


**Office of the Secretary**

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## SECRETARIAL DIRECTIVE

**SUBJECT:** Internal Investigations & Criminal Evidence Handling

**NUMBER:** 2020-06

**SUPERSEDES:** ADC 17-16  
 ADC 13-48  
 ACC 17-32 (Sect. G)  
 ACC 18-09

**APPLICABILITY:** All Employees, Contract Employees, Volunteers and Offenders

**REFERENCE:** AR 005 Reporting of Incidents,  
 AR 014 Internal Affairs & Investigations,  
 A.C.A. § 25-43-105, 108, and 403

**PAGE** 1 of 9

**ISSUED BY:** Original Signed by Wendy Kelley **EFFECTIVE DATE:** 7/27/2020

**I. POLICY:**

As the executive head of the Department of Corrections (Department or DOC), it is the responsibility of the Secretary to ensure that all incidents within the Department are investigated or reviewed in a timely, efficient, and procedurally correct manner. The decision to investigate or review an incident will be made by the Internal Affairs Administrator, based on the Department's or a Division's policy on the subject. Additionally, Computerized Voice Stress Analysis or Polygraph Examinations may be used under limited circumstances when thorough investigation reveals their usefulness to an inquiry. Finally, evidence seized as a part of a criminal investigation or for the purpose of criminal prosecution will be handled in a uniform and consistent manner.

**II. PROCEDURE:**

- A. All incidents as defined in Administrative Regulation 005, or Department or Division Policy, will be investigated or reviewed by the Internal Affairs Division, which will report directly to the Secretary of Corrections. Suspicion of criminal acts (trafficking, staff sexual misconduct, theft, etc.), serious violation of an offender's personal rights, or of rules, regulations or procedures, all uses of force by staff against offenders, and complaints or information supplied which may have a serious bearing on Department operations should also be investigated.

As used in this Secretarial Directive, the term “offender” applies to inmates, residents in a community correction center or reentry center, parolees, and probationers.

1. All suspicions of criminal acts or institutional rule violations will be reported to the Warden/Center Supervisor, Area Manager, or Administrator; and the appropriate Deputy Director or Assistant Director and to the Internal Affairs Administrator who will advise the Secretary and appropriate Division Director. In cases where warranted, the Internal Affairs Administrator, after consulting with the Secretary and Division Director, will advise law enforcement including the State Police or Sheriff where the incident occurred.
  2. The Department shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.
- B. The guidelines below will provide the procedures and techniques used in conducting investigations. Attention to detail and thoroughness are required in any investigation. If these guidelines are followed, it will provide for a complete, thorough, and timely investigation.
- C. Investigatory Procedures and Techniques:

Evidence gathering, labeling and protection of evidence, questioning and taking statements from witnesses, use of photographs and videos, computerized voice stress analysis examinations, polygraph examinations, and report writing must be professionally accomplished to be useful in an effective investigation. Crime scenes must be secured to protect the integrity of any potential evidence.

1. Evidence Gathering: Evidence uncovered relating to a matter under investigation must be properly handled, protected, and labeled. After an incident occurs, the area should be sealed off to protect the integrity of the investigation and the evidence:
  - a. Evidence which may reveal information through Crime Lab analysis (fingerprints, substance, etc.) should be handled with extreme care. In no case should a person's position or simple curiosity be a reason to unnecessarily handle evidence. Destroying latent fingerprints which might reveal ownership, responsibility, or involvement can seriously jeopardize the investigator's fact-gathering process.
  - b. Evidence which may be turned over to the Arkansas State Police (ASP) will be placed in a sealed and labeled container. Whether evidence is or is not turned over to the ASP, does not change the necessity for its protection in a sealed plastic container/package or paper bag.
    - (1) Evidence that may be fingerprinted **shall not be** placed into a plastic bag or other air-tight container. This evidence shall be

stored in a paper bag by careful handling and minimum touching.

