



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY
FACILITY/SPANISH MANUALS

REVISION DATE
5/22/23

PAGE NUMBER
1 of 5

NUMBER
DOC 440.020

POLICY

TITLE
TRANSPORT OF 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
- Revised: 9/2/19
- Revised: 5/22/23

SUMMARY OF REVISION/REVIEW:

I.B.2., I.B.4., I.C.1., and II.A.1.-3. - Adjusted language for clarification
 I.C.1. - Updated what will be contained in the transport bag
 I.C.5. - Added clarifying language
 Added I.C.5.a. that no personal property will be placed in a state-issued clothing bag
 Added I.C.9. that Department-issued tablets will be placed in a paper bag with the individual's DOC number and placed in a sturdy, secured container
 Added I.D. that transportation employees will ensure all records, clothing, property, medicine, and valuables envelope are present before transports


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

4/18/23

 Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY PRISON/REENTRY FACILITY/SPANISH MANUALS</p>		
	<p>REVISION DATE 5/22/23</p>	<p>PAGE NUMBER 2 of 5</p>	<p>NUMBER DOC 440.020</p>
	<p>TITLE TRANSPORT OF PROPERTY</p>		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; DOC 440.000 Personal Property in Prisons; DOC 440.010 Personal Property in Reentry Centers; DOC 440.050 State-Issued Items; DOC 590.500 Legal Access for Incarcerated Individuals; DOC 650.035 Medications for Transfer and Release

POLICY:


- I. The Department has established guidelines for transporting a limited amount of authorized personal property and state-issued items for incarcerated individuals. Items will be transported in the most efficient and cost-effective manner.

DIRECTIVE:

- I. Property Transport Requirements
 - A. Personal property will be inventoried and secured before transfer.
 - B. Authorized personal, religious, and legal 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. Employees/contract staff will clearly label boxes using DOC 21-329 Property - ID Label.
 2. A copy of the electronic property record or equivalent, identifying the items, will be included in one of the boxes.
 3. Boxes may be transported in the vehicle with the incarcerated individual depending on available space.
 - a. For transfers to partial confinement, boxes will be transported on the same day or in the vehicle.
 - b. For all other transfers, boxes not transported in the vehicle or on the same day will be transported/shipped as soon as possible.
 4. Incarcerated individuals will be responsible for arranging the disposition or shipment, at their own expense, of authorized property that exceeds the transport limit and/or certain non-consumable items per DOC 440.000 Personal Property in Prisons and DOC 440.010 Personal Property in Reentry Centers.
 - a. Property may not be shipped to another incarcerated individual.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON/REENTRY FACILITY/SPANISH MANUALS		
	REVISION DATE 5/22/23	PAGE NUMBER 3 of 5	NUMBER DOC 440.020
	TITLE TRANSPORT OF PROPERTY		


- C. The following items will be transported in the vehicle with the incarcerated individual, but will not be included in the 2-box limit:
1. A transport bag, clearly marked with the individual's name and DOC number, and inspected and sealed by the transporting employee. 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 Keep on Person (KOP) prescription medications, if applicable
 - b. Personal address book no larger than 3" x 5"
 - c. Five pre-franked envelopes
 - d. Soap with clear container
 - e. Toothbrush with clear container
 - f. Toothpaste
 - g. Dental floss
 - h. Shampoo
 - i. Deodorant
 - j. Comb or hair pick
 - k. Razor, single blade only
 - l. Shower shoes
 - m. Bowl
 - n. Tumbler
 - o. Spork/spoon
 - p. Issued glucometer and supplies
 - q. Additionally, for individuals housed in Reception Diagnostic Centers:
 - 1) Commissary items
 - 2) Unframed personal/family photographs, personal mail/papers, journals/diaries, writing pads, pencils, and pens
 2. Authorized health care equipment/devices (e.g., glasses, hearing aids, shoes, braces, supports) and/or items with documented approval on DOC 13-508 Accommodation Status Report labeled using DOC 21-329 Property - ID Label, if appropriate.
 3. Legal documents/papers needed to meet a court-imposed deadline per DOC 590.500 Legal Access for Incarcerated Individuals, boxed/bagged and labeled using DOC 21-329 Property - ID Label.
 4. Pill line medications, if applicable, placed in a secure transfer medication packet by Health Services at the sending facility and transported per DOC 650.035 Medications for Transfer and Release.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON/REENTRY FACILITY/SPANISH MANUALS		
	REVISION DATE 5/22/23	PAGE NUMBER 4 of 5	NUMBER DOC 440.020
	TITLE TRANSPORT OF PROPERTY		

5. State-issued clothing issued per DOC 440.050 State-Issued Items, inventoried and placed in a state-issued clothing bag.
 - a. No personal property will be placed in a state-issued clothing bag.
6. Central file and health record.
7. Department-issued identification card.
8. For transfers to partial confinement, a valuables envelope containing the individual's government-issued identification (e.g., social security card, driver license), if applicable.
9. An individual's Department-issued media tablet will be placed in a paper bag clearly marked with the individual's DOC number on the outside and placed in a sturdy, secured container labeled "Media Tablets".
 - a. The tablet will be reissued to the individual by comparing the DOC number on the paper bag with the individual's identification card.
- D. Employees/contract staff may transport more than the 2 box limit for Graduated Reentry participants when transferring to transitional housing.
- E. Transportation employees will ensure all records, clothing, property, medicine, and valuables envelope, if applicable, are present before transport and document verification on DOC 05-139 Required Items for Transport.

II. Delivery

- A. Upon arrival at the receiving facility/office:
 1. The Transportation Sergeant will review DOC 05-139 Required Items for Transport with the receiving facility and sign to confirm that items were received. The following items will be distributed to the individual the same day of arrival:
 - a. Transport bag
 - b. Department-issued identification card
 - c. Authorized healthcare equipment/devices
 - d. Legal documents/papers
 - e. For transfers to partial confinement, state-issued clothing bag
 2. Transfer medication packets will be immediately picked up by health services employees/contract staff per DOC 650.035 Medications for Transfer and Release.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON/REENTRY FACILITY/SPANISH MANUALS		
	REVISION DATE 5/22/23	PAGE NUMBER 5 of 5	NUMBER DOC 440.020
	TITLE TRANSPORT OF PROPERTY		

3. Envelopes containing government-issued identification will be immediately picked up by a Records employee in Prisons or incarcerated individual if transferring to partial confinement.

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 05-139 Required Items for Transport
- DOC 13-508 Accommodation Status Report
- DOC 21-329 Property - ID Label