NEVADA DEPARTMENT OF CORRECTIONS
AR 711

INMATE PROPERTY MANUAL

Effective Date: 07/27/11

James G. Cox, Director

7/19/11

Date

1. INMATE TRANSFERS

A. Transportation officers are to give the sending institution or facility an estimated time of arrival. The sending institution/facility should make every effort to expedite the transfer.

B. When An Inmate is Transferred Between Institutions/Facilities:

(1) An inmate who is being transferred between institutions/facilities is limited to:

a. Medically authorized items (i.e., braces) and KOP medications. KOP medications will be maintained by the inmate.

b. Legal work, 50 lbs per box (boxes must be purchased by inmates)

c. One duffle bag

d. One fire proof box (no substitutes) 10"x 18"x 10"

e. Three appliances that do not fit in their duffle bag or box

(2) Any exceptions to above limits must be pre-authorized by Deputy Directors.

(3) The officer will check the property against the original inventory in the presence of the inmate.

(4) Inmate's personal property card, property inventory sheet and property file are to be updated to accurately reflect the property accompanying the inmate and entered into NOTIS-Property.

a. All property will be inventoried and properly secured.

b. The inmate property will be kept separate from the inmate during transport.

(5) If an inmate scheduled for transfer has excess or unauthorized property, it is the responsibility of the sending institution/facility to dispose of these items.

a. Staff will confiscate and dispose of property with no ownership established.

b. Property will be donated to a charitable organization, mailed out at inmate's expense or properly disposed of by staff.

(6) When an inmate is presented for transfer with property on his person other than as authorized by this regulation, the property will be left at the sending institution.

a. The unauthorized property will be secured in the property room of the sending institution and will not be forwarded to the receiving institution at a later date.

(7) Inmates will be transported with their property.

a. A van traveling on the same trip may transport the excess property.

C. When an inmate is temporarily transferred between institutions/facilities of the Department for court or medical reasons:

(1) All personal property within the limitations given by this regulation will be sent with the inmate.

(2) The only exceptions to this procedure are as follows:

a. Inmates who are transferred on a temporary basis for less than seventy-two (72) hours.

b. Inmates who are transferred directly to a jail for court.

c. In these instances, the property will be stored at the sending institution/facility. Personal hygiene items will be provided to the inmate by the receiving institution.

D. If an inmate is transferring out of state, and it is reasonably expected that he/she will not return to the NDOC, only the property allowed at the receiving state institution/facility will be sent with the inmate.

(1) All excess property will be donated to a charitable organization, mailed out at their own expense or properly disposed of per procedure.

(2) In all instances where an inmate is transferred to another jurisdiction, the property will be sent in boxes; state owned storage lockers will not be sent:

a. If the transfer is for court, property will not be sent. Property will be held until returned by the sending institution.

b. If the transfer is voluntary, the inmate will be responsible for the cost of postage to mail these items.

c. If the transfer is involuntary, the Department will pay the cost of postage to mail the property to the inmate.

E. The sending institution/facility property officer will be responsible for securely sealing and inventorying all inmate's property in the presence of the inmate.

(1) All property discrepancies shall be noted on the Property Inventory Transfer Sheet.

(2) In instances where the inmate cannot be present when his property is inventoried, then a supervisor and the inventorying officer will inventory the property, sign the inventory sheet and securely seal the containers.

(3) Approved plastic seals will secure all duffle bags.

(4) All boxes will be taped closed and tagged on the end with the name and identification number of the inmate and the number of cartons.

(5) The quantity of each item will be stated on the inventory, i.e., 3 shirts, 2 pants, etc.

F. The property officer of the sending institution/facility should list and explain on the Property Inventory Transfer Sheet all property items that have been confiscated, destroyed, or not accounted for prior to transfer.