- (2) Damp or biological evidence **shall not be** placed in plastic bags.
    - a. Damp items shall air dry, unaided. Damp items shall not be dried in the sun or with artificial heat.
    - b. After having been dried, the items shall be placed into paper bags.
    - c. If it will be necessary for damp items to be placed in a paper bag, the investigator involved shall be notified immediately.
  - (3) Paper folds will be suitable for small amounts of suspected narcotic substances, hair, fibers, etc. The paper fold shall then be placed into another container such as a plastic bag or paper bag.
  - (4) The clothing of inmates and residents involved in suspected violent crimes shall be removed, bagged separately, and held in an evidence room or released directly to the Arkansas State Police.
  - (5) The evidence container will be sealed with some type of evidence or fracture tape that will indicate any tampering. The seizing officer will initial this tape. A heat seal process may be used on plastic bags.
- c. Evidence labeling must include:
- (1) Exact location where found.
  - (2) Date and time found.
  - (3) The name(s) of person(s) discovering the evidence (name must be printed, and evidence label signed).
  - (4) The location where the evidence will be stored (until turned over to the ASP or destroyed per policy).
  - (5) Date taken and returned from analysis (as needed).
  - (6) Where evidence is transferred, a chain of custody form must be obtained including: complete description of evidence, printed and signed name of recipient(s), job title, location and dates transferred.
2. Crime Scene Security
- a. The first DOC employee at any facility or center on the scene not involved in any rescue or first aid efforts will secure the scene, ascertain the identities of all those present and disperse all unauthorized individuals. The identities of

- all individuals on the scene will be gathered so they can be positively identified for later interviews, if needed.
- b. A supervisor will designate an employee to maintain the security of the crime scene until released by investigators. The employee maintaining the security of the crime scene shall prohibit all other individuals from entering the area. This employee will initiate a crime scene contamination log. Any persons entering the crime scene shall be noted on the log.
  - c. Nothing within the crime scene area shall be moved or touched by anyone. If an object needs to be removed because of a threat to security, such as a weapon, that object will be photographed and diagramed with relation to the rest of the crime scene. This will be done prior to its removal if possible.
3. **Use of Photographs and Video:** Photographic and video evidence is useful and can be invaluable in a subsequent investigation and/or prosecution. Each facility and area office will have a digital camera. Photographs or video recordings shall be taken immediately at the scene and of any victim(s) as soon as possible - in cases of physical assault. Photographs or video recordings of property damage or the scene of a theft are likewise important. Inmates or residents involved in suspected violent crimes shall be photographed prior to and after removal of clothing. Photographs and videos should be handled with the same care as other evidence and should be labeled. Photographs provided to the Internal Affairs Division should be in color. Surveillance video (if available) of the area shall also be retained and turned over to the Internal Affairs Division.
  4. **Statements:** If a reasonable belief exists that a felony has occurred, statements from all involved persons (victims, witnesses, suspects, responders, or anyone with knowledge of the incident) should be forwarded to the Internal Affairs Administrator who will refer the incident, as appropriate, to the Arkansas State Police or proper law enforcement officials, at which time the law enforcement officials will conduct the interview and advise the suspects of their appropriate rights. (Note, in some cases local law enforcement may be the initial investigator, when a parolee or probationer is involved).
  5. **Computerized Voice Stress Analysis (CVSA) and Polygraph Examinations:** These investigative tools shall be employed only with prior written or verbal approval of the Secretary, Division Director, or Internal Affairs Administrator.
    - (a) The investigating officer must present key reasons to the Secretary or Division Director as to why an employee should complete a CVSA or polygraph examination. If the Secretary or Division Director agrees, the employee will then be ordered to take the test.

