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**ADMINISTRATIVE REGULATION
 IMPLEMENTATION/ADJUSTMENTS**

AR FORM 100-1A (11/05)

CHAPTER	SUBJECT	AR #	EFFECTIVE
Offender Personnel	Offender Property	850-06	11/15/07

CENTENNIAL CORRECTIONAL FACILITY / COLORADO STATE PENITENTIARY WILL ACCEPT AND IMPLEMENT THE PROVISION OF THE ABOVE ADMINISTRATIVE REGULATION:

- As Written Not Applicable With the following adjustments to meet localized operations/conditions

ACA Standards: 4-4164, 4-4166, 4-4285, 4-4292, 4-4293, 4-4294, 4-4446

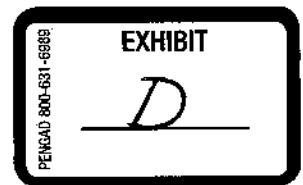
III. DEFINITION

- N. Behavior Management Plan (BMP): An individualized behavior modification plan to encourage an offender's appropriate behavior through systematic reinforcements. A BMP will remain in effect for a period of no longer than six months.
- O. Special Controls: A planned 72 hour offender intervention program. This program is designed as an incentive based response to violent, dangerous or disruptive behavior. Any extension of Special Controls beyond the 72 hours requires the Warden's or designee approval. The initiation of Special Controls will immediately supersede Behavioral Management Plans and Quality of Life Program.

IV. PROCEDURE

C. Documentation of Personal, State and Canteen Property

- 4. Upon arrival, an initial inventory of an offender's property by property officers shall be completed on DC Form 850-6A, listing property which complies with this LA. Items not authorized at CCF/CSP shall be confiscated and listed on CCF/CSP Form 850-6D, Unauthorized Offender Property. [4-4292, 4-4293, 4-4294]
- 5. Offender Personal Inventory Quantity and Liability Limits will be accomplished as follows:
 - a. During in-processing, offender property will be inventoried and segregated in accordance with paragraph IV. K. 4 of this LA. The offender will sign both the updated DC Form 850-6A and CCF/CSP Form 850-6D, Unauthorized Offender Property.
 - b. Thereafter, each time an offender acquires, disposes of, or is required to relinquish property no longer authorized at CCF/CSP, the offender remains responsible to ensure his DC Form 850-6A is updated through property.
 - c. Upon notification of a change in an offender's property status, property officers shall update the DCIS form 850-6A. Copies will be provided to the offender and the property file. Changes will be maintained in the CCF/CSP property file in chronological order. DCIS form 850-06A will reflect the most current change.



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d. Upon transfer or discharge, the offender will sign current copies of DC Form 850-06A update. One copy will be retained in the CCF/CSP property file, and one signed copy, authenticated by property officers, will be placed in the offender's property for transfer or discharge.

E. Facility Transfer

5. Offenders at CCF placed in punitive segregation shall have their property inventoried to ensure compliance with DOC Administrative Regulation 850-06, *Offender Property*.
6. Any property confiscated because of a move to punitive segregation will be disposed of in accordance with DOC AR and LA 300-06, *Searches and Contraband Control*. Only items listed on CCF/CSP Form 850-06E, Allowable Property, will be packed and sent to segregation when an offender is placed on Removal from Population or Punitive Segregation.
 - a. Offenders arriving at CSP will be brought into compliance with CCF/CSP form 850-06E, Allowable Property.
9. When an offender is progressed or regressed within CSP, the sending pod shall search and inventory the property, comparing it with the property list. The receiving pod shall ensure the offender's property is in compliance with CCF/CSP Form 850-06E, Allowable Property.
10. When an offender is regressed within the High Security Management System (i.e., from CCF to CSP), or reduced in Quality of Life Level, the HSM Property Officer will inventory the offender's property to ensure compliance with CCF/CSP Form 850-06E, Allowable Property. The DCIS property file will be updated to reflect the most current property status. CCF/CSP property officers will electronically scan all offender property.
11. Property no longer authorized because of a change in Conditions of Confinement and Quality of Life Incentive Levels shall be taken to the property office for disposition (mail, donate, or destroy). A Shakedown List, DOC Form 300-06A, must be completed, identifying items removed, and signed by the confiscating officer. A copy must be provided for the offender and a copy sent with the property. Personal TVs will be stored while at CSP, and not be required to be sent out.

