Kansas Department of Corrections

INTERNAL MANAGEMENT POLICY & PROCEDURE

Policy Memorandum[1]

Policy Issuance #: **19-08-001** ☐ **Is STAFF READ ONLY** ☒ **Is for Both Staff and Offenders**

Effective Date: Upon Issuance **Expiration Date[2] (required):** Upon Reissuance of IMPP[2]

☐ **Addresses subject matter for which an IMPP will be forthcoming and assigned to Chapter ___ of the IMPP manual.**

☒ **Amends or modifies existing IMPP #12-120 SECURITY AND CONTROL: Control of Offender Personal Property**

☐ **Elaborates on the contents of IMPP #**

This Policy Memorandum is being issued to revised Section II.A. as follows:

II. Safeguarding and Control of Personal Property (ACI 3-4281)

A. Any property which, in the original state or through alterations or additions, displays graphics, depicts, or mentions the glorification of drugs, alcohol, sexually explicit material, ~~obscenities,~~ or symbols associated with unsanctioned group related activity shall be prohibited.

Acting Secretary of Corrections

08/01/19
Date

[1]Note: To keep your IMPP Manual current, please place this Policy Memorandum in your manual at the appropriate location. If the memorandum addresses subject matter for which an IMPP will be forthcoming, place this issuance before the first IMPP in the Chapter indicated. If the memorandum addresses an existing IMPP, the issuance should be placed in front of the existing policy. If this memorandum is for both staff and offenders, it shall be immediately posted.

[2]Unless another Policy Memorandum or IMPP on this subject is issued, the requirements contained herein have no force and effect after the indicated expiration date.

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Policy Memorandum[2]

This Policy Memorandum Issuance #**18-12-002**

Effective Date: Upon Issuance Expiration Date Upon Reissuance of IMPP[3] (required)

_____ Addresses subject matter for which an IMPP will be forthcoming and assigned to Chapter(s) _____ of the IMPP manual.

__X__ Amends or modifies existing IMPP(s) #**12-120 SECURITY AND CONTROL: Control of Offender Personal Property**

_____ Elaborates on the contents of IMPP(s) #_____

_____ Is for Staff Only __X__ Is for Both Staff and Offenders

This policy memorandum is being issued to revise Attachment A by adding "headphones" to the list of items that may be possessed by an offender.

_____
Secretary of Corrections

Date: 12/20/18

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1 Note: To keep your IMPP Manual current, please place this Policy Memorandum in your manual at the appropriate location. If the memorandum addresses subject matter for which an IMPP will be forthcoming, place this issuance before the first IMPP in the Chapter indicated. If the memorandum addresses an existing IMPP, the issuance should be placed in front of the existing policy. If this memorandum is for both staff and offenders, it shall be immediately posted.

2 Unless another Policy Memorandum or IMPP on this subject is issued, the requirements contained herein have no force and effect after the indicated expiration date.

INTAKE PROPERTY

The following items may be possessed by an offender while on the Intake Incentive Level pursuant to IMPP 11-101.

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Bible/Primary Religious Text	Approved by reception facility chaplain.	1	
Contact Lenses	May be in offender's possession until replaced. Replace with eyeglasses from State contract unless health care provider determines that contacts are the preferred corrective device.	1	
Dentures.....	As prescribed by health authority.	1 set	
Drinking Cup.....	Plastic; no logo permitted; up to 16 ounces. If insulated, must be clear view/ /double walled.	1	CP
Eye Glasses	As received, prescription only.	1	
Headphones (appliance)	One (1) large and one (1) small	2	CP
Letters, Personal		10	
Padlock ……	Combination type with key access, must be from Master Padlock series 51	1	CP
Photographs	Non-Polaroid, 8 1/2" x 11" or smaller, each separate image on multi-image sheets counting as one [1] photograph.	50	
Prosthetic Device	As received with offender and approved by Health Authority.	As received	
Shower Shoes	As received with the offender.	1 pair	CP
Religious medal, scapular, or crucifix	Approved by reception facility Chaplain	1 item	40.00
Wedding Band.....	Plain, no stone.	1	50.00
Wristwatch.....	No stones.	1	25.00

KANSAS DEPARTMENT OF CORRECTIONS

Kansas Department of Corrections	**INTERNAL MANAGEMENT POLICY AND PROCEDURE**	**SECTION NUMBER** 12-120	**PAGE NUMBER** 1 of 13
		SUBJECT: SECURITY AND CONTROL: Control of Offender Personal Property	
Approved By: Secretary of Corrections		**Original Date Issued:**	07-01-85
		Current Amendment Effective:	07-08-14
		Replaces Amendment Issued:	12-10-10

POLICY

I. Access to Personal Property

A. Offenders shall be permitted to retain, purchase, or receive hygiene and/or personal property items while incarcerated in a KDOC facility. In accordance with K.A.R. 44-16-105, an offender is permitted to own property at his or her own risk. (ACI 3-4272, 3-4279, 3-4280)

B. Consistent with considerations for institutional order, safety, and security the Deputy Secretary of Facilities Management shall establish: (ACI 3-4272, 3-4279, 3-4280)

1. The type and amount of property offenders may possess as determined by each offender's privileges and incentives and custody level or the housing facility's security designation; and, (ACI 3-4272, 3-4279, 3-4280)

2. Specifications and/or descriptions and value of allowable property items. (ACI 3-4272, 3-4279, 3-4280)

a. Whenever specifications call for certification by Underwriter's Laboratories (UL), a certification by Intertek's ETL Semko division (ETL) shall be considered equivalent with regard to ensuring that the product meets appropriate quality and/or safety standards.

C. Allowable offender personal property except that categorized as appliances, shall be obtained by the offender in a manner determined and specified by the Warden in General Orders.

D. Allowable offender personal property that is categorized as appliances shall be obtained by the offender through the canteen or special purchase orders.

E. The Canteen Vendor shall be authorized to stock over the counter medications in canteen locations that shall be included in the offender property allowance. The purchase and possession of such medications shall be subject to the "consumable limitation" provision of this IMPP. In accordance with the provisions of IMPP 04-108, these canteen items shall be made available after consultation with the Health Authority and consistent with security and operational concerns at the discretion of the Warden. The medication items, purchased through the canteen, shall be transferable between facilities as allowable personal property unless there is a documented security reason to deny such items.

II. Safeguarding and Control of Personal Property (ACI 3-4281)

A. Any property which, in the original state or through alterations or additions, displays graphics, depicts, or mentions drugs, alcohol, obscenities, or symbols associated with unsanctioned group related activity shall be prohibited.

B. Personal property shall be controlled through a formal system of acquisition, inventory, registration and identification, storage, and disposal. (ACI 3-4281)

1. Unauthorized and unregistered property items shall be considered contraband.

2. Each facility shall establish and maintain an area for the secure storage of offender property that is received, abandoned, or confiscated due to disciplinary or other administrative actions. (ACI 3-4281)

C. Offenders shall assume responsibility for the care and control of all properly inventoried and registered personal property. The Department shall take reasonable measures to prevent damage to offender property, but shall not assume liability for the loss or damage of allowable property possessed by offenders. (ACI 3-4281)

III. Transfer of Personal Property

A. Allowable property items shall be transferable between all KDOC facilities consistent with the security level of the receiving facility and the incentive level and custody status of the offender.

DEFINITIONS

Admission Property: That personal property which may be brought with the offender at the time of admission to KDOC custody.

Canteen: A store through which offenders are provided an opportunity to purchase allowable hygiene, snack and property items. Such a store is managed by Kansas Correctional Industries in partnership with a contracted vendor. Local department stores may be designated to serve as canteens for offenders in Wichita Work Release Facility (WWRF) only.

Canteen Price (CP): The current cost to the offender of an approved item of personal property available through the canteen or through a local vendor approved by the Warden.

Consumable Limitation (CL): A $150.00 combined value of all items for which a consumable limitation is indicated on Attachment B, but does not include consumable handicraft items.

Consumable Property: That personal property which does not require registration upon receipt but must be recorded on property inventory forms any time an offender's property is inventoried. All such property is subject to the consumable limitation.