(1) A signed copy of DOC Form 1517 Unauthorized Property Notification should accompany the inmate's Property Inventory Transfer Sheet.

a. If the inmate is unwilling to sign, this fact will be noted and witnessed by staff.

b. If the inmate is transferred under emergency circumstances and is unable to sign DOC Form 1517, the form will be forwarded to the Property Officer of the receiving institution to obtain the inmate's signature.

(2) If the inmate contests this action through AR 740, Inmate Grievance Process, the property will be held until the grievance process is completed.

G. Whenever an inmate's packaged property is transferred from one official to another for whatever reason, the receiving official must sign the Property/Transfer Manifest Form (DOC 1863).

H. When an inmate is transported from another jurisdiction other than an institution/facility of the Department, it is the responsibility of the transportation officers to thoroughly search and inventory the property (using DOC-1757 Form) prior to transport and enter the information into NOTIS-Property.

(1) The inmate will be allowed to keep authorized Department property to include clothing on their person, valuables, money and legal work.

(2) The Department will provide an appropriate container for this purpose.

(3) Inmates will not be allowed to keep any non-prescription medications, personal hygiene, cosmetic or consumable items.

(4) Excess and/or unauthorized property will be turned over to the sending authorities for proper disposition.

(5) The Offender Management Division will inform, in writing, out of state jurisdictions of NDOC property regulations.

I. The sending facility/institution's shift officer's responsibility is to ensure that no inmate has more property than described in this regulation.

J. It is the receiving facility/institution responsibility to verify what articles are authorized and unauthorized.

(1) Both indigent and "indigent-at-the-moment" inmates qualify for indigent postage for unauthorized valuable property.

(2) Inmates must sign a brass slip before receiving indigent postage for unauthorized valuable property.

(3) All brass slips will be forwarded to Inmate Services for processing.

(4) Inmates required to send property out during the initial intake process must complete a brass slip for postage.

2. PERSONAL PROPERTY RESTRICTIONS FOR NEW COMMITMENTS AND PAROLE AND PROBATION VIOLATORS

A. Inmates for new commitments and Parole/Probation rates will be limited to:

(1) Wedding ring, band only, no stones (max value $50),

(2) One (1) religious necklace, no stones (max value $50),

(3) One (1) prescription or reading eye glasses; no contacts.

(4) Medically required prosthetics,

(5) Legal documents and paperwork,

(6) Address book, soft cover,

(7) Individual photos; no Polaroid's (max 10 photos)

(8) Personal identifications, i.e., drivers license, birth certificate, social security card,

(9) All monies received will be placed in the inmate's NDOC account.

B. All items received with the inmate will be searched, inventoried and placed in the inmate's property record prior to issue.

C. Items authorized to bring to intake centers may be restricted at other facilities by type and amount.

D. Any unauthorized items will be disposed of by the receiving institution.

3. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)/U.S. MARSHAL PROPERTY TRANSPORT RESTRICTIONS

A. All Department inmates transferring to ICE custody will be limited to the amount of property transported.

(1) Property not to exceed 50 pounds

(2) Only the following electrical appliances will be transported:

a. Television sets

b. Electrical razors

c. Fans

d. Calculators

e. Radios

(3) All unauthorized items will be donated to charity, destroyed or mailed out at the inmate's expense.

B. Inmates transferring to the U.S. Marshal's custody will only be allowed to take legal materials.

C. Institutional/facility staff will notify all inmates scheduled for release to ICE/U.S. Marshal of these restrictions.

4. DISPOSAL OF INMATE'S PROPERTY

A. Escape:

(1) The Department will not be responsible for any loss or damage of property of those inmates who escape from custody.

(2) All property of inmates who escape will be immediately confiscated, searched, inventoried, and placed in evidence or property room, i.e., in a secure area.

(3) If an inmate is not returned to the custody of the Department within seventy-two (72) hours, and the property is not being held for evidence, the property will be disposed of after 30 days.

a. This disposition could include: destroy, return to state (if state property) and/or given to charity.

b. The Warden/Facility Manager should submit, in writing, instructions for disposing of this property to the property staff.