F. Temporary Absence

6. When an offender is off grounds overnight (i.e., out to court, infirmary, Colorado Mental Health Institute), the property will be packed by unit/pod staff and taken to Property. An inventory sheet must be completed and signed by unit/pod staff and the offender (or indicate "refused to sign"). A copy will be placed in the duffie bag and the bag will be sealed with a tag.
 - a. CSP: All offender clothing and bedding will be inventoried separately from personal property and sent to property. Property officers shall inventory and send the clothing and bedding to the laundry, along with the AR Form 850-06A. The clothing that the offender has on his person at the time he arrives

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in Intake will also be sent to the laundry, along with his other clothing. Laundry FTE will inventory the clothing and bedding, launder it, and return it to it to Property for storage with the inventory form. A copy of the inventory form will be kept in the offender's property file, laundry file and chronological file.

- b. CCF: All offender clothing and bedding will be inventoried separately from personal property and sent to property. property officers will inventory the clothing and bedding and send it to CSP laundry, along with AR Form 850-06A. The clothing that the offender has on his person at the time of arrival in the CCF intake area will also be sent to the CSP laundry. CSP laundry staff will again inventory the clothing and bedding, launder it and return it to it to CCF property for storage. A copy of the inventory form will be kept in the offender's property file, laundry file and chronological file.
- c. Upon an offender's return to Intake, security officers will perform an electronic scan of the offender's stored property and a shakedown list will be completed. As per CCF/CSP IA 300-06, *Searches and Contraband Control*, an offender will not be moved from the Intake area until all contraband issues are resolved. Once this is accomplished, Custody/Control officers will move the offender to his assigned unit/pod. Property will be returned to the offender in a timely manner. Unit/pod officers will obtain the offender's unit/pod file, compare the out-going inventory to the offender's property, and note discrepancies in the offender's file.
- d. An offender going out to court is restricted to legal paperwork associated with the currently scheduled court action.
- e. When an offender returns from temporary absence, only legal materials, authorized hygiene items with the exception of razors, and medical appliances or prostheses are permitted back into the facility. [4-4294] All allowable property will be e-scanned prior to returning to the offender.

H. Parole or Discharge:

4. Prior to legal release of an offender from confinement, all personal property listed on DC Form 850-6A shall be inventoried and accounted for. Both the offender and officer shall sign the form to verify the inventory. [4-4446]

J. Disposition of Contraband:

1. As required by AR, the following guidelines are provided for the donation of contraband/unauthorized property at CCF/CSP.
 - a. The "charitable organization" used by CCF/CSP will be Loaves & Fishes located in Cañon City, Colorado.
 - 1) Items designated by an offender to be donated to a different charitable organization must be mailed by the offender at the offender's expense. (This is a "mail disposition", not "donate")

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- 2) Personal property designated by an offender for donation will be destroyed rather than donated if items are marked with the offender's name and/or DOC number, or are in unserviceable condition. Food items that are in open containers or are perishable will be destroyed.
 - 3) Items designated for donation lose their individual identity and become part of a "lot" or "group" of items to be donated.
 - 4) Personal books designated for donation by an offender also become part of a "lot" of books. Property officers may direct "lots" of books to the CCF/CSP or DOC library system, CSP Chaplain, or to the charitable organization, providing they meet the serviceability conditions stated above.
- b. The designated location for the disposal (destruction) of offender personal property will be the locked trash containers (dumpsters) located at Check Point.
 - c. When an offender fails to provide disposition instructions within the ten (10) day time frame, or does not have sufficient funds to mail his property, the facility will make disposition and a report will be written. The report will include details of the circumstances, and that the check point dumpsters were used. Disposal will be witnessed by two (2) staff members, and this fact will be included in the report.
 - d. CCF/CSP Form 850-6C, Unauthorized Offender Property, requires the offender to provide disposition instructions within ten (10) days, according to AR 850-06, Section IV. J. Offenders must have available funds to mail out unauthorized property within thirty (30) days of confiscation or the property will be destroyed.