Intake Property: That personal property which may be possessed by an offender while on Intake Level pursuant to IMPP 11-101.

Inventory: A detailed listing of property that is actually in an offender's possession. To make a detailed listing of any offender's property.

Legal Material: That material concerning a pending or anticipated case, wherein the offender is or will be a party, and shall include pleadings, transcripts, books, notes, drafts, and correspondence to and from attorneys, courts, and public officials.

Post-Release Supervision: Refers only to the supervision of offenders released as the result of Sentencing Guidelines.

Register: The action of recording an item of property at the time it is received.

Registered Property: That property which must be recorded in the offender's property record upon receipt.

Soft Metal Cans: Containers with tops that are manufactured with a means for removing the top without the use of a mechanical can opener; i.e., tops may be removed with a pull-tab, twist-top, or other device that is attached to the can.

Work Release Program: For purposes of this policy, refers to a traditional program of non-prison based employment within a community setting utilizing offender with not more than a minimum custody classification. This does not include offender employment with Kansas Correctional Industries or any private industry employment program, as defined by IMPP 10-109.

PROCEDURES

I. Allowable Property

A. Admission Property

1. All offenders delivered to KDOC custody by a Kansas county sheriff shall be permitted to retain only that personal property specified in Admission Property List (Attachment H) during their orientation to the receiving facility. (ACI 3-4272, 3-4279, 3-4280)

   a. Any personal property such offenders possess upon admission that is not authorized, shall be returned to the sheriff or agent delivering the offender.

   b. Any item returned to the sheriff or agent delivering an offender shall be recorded on the Request/Authorization to Remove Personal Property form (Attachment F) and signed by the party receiving said property.

   c. The Wardens of the Topeka and El Dorado Correctional Facilities or their designees shall be responsible for providing each county Sheriff with a current copy of Attachment H and any subsequent revisions.

2. Offenders delivered to KDOC custody by any agent or agency other than a Kansas county Sheriff shall be permitted to retain any personal property so long as it is an authorized post intake item and conforms with the specifications shown in Post Intake Property List (Attachment B). (ACI 3-4272, 3-4279, 3-4280)

   a. Authorized property which cannot be in the offender's possession due to incentive level, security/custody considerations, or limitations required by the facility placement shall be stored by the receiving facility.

   b. Any such property that does not conform shall be removed in accordance with the provisions of Section IX. of this policy.

3. Offenders refusing evaluation or who were convicted of a class I or II disciplinary violation while at RDU shall have property limited to admission property only.

B. Post Intake Property

1. Upon completion of Intake Level per IMPP 11-101, offenders shall be permitted to possess items of personal property in accordance with the specifications, quantity limits and value limits set out in Attachment A and a fan, hot pot, and tennis shoes, with the following exceptions:

   a. Offenders transferred to a Reception and Diagnostic Unit from another KDOC facility shall be limited to only the Admission Property List (Attachment H).

   b. Offenders in disciplinary segregation shall only have access to the basic personal hygiene items as allowed by IMPPs 12-127 and 20-101.

   c. Offenders in administrative segregation as a suicide or special security risk shall be limited to only those items specified in facility general orders for offenders in that status.

   d. Offenders in disciplinary or administrative segregation shall not be permitted access to either personal or facility owned typewriters.

(1) All correspondence and/or legal material drafted by segregation offenders shall be prepared using the writing instruments and paper ordinarily provided to offenders within their particular segregation status.

(2) Any typewriter possessed by an offender as an item of personal property shall be removed from his/her possession prior to placement in segregation, shall be stored by the facility, and shall be returned to the offender upon his/her removal from segregation.

2. Except as provided in Section I.B.3, it shall be left to the Director of Kansas Correctional Industries to determine which items of allowable personal property are stocked in the canteen, based upon space available and historical demand for a particular item by the facility population.

a. If a Warden determines offenders may purchase a padlock from the canteen, in light of the inclusion of one (1) padlock in the list of allowable post intake property (see Attachment B), the following shall apply:

(1) Only "Master" brand combination padlocks with key access shall be sold in the canteen; and,

(2) Only "Master" brand series 51 shall be sold.

3. Postage stamps shall only be permitted as a canteen purchase item, and any allowable personal property, which is categorized as an "appliance" in Attachment B shall be either stocked in the canteen or made available for purchase by special purchase order.

4. Wichita Work Release Facility shall utilize local merchants as a source for such personal property items as are listed in Attachment B as canteen purchase items.

5. Except as provided in Section I.B.3., it shall be left to the Warden of the facility to determine and specify in General Orders the manner in which allowable personal property may be obtained.

a. It shall be within the discretionary authority of the Warden to limit or disapprove access to any item subject to the consumable limitation (CL) except that offenders shall be permitted to exhaust the supply of such property, which they bring with them at the time of transfer.

b. Post-release supervision conditions violators with no new sentence shall not be permitted to possess appliances or items of personal clothing identified in Attachment B.

6. The Warden may provide storage for some items of offender property that are determined unnecessary for the offender's use while at a particular facility but which the offender wishes to retain on the property inventory.

C. Legal Material

1. Offenders shall be permitted to possess that quantity of legal material/documents that will fit in one (1) box.

a. The box shall not exceed 18" (L) x 12" (W) x 6" (D) in size.

b. The box shall be in addition to the property that must fit within a transfer/storage box as specified in Section III. A. 1.

c. Upon request of the offender, the facility shall provide the offender with a document storage box.

2. Offenders who possess legal materials in such a quantity that it cannot be contained in the legal material/document box may utilize space within the personal property storage box to retain the excess.

   a. All personal property and excess legal materials must be contained within the transport/storage box.

      (1) In the event the offender has chosen to retain legal materials in such an amount that personal property items and legal material combined exceed the space available in the transport/storage box:

         (a) It shall be left to the offender to choose which legal materials or personal property shall be removed to achieve compliance with the above policy.

            i. The offender shall be directed by the facility Property Officer to identify the legal materials or personal property to be removed per Section IX. The offender shall be advised that the Warden or designee shall determine which items are to be removed if the offender refuses to make a choice, or makes a choice that does not accomplish compliance.

         (b) In the event the selection becomes the responsibility of the Warden or designee, the selection shall concentrate on items of personal property of combined dimensions so that the amount removed shall be of no greater mass than that of the excess legal materials.

         (c) If all of an offender's personal property items have been removed from the facility to provide space for legal materials, and, an excess of legal materials remain, the Property Officer shall advise the offender of the need to identify a quantity of legal materials to be removed in accordance with Section IX.

            i. The offender shall be advised that his/her failure to make an appropriate choice of a sufficient quantity of material to comply with this policy shall require such a determination by the Warden or designee, per subsection (a), above. The selection of legal material for removal by the Warden or designee shall be done randomly and blindly to ensure that staff does not read the offender's legal materials.

         (d) Offenders who have been required to reduce their legal material amount to the maximum quantity contained in both the transport/storage box and the legal material/document box may continue to receive legal materials in the mail. If new legal material is received the offender shall be notified by the facility Property Officer that an equal amount of legal materials must be removed from the facility within five (5) working days (excluding weekends and holidays) of the offender's receipt of new legal material.

            i. The offender shall be provided the opportunity to determine which legal materials are to be removed. Failure of the offender to make a choice shall result in a determination by the Warden or designee, per Section I.C.2.a.(c)i. above.

b. The legal material/document box shall be utilized for legal materials only and shall not be utilized for offender personal property.

3. The possession of legal materials by offenders in segregation may be limited, but access shall be permitted upon request, on a reasonable time and manner consistent with the security and order of the facility.

D. Religious Material

1. Offenders shall be permitted to possess religious items and materials as specified in Attachment B and/or in accordance with provisions of IMPP 10-110.

2. Any religious item included in the list of allowable personal property must be approved by and obtained through the facility Chaplain and received through the Chaplain.

a. At those facilities that do not employ a Chaplain, the Warden or designee shall approve the receipt of any religious items.

3. Any approved religious item that the Chaplain can obtain for no cost and is given to an offender, shall be considered the personal property of the offender.

a. Any such item shall be counted as part of the volume of the offender's personal property.