(4) DOC Form 1773 (NDOC Inmate Inventory Transfer) - The property staff, in all instances, will complete this form when staff disposes of inmate's property on escape status and update NOTIS-Property.

a. A copy of this report will be forwarded to the offender's I-File.

b. The original will be kept in the offender's property file.

(5) Property placed in evidence will be handled per A.R. 458, Crime Scene Protection, Preserving, Gathering, and Disposal of Evidence.

B. DEATH

(1) All property will be secured by staff, inventoried, and placed in a secure area.

(2) Refer to AR 420, Inmate Death or Serious Injury Procedure for final disposal of property.

C. DISPOSING OF AUTHORIZED AND EXCESSIVE PROPERTY

(1) DOC Form 1517, Unauthorized Property Notification, will be used in disposing of unauthorized and/or excessive property.

a. Staff will deliver this form to the inmate

b. The delivery date will be noted in a NOTIS.

c. The form will be distributed as noted on the form.

(2) An inmate will have ten days from the date they receive this form to return this form to the property staff, detailing how this property is to be disposed. An inmate may:

a. Ship it out at their own expense,

b. Have the property disposed of by the property officer or,

c. Donate the property to charity.

d. Staff will determine if the items in question are appropriate items to donate.

e. Approved charities will be determined by staff,

f. If the request to donate items is denied, property will be disposed of by staff.

g. Appeal the decision through the inmate grievance process

h. Property will be held until the grievance process is completed.

i. When pursuing the grievance process, an inmate must choose an alternate disposition of these items.

(3) If DOC Form 1517 is not received within ten (10) days, or the inmate refuses to sign the form, staff will determine the disposition of the items.

a. A refusal to sign will be noted on DOC Form 1517.

b. An entry will be made in NOTIS noting this fact.

(4) Unless approved in writing by the Warden, unauthorized property will not be picked up at the institution/facility. This authority cannot be delegated.

(5) Disposing of contraband should be resolved using the inmate disciplinary process.

a. Items that may be used as evidence in a criminal prosecution will be handled per AR 458.

5. AUTHORIZED INMATE PERSONAL PROPERTY (3-4280)

A. Appliances (non-expendable property)

(1) Limitations may be imposed at institutions/facilities consistent with the security needs of the institution.

a. Inmates must be informed of these limitations.

b. Items are purchased at the inmate's own risk.

(2) All appliances must be purchased through the Inmate Canteen.

a. All appliances purchased will be sent to the property officer for inspection prior to being issued to the inmate.

b. All appliances will be properly secured prior to being delivered to the inmate so that any tampering by inmates may be noted.

c. The inmate's identification number will be engraved on the appliance before issuance to the inmate. Institutional Procedures may reference additional information engraved such as name, date of purchase, etc.

d. The cost of the item at the time of purchase, and the date of purchase, will be entered on the Inmate's Personal Property Card, signed by the inmate, prior to receiving the items and entered into NOTIS-Property.

(3) Unless otherwise noted, only one item per inmate noted below is allowed.

a. Portable Radio AM/FM only, with built-in antenna (non-expendable property)

1. No detachable speakers

2. May be combined with a television or clock

3. Must have earphone jack

4. No external antennas are authorized

5. No internal or external recording capabilities or short wave bands

6. May be in combination with cassette player

b. Television set, black/white, or color cable ready or cable adaptable (non-expendable property)

1. Television antenna not allowed

2. May be in combination with AM/FM radio

3. Must be transistorized type with earphone jack

4. No remote control devices of any type

5. Maximum size 13" /100 Watt

c. CD player, portable (non-expendable property)

1. No detachable speakers

2. May be radio/CD combination

3. Must have earphone jack and earphones

4. No short-wave bands

5. No internal or external recording capabilities

d. Electric fan, U.L. approved, maximum diameter 10" (non-expendable property)