- (b) If an employee consents to take the CVSA or polygraph, he/she shall sign the Computerized Voice Stress Analysis Authorization/Polygraph and Consent form - Attachment A.
  - (c) If after taking the test, the employee objects to the results of the test, that employee may make a written request to the Secretary to have a second reading of the original computerized voice stress analysis charts made by another independent examiner. A copy of the letter of analysis completed by the second examiner will be given to the employee.
  - (d) An employee who refuses to take either a CVSA or polygraph examination as directed can be disciplined solely for refusing to do so, as outlined in the applicable policy on Employee Conduct Standards.
6. The Secretary may give a direct order that an employee submit to a CVSA or polygraph examination for violations of policy that would warrant discharge, suspension, or criminal sanctions. The following procedural safeguards will be utilized if this policy is invoked.
- (a) Where an employee is accused and the investigator believes it to be important, the accuser will be tested on the CVSA or polygraph first except as directed by the PREA policy. The accuser must tell the truth prior to any order given for an accused to take a CVSA or polygraph test.
  - (b) Absent an accusation against an employee, where a preliminary investigation reveals that there is credible evidence that the employee was involved or has direct knowledge of the incident, a CVSA or polygraph test may be ordered. Only individuals involved in, or with direct knowledge of the incident, will be subject to examination.
  - (c) Thorough preliminary investigation of the incident reveals that there are believable allegations that policies or conduct guidelines of the Department or Division, or the law have been violated.
  - (d) The CVSA or polygraph Examiner must be apprised of the relevant findings and results of the ongoing investigation and use such as a basis for the formulation of examination questions.
  - (e) An employee or offender requested or directed to take a CVSA or polygraph examination must be advised of their right against self-incrimination.

- (f) An inmate, community correction center resident, or reentry center resident who refuses to take a CVSA or polygraph examination may receive disciplinary action for such refusal. A parolee or probationer who refuses to take a CVSA or polygraph examination may be sanctioned under the Offender Violation Guide.
- (g) The employee or offender shall be advised that the test is being administered as part of an official investigation and shall be informed of the nature of the incident and his/her alleged involvement in or knowledge of it. In addition, the employee or offender shall be made aware that their answers cannot be used against them in a criminal proceeding.
- (h) The scope of the examination shall be limited to the incident under investigation, and the questions asked shall relate specifically and directly to the performance of the employee's duties in the course of participating in, witnessing the incident, or having knowledge of the incident, or to the inmate's participation in or witnessing of the incident. A list of all questions asked must be incorporated in the report of the examiner.
- (i) The examination must be conducted by licensed computerized voice stress analysis examiners.
- (j) The requesting authority will not sustain a complaint against an employee solely based on CVSA or polygraph test results. There must be at least one additional item of corroborating evidence in the written report completed by the investigating officer for the requesting authority to sustain the complaint. (A witness statement is one form of corroboration).

The Department has a responsibility to have examinations administered with impartiality. In an accuser-accused relationship, the accuser will be examined first.

- D. Unit/Area Office or Departmental Investigations: After the initial reporting of an incident in accordance with AR 005, Department or Division policy, an investigation shall be conducted into the matter.
- (1) All incident reports, statements, disciplinary and medical reports shall be compiled within seven (7) calendar days of the date of the discovery of the incident.
  - (2) The Warden, Area Manager, or Administrator shall prepare a memorandum in which he/she summarizes this information and makes his/her recommendation for the continuation or termination of the investigation.

- (3) This summary memorandum, along with a single packet containing all reports and color photographs, shall be referred by the Warden, Area Manager, or Administrator in the electronic Offender Management System (eOMIS), or forwarded by paper copy under certain instances, with copies of all attached reports, within ten (10) calendar days of the date of the discovery of the incident to the Internal Affairs Administrator; unless requested prior to the ten (10) calendar day timeframe. The referral **must include** the names of all employees and offenders (including inmate number) involved in the incidents in the correct area of the report (electronic or paper).
- E. Internal Affairs Investigations: The Secretary, Division Director, or Internal Affairs Administrator may order an Internal Affairs investigation or review by the Internal Affairs Division of an incident at any time. All Unit, Area, or office investigation material shall be forwarded to the Internal Affairs Administrator. The investigation shall be directed by the Internal Affairs Division, and the Warden, Area Manager, or Administrator will fully cooperate with requests and provide assistance required to complete the investigation. The Internal Affairs Division will have unlimited access to all locations and files relevant to any ongoing investigations. The Internal Affairs Division will complete its investigation or review within twenty (20) calendar days of the date the incident was referred and forward its reports and recommendations to the requesting authority. Any extension of the twenty (20) calendar day limit must be requested, in writing, from the Internal Affairs Investigator to the Internal Affairs Administrator for prior approval before the completion of the twenty (20) calendar day deadline. The requesting authority must be advised by the Internal Affairs Administrator of any extension of the twenty (20) day deadline.
- F. Confidentiality: All notes, reports, tape recordings, and any other material which are part of an investigation are considered confidential. No one shall have access to these records other than the investigative personnel, the Warden, Area Manager, or Administrator, the appropriate Deputy or Assistant Director, the Chief Legal Counsel, the Secretary or Division Director, unless specific permission is granted by the Secretary or Division Director, or the Internal Affairs Administrator.