4. Any approved religious item that the Chaplain can obtain at some cost and is given to an offender for his/her use as religious material, shall remain the property of the State of Kansas, Department of Corrections, and shall not be considered part of the personal property of the offender.

a. Any such item shall be clearly marked as property of the State of Kansas, Department of Corrections.

b. Any such item shall remain at the facility upon the departure from the facility, either by release, transfer or otherwise, of the offender using such an item.

c. Any such item shall not be counted as part of the volume of the offender's personal property.

d. The Chaplain shall make reasonable accommodations and efforts to obtain religious items for offenders whose religious beliefs make use of items that cannot be obtained without charge by the facility, consistent with provisions of IMPP 01-122.

E. Clothing

1. All items of personal clothing shall fit the offender properly and shall be maintained in proper state of repair by the offender.

2. Items of clothing that would otherwise be permitted but, when worn, are considered immodest or provocative shall not be allowed.

3. The Warden shall be responsible for determining the appropriateness or inappropriateness of any item of clothing and his/her decision shall be final.

II. Property Specifications

A. Containers

1. No glass containers shall be permitted.

2. No aerosol containers shall be permitted.

3. No metal containers shall be permitted except soft metal containers such as aluminum soda cans and potted meat/fish cans.

B. Waiting Periods

1. For offenders convicted of crimes committed prior to July 1, 1993, certain items of property may not be possessed until after progressing beyond Intake Level, per IMPP 11-101.

2. On or after January 1, 1996, any offender returned to Incentive Level I and who meets the conditions specified in appropriate procedures of IMPP 11-101, shall have all unauthorized property removed in accordance with the provisions of this IMPP.

C. Security/Custody Limitations

1. Some property items shall be permitted for medium and minimum-security female offenders only. When such a limitation is applicable, it shall be so stated in the property specification section of Attachment B.

2. Some items of property shall be permitted only at work release facilities. When such a limitation is applicable, it shall be so stated in the property specification section of Attachment B.

D. Gender Specific Property

1. Some items of property shall be permitted only for offenders of a specific gender. When such a limitation is applicable, it shall be so stated in the property specification section of Attachment B as, "female only" or "male only".

E. Clear View Appliances

1. To the extent that they are available, all fans, radios, televisions, alarm clocks, calculators, and other appliances (as they become available) shall have clear external cases that permit a clear view of the interior of the appliance.

F. Basic, plain gray sweat suits, as described within Attachment B, obtained by non-work release male and female offenders shall be subject to the following identification procedures:

1. The Property Officer shall be responsible for marking sweat suits when received, with the offender's name and number on the outside of the garment, in the following manner:

a. Sweat suit pants or shorts shall be marked with a 2-inch capital blocked number/letter stencil, with horizontal letter orientation, in permanent marker, vertically down the side of the right leg, with the offender's number directly next to the name.

b. Sweat suit shirts shall be marked with the same 2-inch lettering, with the name centered horizontally across the back between the shoulder blade area of the shirt, and the offender's number centered directly below the name.

2. The Unit Team Manager or designee shall be responsible to ensure that existing items of sweat clothing are properly marked in accordance with this policy.

3. Any alterations to the name or number shall be prohibited. Violation shall result in disciplinary action in accordance with K.A.R. 44-12-1002.

4. Upon the effective date of this policy, existing markings on sweatshirts, pants and shorts shall be approved by the offender's respective Unit Team Manager or designee."

III. Quantity of Property

A. The total amount of personal property that an offender shall be allowed to possess, shall be limited to that which fits in one standard transport/storage box, excluding legal material (see I.C.1.).

1. The standard transport/storage box used by all facilities shall be 15" (L) x 13¾" (W) x 21" (D) in size, and of the type purchased on state contract.

2. Stereos, televisions, typewriters, and fans shall not be included in the volume limit.

3. Personal clothing permitted at work release shall not be included in this limitation.

B. At any point in time, an offender may be required to pack personal property in a standard transport/storage box to show that the quantity of property possessed is within the established limit.

1. Whenever an offender's personal property is inventoried, all items of property shall be recorded including those, which the offender is wearing or has physical possession of at the time the inventory is taken.

2. Any excess personal property shall be handled in accordance with the procedures in Section I.C.2. and Section IX.

C. Unless a specific quantity limit is shown in Attachment B for an item, the offender may possess as many of an item as desired within the volume limit.

D. Certain items shall be subject to a consumable limitation. When the consumable limitation is applicable, the letters "CL" appear in the quantity column in Attachment B.

IV. Value of Property

A. Value limits for items of personal property shall be as established in the value column of Attachment B.

B. Offenders may not declare any property value in excess of the maximum established value limit.

C. In the event a property claim is filed in accordance with IMPP 01-118, the department's liability shall not exceed the established value limit, except that the Department's liability for publications including religious texts, books, magazines, and newspapers shall not exceed $150.

D. Items listed on the Special Property Inventory Form (Attachment G) shall be valued according to prior applicable versions of IMPP 12-120, and General Orders of the facility housing the offender as of April 15, 1991 concerning discretionary property values.

V. Creation and Organization of Property File (ACI 3-4281)

A. Upon an offender's admission to the Department, a property file shall be created.

B. This file folder shall be green in color and shall be organized as follows:

1. Left side: Offender Personal Property Inventory forms (Attachment D, Parts I and II); and Special Property Inventory Forms (Attachment G).

2. Right side: Offender Property Receipt forms (Attachment E); Request/Authorization to Remove Personal Property forms (Attachment F); and, any miscellaneous documents regarding the offender's property that comes into existence.

C. The property file shall be forwarded to the receiving facility with all other offender files at the time of the offender's transfer.

D. Any time the offender's records are transferred to the inactive offender records repository in accordance with IMPP 05-103, the offender property file shall be included among those records transferred.

VI. Registration of Personal Property (ACI 3-4281)

A. At the time of admission to any Department of Corrections facility, the offender's property shall be inventoried and registered using the Offender Personal Property Inventory form (Attachment D).

B. Any time a registerable item of property is acquired, that item shall be recorded on an Offender Property Receipt form (Attachment E).

C. Any time a registerable item of property is removed, that item shall be recorded on the Request/Authorization to Remove Personal Property form (Attachment F).

D. Until such time as a reason develops to complete a new Offender Personal Property Inventory form, the offender's complete property listing shall consist of those items shown on the existing Offender Personal Property Inventory, those items shown on all Offender Property Receipts completed after the date of the last inventory, and less any items shown on the Request/Authorization To Remove Personal Property form. These documents shall be placed in the offender property file in accordance with Sections V.B.1. and 2. above.

1. In the event property is removed at the direction of the Warden or designee, and against the wishes of the offender, the Request/Authorization To Remove Personal Property (Attachment F) shall be signed by the Warden or designee.

2. At any time, the offender shall be required to produce all items of property listed on the Inventory or Property Receipt forms, if directed to do so.

3. At any time an offender's property is inventoried, the property listed on the new inventory list shall be checked against the offender's prior inventory, property receipt record, and removal record.

a. Before signing the inventory, the offender shall be responsible for noting any discrepancies.

b. Property that has not been properly registered shall be confiscated.

E. All items of offender property, except items identified as consumable, shall be registered on the Offender Personal Property Inventory form (Attachment D).

1. All non-consumable intake property shall be registered at the time of the offender's admission.

2. All property received after the offender's admission shall be registered at the time of receipt, using the Offender Property Receipt form (Attachment E).

F. For items of property received after the intake period, offenders shall be required to provide evidence of the item's value. This evidence may be in the form of:

1. A receipt from the store where the item was purchased; or

2. The offender's declaration of value, Attachment E, as witnessed by the Property Officer on duty.

a. When an item's declared value is clearly excessive or inaccurate, the offender may be required to produce other proof of value before being allowed to receive the property.

G. Any property of value in excess of $15.00 shall be engraved with the offender's number.

1. If the item cannot be engraved, it shall be marked in indelible ink.

2. Small items, such as jewelry and prosthetic devices, which cannot be marked, shall be subject only to recording on the offender's property record.

   a. The description and value of such an item shall be recorded on the offender's property record.

