



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**  
FACILITY/SPANISH MANUALS

REVISION DATE  
10/13/23

PAGE NUMBER  
1 of 9

NUMBER  
**DOC 440.000**

**POLICY**

TITLE  
**PERSONAL PROPERTY IN PRISONS**

**REVIEW/REVISION HISTORY:**

- Effective: 9/29/95
- Revised: 4/15/96
- Revised: 12/27/99
- Revised: 5/24/04
- Revised: 7/28/05
- Revised: 11/15/06
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- Revised: 9/1/10
- Revised: 8/1/11
- Revised: 9/15/12
- Revised: 1/1/13
- Revised: 9/1/23
- Revised: 10/13/23

**SUMMARY OF REVISION/REVIEW:**


Attachment 1 - Removed unnecessary language  
Added I.C.5. that accommodation equipment may be approved and issued through the ADA Manager/Coordinator

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

10/6/23  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 11.04.015](#); [RCW 11.08](#); [RCW 11.62.005](#); [RCW 63.42](#); [RCW 72.02.045](#); [WAC 137-36-040](#); DOC 200.000 Trust Accounts for Incarcerated Individuals; DOC 320.255 Restrictive Housing; DOC 320.260 Secured Housing Units; DOC 420.320 Searches of Facilities; DOC 420.375 Contraband and Evidence Handling (RESTRICTED); DOC 440.020 Transport of Property; DOC 440.050 State-Issued Items; DOC 450.100 Mail for Individuals in Prison; DOC 540.105 Recreation Programs in Prisons; DOC 560.200 Religious Programs; DOC 590.500 Legal Access for Incarcerated Individuals

**POLICY:**

- I. Retention of personal property will follow Department guidelines to meet safety, security, discipline, sanitation, accountability, and storage needs.
- II. All property authorized by this policy will be retained at the incarcerated individual's risk.
- III. Personal property for individuals in restrictive housing will be handled per DOC 320.255 Restrictive Housing or DOC 320.260 Secured Housing Units.
- IV. The type and amount of religious items an individual may possess, including storage, is identified in DOC 560.200 Religious Programs.
- V. Gender-affirming basic items will be issued per DOC 440.050 State-Issued Items.

**DIRECTIVE:**

- I. General Requirements
  - A. The Maximum Allowable Personal Property Matrix for Prisons (Attachment 1) identifies the type and amount of personal property authorized depending on the facility and unit's designated custody level. Exceptions require appropriate Assistant Secretary approval.
    1. New property items will be reviewed and approved by the Statewide Security Advisory Committee (SSAC) before being added to the matrix.
    2. Newly admitted individuals at a Reception Diagnostic Center will receive a copy of Attachment 1 during orientation.
    3. Individuals may only possess the amounts allowed for their unit's designated security level.
  - B. Authorized funds arriving with individuals will be processed per DOC 200.000 Trust Accounts for Incarcerated Individuals.

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C. Personal property may be obtained through the following sources:

1. Commissary
2. Department approved vendors
3. Education or religious programs
4. Hobby craft items made by the individual and authorized for retention
5. Accommodation equipment approved and issued through the Americans with Disabilities Act (ADA) Manager/Coordinator
  - a. The ADA Manager/Coordinator will ensure new items are reviewed and approved by SSAC before being issued.
6. Digital media (e.g., compact disks) received from the Veteran's Administration containing personal information will be retained in the individual's central file.
  - a. Access for individuals will be coordinated by the individual's assigned case manager.


D. Individuals may not trade, sell, buy, barter, loan, receive, possess, or give away any personal property to another incarcerated individual, another individual's family and/or friends, or an employee, contract staff, or volunteer.

E. Property will be transported per DOC 440.020 Transport of Property.

## II. Unauthorized Property

A. The following items will be considered contraband when found in an individual's possession (e.g., in their cell/room, bunk, on their person) and may result in a violation:

1. Birth certificates, passports, driver's licenses, social security cards, and similar identifying documentation.
  - a. The document will be confiscated immediately and placed in the individual's central file if it belongs to the individual.
2. Negotiable instruments (i.e., cash/coin, checks, credit/gift cards, money orders).
  - a. The negotiable instrument will be confiscated immediately, and any funds will be deposited in the Incarcerated Individual Betterment Fund.

