is metal.
- Religious Medallion with Chain: Must be in accordance with the Religious Services Handbook but may not exceed \$50.00 in value. Only items on the list of approved religious articles shall be allowed.
- All other jewelry not mentioned above such as, rings, studs, or other body jewelry, which is affixed to any part of an inmate, shall be considered a security issue and shall not be authorized for retention.

5. Appliances/Accessories

Authorized inmates may purchase appliances and accessories via institutional canteen in accordance with the designated security level. The Superintendent may restrict the use of these items in certain living quarters. All electrical wiring on appliances must be factory assembled and remain intact. No stickers/tape other than authorized seals shall be affixed to appliances. Appliances shall not be altered in any manner. Remote control devices for appliances are not permitted. All appliances shall be engraved with the inmate's name and commitment number for identification

purposes, with the exception of tablets and MP3 players. All appliances must be approved by a nationally recognized testing laboratory (e.g., Underwriters Laboratories (U.L.)).

- a. Televisions: The television must be a small portable type not larger than thirteen inches (13"). Speakers shall not be permitted.
- b. Radios: Radios with AM/FM capability shall be allowed. Speakers shall not be permitted. Cassette players or recorders are not allowed. Maximum size of the radio is 13" x 10" x 5".
- c. Fans: Maximum blade size is twelve inches (12") in length per 103 CMR 403, *Inmate Property*. The current canteen vendor only carries a nine inch (9") size fan blade for purchase at this time. Blades must be plastic and enclosed in a plastic frame. Table model only, plastic stand only. Fans may be restricted in climate-controlled institutions including SBCC.
- d. Hot Pots: Hot pots shall be plastic only, non-boiling and have a maximum capacity of six (6) cups. Hot Pots must be approved by a nationally recognized testing laboratory (e.g., Underwriters Laboratories (U.L.)).
- e. Walkman/MP3 Player: Walkman type AM/FM radio allowed. Walkmans with cassette and/or recording buttons shall not be permitted. MP3 Players shall be purchased through the approved DOC vendor. MP3 Players are not to be engraved, as the inmate's name and commitment number will be electronically encoded. Inmates are not allowed to retain a Walkman and a MP3 Player at the same time. Only one (1) approved device shall be accounted for on the inventory at any given time.
- f. Walkman Pouch: Clear rubber pouch with plastic clip attached.
- g. Tablet: Tablets purchased through the vendor or assigned to the inmate are allowed. Tablets allowed are both 5" and 7" versions, however, the charging cables shall not be permitted for retention in the Behavior Assessment Unit (BAU) inmate cell. BAU inmate tablets will be collected periodically for recharging purposes. Tablets are not to be engraved.
- h. Headphones/Earbuds: Maximum speaker size of two inches (2") or smaller. A total of two (2) headphones and two (2) earbuds are permitted.
- i. Headphone extension: Must be ten feet (10') or less, in working order and meet the manufacturer's specifications.
- j. Mono-Adapter: Must be in working order and meet manufacturer's specifications.



- k. Typewriters: Typewriters shall not have memory features or text storing capacity. Inmates are allowed to retain a maximum of five (5) each of typewriter ribbons and correcting ribbons, and two (2) print wheels in their possession. A spelling feature may be allowed if changes cannot be programmed. Separate printers or other attachments are not permitted.
- l. Extension Cords: Maximum length of the cord shall be six feet (6') in length, must be U.L. approved heavy duty and contain no more than a four (4) outlet receptacle. All appliances must be approved by a nationally recognized testing laboratory (e.g. Underwriters Laboratories).
- m. Electric Razors: Shall be the only razor allowed for personal grooming use by inmates housed in all Department of Correction (DOC) medium and maximum-security level institutions. Any other type of shaving razor is prohibited. Electric razors shall be made available for purchase in the canteen. The purchase of electric razor replacement heads, if necessary and applicable, shall be in accordance with 103 DOC 750, *Hygiene Standards*. Inmates who are indigent shall be provided an electric razor for use. Retention of electric razors in specialty housing units in DOC medium and maximum-security level institutions shall be at the discretion of the Superintendent and outlined in institution procedures. In-cell retention of electric razors shall be prohibited in DOC behavior assessment units (BAU). Inmates housed within behavior assessment units, or other specialty housing units where at the Superintendents' discretion in-cell retention is prohibited, will be provided with an electric razor for use and then the electric razor shall be collected (pursuant to the requirements contained within 103 DOC 750, *Hygiene Standards*).
- n. Surge Suppressor: Five (5) outlet clear with three foot (3') cord.
- o. Coaxial Cable: Inmates may retain two (2) cables, one (1) not to exceed six feet (6') in length and one (1) not to exceed three feet (3') in length. Maximum-Security institutions may retain one (1) three-foot (3') cable only.
- p. Double Male Connector (coaxial): Must be in working order and meet manufacturer's specifications.
- q. Splitter (coaxial): Must be in working order and meet manufacturer's specifications.
- r. Right Angle Adapter (coaxial): Must be in working order and meet manufacturer's specifications.

- s. 3.5 mm right angle audio adapter: Must be in working order and meet manufacturer's specifications.
- t. Barrel Splice Connector female/female (coaxial): Must be in working order and meet manufacturer's specifications.
- u. Digital TV Converter Box (with A/C Adapter): Only inmates that own non-digital televisions may possess the digital converter box. The box must be approved by a nationally recognized testing laboratory, e.g. (U.L.).
- v. Three Way Outlet Adapter Plug: Must be in working order and meet manufacturer's specifications.
- w. Alarm Clock: Must be in working order and meet manufacturer's specifications. Available only to Pre-release institutions.

6. Religious Articles

A list of approved religious articles shall be posted in the inmate libraries. If an inmate has a request for an item that is not on the list of approved religious articles, they shall complete the Religious Services Request Form which is available from the Director of Treatment.

7. Music Program/Musical Instruments

- a. An inmate must successfully complete the requirements of the existing approved program to be authorized to retain one (1) musical instrument at any given time (Guitar, Keyboard or Drum Machine). Only the types, sizes and accessories listed on the Approved Musical Items List may be purchased. This approved list shall be posted in the inmate library. Any change(s) to the list will require the approval of the ADC, Northern Sector. The following items and limitations shall apply:
  - One (1) Guitar
  - One (1) Keyboard
  - One (1) Drum Machine
  - One (1) Amplifier
  - One (1) Foot Pedal
  - One (1) Storage bag
  - Two (2) Cords
  - Accessories
- i. All items/accessories will be subject to a one (1) for one (1) exchange once limits are exceeded.

- ii. Extra guitar strings are not allowed for in-cell retention. A one (1) for one (1) exchange will be overseen by designated staff in a designated area.
  - iii. Acoustic Guitars are only allowed if the institution has a designated area for use/storage as determined by the Superintendent.
  - iv. All other musical instruments and accessories allowed to be ordered and retained by the inmate may vary at each institution.
  - v. Musical Instruments may be repaired/replaced by manufacturer under warranty; however, the repaired/replaced musical instrument must be forwarded to an outside address at the inmate's expense in accordance with Standard Operating Section II (A) (9), Warrantees.
  - vi. All order forms shall be submitted to the Property Department via the Recreation Officer, with final approval obtained by the Director of Treatment.
- b. If the inmate is transferred to an institution of the same security level or a lower security level, the inmate shall be allowed to retain the musical instrument regardless of whether the institution offers the approved program. If the inmate is transferred to an institution of higher custody where the musical instrument is not allowed for retention, the musical instrument will be considered contraband and shall be disposed of in accordance with the 103 CMR 403.15, Disposal of Inmate Property.
- c. An inmate may be subject to discipline in accordance with 103 CMR 430, *Inmate Discipline* for the misuse of a musical instrument and/or accessory, which may also result in removal from the music program. All property related to the music program will be considered contraband and shall be disposed of in accordance with 103 CMR 403.15, Disposal of Inmate Property. No inmate may sell, barter, exchange, lend or borrow a musical instrument or accessory in accordance with 103 CMR 403.22, Property Transactions Involving Inmates, which may also result in removal from the music program.