VII. Inventory of Offender Property

A. Any time an offender's property is taken into the custody of an employee for storage, transfer, or any other reason, a complete inventory record of the property shall be made.

1. All items of the offender's property shall be recorded on the Offender Personal Property Inventory form, Attachment D.

   a. Whenever an offender's personal property is inventoried all items of property shall be recorded on the Offender Personal Property Inventory form, including those, which the offender is wearing or has physical possession of at the time the inventory is taken.

2. Unless precluded for security reasons, the offender shall be present at the time of the inventory.

   a. If the offender is not present at the time the inventory is taken, the reason shall be documented in the offender's property file on the inventory form.

   b. Offenders shall not be used to pack or assist in the packing of property belonging to another offender.

3. The offender shall sign the completed inventory form attesting to its accuracy. Any discrepancies shall be noted on the inventory.

4. The inventory shall be checked against the previous Offender Personal Property Inventory form to ensure that all items of registered property are present. The offender shall be required to account for any discrepancies at this time.

5. The offender shall sign each page of the inventory form, Attachment D.

6. The offender shall receive a copy of the completed inventory form.

7. The property shall be packed into the box prescribed in Section III.A.1. and sealed in the presence of the offender, if possible.

8. Staff shall complete a KDOC Electronics Checklist (Attachment I) for electronic items.

B. When the property is returned to the offender, he/she shall sign the original inventory verifying that all property has been returned.

1. It is the responsibility of the offender to report any discrepancies at the time the property is returned.

2. Discrepancies shall be noted by the offender on the inventory form and witnessed by the Property Officer.

3. Staff shall complete a KDOC Electronic Checklist (Attachment I) for electronic items.

C. Each facility shall maintain a secure property storage area.

1. Access to this area shall be strictly controlled.

2. Offender shall not have access to this area unless under continuing supervision of staff.

VIII. Transfer of Offender Personal Property

A. Upon transfer between KDOC facilities, offenders shall be permitted to retain property listed in Attachment B consistent with the appropriate incentive level per IMPP 11-101, and security/custody considerations, Section II.C. All property transferred shall be inventoried and packed in accordance with Section VII.

B. Upon transfer from any KDOC facility to Larned State Security Hospital for any reason, only that property which is listed in Attachment C shall be transferred with the offender.

1. All other property, except food items, shall be stored at the sending facility until such time as the offender returns or is otherwise released from the custody of the Secretary of Corrections.

2. All food items shall be removed from the offender's property and disposed of pursuant to Section IX.

C. Upon an offender's removal from a work release program, the offender's property shall be packed and inventoried.

1. Property listed in Attachment B as permissible only in work release shall be separated and recorded on a property removal form.

2. Property items listed in Attachment B as permissible only to medium and minimum female offenders shall be separated and recorded on a property removal form if a female offender is to be transferred to the maximum facility and her security classification status is revised to maximum.

3. The property shall then be disposed of in accordance with Section IX.

4. All other property permitted on Attachment B shall accompany the offender.

D. The offender's name, number and destination shall be affixed to the transport/storage box and the legal material/document storage box with a shipping label glued/taped in a secure manner.

1. Care shall be taken to ensure the transportation/storage box and legal material/document box is securely sealed prior to delivery to the Transportation Unit.

2. Shipping labels shall be legible and affixed in such a manner that the containers may be reused for other offender's property storage or transfer.

IX. Removal of Property from a Correctional Facility

A. At any time property is removed from the facility, not accepted, or destroyed at the offenders or facility's request, it shall be documented on the Request/Authorization to Remove Personal Property form (Attachment F).

B. Property may be removed from the facility by:

1. Mailing the property to an address of the offender's choosing at the offender's expense or, with the approval of the Warden, at the facility's expense.

2. Donating the property to a charitable organization.

3. Having the property picked up by an authorized person approved by the Warden.

4. Removing and taking the property to a sponsor's address on an approved furlough.

5. Facility staff delivering the property to an address in the locale of the facility, if approved by the Warden.

6. If an offender refuses to designate an approved means of removal, the Warden or designee shall make the designation.

C. Facility General Orders shall specify a procedure whereby personal property is removed from the facility.

D. An offender may authorize the destruction of an item of property.

E. Personal property left at a facility by an offender shall be considered abandoned property pursuant to K.S.A. 75-52,135. (ACI 3-4393)

1. Any personal property not claimed by an offender or authorized representative within 90 days of an offender's release from custody shall be considered abandoned property.

2. Any personal property left at a facility by an offender who has escaped from custody shall immediately be determined to be abandoned property.

3. Any personal property determined to be abandoned, pursuant to K.S.A. 75-52,135 shall be reported to the State Treasurer, pursuant to K.S.A. 58-3950.

a. The State Treasurer may dispose of the abandoned offender property in accordance with the provisions of K.S.A. 58-3918.

X. Implementation

A. On and after the effective date of this IMPP, offenders shall be allowed to receive only that property which is permitted by the provisions of these procedures.

B. Offenders who on April 15, 1991 were in possession of personal property approved under previous policies, or who prior to November 7, 1995 were in possession of certain general handicraft tools as specified within IMPP 10-133, Section II.D., shall be permitted to retain that property until:

1. They are transferred to another facility;

2. They are convicted of a disciplinary violation involving a particular item of such property; or,

3. Repair or replacement of such property becomes necessary (excluding prosthetic or other devices prescribed by any facility Health Authority, or the general handicraft tools referenced within Procedure X.B., above).

C. If it becomes necessary, for any reason, to inventory an offender's personal property before transfer to another facility, the Special Property Inventory form (Attachment G), shall be used to document the possession of personal property approved under previous policies.

1. Special Property Inventory forms shall be considered null and void upon transfer to another facility at which time the offender's personal property must fully comply with the provisions of this IMPP.

D. All offenders who are transferred to another facility within the Kansas Department of Corrections after the effective date of this IMPP shall be permitted to retain only those property items appropriate to the receiving facility, consistent with the offender's gender and custody level as described in Attachment B.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

K.S.A. 58-3934, 58-3950, 75-5257, 75-52,135
K.A.R. 44-12-1002
IMPP 01-118, 01-122, 04-108, 05-103, 10-109, 10-110, 10-133, 11-101, 12-120, 12-127, 20-101
ACI 3-4272, 3-4279, 3-4280, 3-4281, 3-4393

ATTACHMENTS

Attachment A – Intake Property List, 1 page
Attachment B – Post Intake Property List (alphabetical), 11 pages
Attachment C – Items Transferable to LSSH, 1 page
Attachment D – Offender Personal Property Inventory, 3 pages
Attachment E – Offender Property Receipt, 1 page
Attachment F – Request/Authorization to Remove Personal Property, 1 page
Attachment G – Special Property Inventory, 1 page
Attachment H – Admission Property List, 1 page
Attachment I – Kansas Department of Corrections Electronic Checklist

INTAKE PROPERTY

The following items may be possessed by an offender while on the Intake Incentive Level pursuant to IMPP 11-101.