Dissemination of investigative information under the Freedom of Information Act shall be coordinated by the Office of the Secretary, in consultation with the Chief Legal Counsel. For purposes of litigation preparation, the Internal Affairs Administrator may release investigative information to the Attorney General's Office.

### III. **ATTACHMENTS:**

1. CVSA or Polygraph Authorization
2. Administrative Warning

**Arkansas Department of Corrections  
Office of the Secretary  
Internal Affairs Division**

**AUTHORIZATION AND CONSENT FORM FOR A COMPUTERIZED VOICE STRESS ANALYSIS  
OR POLYGRAPH EXAMINATION**

The undersigned Examiner on \_\_\_\_\_ (Date) and \_\_\_\_\_ (Time) obtained  
Written or Oral authorization from \_\_\_\_\_ to conduct a CVSA  
or Polygraph examination on: \_\_\_\_\_ (ADC/PID Number \_\_\_\_\_)  
\_\_\_\_\_  
(Employee Number \_\_\_\_\_)

Purpose of Investigation: \_\_\_\_\_

**FOR DOC EMPLOYEE:** I understand I have the right to a Second Reading of the CVSA or Polygraph Examiner's original charts by another licensed independent examiner should I disagree with the results. To exercise my right to a Second Reading, I must make a written request to the Secretary of the Department of Corrections within five (5) business days. I fully understand all expenses associated with a requested Second Reading will be paid by me. I will receive a copy of the Analysis of the Second Reading.

\_\_\_\_ I accept and agree to take the CVSA or Polygraph.

\_\_\_\_ I decline and refuse the CVSA or Polygraph.

\_\_\_\_\_  
Name/Title Date/Time

The above signature was witnessed by: \_\_\_\_\_  
Name/Title Date

Authorization Verified by:  
\_\_\_\_\_  
Name/Title Date

**Arkansas Department of Corrections  
Office of the Secretary  
Internal Affairs Division**

**ADMINISTRATIVE WARNING**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Employee: \_\_\_\_\_ Rank: \_\_\_\_\_

Unit: \_\_\_\_\_ Position: \_\_\_\_\_ Employee No: \_\_\_\_\_

This is an official administrative inquiry regarding \_\_\_\_\_ an incident, \_\_\_\_\_ misconduct or \_\_\_\_\_ improper performance of official duties, which is under administrative investigation. This inquiry pertains to \_\_\_\_\_

The purpose of this interview is to obtain information which will assist in the determination of whether administrative action is warranted. In an administrative investigation you are **required** to truthfully answer all questions directed to you, both orally and when requested in writing.

You are going to be asked a number of specific questions regarding the performance of your official duties. These questions are specifically, directly and narrowly related to the performance of your duty. You are not being questioned for the purpose of instituting criminal proceedings against you.

During the course of questioning, even if you do disclose information which indicates you may be guilty of criminal conduct in this matter, neither your self-incrimination statements, nor the fruit thereof, will be used against you in any criminal proceeding.

If you refuse to answer questions directed to you, you will be given a direct order by a superior and/or Internal Affairs Division Investigator to answer the question directed towards you in this matter. If you refuse to answer the questions, you will be advised such refusal constitutes a violation of the Department's Employee Conduct Standards and may serve as a basis for more serious disciplinary action, up to, and including **discharge**.