8. Miscellaneous Articles

- a. Mirror: Authorized inmates shall be permitted to possess one (1) hand-held mirror. The mirror shall be no larger than five inches by 7 inches (5" x 7") and not contain glass.
- b. Paper/Stamps/Pencils/Pens: An inmate may possess a maximum of two hundred (200) sheets of paper or one (1) tablet; a maximum of fifty (50) stamps; and a maximum total of ten (10) pens/graphite pencils, twenty-four (24) colored pencils. Pens must be felt tip or ballpoint with plastic fillers.

- c. Weightlifting Belts/Gloves: Authorized inmates may possess one (1) weightlifting belt and one (1) pair of weightlifting gloves. Weightlifting belts are not allowed in maximum security. Weightlifting gloves are not allowed in medium or maximum-security institutions. Belts must be single stitched, and the gloves may not contain metal, or have any pockets and/or compartments. No leather weightlifting belts, or weight gloves are allowed.
- d. Books/Magazines: Authorized inmates may possess a maximum of ten (10) books/magazines. All publications must come directly from the publisher, bookstore, or a book club. Publications such as the Prison Book Program (book club) and Prison Legal News (publisher/bookstore) are appropriate for retention. Inmates may possess temporary books in excess of ten (10) whenever they are enrolled in an authorized educational program. After completion of an authorized course the inmate shall be required to dispose of all books in excess of ten (10).
- e. Personal Letters/Photographs/News Clippings/Newspapers/Internet Copies: An inmate may possess one (1) cubic foot of personal letters, photos, news clippings and internet copies. Newspapers must come directly from the book club/publisher.
- f. Legal Documents: The possession of legal materials may be limited for security and sanitary reasons. Inmates may possess a maximum of one (1) cubic foot of legal documents in their assigned living quarters. If a written request is approved by the property department, authorization to store legal material exceeding the one (1) cubic foot limit may be obtained. Any authorized excess documents shall be stored in a pre-determined storage area accessible to the inmate, not in the inmate living quarters.
- g. Toiletries: An inmate may possess a maximum of fifteen (15) toiletry items.
- h. Games: Authorized inmates may possess three (3) but no more than one (1) of each of the following games: backgammon, chess, checkers, Yahtzee, cribbage board, dominoes, playing cards. All playing pieces must be plastic, wood, or cardboard and cannot exceed a size of two and one half inches (2 ½"). Cribbage boards must be made of wood or of solid plastic and cannot exceed the dimensions of 3 ¾ " x 14 ½". No electric or battery-operated games shall be allowed. Yahtzee and cribbage boards are not allowed in maximum security.
- i. Padlocks: A Superintendent may allow inmates to possess the requisite number of padlocks depending on available storage compartments. If the institution provides only one (1) locker (footlocker, stand-up, etc.), it may restrict inmates to only one (1)

padlock. The Superintendent may not allow a padlock if it is deemed as a security concern.

- j. Eyeglasses/Sunglasses: An inmate may possess a maximum combination of two (2) pairs of prescribed eyeglasses/reading glasses and one (1) pair of sunglasses. No mirrored lenses shall be allowed. No metal frames allowed. Maximum security inmates, transient inmates, or inmates awaiting trial, are not allowed sunglasses unless medically prescribed. Contact lenses shall be allowed if medically prescribed.

Superintendents of intake institutions (MCI-Framingham and SBCC) may review and approve of any prescription eyeglass (to include metal frames) that are deemed necessary by the medical provider that new commits have on their person upon admission. These glasses shall be reviewed by IPS for any security concerns and proper notification made to the Property Department. This approval shall only be allowed for the period of time until the inmate receives the newly prescribed eyeglasses from the provider.

- k. Dentures: Partial or full if applicable.
- l. Mouthguards: Only if deemed medically necessary.
- m. Orthopedic/Prosthetic Device: Only if deemed medically necessary.
- n. Sewing Kits: Authorized inmates shall be allowed to retain one (1) travel type sewing kit. No scissors of any type are allowed.
- o. Wallets: Authorized inmates may possess one (1) wallet, no double stitched items shall be allowed.
- p. Cups/Bowls: Authorized inmates may possess two (2) cups: one (1) with a capacity of no more than twelve (12) ounces and one (1) with a capacity of no more than twenty-two (22) ounces and two (2) bowls: one (1) with a capacity of no more than twenty-four (24) ounces and one (1) with a capacity of no more than 1.6 quarts. Cups and bowls must be of unbreakable plastic material only.

Awaiting Trial/Transient inmates may possess one (1) cup with a capacity of no more than twelve (12) ounces and one bowl with a capacity of no more than twenty-four (24) ounces.

Inmates at SBCC may only possess one (1) cup with a capacity of no more than twelve (12) ounces. They are allowed to possess one (1) twenty-four (24) ounce bowl and one (1) bowl with a capacity of no more than 1.6 quarts.

- q. Toenail/Fingernail Clippers: A maximum of one (1) fingernail clipper and one (1) toenail clipper at medium, minimum and pre-release institutions only.
- r. Emory Board: Maximum of one (1) emory board is allowed.
- s. Watch: Inmates may possess one (1) watch with time and date functions only. Double-stitched bands, metal bands, alarm or beeper functions are not allowed unless approved for a special accommodation pursuant to 103 DOC 408, *Reasonable Accommodations for Inmates*.
- t. Head Coverings: Inmates in medium, minimum and pre-release institutions may possess one (1) head covering (“doo-rag”) which may only be purchased from the canteen vendor. Head coverings may only be worn inside inmate cells or living quarters. They may be black in color only.

9. Warrantees

Inmates may have damaged warrantied items repaired/replaced by the manufacturer, but repaired/replaced items must be forwarded to an outside address at the inmate’s expense. Items may not be returned to the institution. Warrantees for items purchased via the approved vendor will be returned to the approved vendor only if defective or damaged (i.e. tablet, television).

### III. Behavior Assessment Unit Property

- A. Behavior Assessment Unit (BAU) Property will be limited to what is permitted in “Attachment A” to ensure the safety and security of the BAU. The Superintendent is authorized to further limit the amount of property and to issue jumpsuits in lieu of such clothing for security purposes, if there is imminent danger that an inmate or inmates will destroy an item or inflict injury to self or others.

Inmates may order from the approved BAU canteen list. Any changes must be approved by the Assistant Deputy Commissioner, Northern Sector.

- B. Each Superintendent shall ensure that each BAU provides for security, safety, and orderly operation. Inmates in a BAU shall be provided with the following:
  - 1. Access to legal materials and legal reference material;
  - 2. Access to reading and writing materials, and the opportunity to borrow reading materials from the institution library unless clinically contraindicated;
  - 3. Clean and suitable coats and hats shall be issued, as needed, for outside exercise.

- C. Subject to any disciplinary sanctions that might be imposed in accordance with 103 CMR 430, *Inmate Discipline*, upon placement in BAU, inmates will be issued their state issued program tablet and a loaner Walkman radio and earbuds in accordance

with Attachment H. At any time, the inmate may request to the Property Officer, via Attachment H, their personal tablet and/or personal radio. Said tablet and/or radio will be provided by the Property Officer to the inmate within twenty-four (24) hours of the inmate's request.

#### **IV. Property Department Functions**

Each institution's Property Department shall ensure that the following functions are performed. This list is not exhaustive:

- Sealing appliances with security seals (positioned along the seam when possible);
- Engraving inmate appliances;
- Fluoroscoping property;
- IMS data management;
- Transferring/receiving property;
- Conducting property inventories;
- Maintaining inmate property folders;
- Processing contraband;
- Maintaining cleanliness and efficiency of the property department;
- Maintaining appropriate supplies;
- Laundering clothing items that are stored;
- Addressing inmate property issues;
- Processing canteen purchases of appliances, clothing and other miscellaneous items;
- Processing state issued clothing and linen;
- Remain current with property training requirements; and,
- Conduct property audits as directed by the Superintendent or designee.