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Bible/Primary Religious Text	Approved by reception facility chaplain.	1	
Contact Lenses	May be in offender's possession until replaced. Replace with eyeglasses from State contract unless health care provider determines that contacts are the preferred corrective device.	1	
Dentures.....	As prescribed by health authority.	1 set	
Drinking Cup.....	Plastic; no logo permitted; up to 16 ounces. If insulated, must be clear view/ /double walled.	1	CP
Eye Glasses	As received, prescription only.	1	
Letters, Personal		10	
Padlock ……	Combination type with key access, must be from Master Padlock series 51	1	CP
Photographs.....	Non-Polaroid, 8 1/2" x 11" or smaller, each separate image on multi-image sheets counting as one [1] photograph.	50	
Prosthetic Device	As received with offender and approved by Health Authority.	As received	
Shower Shoes	As received with the offender.	1 pair	CP
Religious medal, scapular, or crucifix	Approved by reception facility Chaplain	1 item	40.00
Wedding Band	Plain, no stone.	1	50.00
Wristwatch.....	No stones.	1	25.00

POST INTAKE PROPERTY
(Alphabetical)

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Address Book	Not to exceed 8" x 9," to be purchased through canteen or special purchase order.	1	CP
Afro Curler		2 & CL	CP
Antenna (APPLIANCE) ……	Small UHF-VHF combination type; must be attached to TV.	1	CP
Baby Powder		2 & CL	CP
Batteries	Minimum-security offenders, if allowed by General Order.	8	CP
Belt	Work release only; buckle may not exceed width of belt by more than ½".		Each 20.00
Bible/Primary Religious Text.....	Must be approved by facility Chaplain.	1	
Bicycle	Work release only; permitted only if most suitable form of transportation.	1	100.00
Bicycle Lock	Work release only. Cable thickness of 10mm or larger.	1	10.00
Billfold	Work release only.	1	10.00
Blankets	Work Release Only	As approved by Warden	CP
Blow Dryer (APPLIANCE)	Female and work release offenders only. Hand-held only. Wattage restrictions and/or requirements as set by General Order.	1	20.00
Blue Book, AA Text.....		1	Current AA Rate
Books.....	Paperback or hard cover, from publisher or vendor only, but may be purchased by third parties for an offender's use.	12	
Brassieres.....	Work release females only.	5	Each 20.00, 100.00 Total
Cable	Coax cable for cable TV hook up - Six ft. maximum length. Must be approved by the Warden	1	CP
Cakes		CL	CP
Calculator (APPLIANCE)	Display only; solar dual power only; pocket size.	1	25.00
Calendar	Issue by facility or commercially printed calendars received by mail. Calendars shall not contain metal bindings other than staples. Maximum size is restricted to 11 inches by 17 inches open calendar.	1	CP
Candies		CL	CP
Cards	Poker or Pinochle.	2 decks	CP
Checkers	Plastic or wooden; factory manufactured, to include cardboard or paper checker board.	1 set	CP
Chess Set	Plastic or wooden; factory manufactured, to include cardboard or paper chess board.	1 set	CP
Chips		CL	CP

Clock, Alarm (APPLIANCE).....		1	15.00
Coat.....	Work release only. No fur; no leather.	1	100.00
Cold Cream		2 & CL	CP
Cologne.....	Non-alcoholic; non-glass container only.	1	10.00
Comb.....	Plastic only.	1	CP
Conditioner.....		2 & CL	CP
Contact Lenses	As received, may be in offender's possession until replaced. Replace with eyeglasses from State contract unless health care provider determines that contacts are the preferred corrective device; may be in offender's possession until replaced.	1 pair	
Cookies		CL	CP
Cosmetics.....	Work release females. Non-toxic; any combination.	10	30.00 Total
	Non-work release females. Hypo-allergenic.	10	CP
Coveralls	Work release only.	2	60.00
Crackers …….		CL	CP
Crochet Hooks.....	Plastic, flexible.	1 set	CP
Curling Iron (APPLIANCE).....	Work release females. Crimp iron or electric rollers.	1	30.00
	Non-work release females. One barrel only.	1	CP
Dental Floss ……..		2 & CL	CP
Denture Adhesive.....		2 & CL	CP
Denture Container (Cup) ..		1	CP
Denture Creme.....		2 & CL	CP
Dentures ……	As received with offender or prescribed by Health Authority.	1 set	
Deodorant, Crème ……		2 & CL	CP
Deodorant, Stick ……		2 & CL	CP
Dictionary ……..	In addition to book limitation.	1	
Dips ……		CL	CP
Dominoes ……..	Wood or plastic; factory manufactured.	1 set	CP
Drinking Cup …….	Plastic; no logo permitted; up to 22 ounces. If insulated, must be clear view/double walled.	2	CP
Drink, Dry ……..		CL	CP
Duffel Bag/Gym Bag ……	Work release only; 24" max. length.	1	25.00
Earplug (APPLIANCE) …….		2 & CL	CP
Earplug Adapter ……		2 & CL	CP
Earrings ……..	Females only. No precious metals or stones.	2 pair	15.00 Total
Emery Boards …….		2 packs & CL	CP
Envelopes ……..	All sizes. No padded envelopes of any kind, including those containing "bubble wrap" as a component.	CL	CP

Eye Glasses ……..	As received during or after admission [with frames approved by the warden or designee] or as provided per health authority determination, prescription only. Unless required by Health Authority prescription, shall be non-tint, non-wired, non-mirrored, non-wraparound. Received eye glasses approved by a Warden are transferable property.	1 pair	Frames limited to $200, with claims replacement limited to value of eye glasses issued by Health Authority.
Eye Glasses, non-prescription / reading ……	As received during or after admission (with frames approved by the warden or designee), shall be non-tint; non-wired; non-mirrored; or non-wraparound. Received reading glasses approved by a Warden are transferable property.	1 pair	20.00
Fabric Softener …….	Work release females and males.	2 & CL	5.00
	Non-work release females. Hypo-allergenic items only.	2 & CL	CP
Fan (APPLIANCE) ……	Blade size limited to twelve (12) inches diameter fan; electric; plastic blades; UL approved; safety guard. Additionally, on and after 04/01/97, the safety guard on all fans purchased by offenders through SPOs, or purchased by a facility canteen for resale to offenders, must be constructed of plastic.	1	CP
Feminine Napkins, Tampons, Pads …….	Females only.	CL	CP
File Folder ……..	Non-metal only.	CL	CP
Foot Powder …….		2 & CL	CP
Footwear …….	Work release females and males. Sandals/thongs, shoes/boots (work/dress/casual), shoes (tennis/any color), slippers - any combination.	5 pair	80.00 max per one pair 100.00 Total
	Non-work release females housed at the TCF AE Compound may possess personal footwear as follows: Tennis Shoes (1 pair only limited to black, white, gray, black/white/gray combination or 2 pair if on a medical boot restriction, with second pair issued by Health Authority); Work Boots (may possess up to 2 pair; however, if 2 pair are possessed, the second pair is in lieu of a pair of state issued. If on a medical boot restriction, no boots may be possessed); and one pair of either Dress Shoes or sandals/thongs or house slippers. No footwear shall be taller than the offender's ankle.	Up to 4 pair per description	Tennis 80.00 max Work Boot CP Others 25.00 per pair
	Non-work release females, offenders housed at the IJ Compound. Tennis shoes (limited to black, white, gray or black/white/gray combination), shower shoes. Work Boots (limited to purchase / replacement at those facilities whose Wardens opt to offer the boots through the canteen and/or special purchase orders transferable to all other facilities, style/type and manufacture to be set by DSFM or designee, 2nd pair of boots is in lieu of state issue boots)	1 pair each, tennis shoes & shower shoes. 2 pair boots, 2nd pair in lieu of state issue.	Tennis 80.00 Shower CP Work Boot CP

	Non-work release males. Tennis shoes (limited to black, white, gray or black/white/gray combination or 2 pair if on a medical boot restriction, with second pair issued by Health Authority), shower shoes. Work Boots (limited to purchase/replacement at those facilities whose Wardens opt to offer the boots through the canteen and/or special purchase orders transferable to all other facilities, style/type & manufacture to be set by DSFM or designee, 2nd pair of boots is in lieu of state issue boots If on a medical boot restriction, no boots may be possessed)	1 pair each, tennis shoes & shower shoes. 2 pair boots, 2nd pair in lieu of state issue.	Tennis 80.00 Shower CP Work Boot CP
Gloves ……	Work release only.	4 pair	16.00 Total
Greeting Cards …….	If sold in canteen, or Chaplain provides, then they cannot be purchased from an outside vendor.	10 & CL	CP
Gum ……		CL	CP
Hairbrush ……	Wood or Plastic only	1	5.00
Hair Accessories ……..	Females only. Examples: barrettes, clips, ribbons, elastic bands, etc.	24	15.00 Total
	Males only - hair ties.	24	CP
Hair Dressing/Grease …..		2 & CL	CP
Hair Rollers …….	Work release females. Non-electric and fasteners.	30	10.00 Total
	Non-work release females. Foam only; small and medium size only.	30	CP
Hair Spray …….	Pump container only.	2 & CL	CP
Hair Straightener ……..	Non-work release males and females. Lye free cream or gel	2	CP
	Work release males and females. Lye free cream or gel	CL	CP
Handkerchiefs	Work release only.	6	12.00 Total
Handicraft Tools and Materials …….	As provided in IMPP 11-101, also see IMPP 10-133.	CL	CP
Hangers, Clothes ……..	Work release only. Plastic only.	30	10.00 Total
Hat/Cap/Visor ……..	Work release only.	2	10.00 Total
Hat, Summer ……	LCMHF only. Style as approved by Warden. With medical authority approval.	1	5.00
Headphone Extension (APPLIANCE) …….	Maximum length 12'.	1	CP
Headphones (APPLIANCE) ……	One large and one small.	2	CP
Hot Pot (APPLIANCE)	6 cup capacity limit; UL approved, non-boiling.	1	CP
Ice Chest.....	6-pack size; hard plastic; no styrofoam.	1	16.50
Ice Cream.....		CL	CP
Lamp (APPLIANCE).....	High intensity reading lamp; desk top.	1	CP
Laundry Detergent.....	Medium and minimum females and work release only. Non-toxic; hypo-allergenic.	2 & CL	CP
Laundry Starch.....	Work release females and males.	2 & CL	CP
	Non-work release females.	CL	CP