K Administrative Segregation Property:

- 1. a. All prescribed medical prostheses, appliances, and medication will be taken to and approved by CCF/CSP Medical. If an item is not approved by medical, it will be recorded on DC Form 300-6 A, Shakedown Slip. [M]
- b. Durable medical equipment is not be taken from an offender, unless:
 - 1) The device is determined to be a threat to safety and security,
 - 2) Clinical Services is consulted to determine whether an option exists,
 - 3) The AIC would also have to agree that this was an acceptable remedy to the problem, and a revised Accommodation Resolution would have to be implemented. [M]
- 4. Allowable property shall be in accordance with attachments to this IA as they apply to CCF or CSP. An offender who has completed in-processing has all allowable property. Thereafter, property can only be acquired in an authorized manner. All

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other items in possession are contraband and will be governed by AR 300-06, *Searches and Contraband Control*.

a. Special Conditions

- 1) Offenders may have special limitations placed on their property.
- 2) Personal televisions are allowed as long as they are acquired from the Canteen and meet facility security standards. Rules and agreements are found in CCF/CSP OM 650-100, *Conditions of Confinement and Quality of Life*. Offenders are responsible for the care and maintenance of their personal televisions. Offenders will use a commercial TV repair service (of their choice) to accomplish repairs. The TV must be mailed directly to a repair service and returned directly back to the offender through the mail. All transactions are strictly between the offender and his selected repair service. The offender must bear the cost of all shipping, handling, and repair costs.

5. Books: Offenders are allowed personal books provided they do not exceed their Quality of Life allowable book limit as follows: two (2) books for Levels One through Four, and five (5) books for Levels Five and Six, five (5) books for OMI Program compliant offers (as defined in 850-06, Attachment A).

- a. During in-processing, offenders may choose to retain books based on their Quality of Life Level or OMI Program Level limits as defined in CCF/CSP Form 850-06 E, and must then make disposition of any remaining books. Excess books may be donated to the CCF/CSP Library, at the discretion of the facility librarian.
- b. As offenders progress through the Quality of Life Levels, they may acquire additional books, up the maximum allowable for their level, through approved vendors.
- c. The Mail Room will ensure that all incoming book(s) meet the guidelines of AR 300-25, *Offender Reading Material*, and the book(s) will be forwarded to Property for placement on the offender's property list.
- d. CCF/CSP Property will verify compliance with property limits, add authorized book(s) to the offender's property record (DC Form 850-6A), and deliver the updated property record and book(s) back to the Mail Room for mail distribution.
- e. Book(s) received in excess of limits will be returned to the Mail Room. The Mail Room will issue contraband slips for rejected books based on level limits. Rejected books may be donated to the CCF/CSP library. This does not apply to books rejected due to content.

O. Religious property restrictions and limitations are discussed in AR and IA 300-01, *Religious Programs, Services, Clergy, Faith Group Representatives, and Practices*, specifically Attachment E to the AR.

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V. RESPONSIBILITY

B. Property Lieutenant shall:

1. Maintain the facility property control system.
2. Assist in reviewing and updating of this IA.

E. The Programs Manager shall:

1. Have overall responsibility for offender personal property control.
2. Review this IA annually and update as needed. [4-4292]


F. CCF/CSP FTE, Volunteers and Contract Workers shall:

1. Be responsible for safe and secure handling of offender property.
2. Have thorough knowledge of offender property control and adhere to this IA.

ATTACHMENTS:

- D. CCF /CSP Form 850-6D, Unauthorized Offender Property
- E. CCF/CSP Form 850-6E, Allowable Property
- F. CCF/CSP Form 850-6F, Detailed Definition of Miscellaneous Paperwork

(SIGNED)


Susan Jones, Warden

(DATE) 02/19/08

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Centennial Correctional Facility / Colorado State Penitentiary
UNAUTHORIZED OFFENDER PROPERTY

Offender Name _____

DOC # _____

Date _____

The items of personal property listed below are not authorized at CCF/CSP. Final disposition must be completed within thirty (30) days.

Indicate property disposition by initialing the desired disposition for each item, and sign and date the form. Complete a shipping blank and a Miscellaneous Withdrawal Ticket for items to be mailed. Your disposition notification to Property is required within ten (10) days, in accordance with Administrative Regulation 850-6, *Offender Property*.