During this investigation you are directed to not discuss or make known any information concerning this matter with anyone other than your direct Chain of Command, your attorney/representative or members of the Internal Affairs Division.

If you have any questions regarding this warning, or any questions regarding the procedures to be followed, you may direct those questions to the Administrator of Internal Affairs Division, or their designated representative.

I, \_\_\_\_\_, hereby acknowledge the receipt of the above warning; that I have been given an opportunity to read it, or have it read to me; and I fully understand my rights as outlined above.

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_



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**SUBJECT:** ~~Criminal Evidence Handling~~

**NUMBER:** ~~13-48~~ **SUPERSEDEDS:** ~~95-14~~

**APPLICABILITY:** ~~TO ALL EMPLOYEES~~

**REFERENCE:** ~~AR 020~~ **PAGE** 1 of 4

**APPROVED:** ~~Original signed by Ray Hobbs~~ **EFFECTIVE DATE:** ~~11/22/2013~~

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**I. POLICY**

It is the policy of the Department of Correction that evidence seized as part of a criminal investigation or for the purpose of criminal prosecution will be handled in a uniform and consistent manner by Department of Correction employees to ensure the integrity and security of evidence.

**II. EXPLANATION:**

To establish a uniform method of handling and maintaining the integrity of criminal evidence seized in Department of Correction facilities.

**III. PROCEDURES:**

**A. Notification**

1. ~~The Arkansas State Police will be the authorized investigators of alleged crimes occurring in Department of Correction facilities and must be contacted immediately whenever an alleged crime occurs in a Department of Correction facility." All contacts with the State police or other law enforcement agencies will be made through the Internal Affairs Division (see Incident Notification Policy AD 94:28).~~
2. ~~All weapons, controlled substances, suspected controlled substances and drug paraphernalia found, whether or not there is a suspect, shall be~~

~~processed as evidence under this procedure. All seized weapons, controlled substances and drug paraphernalia should be disposed of by the direction of the Arkansas State police. In all instances an Incident Report (AR005) shall be written and copies forwarded to the Arkansas State police and the Internal Affairs Division.~~

#### ~~B. Crime Scene Security~~

- ~~1. The first Department of Correction employee on the scene not involved in any rescue or first aid efforts will secure the scene, ascertain the identities of all those present and disperse all unauthorized individuals. The identities will be gathered so they can be positively identified for later interviews.~~
- ~~2. The Shift Supervisor will designate an employee to maintain the security of the crime scene until released by investigators. The employee maintaining the security of the crime scene shall prohibit all other individuals from entering the area. This employee will initiate a crime scene contamination log. Any persons entering the crime scene shall be noted on the log.~~
- ~~3. Nothing within the crime scene area shall be moved or touched by anyone. If an object needs to be removed because of a threat to security, such as a weapon, that object will be photographed and diagramed with relation to the rest of the crime scene. This will be done prior to its removal if possible.~~

#### ~~C. Evidence~~

- ~~1. At each crime scene, one officer will be designated as the evidence custodian and will be responsible for the handling, marking, packing, and securing of all evidence. Any employee that seizes evidence involving a crime will complete a Form 401 (Attachment A) describing the property and involved persons.
  - ~~a. A copy will be attached to the Incident Report provided to the Arkansas State.~~
  - ~~b. A legible copy will be provided as a receipt to the person the item seized from, if applicable.~~
  - ~~c. The original will be placed in the inmate file.~~~~
- ~~2. The person seizing an article of evidence will normally maintain custody of that evidence until its placement in the property room. If it will be~~

~~necessary for more than one person to assume custody of the item, each of those persons will make such a notation on the chain of custody record located on the item's packaging. A report detailing the reasons for the transfer will also be submitted and included in the Incident Report by each person who assumed custody of any evidence.~~