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1) Individuals will be advised in writing of their right to request review of the decision to place the funds in the Incarcerated Individual Betterment Fund. The request must be made in writing to the Superintendent within 10 days. The Superintendent will make the final decision.

3. Envelopes found in an individual's possession that are unmarked, altered, or marked as belonging to another individual.

4. Any items found in the individual's possession having distorted or altered markings and/or are substantially modified from the manufacturer's original configurations or broken.

5. Items not listed in Attachment 1 or documented in the individual's electronic property record.

a. Photographs, books, newspapers, catalogs, and other publications will not be documented, but must comply with DOC 450.100 Mail for Individuals in Prison and be clearly marked with the individual's DOC number.

B. Illegal items found in the possession of an individual will be confiscated per DOC 420.320 Searches of Facilities.

C. Individuals will be notified on DOC 21-139 Property Disposition when any portion of their personal property listed on their property matrix is restricted and confiscated.


### III. Property Inventory

A. All personal property retained by an individual will be itemized and documented in the individual's electronic property record.

1. Items will be marked with the individual's DOC number for identification, when possible.

a. Items that cannot be marked (e.g., glasses) must be thoroughly described and identified as unmarked in the property record.


2. When possible, individuals will be permitted to review the completed property record before signing. An employee will witness the signature.

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- B. Any inventory of personal property will be completed in the presence of the individual when possible. All items will be listed using accurate, descriptive information, including:
  - 1. Size
  - 2. Color
  - 3. Make or brand
  - 4. Serial or identification number
  - 5. Condition of the item
- C. Individuals will ensure their property record remains accurate and current.
- D. Employees will handle property with care to avoid damage, destruction, or misrouting.
- E. Incarcerated individuals will not conduct inventory of another individual's property (e.g., pack up).
- F. Each facility will establish written procedures to ensure each individual's property is inventoried at least annually and before an individual is transferred to another facility.

#### IV. General Housing Units

- A. In addition to the items listed in Attachment 1, the following are authorized for in-cell retention for general population:
  - 1. Books, newspapers, catalogs, and other publications, which must be stored in a space not to exceed 18" x 12" x 10" as identified by the facility, except when in use.
  - 2. Legal materials, which must comply with DOC 590.500 Legal Access for Incarcerated Individuals and be stored in a space not to exceed 18" x 12" x 10".
  - 3. Unframed photographs, personal mail/papers, pre-franked envelopes, journals or diaries, writing pads, pencils, and pens, which must be stored in a space not to exceed 0.25 cubic feet (e.g., 12" x 6" x 6").
    - a. The DOC number must be marked on the back center of each photograph or at the bottom of the page, either written in ink by the individual or stamped by the mailroom.

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b. Upon receipt, individuals will write their full legal name and DOC number on the front of the envelope, in the top left corner.

4. Hygiene items authorized for sale in the commissary, which must be stored in a space not to exceed 0.25 cubic feet (e.g., 12" x 6" x 6").

B. Musical instruments must be authorized per DOC 540.105 Recreation Programs in Prisons.

C. Completed hobby craft items may be retained by the individual who completed it when it is an authorized religious item per DOC 560.200 Religious Programs and added to the electronic property record.

1. All other hobby craft items are considered complete as determined by the individual or the Correctional Unit Supervisor (CUS) and must be mailed out of the facility at the individual's expense.

a. Individuals may appeal the CUS's decision that an item has been completed by writing to the designated employee.

V. Major Non-Consumable Items

A. Individuals will be responsible for the cost of shipping certain major non-consumable items (i.e., CD player/radio, musical instrument, television, and/or typewriter) when transferring to another facility or mailing the item out.