1. Plastic blade only

2. No metal parts

e. Reading lamp (non-expendable property)

1. UL approved

2. No metal bases

3. Maximum extended length not to exceed 18", excluding cord

f. Hot pot (non-expendable property)

1. UL approved

2. No crock pot or submergible heater "stingers" allowed

g. Clock, digital or analog mechanical wind-up clocks (non-expendable property)

h. Shavers, electric and/or cordless (non-expendable property)

i. Extension cord, three-wire conductor, UL approved, non-metal, 6-foot maximum and circuit breaker protected (non-expendable property)

j. Headphones

1. No metal parts

k. Additional items allowed for female inmates only (non-expendable property)

1. Curling iron/brush

2. Electric hairdryers (non-expendable property)

(a) UL approved

(b) 1600 Watt maximum

(4) Pre-recorded compact discs (expendable property)

a. In order to possess this item, an inmate must have a compact disk player.

1. Total not to exceed 12 combined CD or cassettes

2. No blank discs allowed

3. No metal cases or pieces

4. One dry head cleaning CD permitted in addition to 12 discs

5. No cassettes allowed

B. Musical instruments may be authorized at medium or below security institutions/facilities, at the discretion of the Warden (non-expendable property).

(1) No cumbersome instrument, i.e., bass viola, drums, etc

(2) All musical instruments will be considered non-expendable property

(3) Exchange of strings for string instruments will be permitted on a one-for-one basis

NOTE: MUSICAL INSTRUMENTS WILL NOT BE TRANSPORTED IF AN INMATE IS TRANSFERRED TO ANOTHER FACILITY.

(4) Value not to exceed $10.00.

C. Jewelry (non-expendable property)

(1) The Department is not responsible for any total value over $200.00.

(2) Watch, one wrist

a. No settings/stones

b. Value not to exceed $50.00

(3) Ring, one wedding band type only

a. No settings/stones

b. Value not to exceed $50.00

(4) Religious medals and chains

a. Value not to exceed $50.00.

b. Not to exceed more than two chains with two religious medallions.

c. No setting or stones

d. No gang symbols allowed

e. Religious ring (in addition to wedding ring)

(5) Earrings

a. Earrings of any type are not authorized

D. Personal equipment (expendable property)

(1) Any item purchased in a Department inmate canteen, which is allowable at the institution/facility where the inmate is housed.

(2) Safety razor

E. Ten personal books, including legal and religious books, are the maximum amount authorized. Books received through the mail must follow the procedure.

F. Authorized Religious Material. See AR 810, Access to Religious Programs

G. Personal Clothing (expendable property)

(1) All articles of exterior male or female clothing must be a shade of blue – this does not apply to inmates housed in restitution centers.

(2) Male inmates are not permitted to have female clothing, and visa versa.

(3) Authorized Clothing

a. No lettering, logos, or nylon. Inmates may have special logos, such as OASIS and other programs, as approved by the Warden; limit ten (10) total.

b. Sweatshirts-pullover type only, sweatpants, sweat suits, jogging suits - no hoods, limit two

c. Jeans, blue denim only, limit five

d. T-shirts/athletic shirts, white or shade of blue, no lettering or logos, limit ten

e. Boxers/briefs, white or shade of blue, limit ten, male only

f. Athletic shorts/trunks – blue, gray, limit one

g. Long underwear, white or gray, limit two

h. Socks, neutral colors, limit ten

i. Belts, plain black, brown or blue, limit one

j. Buckles (attached to belt), not to exceed 2"X2" maximum weight not to exceed 1 ½ ounces. Must have blunt edges. Only Garrison D-ring type style, limit one

j. Dress shirts, no logos, pictures or printed lettering, limit five

k. Sweater, no logos, pictures or printed lettering, limit two

l. Light jacket or coat, plain blue denim only (Levi type) button or snap only, no logos, pictures or printed lettering, limit one

m. Robe, blue or gray only, limit one

n. Pajamas, blue or gray only, limit one set

o. Suspenders, limit one

p. Baseball caps, blue only – no logos, pictures or printed lettering, limit one

1. VVA blue hat with VVA logos may be authorized by the Warden.

q. Knit watch cap, blue only – no logos, pictures or printed lettering, limit one

r. "Doo rags" and "skull caps", one (1) only, and only purchased from Canteen.

