



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 504.01

Page 1 of 3

Effective Date: December 1, 2013

Distribution: B

Supersedes: 504.01 (2/15/10)

Approved by: Derrick D. Schofield

Subject: INMATE PERSONAL PROPERTY

- I. AUTHORITY: TCA 4-3-603 and TCA 4-3-606.
- II. PURPOSE: To standardize the acquisition and control of personal property of inmates and establish uniform procedures for the removal/and disposition of certain property.
- III. APPLICATION: To institutional employees and inmates, excluding any offender assigned to and actively participating in a Specialized Alternative Incarceration Unit (SAIU) program, and to employees and inmates of privately managed facilities.
- IV. DEFINITIONS: Personal Property: Items authorized by the Tennessee Department of Correction (TDOC) for possession by inmates, including personally owned property and certain state-issued articles.
- V. POLICY: The TDOC shall maintain a comprehensive standardized list of personal property items that inmates are permitted to have in their possession.
- VI. PROCEDURES:
 - A. Policy #504.02 shall govern the recording and accounting of all inmate personal property.
 - B. Items in the personal possession of an inmate shall not occupy more than six cubic feet collectively in his/her individual room, cell, or dormitory housing unit and shall conform to fire-safety regulations. This size box shall be standard use for cell or room searches, routine property checks, and transportation requirements. Property that will not fit inside the box shall be considered excess and removed to the property room until the disposition of the excess items can be accomplished in accordance with Policy #504.02. An item is considered to be excess if it does not fit within the six cubic foot limitations, even though that item may appear on the approved property list. The total amount of legal materials that an inmate may have in his/her possession will not exceed a space delineated by 1.5' x 1' x 1'. Legal materials that exceed this space allocation may be stored in another area of the facility approved by the Warden. The inmate will be allowed reasonable access to any stored legal materials. The Warden will develop an institutional policy specifying the storage location, methods and process whereby the inmate may have emergency access to stored legal materials.
 - C. Exceptions to the six cubic foot requirements are:
 1. Legal material (does not include personal law books and reference material)
 2. Prescribed medical equipment

Effective Date: December 1, 2013	Index # 504.01	Page 2 of 3
Subject: INMATE PERSONAL PROPERTY		

3. Television
 4. Fan
 5. Approved musical instruments (does not include radio)
 6. Linen (state-issued)
- D. By July 1 of each year, the Commissioner shall publish a list of personal property that inmates are permitted to have in their possession. This list may be revised as frequently as needed. All inmates are required to be in compliance with the approved property list. Televisions, radios, tape players, typewriters, fans, and musical instruments shall be engraved with the inmate's TDOC number. These items shall be properly recorded so that they may accompany the inmate through the system. Inmates returning to the TDOC as parole violators, escapees, etc., who maintain their current TDOC number shall be allowed to receive their original property if the items show evidence of prior possession (i.e., are engraved with the TDOC identification number) without any modifications. Property which has a modification of its identification, serial number, or any other aspect, will not be allowed and will be disposed of in accordance with Policy #504.02. Inmates are prohibited from exchanging property with other inmates directly or indirectly through third parties. The Warden may permit inmates to transfer personal property to other inmates if they are immediate family members and this relationship can be verified.
- E. Individual jewelry items must be listed on Offender Property (LIBN), screen printed, and signed by the inmate verifying that the jewelry does not exceed the value established within this policy. The signed forms shall be kept on file in the property room with a copy given to the inmate.
- F. Each Warden may further restrict this list according to the institution's individual security or treatment requirements. Inmates sentenced to death may receive items that are unique to that particular group. The Warden shall issue an institutional policy which addresses restriction of personal property and defines storage requirements. Inmates may grieve denial of a particular piece of property through the grievance process.
- G. Provisions shall be made for any inmate who has a medical problem or a physical handicap requiring special equipment, as verified by the institutional physician and meeting the security needs of the institution. This property shall be listed on Offender Property (LIBN). (See Policy #504.02)
- H. Inmates may possess state-issue items in accordance with Policy #504.05 and items received in accordance with the December special package list as approved by the Commissioner in accordance with Policy #507.02.
- I. All items on the approved property list which are available from the institutional commissary shall not be received from any other source. At the Warden's discretion, postage stamps may be received through the mail. All items which are a part of state-issue may be restricted by the Warden as being the only source from which those items may be received.

Effective Date: December 1, 2013	Index # 504.01	Page 3 of 3
Subject: INMATE PERSONAL PROPERTY		

- J. Inmates who were admitted to a TDOC institution prior to June 15, 1980, who have in their possession excluded items as designated by this policy [such as television(s), radio(s), tape player(s), fan(s), musical instrument(s), or typewriter(s)] which are not in compliance with this policy either by size or value, have received a dispensation for those items only for as long as they remain in the system. They must, however, comply in number, as only one of each of these items is allowed. These items have been marked with an engraver to ensure that they are properly identified so that they may remain with the individual for dispensation and the TDOC number of the inmate. Example: D-000000. This item shall be properly recorded on the inmate's property list on Offender Property (LIBN) and shall move with him/her through the system. When the inmate is released, the items for which he/she has received the dispensation must go with them or be disposed of. These items shall never remain with TDOC as the result of a transfer of property from one inmate to another.

- K. Inmates admitted to TDOC prior to August 1, 1998, who have in their possession excluded items as designated by this policy, (i.e., AM and FM radio not to exceed 18"x 24", audio cassette tape player, compact disc player and case, compact discs, etc.) may retain these items as they move through the system. When released, these items must go with them and may not be transferred to another inmate. These items currently in possession for whatever reason may not be sent out for repair or replacement. The institution education supervisor and/or chaplain will provide access to tape players for those inmates who receive authorized tapes, i.e., educational, religious, legal, and do not possess a tape player.

- L. All property room personnel will familiarize themselves with e-Tomis screen Offender Property (LIBN) for documenting and tracking offender property.

VII. ACA STANDARDS: 4-4292 through 4-4294.

VIII. EXPIRATION DATE: December 1, 2016.

 <p style="text-align: center;"> ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction </p>	Index #: 504.01	Page 1 of 1
	Effective Date: August 15, 2016	
	Distribution: B	
	Supersedes: N/A	
Approved by: Tony Parker		
Subject: INMATE PERSONAL PROPERTY		

POLICY CHANGE NOTICE 16-13

INSTRUCTIONS:

Please add the following to Section VI.(C):

“7. Approved third party vendor tablet and charger”