1. Each time an item is purchased/received, including when an individual transfers to another facility, the individual must complete DOC 02-003 Postage Transfer and a DOC 06-075 Request to Transfer Funds for \$15.00 to cover the shipping charges for the item(s).

a. If a carrier is not chosen, employees will mail the item via the carrier that is the lowest cost to the individual.

b. If the actual shipping cost exceeds \$15.00, the individual must pay the difference.

c. Individuals being transferred to another facility will not need to pay shipping charges for a CD player/radio that can be packed with other property items in a standard property box. The initial shipping charges will remain on file for use when the items are shipped out.

B. Major non-consumable(s) will be inspected for operability and condition in the individual's presence before shipping/receiving using DOC 19-081 Major Non-

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Consumables Inspection. If the individual is not available, another employee will witness the inspection.

## VI. Property Storage

- A. Personal property will be stored per facility requirements.
- B. Facilities will only store personal property when an individual:
  1. Temporarily loses control of their personal property (e.g., restrictive housing, hospital, out to court).
    - a. Property for individuals placed in temporary restrictive housing will be inventoried and stored until a custody placement decision is made.
  2. Has legal materials that exceed the amount allowable for in-cell retention.
- C. In the event of an extended absence, the individual's personal property will be inventoried, boxed, taped, and stored in a secure area. Large items that cannot be boxed will be tagged.
- D. In the event of an escape, personal property will be secured as evidence per DOC 420.320 Searches of Facilities until released for storage.

## VII. Disposition

- A. Individuals will have 30 days to dispose of property identified as unauthorized or which exceeds the property transport limit, including restricted incoming and outgoing property, using DOC 21-139 Property Disposition.
  1. The property may not be shipped/transferred to another incarcerated individual.
  2. If the individual lacks funds, refuses to pay the required postage, or refuses to designate a person to receive the property, the items will be:
    - a. Donated to a charitable organization per WAC 137-36-040, or
    - b. Considered contraband and destroyed per DOC 420.375 Contraband and Evidence Handling (RESTRICTED).
- B. An individual may appeal a property decision by submitting DOC 21-141 Property Appeal to the Superintendent/designee within 5 working days of receiving DOC 21-139 Property Disposition.


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1. Property will be retained until the appeals process is completed.
  2. Appeals will be responded to within 15 days of receipt unless there are extenuating circumstances or more information gathering is necessary.
  3. When a decision is upheld, the property will be disposed of as identified on DOC 21-139 Property Disposition.
  4. When a decision has been reversed, the property will be returned to the individual within 3 days.
  5. Property appeal decisions are final.
- C. Abandoned personal property will be disposed of per WAC 137-36-040.
- D. In the event of death, personal property will be disposed of as follows:
1. Any person claiming to be a successor, as defined in RCW 11.62.005, must submit DOC 05-698 Affidavit for Disposition of Personal Property and provide proof of qualification before the Superintendent may transfer property. A copy of the electronic property record will be provided to the successor with any property released.
    - a. Incarcerated individuals may not receive a deceased individual's property.
    - b. A copy of the affidavit will be mailed, along with the deceased individual's social security number, to the Washington State Department of Social and Health Services Office of Financial Recovery.
  2. Property not released to a successor or disposed of as abandoned per WAC 137-36-040 will be disposed of per RCW 11.08.

#### VIII. Personal Property Upon Release

- A. Authorized personal property will be provided to the individual upon release from confinement.
  1. Individuals will acknowledge return of all personal property upon release by signing a printed copy of the electronic property record. The signed record will be scanned into the electronic imaging file.



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- B. Individuals will be issued one set of state-issued clothing or other suitable, appropriate clothing for release per DOC 440.050 State-Issued Items no more than 30 days before release.
1. Release clothing may be sent or brought in by family or friends, or individuals may order new release clothing from an approved vendor.
  2. The clothing will be stored in the property room until the day of release.

**DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Contraband, Illegal Items, Legal Materials, Individual's Expense. Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

Maximum Allowable Personal Property Matrix for Prisons (Attachment 1)

**DOC FORMS:**

- DOC 02-003 Postage Transfer
- DOC 05-698 Affidavit for Disposition of Personal Property
- DOC 06-075 Request to Transfer Funds
- DOC 19-081 Major Non-Consumables Inspection
- DOC 21-139 Property Disposition
- DOC 21-141 Property Appeal