#### **V. Procedures for Inmate Release**

##### **A. Initial Release Procedures**

Inmates who are housed in general population and are scheduled to be released or paroled, shall pack and turn over their personal property to the Property Department the morning of their release. Inmates who are not in general population and who are scheduled to be released or paroled shall pack and turn over their personal property to the Officer in Charge, who shall ensure that it is forwarded to the Property Department the morning of the inmate's scheduled release. Inmates shall be allowed to maintain the following property items in their possession:

- One (1) coat (seasonal);
- One (1) hat (seasonal);
- One (1) shirt;
- One (1) undershirt;
- One (1) pair of trousers;
- One (1) pair of shorts (seasonal)\*;
- One (1) pair of underpants;
- One (1) pair of footwear;
- One (1) pair of socks;

- One (1) bra (GNC/female);
- One (1) wedding band;
- One (1) religious medallion;
- Two (2) cooling towels
- Any medical alert items;
- Any disability accommodation equipment; and
- Inmates may also maintain a small amount of toiletries and Keep on Person (KOP) medication.

Staff shall ensure that inmates are not released with any property items bearing the Department's insignia or lettering. Shorts may be allowed seasonally, as long as there are no personal shorts on the inmate's property inventory.

B. Accounting for Inmate Property Prior to Release

1. State Property

Prior to an inmate's release, the institution's Property Department shall inventory the inmate's state issue clothing. Each item issued to the inmate in accordance with 103 DOC 755, *Clothing, Linen, and Laundry*, shall be accounted for prior to the inmate's release. When property items are unaccounted for, the unit staff may search for the missing property where time allows. If the property remains unaccounted for, it shall be documented as such in the applicable IMS screens. All items returned shall be disposed of/recycled in accordance with 103 DOC 755, *Clothing, Linen, and Laundry*.

2. Inmate Personal Property

Prior to an inmate's release, the institution's Property Department shall inventory the inmate's personal property. Each item of property shall be accounted for prior to the inmate's release. When property items are unaccounted for the unit staff may search for the missing property where time allows. If the property remains unaccounted for, it shall be documented as such in the applicable IMS screens. All items returned shall be processed utilizing the following procedures:

- a. Inmates who are released to the street may elect to take possession of their packed property on the day of release, make arrangements for pickup of their packed property with the institutional Property Department prior to release, or make an arrangement to have their packed property mailed, at their own expense, to the release address on record or address provided by the inmate, within five (5) business days of their release from the institution.
- b. Sentenced inmates who are being transported to the Regional Reentry Centers on the expiration of their sentence or GCD, upon their request, shall have their packed property mailed, at their own expense, to the release address on record or address provided by the



inmate within five (5) business days of their release from the institution.

- c. Prior to release, inmates may request disposal of their property as seen fit by the institution. For those inmates who are not leaving with their property or authorizing the institution to dispose of their property, the Property Department shall issue a contraband notice form in hand or mail the contraband form within five (5) business days to their release address.
- d. If the institution is not contacted by the inmate after thirty (30) days of the inmate's release, the institution shall send a final contraband notice via certified mail to the inmate's last known address, informing the inmate of the existence of the property, and the required disposal.
- e. Upon receipt of the final contraband notification, the inmate shall have thirty (30) days to respond to the institution to make arrangements for pickup or disposal.
- f. If the inmate does not respond after thirty (30) days from receipt of the final contraband notification, or upon refusal to accept the notification, the property may be disposed of as seen fit by institution.
- g. If the last known address is invalid due to the return of the initial contraband notification and no contact can be made, the property will be held for sixty (60) days from the inmate's release. If no inmate contact occurs within that time, the property may be disposed of as seen fit by the institution, in accordance with 103 CMR 403.15, Disposal of Inmate Property, section (1)(e).
- h. If an inmate is awaiting trial and does not return from court, the institution shall follow the procedures set forth in 103 CMR 403.15, Disposal of Inmate Property, section (1) (b - e).

## **VI. Procedures for Clothing for Court Appearance/Parole Hearings**

- A. Inmates that have scheduled court appearances may make a written request by using the Court Clothing Request Form (Attachment I) to the Superintendent or designee that they be allowed to obtain clothing for a court appearance/parole hearing. Said request must be made thirty (30) days in advance of the scheduled hearing. Upon approval, the Superintendent or designee shall inform the inmate that they are approved one (1) suit jacket/sports coat, one (1) pair of dress trousers (male/female style), one (1) dress shirt/blouse, one (1) tie (clip-on style only), one (1) belt, one (1) pair of dress socks and one (1) pair of dress shoes (no metal shank allowed). Items shall either be mailed to the institution or dropped off by a visitor. The property officer shall search and inventory the property.

- B. Inmates serving a life sentence and who are scheduled for a parole hearing that will take place outside of their current institution, may request clothing in writing, by using the Court Clothing Request Form (Attachment I) to the Superintendent or designee thirty (30) days in advance of the scheduled hearing.
- C. All clothing shall be kept in an approved property storage area but never in an inmate's cell or living quarters. Each institution shall designate an area for the storage of court clothing. The items shall be entered into the IMS *Inmate Property* screen.
- D. On the scheduled day of court appearance/parole hearing, inmates shall be allowed to change into their clothing in accordance with 103 DOC 530, *Inmate Transportation*.
- E. At the conclusion of the scheduled court appearance/parole hearing, the clothing shall be considered contraband and disposed of in accordance with 103 CMR 403.15, Disposal of Inmate Property. Upon request, the Superintendent or designee may extend the inmate's ability to store the clothing for future appearances.

**VII. Property Inventory for Inmates Transferred to Shattuck Hospital Correctional Unit for Surgical Procedures**

The Superintendent of Shattuck Hospital Correctional Unit (SHCU) shall ensure steps are taken to inventory and store inmate property whenever an inmate is transported to SHCU for a surgical or medical procedure. The inventory should include the property items an inmate is wearing upon arrival and any other property that is sent with the inmate, if applicable. The Inmate Ditty Bag/On-Person Form (Attachment C) shall be utilized for documentation purposes.

**VIII. Ditty Bag Property for Inmates Being Transported**

Each Property Department shall prepare inmate ditty bags for transport, to include Secure Adjustment Unit (SAU) Level 1, 2, and 4.

- A. Staff shall document the items included within the ditty bag to also include on-person items. The following items are allowed for transport within the ditty bag as well as on-person:
  - 1. Five (5) pairs of undershorts
  - 2. Five (5) undershirts/bras (GNC/female inmates only)
  - 3. Five (5) pairs of socks
  - 4. Two (2) pairs of trousers/scrub bottoms
  - 5. Two (2) pairs of shorts (seasonal)
  - 6. Two (2) shirts/scrub tops
  - 7. One (1) religious book
  - 8. Basic toiletries to include electric razor and charger (if applicable)
  - 9. Eyeglasses
  - 10. Dentures
  - 11. Orthopedic/prosthetic devices

12. One (1) cubic foot of legal documents (separate bag)/personal paperwork/photos
13. One (1) wedding band
14. One (1) religious medallion with chain
15. One (1) medical alert bracelet/necklace
16. One (1) padlock (excluding SBCC)
17. One (1) walkman radio/tablet(s) with charger/cover
18. One (1) pair headphones/earbuds
19. Two (2) pairs of footwear (one (1) must be shower shoes)
20. One (1) coat (seasonal)
21. Life-sustaining medication
22. Two (2) Cooling Towels; not allowed at maximum-security institution(s)

On person items shall be restricted to clothing, footwear, wedding band, approved religious medallions with chain, one (1) pair of physician prescribed eyeglasses, orthopedic/prosthetic devices, one (1) set of dentures, and medical alert item only.