Unauthorized Property

Disposition

_____	mail___	donate___	destroy___
_____	mail___	donate___	destroy___
_____	mail___	donate___	destroy___
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_____	mail___	donate___	destroy___

Offender Signature _____

Date _____

Officer Signature _____

Date _____

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Gentennial Correctional Facility / Colorado State Penitentiary
ALLOWABLE PROPERTY

LEVELS ONE, TWO, and THREE

- three (3) pens(Flex - Canteen purchase only)
- one (1) state issue pair prescription eyeglasses and case
- one (1) plain wedding band
- one (1) wristwatch (Canteen purchase only)
- three (3) pair green shirts and pants
- five (5) white T-shirts
- five (5) white undershorts
- five (5) pairs white socks
- one (1) jacket
- one (1) knit cap
- two (2) white towels (CCF/CSP issued)
- three (3) white cleaning cloths
- one (1) pair of shower sandals (Canteen purchase only)
- one (1) pair canvas shoes
- two (2) books (unaltered) (including religious)
- two (2) issues of TV Guide
- two (2) magazines (unaltered, with identification markings)
- one (1) drinking cup (Canteen purchase only)
- eighteen (18) colored drawing pencils
- one (1) soap dish (Canteen purchase only)
- twenty (20) stamps (Canteen purchase only)
- two (2) packages/containers of each type of Canteen medication
- two (2) (TOTAL OF each item) of shampoo, soap, deodorant, toothbrush (Ora-Line only), toothpaste, comb/brush, scented oils
- one (1) deck of playing cards (poker type only)
- one (1) box of legal papers (not over two cubic feet)
- four (4) writing tablets (Canteen purchase only)

approved pictures/photographs - no larger than 8 1/2" x 11" (no Polaroid)

prescribed medical prosthesis, appliances, and medication (approved by CCF/CSP Medical)
approved medical items

approved religious items

- one (1) religious medallion which shall not exceed two and one-half (2 1/2) inches in diameter, and design must not pose a security concern.
 - one (1) chain (a minimum of 20 inches and no longer than a maximum of 26 inches in length)
- religious items coordinated through the Chaplain and approved by the Programs Manager and/or Supervisor

approved Canteen items. (All Canteen items must be on the current CCF/CSP Canteen list.)

miscellaneous paperwork (per Attachment F)

CCF offenders only may possess:

- one (1) fan
- one (1) canteen mirror

Once an offender's property has been processed at Centennial Correctional Facility / Colorado State Penitentiary, any item(s) found in excess of, altered, or not on the list of Allowable Property, will be declared contraband and is subject to confiscation and Code of Penal Discipline charges.

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After seven (7) days good behavior (this does not include LOP, R.P. or RFP offenders):

- one (1) television
- one (1) coaxial cable, no more than 6' in length (CCF/CSP issued or personal for CCF only)

LEVELS FOUR THROUGH SIX

Will be allowed to purchase one pack of razors, to be issued individually on an exchange basis.

- one (1) pair insoles

LEVELS FIVE AND SIX

All items and limits listed above

- three (3) personal white t-shirts (CCF Catalog only)
- three (3) personal white boxers (CCF Catalog only)
- three (3) personal pairs of socks (CCF Catalog only)
- two (2) grey fleece shorts (CCF Catalog only)
- two (2) grey sweatpants (CCF Catalog only)
- two (2) grey sweatshirts (CCF Catalog only)
- two (2) thermal drawers (CCF Catalog only)
- two (2) thermal shirts (CCF Catalog only)
- one (1) pair jogging/tennis shoes with shoestrings (CCF Catalog only)
- one (1) pair insoles
- five (5) books (unaltered) (including religious) (5 books total max allowed)
- six (6) magazines (unaltered, with identification markings) (6 magazines total max allowed)
- two (2) washcloths (Canteen purchase only)
- one (1) pair insoles

LEVEL SIX ONLY:

- One pair of sun glasses or clip on sun glasses through canteen catalog
- One (1) baseball hat through canteen catalog

OMI PROGRAM COMPLIANT OFFENDERS:

- three (3) pens (Flex - Canteen purchase only)
- one (1) state issue pair prescription eyeglasses and case
- one (1) plain wedding band
- one (1) wristwatch (Canteen purchase only)
- three (3) pair green shirts and pants
- five (5) white T-shirts
- five (5) white undershorts
- five (5) pairs white socks
- one (1) jacket
- one (1) knit cap
- two (2) white towels (CCF/CSP issued)
- three (3) white cleaning cloths
- one (1) pair of shower sandals (Canteen purchase only)
- one (1) pair canvas shoes
- five (5) books (unaltered) (including religious)
- two (2) issues of TV Guide
- two (2) magazines (unaltered, with identification markings)
- one (1) drinking cup (Canteen purchase only)
- eighteen (18) colored drawing pencils
- one (1) soap dish (Canteen purchase only)
- twenty (20) stamps (Canteen purchase only)
- two (2) packages/containers of each type of Canteen medication
- two (2) (TOTAL OF each item) of shampoo, soap, deodorant, toothbrush (Ora-Line only), toothpaste, comb/brush, scented oils
- one (1) deck of playing cards (poker type only)
- one (1) box of legal papers (not over two cubic feet)
- four (4) writing tablets (Canteen purchase only)

approved pictures/photographs - no larger than 8 1/2" x 11" (no Polaroid)

prescribed medical prosthesis, appliances, and medication (approved by CCF/CSP Medical)
approved medical items

approved religious items

- one (1) religious medallion which shall not exceed two and one-half (2 1/2) inches in diameter, and design must not pose a security concern.
- one (1) chain (a minimum of 20 inches and no longer than a maximum of 26 inches in length)
- religious items coordinated through the Chaplain and approved by the Programs Manager and/or Supervisor

approved Canteen items. (All Canteen items must be on the current CCF/CSP Canteen list.)

miscellaneous paperwork (per Attachment F)

CCF offenders only may possess:

- one (1) fan
- one (1) canteen mirror
- one (1) television
- one (1) coaxial cable, no more than 6' in length (CCF/CSP issued or personal for CCF only)
- Ability to purchase one pack of razors, to be issued individually on an exchange basis.
- one (1) pair state issued black boots
- three (3) personal white t-shirts (CCF Catalog only)
- three (3) personal white boxers (CCF Catalog only)
- three (3) personal pairs of socks (CCF Catalog only)
- two (2) grey fleece shorts (CCF Catalog only)
- two (2) grey sweatpants (CCF Catalog only)
- two (2) grey sweatshirts (CCF Catalog only)
- two (2) thermal drawers (CCF Catalog only)
- two (2) thermal shirts (CCF Catalog only)
- one (1) pair jogging/tennis shoes with shoestrings (CCF Catalog only)
- one (1) pair insoles
- five (5) books (unaltered) (including religious) (5 books total max allowed)
- six (6) magazines (unaltered, with identification markings) (6 magazines total max allowed)
- two (2) washcloths (Canteen purchase only)
- one (1) pair insoles
- One pair of sun glasses or clip on sun glasses through canteen catalog
- One (1) baseball hat through canteen catalog

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Centennial Correctional Facility/Colorado State Penitentiary
DETAILED DEFINITION
of
MISCELLANEOUS PAPERWORK

- A. Miscellaneous Paperwork -The term "miscellaneous paperwork" is used as a CCF/CSP facility specific property form entry to collectively categorize these materials. They are **not** individually accountable items of property (as regulated by AR 850-06, *Offender Property*) and they are limited by source of acquisition and volume restrictions as a total amount of offender legal/paperwork space limitation (one [1] legal box).
- B. Book - Printed material fastened together along one edge forming a binding, usually between protective covers. All publications, with the exception of legal material, must be in their original form. Books are accountable property subject to quantity restrictions and listed by number on an offender's property record.
- C. Booklet - A small book with a binding, often with a paper cover.
- D. Workbook - A book in which one does work or keeps records, as in a course of study.
- E. Pamphlet - A small, thin, unbound publication made up of sheets of paper stapled down one edge rather than having a binding.
- F. Newsletter/Bulletin - Sheets of printed material often fastened by a staple. These often have issue or volume numbers, or are dated.
- G. Tablet - A writing pad, often glued together on one edge. The only authorized tablets at CCF/CSP are those listed by stock number on the Canteen List.
- H. Catalog - Considered a magazine, regardless of thickness, subject to quantity restrictions, and listed by number on an offender's property record.

Centennial Correctional Facility/Colorado State Penitentiary
DETAILED DEFINITION
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- D. Workbook - A book in which one does work or keeps records, as in a course of study.
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