



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE**  
OFFENDER/SPANISH MANUALS

REVISION DATE  
10/1/15

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 440.020**

**POLICY**

TITLE  
**TRANSPORT OF OFFENDER PROPERTY**

**REVIEW/REVISION HISTORY:**

- Effective: 5/24/04
- Revised: 9/26/07
- Revised: 12/9/08
- Revised: 1/8/10
- Revised: 11/22/10
- Revised: 9/10/12
- Revised: 10/1/15

**SUMMARY OF REVISION/REVIEW:**

I.B. and II.A.1.b. - Added clarifying language  
 I.B.3. & C.1.a. - Adjusted language for clarification  
 I.C.1. - Added new form usage  
 I.C.6. and II.A.3. - Adjusted that the offender's identification will be transported with the offender in a separate envelope and delivered directly to the receiving facility's Records Office, as applicable

**APPROVED:**

Signature on file

\_\_\_\_\_  
**BERNARD WARNER**, Secretary  
 Department of Corrections

8/20/15  
 \_\_\_\_\_  
 Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; DOC 420.100 Transportation Standards; [DOC 440.000 Personal Property for Offenders](#); [DOC 440.050 State Issued Clothing/Linen](#); [DOC 560.200 Religious Programs](#); [DOC 650.035 Medications for Transfer and Release](#)

**POLICY:**

- I. When an offender transfers from one facility to another, the Department will transport a limited amount of offender personal property and state issued items in the most efficient and cost effective manner.

**DIRECTIVE:**

- I. Department Transport Requirements
  - A. All offender personal property will be inventoried and secured before transfer. Only authorized property will be transported/mailed/shipped to other Department facilities.
  - B. The offender’s authorized personal and religious property items will be transported at Department expense in no more than 2 shipping boxes, 18” x 12” x 10” in size. Each box cannot exceed 25 pounds.
    1. The boxes will be clearly labeled using DOC 21-329 Property - ID Label.
    2. A copy of DOC 05-062 Record of Offender Property or equivalent identifying the items will be included in the boxes.
    3. All personal and religious property in excess of the 2 box limit, including legal documents/papers not needed to meet a court imposed deadline, must be shipped by common carrier at the offender’s expense, donated, or destroyed per DOC 440.000 Personal Property for Offenders. Property may not be shipped to another offender housed in a correctional facility.
  - C. The following items will also be transported with the offender, but will not be included in the 2 box limit:
    1. A transport bag, clearly marked with the offender’s name and DOC number and sealed before transport. The transport bag may contain only the following items, which will be documented using DOC 02-398 Transport Bag Inventory:
      - a. Purchased Over the Counter (OTC) items and issued Keep On Person (KOP) prescription medications, if applicable

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- b. Personal address book no larger than 3" x 5"
  - c. Five pre-franked envelopes
  - d. One see-through container each of shampoo, toothpaste, deodorant, and soap
  - e. Toothbrush
  - f. Comb
  - g. Razor, single blade only
  - h. Issued glucometer and supplies
  - i. Shower shoes
2. Any authorized health care appliances and other assistive devices (e.g., shoes, braces, supports), labeled using DOC 21-329 Property - ID Label.
  3. Legal documents/papers needed to meet a court imposed deadline, boxed/bagged and labeled using DOC 21-329 Property - ID Label.
  4. Pill line medications, if applicable, which will be placed in a secure transfer medication packet by Health Services at the sending facility and transported with the offender per DOC 650.035 Medications for Transfer and Release.
  5. State issued clothing, for offenders transferring between Prisons only, inventoried and placed in a state issued clothing duffle bag.
  6. A separate envelope containing the offender's identification (e.g., social security card, driver's license/state identification), if applicable.

## II. Delivery

### A. Upon arrival at each receiving facility:

1. The following items will be distributed to the offender immediately:
  - a. Transport bag
  - b. State issued clothing duffle bag
  - c. Legal documents/papers needed to meet a court imposed deadline
  - d. Authorized health care appliances and other assistive devices
2. The secure transfer medication packet will be delivered directly to Health Services immediately, if applicable.
3. If applicable, the envelope containing the offender's identification will be delivered directly to the receiving facility's Records Office and will not be given to the offender.



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## DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

## ATTACHMENTS:

None

## DOC FORMS:

- [DOC 02-398 Transport Bag Inventory](#)
- [DOC 05-062 Record of Offender Property](#)
- [DOC 21-329 Property - ID Label](#)