If the remainder of the inmate's property fits into the ditty bag and does not exceed five (5) additional items, the additional items may be included. However, the ditty bag must be closed and sealed. All items approved shall be documented on the additional space provided on the ditty bag form (Attachment C). Adherence to the five (5) additional property items must be strictly enforced.

- B. Staff shall ensure all ditty bag items are placed into a property storage bag with a copy of the Inmate Ditty Bag/On-Person Form (Attachment C). Staff shall legibly sign and date the form as indicated.

A copy of the completed Inmate Ditty Bag/On-Person Form shall be forwarded to the property officer who shall ensure the ditty bag information is recorded into IMS and released.

- C. Ditty bags for inmates transferred to the Secure Adjustment Unit (SAU) level 4 shall consist of the following items, if applicable:

1. One (1) religious book;
2. One (1) medical alert bracelet/necklace;
3. One (1) pair of physician prescribed eyeglasses;
4. One (1) set of dentures;
5. One (1) cubic foot of legal documents;
6. One (1) orthopedic/prosthetic device;
7. One (1) religious medallion and chain;
8. One (1) wedding band;
9. Two (2) cooling towels; not allowed at maximum-security institution(s)
10. Life sustaining medication;
11. Tablet(s) with charger/cover

Upon transfer to SAU Level 4, inmates shall be issued clothing pursuant to the Unit Orientation Manual. Staff shall ensure that whenever an inmate is transferred to SAU Level 4 that all ditty bag items are placed into a property storage bag with a

copy of the SAU Level 4 Inmate Ditty Bag/On-Person Form (Attachment E). Staff shall legibly sign and date the form as indicated.

D. Items allowed for retention by County Inmates transferring to the Department:

1. One (1) religious book;
2. One (1) medical alert bracelet/necklace;
3. One (1) pair of physician prescribed eyeglasses;
4. One (1) set of dentures;
5. One (1) cubic foot of legal documents;
6. One (1) orthopedic/prosthetic device;
7. One (1) religious medallion and chain;
8. One (1) wedding band;
9. One (1) clear walkman with earbuds
10. Two (2) sets of white thermal underwear
11. Two (2) light gray sweatsuits (no logos or pockets)
12. Two (2) light gray gym shorts (no logos)
13. One (1) solid white or solid black sneakers (no metal eyelets)
14. One (1) traditional wedding band (if married)
15. Fifteen (15) cosmetics (approved items only)
16. One (1) cubic foot of legal work/personal paperwork/mail/photos
17. Five (5) solid white boxers/socks/undershirts (no logos/no v-necks)
18. Fifty (50) stamps; One (1) pad of paper; Ten (10) pens/pencils

All items accepted are at the discretion of the Property Officer in Charge.

Any incoming inmate from a county facility shall only be permitted footwear sold by the County Commissary and consistent with MASSDOC policy (solid color, all black or all white). If the sneakers comply with these requirements, the Property Officers shall document an accurate description of the sneakers (including the specific brand of sneakers) in the Property Inventory Form on IMS.

The Superintendent may review and approve of any special circumstances (i.e., unusual size, medical need) regarding sneakers which are not in compliance. If approved by the Superintendent, proper documentation must be forwarded to the Property Department.

All other items will be denied and will be deemed as contraband pursuant to policy.

Cell phones **WILL NOT** be accepted.

**IX. Long-Term Storage of Inmate Property**

- A. Whenever long-term storage of property is approved in accordance with 103 CMR 403.17, Long Term Storage of Inmate Property, the institution where the Superintendent approved the long-term storage request, shall store the approved property. If the approved property is also the subject of a contraband notice, the Superintendent or designee approving the request shall notify the appropriate property department of the approval. Provided the documentation was received prior to the disposal of the property, the property officer shall record all items

approved for long-term storage on the inmate's inventory and shall provide the inmate with a receipt for these items.

- B. The property officer shall remove all items approved for long-term storage from the inmate's active property inventory in IMS via the "*Remove Inmate Property*" screen, selecting "*In Long-Term Storage*" as the reason and shall provide the inmate with a receipt for these items. A note shall be made in the comment section in IMS stating that this item(s) is contraband.
- C. If the property is maintained by another institution's Property Department, the property officer shall forward the approved property to the institution where the request was approved, clearly designating the property as "Long-Term Storage". The receiving institution shall store the property in an area designated out of bounds for inmates.
- D. The reinstatement or removal of any items shall be documented in IMS.
- E. The Property Officer or other authorized staff, may at the direction of the Superintendent, audit the long-term storage location to determine that the property is being held for active inmates and for the reasons indicated in the original request.

#### **X. Procedures for Storage of Excess Legal Material**

All legal material in excess of the one (1) cubic foot limit as established in 103 CMR 403.10, Approved Inmate Property, section (2)(c), (hereinafter "excess legal material"), shall, if approved by the Superintendent or designee, be stored, accessed, and managed in accordance with the following procedures.

##### **A. Storage of Excess Legal Material**

- 1. Only pending civil litigation material and material from the inmate's pending criminal trial, pending criminal or civil appeal, or collateral attack on criminal conviction(s) for sentences currently being served or consecutive to sentences currently being served shall be permitted to be retained above the one (1) cubic foot limit as established in 103 CMR 403.10, Approved Inmate Property, section (2)(c). "Pending" shall be considered a lawsuit that is currently being litigated or currently on appeal or able to be appealed, and/or any current Court Order, including, but not limited to, permanent injunction orders, current restraining orders, current orders for declaratory relief, or any other court order in effect or pertaining to the inmate's condition of confinement. Storage of excess legal material shall be as follows:
  - a. The inmate shall show that litigation is pending, and that the material requested to be stored relates to this litigation.
  - b. The inmate shall request and complete the Excess Legal Storage Request/Inventory form (Attachment F), which shall include a detailed inventory of each item requested to be stored. The inmate shall sign and date this form prior to submission to the property

officer for approval. This inventory shall include the following items:

- i. Inmate name
  - ii. Commitment number
  - iii. Case name
  - iv. Docket number
  - v. Title of the item requested to be stored
- c. The property officer shall approve or deny the Excess Legal Storage Request/Inventory form. The property officer's approval/denial shall be indicated on the Excess Legal Storage Request/Inventory form (Attachment F). In addition, the property officer shall clearly indicate the storage box number. The inmate shall be provided a copy of the completed form. If the request is denied, the reasons for denial shall be indicated on the form.
  - d. When a request for storage is denied or upon conclusion of pending litigation, the excess property shall be addressed in accordance with 103 CMR 403.15, Disposal of Inmate Property.
  - e. The inmate is required to keep a copy of the detailed inventory in their cell/room. The inmate is also required to update the detailed inventory as items are added or removed from storage. Whenever this occurs, the inmate shall provide the updated inventory form to the property staff person prior to leaving the storage area. The property officer shall maintain a copy of the form.
2. In the event the inmate has more than one (1) box of stored legal material, the property officer shall number each box sequentially, beginning with the number "1". The inmate's name and commitment number shall also be documented on the box. A completed copy of the Excess Legal Document Storage Request/Inventory shall also be maintained in the inmate's property record.

**B. Access to Excess Legal Material**

Property officers shall arrange access to legal material upon inmate request and subject to the operational needs of the institution. Any items removed by an inmate shall be addressed in accordance with 103 CMR 403.10, Approved Inmate Property, section (2)(c),

**C. Management of Excess Legal Material**

The property officer shall log all excess legal storage box numbers into IMS. The property officer shall utilize IMS for tracking and locating all items approved for storage as excess legal material.