s. Additional items allowed for female inmates

1. Undergarments – including bras and underwear, white only

NOTE: Amounts exceeding the limits possessed by inmates on the effective date of this regulation will be allowed to be kept by inmates until transferred, released, or placed in more secure housing.

(4) Footwear (expendable property)

a. Athletic shoes, limit two

1. No pump up shoes

2. No metal

3. Shoes must be predominantly black, gray, or white

b. Shoes, limit one

1. Black only

2. No metal

c. Other authorized footwear, limit one

1. Slippers/sandals

2. Shower thongs

3. Boots, black only, no metal, 6" height

H. Other items authorized (expendable property)

(1) Blankets – blue/gray only, limit two

(2) Sheets – stripes or prints only, limit two sets

(3) Pillow – blue/white only, limit one.

I. Magazines overall total not to exceed ten (expendable property)

J. Calendar – limit one. Must be purchased from inmate Canteen.

K. Restrictions may be placed on items available for inmate purchase pending custody, assignment, and/or location

L. Items sold in the Canteen will follow restrictions on type and color.

M. **INMATES PURCHASE ALL ITEMS AT THEIR OWN RISK.**

N. **Upon transfer to another institution, inmates will be required to dispose of all property not permitted at the receiving institution.**

O. Hobby craft items are detailed in AR 260, Hobby Craft Procedure.

6. INMATE PERSONAL CLOTHING/FOOD PACKAGES

A. Each eligible inmate is allowed to order one clothing and one food package per quarter. Quarters are:

(1) January 1 - March 31

(2) April 1 - June 30

(3) July 1 - September 30

(4) October - December 31

B. Total packages may not exceed, excluding taxes, postage, shipping and handling in each quarter, $350.00 in value

(1) Clothing packages may not exceed $225.00

(2) Food packages may not exceed $125.00

C. Inmates are responsible to assure that total items received comply with limits set forth in AR 711 Inmate Personal Property and institutional procedures at the inmate's current location.

(1) Excessive items may be confiscated and disposed of per procedure.

D. All packages must be sent from the approved vendor distribution center.

E. Inmates serving disciplinary segregation, detention, austere housing are not eligible to order or receive packages until such time they are removed from this status.

(1) Inmates housed in Intake, Regional Medical Facility and infirmaries are not eligible to participate in this program.

(2) Inmates who have unauthorized/excessive property pending disposal will not be eligible to receive a package until the inmate disposes of this property.

(3) Institutions may vary number and type of packages based on their level system.

F. Inmates who have ordered a package and are then moved into restricted housing before the package is received will have the package returned to the vendor.

G. All incoming packages must be opened and inspected for contraband prior to being issued to the inmate.

(1) No items may be substituted for authorized catalog items.

(2) Inmates must sign a receipt prior to receiving the package.

(3) No items will be allowed to be back ordered.

H. Packages should be processed within 2 weeks upon receipt.

I. Packages will be returned to the vendor if inmate is no longer in NDOC custody.

(1) Packages for inmates who have been transferred to another institution will be forwarded by the vendor to the inmate's current location

J. This program does not create any right or liberty interests, nor should any be implied, for inmates. Inmates participate in this program at their own risk.

ATTACHMENTS

DOC Form 1517	Unauthorized Property Notification
DOC Form 1520	Inmate Personal Property Card
DOC Form 1773	Inmate Inventory Transfer
DOC Form 1863	Property Transfer Manifest
DOC Form 3026	Inmate Personal Property Claim Form
DOC Form 3027	Property Claim Release Agreement