#### ~~D. Evidence Packaging~~

- ~~1. Individual items of evidence shall be packaged separately and marked with an evidence tag or report for identification purposes. All evidence containers will be labeled with the following information:
  - ~~a. Date and time seized;~~
  - ~~b. Department of Correction employee who seized the item;~~
  - ~~c. Description of item;~~
  - ~~d. Victim's name and ADC #;~~
  - ~~e. Suspect's name and ADC #;~~
  - ~~f. Record of the item's chain of custody.~~~~
- ~~2. Evidence that may be fingerprinted SHALL NOT BE placed into a plastic bag or other air-tight container. This evidence shall be stored in a paper bag by careful handling and minimum touching.~~
- ~~3. Damp or biological evidence SHALL NOT BE placed in plastic bags.
  - ~~a. Damp items shall air dry, unaided. Damp items shall not be dried in the sun or with artificial heat.~~
  - ~~b. After having been dried, the items shall be placed into paper bags.~~
  - ~~c. If it will be necessary for damp items to be placed in a paper bag, the investigator involved shall be notified immediately~~~~
- ~~4. Paper folds will be suitable for small amounts of suspected narcotic substances, hair, fibers, etc. The paper fold shall then be placed into another container such as a plastic bag or paper bag.~~
- ~~5. The evidence container will be sealed with some type of evidence~~

~~or fracture tape that will indicate any tampering. The seizing officer will initial this tape. A heat seal process may be used on plastic bags.~~

~~E. Controlled Substance Evidence Disposal~~

- ~~1. The Arkansas State Police are responsible for the destruction of any evidence they seize. If the State Police declines to investigate a case and does not seize narcotic related evidence, the Internal Affairs Division will be notified for pick up and transfer of the item(s) to the State Police.~~
- ~~2. The Internal Affairs Division will sign a receipt for all controlled substance related items received for disposal. Upon delivery to the State Police, a signed receipt will be issued to the Internal Affairs Division. The completed receipt will be retained for at least three (3) years.~~

~~F. Statements and Photographs~~

- ~~1. Any comments made by suspects or witnesses to Department of Correction Staff will be noted and reported promptly. These reports will identify the circumstances of the remarks and the person to whom the remarks are made.~~
- ~~2. Suspects involved in violent crimes shall be photographed prior to and after removal of clothing. Clothing shall be removed, bagged separately, and held in an evidence room or released directly to the Arkansas State Police.~~

~~G. Legal Authorization~~

~~while in the course of their duties, Department of Correction staff shall be authorized by the Director to possess and transfer to any other Department of Correction employee any controlled substance found or discovered during a search of an investigation, or otherwise discovered during the course of their duties. Any controlled substance found, recovered, or handled by Department of Correction staff will be handled and processed in accordance with this procedure.~~



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## ~~ADMINISTRATIVE DIRECTIVE~~

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~~SUBJECT: Internal Investigations and Computerized Voice Stress  
Analysis Examinations~~

~~NUMBER: 17-16 SUPERSEDES: 11-35~~

~~APPLICABILITY: All Employees, Contract Employees, Volunteers and Inmates~~

~~REFERENCE: AR-014 Internal Affairs and PAGE: 1 of 10  
Investigations~~

~~APPROVED: Original Signed by Wendy Kelley EFFECTIVE DATE: 05/26/17~~

### ~~I. POLICY:~~

~~To ensure that incidents are investigated in a timely, efficient and procedurally correct manner and computerized voice stress analysis examinations are used only under limited circumstances when thorough investigation reveals their usefulness to an inquiry.~~

### ~~II. EXPLANATION:~~

~~Evidence gathering, labeling and protection of evidence, questioning and taking statements from witnesses, use of photographs, computerized voice stress analysis examinations, and report writing must be professionally accomplished to be useful to the requesting authority.~~

~~A. All incidents as defined in Administrative Regulation 005 should be investigated by Internal Affairs. Suspicion of criminal acts (trafficking, staff sexual misconduct, theft, etc.), serious violation of an inmate's personal rights, or of rules, regulations or procedures, and complaints or~~

~~information supplied which may have a serious bearing on facility or institutional operations should also be matters for investigation.~~