**XI. Securing and Storage of Inmate Property**

- A. When an inmate is unable to pack their property whenever they are being moved to a Behavior Assessment Unit (BAU), a Health Services Unit (HSU), or another institution, the unit officer shall, as soon as practicable, secure the inmate's property. The Shift Commander or designee shall promptly notify the inmate's unit officer(s) of the inmate's pending transfer and the need to secure their property. Thereafter, the unit officer shall:
1. Pack the inmate's property into property storage boxes and properly complete the Property Chain of Custody form (Attachment D);
  2. Ensure the inmate's name and commitment number are clearly documented;
  3. Legibly sign and date the form as indicated;
  4. Place the original form into the property storage box with the inmate's property;
  5. Secure the box with the approved security tags and forward it to the Property Department for inventory.
- B. Inmates who are double bunked or in a dormitory setting are responsible to store their property within their designated area. Items shall be removed from only these areas by staff when a move occurs. If items are not stored properly by the inmate, the institution shall not be held responsible for missing items.
- C. Each institution shall ensure areas are designated for the storage of inmate property within cells to include double bunked and dormitory settings.
- D. The property officer shall remove all items no longer physically in possession of the inmate, from their active property inventory via the "*Remove Inmate Property*" screen in IMS, by selecting "*Special Housing Restriction*" as the reason and shall provide the inmate with a receipt for these items.
- E. When an inmate is placed into a BAU or in the HSU, the receiving location staff shall immediately secure the inmate's on-person property in a property storage box. The area staff shall properly complete the Property Chain of Custody form (Attachment D) noting any items the inmate was allowed to retain and shall ensure the inmate's name and commitment number are clearly documented. The area staff shall also clearly sign and date the form as indicated. The original form shall be placed into the property storage box with those items not allowed for retention. The box shall then be secured with the approved security tags and forwarded to the property department for inventory.
- F. Those items not allowed for retention in a BAU or HSU shall be maintained in a sealed storage box and placed in a designated area determined by the Superintendent.
- G. Approved items being returned to an inmate upon their placement back into general population shall be done by checking the "Reinstate" checkbox for each item

previously removed in the specific property transaction of the "*Remove Inmate Property*" screen in IMS.

## **XII. Inmate Identity Documents and Release Portfolio**

- A. Inmate identity documents indicated in 103 CMR 403.14, Inmate Identity Documents, shall be secured during the booking and admission process for all sentenced offenders only, and all sentenced, county, or federal detainees.

Inmate identity documents may be obtained during the booking and admission process or via U.S. Mail. Once the documents are received, they shall be forwarded to the Records Department for processing and storage.

All other identity documents shall be deemed contraband and disposed of in accordance with 103 CMR 403.15, Disposal of Inmate Property.

- B. The inmate identity documents, and inmate release and employment portfolio, shall be placed in a sealed envelope with the following information documented on the outside of the envelope:

1. Date;
2. Inmate's name;
3. Commitment number;
4. Admission Officer; or other staff member;
5. An inventory of the items contained within, listed on the outside of the envelope.

- C. The staff member that receives the documents shall sign their name across the seal of the envelope.

- D. The following statement shall be printed and highlighted across the front of the envelope containing the inmate's identity documents:

DO NOT REMOVE UNLESS THE INMATE IS BEING TRANSFERRED OR RELEASED. DOCUMENTS ARE TO BE PLACED INTO INMATE'S PORTFOLIO.

- E. Inmate identity documents and inmate release and employment portfolio shall be stored in the institution's Records Department, within the mittimus cabinet, or in a lockable cabinet or other secure location as determined by the Superintendent of each correctional institution.

- F. The Superintendent of each correctional institution shall designate a staff member responsible for the IMS documentation, storage and maintenance of inmate release and employment portfolio and identity documents. This individual shall ensure their maintenance in locked files that are safe from unauthorized use or theft, and loss or damage by fire, smoke, and water.



- G. Once the documentations are recorded into IMS, a memo shall be forwarded to the inmate informing them that their identity documents have been received and shall be stored pursuant to policy/procedure.
- H. In accordance with 103 DOC 404, *Inmate Release Policy* and 103 DOC 493, *Reentry Policy*, and in addition to inmate identity documents, inmate release and employment portfolios shall be secured during Institution Reentry Committee Meetings for all inmates who have completed the Reentry and Employment Readiness Workshop. Content inventory of each portfolio shall be pre-entered by Employment Workshop Planner in IMS Reentry Screens.
- I. An access logbook shall be maintained detailing staff access to an inmate's identity documents or release and employment portfolio. The access logbook shall contain the following information:
1. Inmate's name;
  2. Commitment number;
  3. Documents received;
  4. Date received;
  5. Name of staff member receiving/accessing document(s).
- J. In the event the inmate's sealed envelope containing identity documents should require access in order to remove or add documents, a new envelope shall be used and the transaction documented in the access log, ensuring the same information is recorded on the outside of the sealed envelope as stated in B above.
- K. Routine access to inmate identity documents and release and employment portfolios shall be limited to the institution Records Manager and staff involved in the reentry process. The Superintendent shall identify all other staff authorized to access inmate identity documents and release and employment portfolios. Such staff include but are not limited to:
1. Record's staff;
  2. Community Release Coordinators;
  3. Correctional Program Officers directly involved with the transfer or release of inmates;
  4. Director of Treatment/Reentry Liaison;
  5. Designated program staff member.

Any other individual requiring access to an inmate's identity documents or release and employment portfolios may do so only upon authorization of the Superintendent or a designee.

- L. Identity documents obtained during the course of an inmate's incarceration shall be secured following the same procedure for identity documents obtained during the booking and admission process.
- M. The Superintendent of each correctional institution shall identify staff responsible for updating the IMS property screens and Release/Reentry screen with the identity documents held in storage and when a release and employment portfolio is stored

for each inmate. The Manager shall ensure inmate identity documents are forwarded upon an inmate's permanent transfer to another institution.

- N. Any inmate identity documents and inmate release and employment portfolio belonging to an inmate shall be returned to the inmate upon their release from custody in accordance with 103 DOC 404, *Inmate Release Policy*.
- O. In the event an inmate is released from custody without receiving their identity documents and inmate release and employment portfolio (e.g., direct release from court), the inmate shall contact the releasing institution's Property Department to make arrangements for pickup of the identity documents in accordance with 103 CMR 403.14, Inmate Identity Documents.

### **XIII. Tracking the Disposal of Inmate Property in IMS**

The property officer shall utilize the following guidelines in accordance with 103 CMR 403.15, Disposal of Inmate Property.

- A. The date of this initial notification shall be documented in the "First Notice" date field in the "Notifications" tab on the "Remove Inmate Property" screen in IMS.
- B. The date of the final notification shall be documented in the "Final Notice" date field in the "Notifications" tab on the "Remove Inmate Property" screen in IMS. An additional thirty (30) day period shall be provided for the inmate to respond.
- C. Once the sixty (60) day period has expired the property officer shall ensure the "No Response from Inmate" checkbox is checked in the "Proposed Disposal Method" tab on the "Remove Inmate Property" screen in IMS.
- D. If the inmate provides a disposal method within the sixty (60) day period, the property officer shall ensure the appropriate disposal method is selected in the "Proposed Disposal Method" tab on the "Remove Inmate Property" screen in IMS, and any relevant data (e.g., mailing address, contact name) is entered into the appropriate fields.
- E. Once the institution no longer has physical custody of the inmate's property, the property officer shall document the date of the disposal in the "Removed Date" field and electronically authorize the removal in the "Actual Disposal" tab on the "Remove Inmate Property" screen in IMS.

### **XIV. Mail Process for Inmates Returned to Higher Security**

If an inmate is returned to higher security to a medium or maximum-security institution that is photocopying inmate mail, any mail that the inmate had within their property shall be deemed as contraband and treated in accordance with 103 CMR 403.15, Disposal of Inmate Property.

### **XV. Storage of Inmate Contraband**

Each institution shall designate an area for the secure storage of those items deemed as contraband.

**XVI. Documenting Reinstated and Released Inmate Property in IMS**

- A. Any property that has been taken from an inmate and is being returned to the inmate shall be reinstated by checking the "*Reinstate*" checkbox for the item(s) of property on the "*Remove Inmate Property*" screen in IMS. In the description field, the property officer shall select "*Reinstated*" and enter the date. The property officer shall provide the inmate with a "*Print Screen*" or "*Print Block*" copy of the "*Items Field*" as a receipt.
- B. Any property returned to the inmate shall be removed from the inmate's inventory, via the "*Remove Inmate Property*" screen in IMS or disposed of in accordance with 103 CMR 403.15, Disposal of Inmate Property, by selecting "*Inmate Release*" as the reason for removal.

