



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**REENTRY**  
FACILITY/SPANISH MANUAL

REVISION DATE  
4/5/22

PAGE NUMBER  
1 of 4

NUMBER  
**DOC 440.010**

**POLICY**

TITLE  
**PERSONAL PROPERTY IN REENTRY CENTERS**

**REVIEW/REVISION HISTORY:**

- Effective: 11/17/04
- Revised: 5/29/07
- Revised: 9/19/07 AB 07-029
- Revised: 7/22/08
- Revised: 6/29/09
- Revised: 4/19/10
- Revised: 8/1/11
- Revised: 7/9/12
- Revised: 9/1/13
- Revised: 4/5/22

**SUMMARY OF REVISION/REVIEW:**


Major changes to including updating terminology throughout. Read carefully!

**APPROVED:**

Signature on file

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

3/15/22  
Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [RCW 11.08](#); [RCW 11.62.005](#); [RCW 11.62.010](#); [RCW 63.42](#); [WAC 137-36-040](#); DOC 420.365 Evidence Management for Work/ Training Release; DOC 440.000 Personal Property for Offenders; DOC 420.510 Tool Control for Work/Training Release (RESTRICTED); DOC 440.020 Transport of Property; DOC 490.700 Transgender, Intersex, and/or Non-Binary Housing and Supervision; DOC 560.200 Religious Programs

**POLICY:**

- I. Individuals in Reentry Centers will be allowed personal property that supports reentry and transition to the community in compliance with local program rules and storage limits.

**DIRECTIVE:**

- I. Requirements
  - A. The Maximum Allowable Personal Property Matrix (Attachment 1) identifies the type, value, and amount of personal property authorized in Reentry Centers.
    1. The types and amount of religious items an individual may possess, including storage, are identified in DOC 560.200 Religious Programs.
    2. Property will not contain/reference offensive, derogatory, or inappropriate content (e.g., alcohol/drugs, Security Threat Groups, violence, sexual).
    3. The Reentry Center Community Corrections Supervisor (CCS) will make the final determination for unauthorized property.
  - B. During initial orientation, individuals will be informed that they are solely responsible for their own personal property and provided a copy of the Maximum Allowable Personal Property Matrix.
  - C. Clothing will be properly fitted and worn in a manner that maintains modesty and privacy consistent with an individual's identified gender per DOC 490.700 Transgender, Intersex, and/or Non-Binary Housing and Supervision.
  - D. Individuals will launder their own clothing and linens.
  - E. Individuals will not be allowed to trade, sell, buy, barter, loan, or give away personal property to another incarcerated individual, another incarcerated individual's family/friends, an employee, a contract staff, or a volunteer.



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F. Facilities will establish written procedures for individuals to receive personal property from community members.

## II. Inventory

- A. Personal property will be inventoried and documented in the individual's electronic property record.
- B. Illegal items owned by and/or found in the possession of an individual will be confiscated per DOC 420.365 Evidence Management for Work/Training Release.
- C. Each facility will establish written procedures to ensure an individual's property is inventoried before transferring to another facility or the community.

## III. Storage

- A. Property will be stored per facility requirements and may be adjusted based on space and facility security.
  - 1. The amount of property an individual may possess will be limited to the amount that may be stored in the individual's assigned storage area.
    - a. Excess property will be removed from the facility as determined by the case manager.
- B. The CCS may approve the storage of an individual's tools at the facility when related to employment/education/training per DOC 420.510 Tool Control for Work/Training Release (RESTRICTED).
- C. Property of substantial value should not be stored at the facility. Individuals will be provided a means to safeguard (e.g., padlock) their personal property upon request.

## IV. Property Transfer

- A. Property will be transported per DOC 440.020 Transport of Property.
  - 1. For individuals transferring to Prison, only property allowed per DOC 440.000 Personal Property for Offenders will be sent to the facility.

## V. Disposition

- A. Individuals will complete and sign DOC 02-374 Personal Property Disposal to identify how property will be handled if the individual escapes or is transferred. Property will be inventoried and secured for up to 90 days.



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1. Employees/contract staff will contact the person designated to pick up any property left at the facility.
  2. Property of an escapee will only be released when approved by the CCS.
- B. Abandoned personal property will be donated/disposed of per WAC 137-36-040.
- C. In the event of an individual's 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 CCS may release property.
    - a. Incarcerated individuals may not receive a deceased individual's property by Will.
    - 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.

## DEFINITIONS:

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

## ATTACHMENTS:

Maximum Allowable Personal Property Matrix (Attachment 1)

## DOC FORMS:

DOC 02-374 Personal Property Disposal  
DOC 05-698 Affidavit for Disposition of Personal Property