- ~~1. All suspicions of criminal acts or institutional rule violations will be reported to the Warden and the Chief Deputy Director, Deputy Director, Assistant Director or Internal Affairs Administrator who will advise the Director. In cases where warranted, the Internal Affairs Administrator, after consulting with the Director or Chief Deputy Director, will advise the Prosecuting Attorney and local law enforcement including State Police or Sheriffs of the jurisdiction where the incident occurs.~~
  - ~~2. Requests for departmental staff participation in an investigation must be initially processed through the chain of command before a request for this service is made to the Chief Deputy Director, Deputy Director, Assistant Director or Internal Affairs Administrator by the Warden.~~
  - ~~3. The agency shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.~~
- ~~B. The guidelines below will provide the salient procedures and techniques used in forming investigations. Attention to detail and thoroughness in approach are required in any investigation. If these guidelines are followed, it will provide for a complete, thorough and timely investigation.~~
- ~~C. Investigatory Procedures and Techniques:~~
- ~~1. Evidence Gathering: Evidence uncovered relating to a matter under investigation must be properly handled, protected and labeled. After an incident occurs, it may be wise to "seal off" an area to protect the integrity of the investigation and the evidence.
 
    - ~~a. Evidence which may reveal information through Crime Lab analysis (fingerprints, substance, etc.) should be handled with extreme care. In no case should a person's position or simple curiosity be a reason to unnecessarily handle evidence. Destroying latent fingerprints which might provide ownership/responsibility/involvement can seriously jeopardize the investigator's fact-gathering process.~~
    - ~~b. Evidence which will be sent to a Crime Lab, such as rape kits, should, immediately after discovery, if size or type permits, be placed in a sealed container, labeled and taken~~~~

~~to the Arkansas Crime Lab. Whether evidence is or is not sent to a Crime Lab does not change the necessity for its protection in a sealed container.~~

~~e. Evidence labeling must include:~~

~~(1) Exact location where found.~~

~~(2) Date and time found.~~

~~(3) The name(s) of person(s) discovering the evidence (name must be printed and evidence label signed).~~

~~(4) Location where evidence will be stored (until taken to Crime Lab, as needed).~~

~~(5) Date taken and returned from analysis (as needed).~~

~~(6) Where evidence is transferred and date. Receipt for evidence transferred away from institution control must be obtained including: complete description of evidence, printed and signed name of recipient, job title, agency and date transferred.~~

~~(7) Chain of custody form to include signatures, time and date of any persons handling the evidence.~~

~~2. Use of Photographs: Photographic evidence is useful and can be invaluable in subsequent investigation and/or prosecution. Each facility should have a digital camera. Photographs shall be taken immediately at the scene and of the victim as soon as possible—in cases of physical assault. Photographs of property damage or the scene of a theft are likewise important. Photographs should be handled with the same care as other evidence and labeled.~~

~~3. Statements: Statements are a most important part of any investigation but it is absolutely imperative that the rights of individuals who may be charged with an offense in court are not violated. If a reasonable belief exists that a felony has occurred, the information should be forwarded to the Arkansas State Police or proper jurisdictional law enforcement officials, at which time the law enforcement officials will conduct the interview and advise the suspects of their appropriate rights.~~

~~It is advisable that a witness be present when possible. All statements will be recorded, and recorded statements will be transcribed when necessary.~~

- ~~4. Reports: Reports prepared during an investigation are to be totally comprehensive. All employees who participate or observe significant events or situations shall prepare incident reports pursuant to Administrative Regulation 005. Investigation reports shall be prepared to evaluate the relevant facts.~~
- ~~5. Computerized Voice Stress Analysis Examinations: These investigative tools shall be employed only with prior written or verbal approval of the Director, Chief Deputy Director, Deputy Director, Assistant Director or Internal Affairs Administrator on the basis that there is no reasonable alternative to the determination or resolution of disputed issues of fact.~~
  - ~~a. An employee who refuses to take a computerized voice stress analysis examination can be disciplined solely for refusing to do so, as outlined in the Administrative Directive on Employee Conduct. If an employee consents to take a computerized voice stress analysis examination, he/she shall sign the Computerized Voice Stress Analysis Authorization and Consent form Attachment A.~~
  - ~~b. The Director may order that an employee submit to a computerized voice stress analysis examination for violations of policy that would warrant discharge, suspension or criminal sanctions. The following procedural safeguards will be utilized if this policy is invoked:
    - ~~(1) Where an employee is accused and the investigating officer believes it to be important, the accuser will be tested on the computerized voice stress analysis first and must substantially tell the truth prior to any order given for an employee to take a computerized voice stress analysis test.~~~~