**XVII. Annual Inventory of Inmate Property**

Each institution shall be required to conduct an annual physical inventory of inmate property within the institution. This shall be conducted in conjunction with the daily search schedule to ensure all inmate property inventories are accurate. The following procedures shall be followed:

- A. The Shift Commander shall ensure the master property inventory sheets are printed from IMS for each search scheduled per shift and provide it to staff who are assigned to conduct the search.
- B. Assigned staff shall conduct a physical inventory of the inmate's property. Staff shall complete and document all items accounted for and unaccounted for on the inventory. The officer shall ensure the inmate signs the inventory form acknowledging that the inventory is accurate. Refusals to sign shall also be documented by staff. If the inmate is not present, the staff conducting the inventory shall note this on the inventory form.
- C. Items not belonging to the inmate shall be confiscated and a disciplinary report shall be issued by the staff person conducting the search. The item(s) confiscated shall be forwarded to the location designated for evidence and handled in accordance with 103 DOC 506.10, Seizure of Contraband/Evidence. Any item considered contraband shall be forwarded to the property officer and addressed in accordance with 103 CMR 403.15, Disposal of Inmate Property.
- D. The property officer shall note on the inmate's master inventory any items that are unaccounted for. The Property Officer shall also note on the comment section, after questioning the inmate, the reasons for the missing item(s). Prior to the inmate being allowed to replace the unaccounted-for item(s), the property officer shall conduct an unscheduled search of the inmate's cell to determine whether the unaccounted-for items are still missing.

- E. This inventory shall replace the prior master inventory for the inmate. The inmate shall receive a printed copy of their new master inventory.

#### **XVIII. Property Forms**

The use of format required content, and/or specific procedures, regarding all forms, reports, etc., either paper or electronic or changes thereto shall be initially forwarded to the Property Committee for review, then to the Commissioner for approval. Only those forms attached to this Standard Operating Procedure or IMS shall be utilized by the institution's Property Department.

#### **XIX. Quality Assurance**

- A. Quarterly, each Superintendent shall designate a staff member to review five percent (5%) of the property records for new inmate admissions and released or transferred inmates. This review shall include an assurance of the data quality as well as a determination whether the inmate property module of IMS is being utilized properly. Audit results shall be reported to the institution Superintendent.
- B. For accountability purposes the Assistant Deputy Commissioner of the Prison Division's Northern Sector shall designate a staff member to oversee property operations for the Department. This staff person shall regularly monitor compliance with property regulations, procedures, and IMS functions. Reports pertaining to any audits conducted shall be provided to the Assistant Deputy Commissioner, Northern Sector, in writing.

**APPROVED PROPERTY FOR INMATE RETENTION**

<b>ITEMS:</b>	<b>AWAITING TRIAL</b>	<b>BAU/SAU</b>	<b>TRANSIENT</b>	<b>MAXIMUM</b>	<b>MEDIUM</b>	<b>MINIMUM</b>	<b>PRE-RELEASE</b>
<b><u>CLOTHING</u></b>							
(5) Trousers/Scrub Bottoms	X (3) Scrub Only	X (3) scrub only	X (3) Scrub Only	X (3) Scrub Only	X Denim Only	X	X
(5) Shirts/Scrub Tops	X (3) Scrub Only	X (3) scrub only	X (3) Scrub Only	X (3) Scrub Only	X	X	X
(3) Jumpsuits		X					
(10) Undershorts	X (5)	X	X (5)	X	X	X	X
(10) Undershirts	X (5)	X (7)	X (5)	X	X	X	X
(10) Pair Socks	X (5)	X (7)	X (5)	X	X	X	X
(10) Undershirts/ Bras/panties (GID/female only)	X (5)	X (7)	X (5)	X	X	X	X
(2) Sweatpants			X	X	X	X	X
(2) Sweatshirts			X	X	X	X	X
(4) Gym Shorts			X	X	X	X	X
(2) Hats	X (1) Winter Only	X (1) Winter Only ♦	X (1) Winter Only	X (1) Winter Only	X	X	X
(2) Pair Gloves					X	X	X
(2) Pair Pajamas					X	X	X
(1) Bathrobe	X Female Only			X	X	X	X
(2) Coats	X State Only	X State Only ♦	X State Only	X State Only	X	X	X
(2) Sweaters					X	X	X
(2) Thermal Tops	X (1)		X	X	X	X	X
(2) Thermal Bottoms	X (1)		X	X	X	X	X
(5) Handkerchiefs				X	X	X	X
(5) Pair Footwear (including shower shoes)	X (2)	X (2) (1) shower shoes & (1) pair of footwear only	X (2)	X (3) Shower Shoes & Sneakers Only	X	X	X
(2) Belts with Buckles					X	X	X
(5) Work Uniforms (institution approved)				X (3)	X	X	X
<b><u>COURT/PAROLE CLOTHING</u></b>							
(1) Suit Jacket/Sports Coat	X		X	X	X	X	X
(1) Dress Shirts/Blouse	X		X	X	X	X	X
(1) Dress Trousers	X		X	X	X	X	X
(1) Ties (clip on only)	X		X	X	X	X	X
(1) Pair Dress Shoes	X		X	X	X	X	X
(1) Pair Dress Socks	X		X	X	X	X	X
(1) Belt	X		X	X	X	X	X
<b><u>LINEN</u></b>							
(1) Pillow	X		X	X	X	X	X
(1) Mattress	X		X	X	X	X	X
(2) Sheets	X		X	X	X	X	X
(1) Blanket	X		X	X	X	X	X
(1) Pillowcase	X		X	X	X	X	X
(2) Towels	X		X	X	X	X	X
(2) Cooling Towels	X (2)	X (2)	X (2)		X (2)	X (2)	X (2)
(1) Washcloth	X		X	X	X	X	X
(1) Laundry Bag	X		X	X	X	X	X
<b><u>JEWELRY</u></b>							

<b>ITEMS:</b>	<b>AWAITING TRIAL</b>	<b>BAU/SAU</b>	<b>TRANSIENT</b>	<b>MAXIMUM</b>	<b>MEDIUM</b>	<b>MINIMUM</b>	<b>PRE-RELEASE</b>
(1) Wedding Band	X	X	X	X	X	X	X
(1) Medical Alert (bracelet/necklace)	X	X	X	X	X	X	X
(1) Religious Medallion w/Chain	X	X	X	X	X	X	X
<b>APPLIANCES/ ACCESSORIES</b>							
* (1) Television		SAU (4only)		X	X	X	X
* (1) AM/FM Radio				X	X	X	X
* (1) Fan		SAU (1 & 2 only)			X	X	X
* (1) Hot Pot					X	X	X
* (1) Tablet with Case	X	X ♦	X	X	X	X	X
(1) Program Tablet with Charger/Case	X	X ♦	X	X	X	X	X
* (1) Walkman/MP3 Player)	X	X	X	X	X	X	X
(1) Walkman Pouch	X	X	X	X	X	X	X
* (2) Headphones				X	X	X	X
(2) Earbuds	X (1) Earbuds Only	X (1) Earbuds only	X (1) Earbuds Only	X	X	X	X
(1) Mono Adapter				X	X	X	X
(1) Headphone Extension				X	X	X	X
* (1) Typewriter				X	X	X	X
(1) Extension Cord					X	X	X
* (1) Electric Razor				X ♦	X	X	X
(1) Surge Suppressor					X	X	X
(1) Coaxial Cable (6')					X	X	X
(1) Coaxial Cable (3')				X	X	X	X
(1) Double Male Connector (coaxial)				X	X	X	X
(1) Splitter (coaxial)					X	X	X
(1) Right Angle Adapter (coaxial)				X	X	X	X
(1) 3.5 mm Right Angle Audio Adapter					X	X	X
(1) Barrel Splice Connector female/female (coaxial)					X	X	X
*(1) Digital TV Converter Box w/AC Adapter				X	X	X	X
(1) Three Way Outlet Adapter Plug				X	X	X	X
* (1) Alarm Clock						X	X
<b>MISCELLANEOUS</b>							
Religious Items (as approved)	X	X	X	X	X	X	X
(1) Mirror	X	X	X	X	X	X	X
(200) Sheets of Paper	X	X**	X	X	X	X	X
(50) Stamps	X	X**	X	X	X	X	X
(24) Colored Pencils				X	X	X	X
(10) Pens/Graphite Pencils	X	X**	X	X	X	X	X
(1) Weightlifting Belt					X	X	X
(1) Pair Weightlifting Gloves						X	X
(10) Books	X (1) Religious	X (1) Religious ♦	X (1) Religious	X	X	X	X
Personal Letters/Photos/ News clippings/ Magazines/ Newspapers/Internet Copies - (1) Cubic Foot	X	X	X	X	X	X	X
Legal Documents (1) Cubic Foot	X	X (not to exceed that	X	X	X	X	X