Letters, Personal		10	
Lotion, Aftershave	Non-alcoholic; clear plastic container.	2 & CL	CP
Lotion, Hand	Non-alcoholic; clear plastic container.	2 & CL	CP
Lotion, Suntan	Non-alcoholic; clear plastic container.	2 & CL	CP
Lunch Box	Work release only.	1	5.00
Mattress Pad	Work release only.	1	20.00
Magazines	From publisher or vendor only, but subscriptions may be purchased by third parties for an offender's use.	10	Cover price per copy
Medications / Over The Counter	Over the counter medications as specified by General Order may be purchased from local merchants by Wichita Work Release Facility offenders. Offenders at all other facilities are limited to the following items: Acetaminophen, Aspirin, A&D Ointment, Alka-Seltzer, Alka-Seltzer Cold +, Acne-Peroxide Lotion – Benzyl Peroxide, Ben Gay, Carmex, Cough Drops, Chest Rub, Eucerin or Nivea Cream, Imodium, Motrin, Medicated Shampoo, Pepto-Bismol, Medicated Foot Powder, Metamucil Powder, Natural Tears, Hydrocortisone cream, Ibuprofen, Pepcid AC, Antacid tablets, Anti-fungal cream, Hemorrhoidal cream, Triple antibiotic cream.	CL	CP
Mirror	Plastic; pocket size.	1	3.50
Model Cars	Finished product to be mailed out.	1	CP
Model Car Glue	Non-toxic, non-flammable.	1	CP
Mouthwash	Non-alcoholic, clear plastic container.	2 & CL	CP
MP3 Player	MPE player and accessories (4 double A rechargeable batteries, charger, and AC wall adapter)	1	CP
Nail Clippers	Fingernail size.	1	CP
Needles	Bead craft, needle point, cross stitch and knitting per IMPP 10-133; Length and composition to be determined by General Order.	1 set per craft	CP
Newspapers	From publisher or vendor only, but subscriptions may be purchased by third parties for an offender's use.	10	Cover price per copy
Nightwear	Work release females and males. Bathrobes, nightgowns and pajamas. Nightwear must be appropriate to offender's gender and no shorter than 2" above the knee.	3	60.00 Total
	Non-work release females. Pajama type top and bottom – may include robe.	2 sets	40.00 Total
Notebooks	Non-metal only.	1	2.00
Nuts		CL	CP
Outerwear …….	Work release females and males. Shirts, blouses, pants, skirts, T-shirts, sweaters, dresses, walking shorts, jackets, or blazers. Includes work, dress and casual clothes. Type of garment must be appropriate to offender's gender.	30 items; limit	25.00 each item

Outerwear.....	Non-work release medium and minimum custody females housed within the perimeter of the TCF AE-Compound may possess a personal clothing outfit. A dress, or a blouse/shirt and skirt combination, or a pants/slacks and blouse/shirt combination shall be considered one outfit.	1 Outfit	50.00
	Non-work release medium and minimum females only. Blouse/shirt and skirt, dress, or pants/slacks and blouse/shirt. (An outfit shall equal one dress, or a combination of top and bottom of the other articles.)	1 outfit	50.00 Total
Padlock	Combination type with key access; must be from Master Padlock series 51	1 (Up to 2 at discretion of Facility Warden)	CP
Paint-by-number.....		CL	CP
Paints	Water based, per IMPP 10-133.	CL	CP
Pantyhose	Work release females.	CL	CP
	Non-work release medium and minimum females only.	2 pair	CP
Paper, Writing.....		CL	CP
Paper, Toilet		CL	CP
Pastries		CL	CP
Pen, Ballpoint.....	Non-retractable tip only.	CL	CP
Pencil, Drawing		CL	CP
Pencil, Writing		CL	CP
Perfume.....	Work release females. 2 oz.; non-alcoholic; non-glass container only.	1	10.00 Total
	Non-work release females. Non-alcoholic. Non-glass container only.	CL	CP
Permanent Products.....	Work release females.	2	CP
	Non-work release females.	CL	CP
Pillow	Standard size, work release offenders only.	1	10.00
Pillowcase.	Non-white, twin size, work release offenders only.	2	12.00 Total
Photo Album.....	Non-metal; non-glass; 10" x 14".	2	20.00 Total
Photo Frames.....	No larger than 8" x 10"; no glass, metal or plastic.	1	10.00
Photographs.....	Non-Polaroid, 8 1/2" x 11" or smaller, each separate image on multi-image sheets counting as one [1] photograph.	50	
Pick, Hair.....	Plastic only, no handle; no rattail.	1	5.00
Plastic Bowl, with lid re-sealable.....		1	CP
Plastic Spoon		1	CP
Pop, Canned or plastic bottled		36 & CL	CP
Postage Stamps.....	Any denomination up to and including that which is required to mail a one (1) ounce First Class letter.	25	CP

Prepared Foods.....		CL	CP
Prosthetic Devices.....	As received with offender and approved by health authority.	As received	
Purse.....	Work release females only.	1	20.00
Q-Tips		2 packs & CL	CP
Radio – AM/FM /Tape Player /or/ Clock Radio – AM-FM (APPLIANCE).....	20" x 10" x 8"; may be radio, tape player, or radio/tape player (single cassette/tape deck) combination, standard cassette; equipped for headphone, earphone or earplug; UL approved. Only AM/FM Radios or AM/FM Clock Radios may be purchased by offenders on SPO or ordered by facility canteens. Existing appliances with tape player capability may be sold by facility canteens until the existing stock is depleted, and existing units held by offenders may be retained and transferred, but may be neither repaired nor replaced with anything except AM/FM Radios or AM/FM Clock Radios.	1 If device is an AM/FM clock radio, no separate clock is permitted as personal property.	CP
Rain suit/poncho. . . .	Work release only.	1	15.00
Razor.....	Disposable only.	CL	CP
Razor, Electric (APPLIANCE).....	Work release only, otherwise must be determined to be medically necessary by Health Authority.	1	45.00
Religious Beads (e.g., prayer, rosary).....	Must be approved by facility Chaplain/Warden and received through Chaplain/Warden.	2	20.00 Total
Religious Head Garments	Must be approved by facility Chaplain/Warden and received through Chaplain/Warden.	2	25.00 Total
Religious Medal or Medallion with Chain	Must be approved by facility Chaplain/Warden and received through Chaplain/Warden. No precious metals or stones. Longest dimension may not exceed 2 inches.	1	20.00
Rug, Prayer	Must be approved by facility Chaplain/Warden and received through Chaplain/Warden.	1	25.00
Sardines, Canned.....		CL	CP
Sausages, Canned.....		CL	CP
Scissors.....	Sewing kit accessory, blunt tipped type, cutting edge no longer than 2", pure plastic construction only.	1	CP
Sewing Kit	No scissors.	1	5.00
Shampoo.....		2 & CL	CP
Shaving Creme.....	Non-aerosol.	2 & CL	CP
Shaving Cup/Brush	Plastic only.	1	CP
Shaving Powder		2 & CL	CP
Shaving Soap.....		2 & CL	CP
Sheets, Bed	Non-white, work release offenders only	2	20.00 Total
Shirts, Under		7	66.50 Total
Shoe Insoles …….		CL	5.00
Shoe Laces	As appropriate to shoe style & color; black or white only for tennis shoes.	2 pairs & CL	CP
Shoe Polish		2 & CL	CP

Shorts, Athletic	A minimum of 4" inseam, gray only.	2	30.00 Total
Shorts, Boxer or Brief		7	35.00 Total
Shower Cap.....		2	CP
Slip, Full or Half	Medium and minimum females only.	1	15.00
Snacks ……..		CL	CP
Soap, Bar or Gel ……		4 & CL	CP
Soap Dish.....	Plastic.	1	2.00
Soap, Liquid Dishwashing	Clear soap in clear plastic container, 12 oz or less, prohibited in Segregation	1	CP
Socks	Work release females and males. Any color.	7 pairs	15.00 Total
	Non-work release females	4 pairs	10.00 Total
	Non-work release males. White tube.	7 pairs	16.00 Total
Soup, Packaged		30 & CL	CP
Sport Glasses Strap		1	CP
Spreads …….	Food item.	CL	CP
Sugar Twin		CL	CP
Sunglasses.....	Non-mirror; non-prescription; non-wrap around; non-wire frame.	1	10.00
Surge Protector (APPLIANCE).....	Single outlet or power strip type, no more than 6 outlets, UL approved.	1	CP
Sweat Suit (Basic) …….	Non-work release males and females. Plain gray; pullover hoodless; no logo; unaltered. No designer sweat suits, including those approved under previous policies, i.e. grand fathered prior to the effective date of this IMPP.	1	55.00
Sweat Suit (Designer) ……..	Work release males and females. Designer styles of any fabric or color; may include a designer's / manufacturer's logo, but no printing or wording other than the designer's/manufacturer's name.	1	50.00
Tablet		CL	CP
Talc, Body		2 & CL	CP
Tape, Cellophane		2 & CL	CP
Tapes	Commercially produced recorded tapes, standard size cassette only. All tapes must be engraved with the offender's OMIS number. In lieu of one of the recorded tapes allowed within the limitation, a dry system tape head cleaner may be substituted. After the effective date of the current revision to this policy, no tapes or tape head cleaners may be purchased by offenders on SPO. Existing tapes and tape head cleaners held by offenders may be retained and transferred, but may be neither repaired nor replaced.	15	10.00 Each
Television (APPLIANCE).....	B & W or color; 13" or 15"; equipped with earphone, headphone or earplug. Any television equipped with a remote control may be either purchased by offenders through SPOs, or purchased by a facility canteen for resale to offenders. Batteries for the remote control units shall be available in the canteen.	1 TV & 1 set of Batteries for Remote control, if so equipped.	CP

Television Digital Converter (APPLIANCE) ……	Provides conversion from the new digital signals transmitted after 01/01/2009 to the analogue signals tunable by the majority of older existing Televisions	1	CP
Telephone credit card …..	Wichita Work Release Facility only. May not contain any magnetic strip, bar code, or "smart card" technology.	1	CP
Thermos Jug	Work release only.	1	5.00
Thesaurus	In addition to book limitation.	1	
Ties	Work release only.	5	25.00 Total
Tissues.....		CL	CP
Tooth Polish		2 & CL	CP
Toothbrush		2 & CL	CP
Toothbrush Box.....		2 & CL	CP
Toothpaste, Tube		2 & CL	CP
Towel, Bath ……	Non-white; work release offenders only	5	25.00 Total
Towel, Hand ……	Non-white; work release offenders only	5	15.00 total
Towel, Wash Cloth ……..	Non-white; work release offenders only	5	10.00 Total
Towel, Wash Cloth	Non-white, 12´x 12" maximum size; non-work release offenders, no red, blue, or green.	2	CP
Tweezers.....		1	CP
Typewriter (APPLIANCE).....	Electric or manual; non-memory type only.	1	CP
Under Pants	Work release females only, briefs only.	10	30.00 Total
Underwear (Boxer Shorts)	Males only. Transferable.	6 pair	CP
Underwear, Insulated		3 pair	86.00 Total
Umbrella.....	Work release only.	1	10.00
Vitamins/Nutritional Supplements	Multi-purpose vitamins; type and brand authorized by Health Authority. Nutritional supplements of a type, composition and manufacture as specified by the Deputy Secretary of Facility Management / designee	CL	CP
Wave Caps.....	White or Black only	CL	CP
Wedding Band.....	Plain, no stone.	1	50.00
Wig.....	As determined to be medically necessary by the Health Authority.	1	s prescribed
Wristwatch.....	No stones.	1	50.00
Yarn, Skein.....		CL	CP

THE FOLLOWING ITEMS MAY BE TRANSFERRED WITH OFFENDERS TO LARNED STATE SECURITY HOSPITAL

PERSONAL ITEMS PATIENTS MAY HAVE: Shaving lotion, hair-dressing, shampoo, deodorant (no stick deodorant). ALL OF THESE ITEMS MUST BE LIMITED TO REASONABLE AMOUNTS and ALL MUST BE IN PLASTIC CONTAINERS.

1 Electric Razor, 1 Small Comb, 1 Toothbrush, Toothpaste (in tube only).

2 Books, 3 Magazines, 1 Pen or Pencil (must be less than 4 inches long), a reasonable amount of paper or stationery, postage stamps (any denomination up to and including that which is required to mail a one ounce First Class letter, not more than twenty five [25] stamps at one time).

1 Battery-powered Radio (must have earphone-jack but no antenna), 4 Extra Batteries.

1 Small Religious Medal (no chain).

DO NOT SEND ANY FOOD ITEMS, OR ANY TOILET ARTICLES OR GROOMING AIDS THAT HAVE A HIGH ALCOHOL CONTENT.

Kansas Department of Corrections Offender Personal Property Inventory

PART I

OFFENDER NAME & NUMBER: _____ DATE: _____
REASON FOR INVENTORY: NEW COMMITMENT___ TRANSFER___ STORAGE___ OTHER (SPECIFY)___
FACILITY WHERE INVENTORY TAKEN:_____

SECTION I: INTAKE PROPERTY (May be possessed during 120 day period of court jurisdiction & transferred to any KDOC facility, unless there is documentation that possession of such property would pose a danger to the offender. The number in parentheses is the maximum amount allowed. Mark "None" if offender does not possess the item. Describe Condition as Good (G); Fair (F); or Poor (P).

ITEM		AMOUNT/DESCRIPTION	CONDITION	DECLARED VALUE	OFFENDER INITIAL
(1)	Bible/Primary Religious Text				
(1) Pair	Contact Lenses				
(1)	Dentures				
(1)	Drinking Cup				
(1)	Extension Cord				
(1)	Glasses, Eye Prescription				
(10)	Letters, Personal				
(1)	Padlock				
(50)	Photographs				
	Prosthetic Devices				
(1) Pair	Shower Shoes				
(1)	Wedding Band				
(1)	Wristwatch				

SECTION II: APPLIANCES

ITEM	DESCRIPTION: MODEL/SERIAL #	QUANTITY/MAX VALUE ALLOWED	CONDITION	DECLARED VALUE
Antenna		(1) Canteen Price		
Blow Dryer		(1) Canteen Price		
Calculator		(1) $10.00		
Clock, Alarm		(1) Canteen Price		
Curling Iron		(1) Canteen Price		
Ear Plug		(1) Canteen Price		
Extension Cord		(1) Canteen Price		
Fan		(1) Canteen Price		
Headphone Extension		(1) Canteen Price		
Headphones		(1) Canteen Price		
Hot Pot		(1) Canteen Price		
Lamp		(1) Canteen Price		
MP3 Player, 4 Rechargeable AA batteries, Charger & AC Wall Adapter		**(1) Canteen Price**		
Radio/Tape Player/Clock Radio		**(1) Canteen Price**		
Razor, Electric		(1) Canteen Price		
Tape Player		(1) Canteen Price		
Tapes		(1) Canteen Price		
Television		(1) Canteen Price		
Typewriter		(1) Canteen Price		

I certify the above is a correct inventory of my property.