ITEMS:	AWAITING TRIAL	BAU/SAU	TRANSIENT	MAXIMUM	MEDIUM	MINIMUM	PRE-RELEASE
		which can fit in a box size container (5" high x 9" wide x 13" long)					
(15) Toiletries	X	X	X	X	X	X	X
(3) Games	X (1) Playing Cards		X (1) Playing Cards	X (Yahtzee and Cribbage not allowed)	X	X	X
◇ (1) Padlock (Unless otherwise authorized to retain 2)	X		X		X	X	X
(2) Eyeglasses	X	X	X	X	X	X	X
(1) Sunglasses	X (Medically prescribed only)	X (Medically prescribed only)	X (Medically prescribed only)	X (Medically prescribed only)	X	X	X
(1) Dentures	X	X (Medically prescribed only)	X	X	X	X	X
(1) Mouth Guard (as prescribed)	X	X	X	X	X	X	X
Orthopedic/Prosthetic Device (as prescribed)	X	X	X	X	X	X	X
(1) Sewing Kit					X	X	X
(1) Wallet				X	X	X	X
(1) 12 oz. Cup	X		X	X	X	X	X
(1) 22 oz. Cup					X	X	X
(1) 24 oz. Bowl	X		X	X	X	X	X
(1) 1.6 Quart Bowl				X	X	X	X
(1) Toenail Clipper (no file)					X	X	X
(1) Fingernail Clipper (no file)					X	X	X
(1) Emory Board	X		X	X	X	X	X
* Musical Instrument					X	X	X
(1) Watch	X		X	X	X	X	X
(1) Head Covering (doo-rag)					X	X	X
* Refers to items which shall be sealed and/or engraved. Tamper proof seals shall be positioned across the seam on all items when practical upon introduction into an institution after they have been searched for contraband. Anything found to be concealed shall be contraband and shall be disposed of according to 103 CMR 403.15, <i>Disposal of Inmate Property</i> . An institution may re-open and re-seal any item at the discretion of the Superintendent. The property officer shall be responsible for affixing tamper proof seals. Institution property officers shall be required to permanently engrave property, with the identification number assigned to the inmate. All seal numbers shall be recorded on the inmate's property inventory.							
** Paper, stamps, pens, pencils are in limited quantities at the discretion of the Superintendent.							
*** Hygiene items allowed in-cell are: (1) toothbrush, toothpaste, (1) bar of soap, (1) comb and brush Outside cell: Any other hygiene items sold via the BAU Canteen Order Form. Issued during shower periods							
◇ A Superintendent may restrict the number of locks depending on available storage compartments. If an institution provides only one (1) locker (footlocker, stand-up, etc.), it may restrict inmates to only one (1) lock.							
BAU/SAU: ◆Behavior Assessment Unit's shall not be authorized to retain electric razors in-cell. See Section II (A)(5)(m). ◆Tablet charging cables shall not be authorized for in-cell retention, See Section II(A)(5)(g). ◆BAU Hat/Coat shall not be authorized to be retained in-cell. See Section II(A)(1)(f) & (i). ◆No personal books shall be sent to the BAU. All BAU books shall be supplied through institutional librarian.							

## Property Credit or Re-Ship Request Form

Inmate's Name: \_\_\_\_\_

Inmate's Commitment No.: \_\_\_\_\_

Order Date: \_\_\_\_\_

Work Order No.: \_\_\_\_\_

Item No.: \_\_\_\_\_

CPR No.: \_\_\_\_\_

Description of Item: \_\_\_\_\_

Request for a Credit or Re-Ship: \_\_\_\_\_

Reason for the Credit: \_\_\_\_\_



**Massachusetts Department of Correction  
Inmate Ditty Bag/On Person Form**

Inmate Name:

Commitment #:

Sending Institution:

Receiving Institution:

DITTY BAG INVENTORY				ON PERSON INVENTORY	
Maximum Amount Allowed (Including on Person)	Quantity in Ditty Bag	Item	Description of Item (Include color and condition)	Quantity on Person	Description of Item (Include color and condition)
*1		Scrub Bottom			
*1		Scrub Top			
5		Underpants			
5		Undershirts/Bras (GID/females only)			
5		Socks			
2		Trousers			
2		Shorts			
2		Shirts			
1		Coat (Seasonal)			
2		Footwear (1 must be shower shoes)			
1		Religious Book			
		Basic Toiletries (to include electric razor and charger)			
1		Dentures			
1		Eyeglasses			
1 cu. ft.		Legal Documents (separate bag)/ Personal Paperwork/Photos			
1		Wedding Band			
1		Religious Medallion with Chain			
1		Padlock			
1		Walkman Radio/Tablet with Charger/Cover			
1		Program Tablet with Charger/Case			
1		Headphones/Earbuds			
		Orthopedic/Prosthetic Devices			
1		Medical Alert			
		Life Sustaining Medication			
2		Cooling Towel, Not allowed at maximum-security institution(s)			

\* The inmate shall be allowed to leave the sending institution with one (1) scrub bottom and one (1) scrub top whenever an inmate has no other personal clothing. Upon arrival to the receiving institution the inmate shall be issued state clothing/scrubs in order to ensure the inmate has sufficient clothing.

Prepared By

Date

If the remainder of the inmate's property fits into the ditty bag and does not exceed five (5) additional items, the additional items may be included. Please list these items below.


**PROPERTY CHAIN OF CUSTODY FORM**

Date: \_\_\_\_\_

Inmate Name: \_\_\_\_\_

Commitment #: \_\_\_\_\_

Institution: \_\_\_\_\_

Housing Unit: \_\_\_\_\_

Reason for Completion:☐ BAU/SAU Placement☐ HSU Placement☐ Transfer to Another Institution☐ Other: \_\_\_\_\_

Please indicate Reason

In cell property was secured by the inmate. ☐ Yes ☐ NoShift: ☐ 7X3 ☐ 3x11 ☐ 11x7

---

The inmate has been allowed to retain the following property items:Not Applicable: ☐

Quantity	Item	Description

*Please use reverse side if more space is required*

---

I acknowledge that on the above date I packed the aforementioned inmate's property and forwarded it to the Property Department for inventory and appropriate processing.\_\_\_\_\_  
Packing Officer's Name (Print)\_\_\_\_\_  
Packing Officer's Signature\_\_\_\_\_  
Date

**Massachusetts Department of Correction**  
**SAU Level 4 Inmate Ditty Bag/On Person Form**

Inmate Name: \_\_\_\_\_ Commitment #: \_\_\_\_\_

Sending Institution: \_\_\_\_\_

*SAU Level 4 Ditty Bag items are restricted to the following:*

SAU LEVEL 4 DITTY BAG INVENTORY			
Maximum Amount Allowed (Including on Person)	If Applicable Check Off	Item	Description of Item (Include color and condition)
1		Religious Book	
1		Medical Alert	
1		MD Prescribed Eyeglasses	
1		Dentures	
1 cu. ft.		Legal Documents	
		Orthopedic/Prosthetic Device	
1		Religious Medallion with Chain	
1		Wedding Band	
2		Cooling Towels; not allowed at maximum-security institution(s)	
		Life Sustaining Medication	
		Tablet(s) with Charger	

Prepared By \_\_\_\_\_ Date \_\_\_\_\_

**Massachusetts Department of Correction**  
**EXCESS LEGAL STORAGE REQUEST/INVENTORY**

Inmate Name: \_\_\_\_\_ Commitment #: \_\_\_\_\_

Docket Number(s): \_\_\_\_\_

Use reverse side of this form if more space is required.