Signature of Offender Number Date Officer Signature Date

I certify that all property shown on this inventory was returned to me this date.

Signature of Offender Number Date Officer Signature Date

Was the offender present when property was inventoried? Yes_____ No_____. If offender was not present, explain why _____

Officer Signature _____

Kansas Department of Corrections
Offender Personal Property Inventory
PART II

OFFENDER NAME & NUMBER:_____ DATE:_____
REASON FOR INVENTORY: NEW COMMITMENT_____ TRANSFER_____ STORAGE_____ OTHER (SPECIFY)_____
FACILITY WHERE INVENTORY TAKEN: _____

SECTION III: OTHER REGISTERED PROPERTY

ITEM	DESCRIPTION: MODEL/SERIAL #	CONDITION	DECLARED VALUE

(use page 3 if necessary)

SECTION IV: CONSUMABLE PROPERTY (Property which is not registered when received, e.g. canteen items, but which must be recorded when inventory is taken.)

ITEM	DESCRIPTION	AMOUNT	ITEM	DESCRIPTION	AMOUNT

I certify the above is a correct inventory of my property.

_____
Signature of Offender Number Date Officer Signature Date

I certify that all property shown on this inventory was returned to me this date.

_____
Signature of Offender Number Date Officer Signature Date

Was the offender present when property was inventoried? Yes_____ No_____.
If offender was not present, explain why _____
_____

_____
Officer Signature

SECTION III: OTHER REGISTERED PROPERTY (Page 2)

OFFENDER NAME & NUMBER:_____ DATE:_____

ITEM	DESCRIPTION: MODEL/SERIAL #	CONDITION	DECLARED VALUE

I certify the above is a correct inventory of my property.

_____
Signature of Offender Number Date Officer Signature Date

I certify that all property shown on this inventory was returned to me this date.

_____
Signature of Offender Number Date Officer Signature Date

Was the offender present when property was inventoried? Yes_____ No_____.

If offender was not present, explain why _____

_____

_____

_____

_____
Officer Signature

Kansas Department of Corrections
Offender Property Receipt

This form is to be used to document the receipt of any personal property an offender receives. A separate form is to be used for each occasion property is received. Property shown on this form is transferred to a Property Inventory and Registration form at the time the next inventory is taken.

OFFENDER NAME & NUMBER:_____ DATE:_____

ITEM	BRAND, MODEL, SERIAL NUMBER	*VALUE	OFFENDER INITIALS

* If value of item is verified by sales receipt, indicate that value and place a "V" in the value column. If value cannot be verified, indicate the value as declared by the offender and place an "I" in the value column and have the offender initial his/her declaration of value.

I hereby acknowledge receipt of the above-described property on this date.

_____ _____
Offender Signature Date Staff Witness Date

Kansas Department of Corrections
Request/Authorization to Remove Personal Property

Facility: _____ Date: _____

Offender Name: _____ Number: _____

I hereby request that the below described personal property be removed from the facility by the means specified.

_____ _____
Offender Signature Date Staff Signature Date

ITEM	DESCRIPTION

Method of Removal (Check One)

☐ Picked up by visitor or other authorized person.

☐ Donated to charitable organization.

☐ Destroyed. Of no value to offender

☐ Delivered to the local address shown by facility staff.

☐ Shipped or mailed to person/address indicated.

Removed via furlough.

Receiving Party

_____
Name

_____
Address

_____
City State Zip

_____
Relationship

_____
Signature of Person Picking Up Items

- If items are to be picked up or shipped, the offender shall indicate the name and address of the receiving party.
- If donation to charitable organization is indicated, staff member shall indicate the name and address of the organization at the time of disposition.
- If items are to be shipped, the offender shall be provided with and shall complete the actual shipping label used.

The above described property was removed from the facility as specified on this date.

_____ _____
Staff Signature Date

SPECIAL PROPERTY INVENTORY FORM

OFFENDER NAME & NUMBER:_____ DATE:_____

The following Items were permitted under the provisions of a property policy prior to April 15, 1991.

The offender shall be permitted to retain these items until the time of transfer to another facility. Replacement is not permitted. If the offender becomes the subject of a disciplinary action involving these items, such items shall be removed from the facility. The value of these items shall be fixed according to prior applicable versions of IMPP 12-120, and General Orders of the facility housing the offender as of April 15, 1991 concerning discretionary property values.

ITEM	BRAND, MODEL, SERIAL NUMBER	VALUE

_____ _____
Signature of offender Number Date Officer Signature Date

Was the offender present when property was inventoried? Yes_____ No_____.

If offender was not present, explain why _____

_____
Officers Signature

ADMISSION PROPERTY

The following items may be retained by offenders at the time they are transported by a Kansas county Sheriff to KDOC custody at a Reception and Diagnostic Unit (RDU). All other items shall be returned with officers transporting the offender to the KDOC.

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Bible/Primary Religious Text	Approved by reception facility Chaplain.	1	
Contact Lenses	As received, may be in offender's possession until replaced. Replace with eyeglasses from State contract unless health care provider determines that contacts are the preferred corrective device.	1	
Dentures	As received with offender or prescribed by health authority.	1 set	
Glasses, Eye Prescription	As received.	1	
Identification Documents-Documents Will be retained by KDOC until release	Driver's license, social security card, birth certificate or any other form of identification in an offender's possession.	As received	
Letters, Personal.....		10	
Photographs.....	Non-Polaroid, 8 1/2" x 11" or smaller, each separate image on multi-image sheets counting as one [1] photograph.	50	
Prosthetic Device	As received with offender and approved by health authority.	As received	
Wedding Band	Plain, no stone.	1	50.00
Wristwatch	No stones.	1	25.00

KANSAS DEPARTMENT OF CORRECTIONS ELECTRONIC CHECKLIST

FROM FACILITY:_____ TO FACILITY:_____

EMPLOYEE INITIALS:_____

OFFENDER NAME:_____ NUMBER_____ DATE_____

		Packout		Return	
Television	Volume Works	Yes __	No __	Yes __	No __
	On/Off Switch Works	Yes __	No __	Yes __	No __
	Reception Works	Yes __	No __	Yes __	No __
	Visible Cracks or Broken Parts	Yes __	No __	Yes __	No __

Comments: Model / Ser. No._____

_____

Fan:	On/Off Switch Works	Yes __	No __	Yes __	No __
	Speed Control Works	Yes __	No __	Yes __	No __
	Visible Cracks or Broken Parts	Yes __	No __	Yes __	No __
	Fan Oscillates (if applicable)	Yes __	No __	Yes __	No __

Comments: Model_____

_____

Typewriter:	On/Off Switch Works	Yes __	No __	Yes __	No __
	Keys Work	Yes __	No __	Yes __	No __
	Visible Cracks or Broken Parts	Yes __	No __	Yes __	No __
	Carriage Locks in Place (if applicable)	Yes __	No __	Yes __	No __

Comments: Model / Ser. No._____

_____

Radio/Tape Player	On/Off Switch Works	Yes __	No __	Yes __	No __
	Volume Works	Yes __	No __	Yes __	No __
	Reception Works	Yes __	No __	Yes __	No __
	FFW, REW, Switches Work	Yes __	No __	Yes __	No __
	Visible Cracks or Broken Parts	Yes __	No __	Yes __	No __

Comments: Model / Ser. No._____

_____

MP3 Player , Batteries & Charger	On/Off Switch Works	Yes __	No __	Yes __	No __
	Volume Works	Yes __	No __	Yes __	No __
	Battery Charger Works	Yes __	No __	Yes __	No __
	Visible Cracks or Broken Parts	Yes __	No __	Yes __	No __

Comments: Model / Ser. No._____

_____

Officer Signature: _____ Date: _____

Offender Signature: _____ Date: _____

Was offender present when the checklist was completed: Yes __ No __

If offender was not present, explain why?

Return Officer Signature: _____ Date:_____

Offender Signature on Property Return_____ Date:_____