*An inmate must show that litigation is pending, and that the material requested to be stored relates to this litigation, or is a current court order, or a court order that relates to the inmate's conditions of confinement in accordance with Section IX, Procedures for Storage of Excess Legal Material.*

Items requested to be stored:

1. _____	21. _____
2. _____	22. _____
3. _____	23. _____
4. _____	24. _____
5. _____	25. _____
6. _____	26. _____
7. _____	27. _____
8. _____	28. _____
9. _____	29. _____
10. _____	30. _____
11. _____	31. _____
12. _____	32. _____
13. _____	33. _____
14. _____	34. _____
15. _____	35. _____
16. _____	36. _____
17. _____	37. _____
18. _____	38. _____
19. _____	39. _____
20. _____	40. _____

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This request shall be forwarded to the property officer upon completion. A copy of this detailed inventory is required to be kept in the inmate's cell/room. This inventory must be promptly updated as items are added or removed from storage. The updated inventory shall be forwarded to the property officer.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

[ ☐ ] Approved [ ☐ ] Denied - If Denied, Reason: \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Officer

Box # \_\_\_\_\_

## MASSACHUSETTS DOC PROPERTY SPECIALTY ORDER FORM

To be used for specialty sizes not currently carried on the Property Form

\*Item might not be the same product due to unique size\*

Inmate Name: \_\_\_\_\_

Commitment #: \_\_\_\_\_

Institution: \_\_\_\_\_

Date: \_\_\_\_\_

Inmate Signature: \_\_\_\_\_

PRODUCT DESCRIPTION	SIZE	QUANTITY	ITEM #	COST	EXTENDED COST
<b>TOTAL</b>					

Property Officer's Approval: \_\_\_\_\_

Treasurer's Approval: \_\_\_\_\_

Item number and cost will be determined by Keefe Commissary Network. All prices quoted for Special Orders are to be considered an estimated selling price. With fluid market trends due to the pandemic and current economy, prices are frequently adjusted at a moment's notice. Please be advised when providing approval on price for a special order, the original quoted price is subject to change as an increase or decrease up to 20% of the original quoted price. Should the price fluctuate greater than 20%, Keefe will re-approach the customer to inquire if the product is still desired. This is in no way a markup in which a profit is being made, rather an attempt to expedite the ordering and procurement process while accounting for varied prices from vendors. Special Orders are NOT returnable for any reason.

**Behavior Assessment Unit (BAU)  
Loaner Radio Program**

Upon entrance into a BAU, each inmate will be given temporary use of a loaner radio while housed in the BAU. An inmate may submit a request for their personal tablet and/or radio from the Property Officer. Within twenty-four (24) hours of the inmate's request, the inmate will be given their personal tablet and/or radio and return the loaner radio.

The procedures for the issuance of a loaner radio/headphones are as follows:

**I. Walkman Radios**

- A. Each institution shall maintain an inventory of walkman radios for use by inmates in BAU. These radios shall be numbered for identification and tracking purposes.
- B. Each institution shall maintain a stock of ear buds and batteries for use by inmates in BAU. Batteries shall be exchanged when they become unusable.
- C. Upon release of the inmate from BAU or upon receiving their personal tablet and/or radio, they shall relinquish the radio, however, the inmate may retain possession of the ear buds, at which point staff shall contact the property department to have the ear buds placed on the inmate's property inventory.

**II. Tracking**

- A. Staff shall fill out the BAU Loaner Radio Program Agreement Form (Attached) and have the inmate sign upon issuance.
- B. Upon receiving their personal tablet and/or radio, or release of the inmate from BAU, they shall relinquish the radio, however, the inmate may retain possession of the ear buds, at which point staff shall contact the property department to have the ear buds placed on the inmate's property inventory.
- C. The BAU OIC shall track the issuance/return of radios in a Radio Distribution Log. Staff shall ensure the radio is in good working order prior to issuance and upon return from the inmate.
- D. All the Loaner Radio Program Agreement forms shall be kept on file and maintained for a month after the inmate's release from BAU. A form may need to be stored longer due to pending disciplinary action for a damaged radio.

**Behavior Assessment Unit (BAU)**  
**Loaner Radio Program**  
**Issuance/Agreement Form**

Inmate Name:		Commitment #:	
Cell #:		Radio #:	
Ear Buds Issued:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
<b>Issuance Guidelines</b>			
<p>Inmates who elect to retain the loaner radio issued to them upon entrance to the BAU must agree to the following:</p> <ul style="list-style-type: none"> <li>Ensure the radio is not damaged while in your possession</li> <li>Do not use the radio or batteries for illicit purposes</li> <li>Keep seals intact</li> <li>Report to officer if radio is not functioning</li> <li>Turn radio into staff in good working order upon receiving their personal tablet/radio or at release</li> <li>Purposeful damage to the radio could lead to the issuance of a Disciplinary report and forfeit participating in this program</li> </ul> <p>I understand and agree that any damage to the loaner radio is my responsibility, and I may be charged restitution for damage. I have checked and found the radio issued to me is in good working order.</p> <p>Inmate Signature: _____ Date: _____</p>			
Unit OIC Approved:		Date:	
Issued By:		Date/Time:	

Upon Receiving a Personal Tablet/Radio or Release of the Inmate:

- Verify that the radio is functioning properly and in good working order

Radio #:		Date:	
Received By:			

**Behavior Assessment Unit (BAU)**  
**Personal Tablet/Radio Request Form**

To: Institution Property Officer

From: Inmate Name		Commitment #:	
Cell #:			
Date/Time Requested:			
<b>Request Guidelines</b>			
<p>Upon issuance of my personal tablet and/or radio, I understand and agree that I will be required to return the loaner radio issued to me upon placement in the BAU in good working order.</p> <p style="text-align: center;">I am requesting the use of the following:</p> <p style="text-align: center;"><input type="checkbox"/> Personal Tablet <input type="checkbox"/> Personal Radio</p> <p>Inmate Signature: _____ Date: _____</p>			
Unit OIC:		Date/Time Received:	
Property Officer:		Date/Time Issuance: (within 24 hours of inmate request)	



**Court Clothing Request Form**

Inmate Name: \_\_\_\_\_ Inmate Number: \_\_\_\_\_

Unit/Cell: \_\_\_\_\_ - \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

Date and location of appearance: \_\_\_\_\_

Name of drop off person: \_\_\_\_\_

Items Requested (check appropriate box):

<input type="checkbox"/>	(1) Dress shirt/blouse	<input type="checkbox"/>	(1) Tie (Clip on style only)
<input type="checkbox"/>	(1) Dress trousers	<input type="checkbox"/>	(1) Belt
<input type="checkbox"/>	(1) Suit jacket/Sports coat	<input type="checkbox"/>	(1) Dress socks
<input type="checkbox"/>	(1) Dress shoes	<input type="checkbox"/>	

Do not write below line  
\_\_\_\_\_

Verified with Records: \_\_\_\_\_

Approved: YES \_\_\_\_\_

NO \_\_\_\_\_

\_\_\_\_\_  
Superintendent (or designee)Cc: Property file  
Inmate