~~Absent an accusation against a particular employee, where a preliminary investigation reveals that there is credible evidence that the employee was involved or has direct knowledge of the incident, a computerized voice stress analysis test may be ordered.~~

- ~~(2) The investigating officer must present reasons to the Director as to why a particular employee should complete a computerized voice stress analysis. If the Director agrees, the employee will then be ordered to take the test.~~
- ~~(3) If after taking the test, the employee objects to the results of the test, that employee may make a written request to the Director to have a second reading of the original computerized voice stress analysis charts made by another independent examiner. A copy of the letter of analysis completed by the second examiner will be given to the employee.~~
- ~~(4) The requesting authority will not sustain a complaint against an employee solely on the basis of computerized voice stress analysis results. There must be at least one additional item of corroborating evidence in the written report completed by the investigating officer in order for the requesting authority to sustain the complaint. (A witness statement is corroboration.)~~
- ~~c. An inmate who refuses to take a computerized voice stress analysis examination after appropriate safeguards of his/her constitutional rights may receive disciplinary action for such refusal.~~
- ~~d. Preliminary Procedural Limitations: Widespread or indiscriminate use of the computerized voice stress analysis is unnecessary and costly but, when required, accurate and reliable computerized voice stress analysis results can be obtained by observing high standards of professionalism in administration and confidentiality with respect to the results. Therefore, the following preliminary procedural safeguards must be observed:~~
- ~~(1) Thorough preliminary investigation of the incident reveals that there are believable allegations that a serious incident has taken place in which the Administrative Regulations of the agency, the rules or conduct guidelines of the Department, or the law have been violated. A "serious" incident is one which could be grounds for suspension or discharge of an employee or for discipline of an inmate.~~

- ~~(2) Thorough preliminary investigation of the incident undertaken reveals that there is a credible allegation that the prospective subject of the computerized voice stress analysis examination was involved in or had direct knowledge of the incident.~~
- ~~(3) The computerized voice stress analysis examiner must be apprised of the relevant findings and results of the preliminary investigation and use such as a basis for the formulation of examination questions.~~
- ~~(4) An employee or inmate requested or directed to take a computerized voice stress analysis examination must be advised of the constitutional privilege against self incrimination and not be required to waive it.~~
- ~~e. Requirements which apply during the computerized voice stress analysis examination and following its administration are:~~
- ~~(1) The employee or inmate shall be advised that the test is being administered as part of an official investigation, shall be informed of the nature of the incident and his/her alleged involvement in or knowledge of it, and of the right to refuse to answer questions which would tend to incriminate.~~
- ~~(2) The scope of the examination shall be limited to the incident under investigation, and the questions asked shall relate specifically and directly to the performance of the employee's duties in the course of participating in, witnessing the incident, or having knowledge of the incident, or to the inmate's participation in, witnessing of the incident. A list of all questions asked must be incorporated in the report of the examiner.~~
- ~~(3) The examination must be conducted by qualified computerized voice stress analysis examiners.~~
- ~~(4) The Department shall furnish the employee with exactly the same report that it received regarding the results of the examination.~~

~~f. The Department has a responsibility to have examinations administered with impartiality. In an accuser-accused relationship, the accuser will be examined first, if he/she will cooperate, to test the validity of the accusations.~~

~~In rare instances, the accused may take the computerized voice stress analysis examination at his/her request and with permission from the Director, Chief Deputy Director, Deputy Director, Assistant Director, or the Internal Affairs Administrator.~~

~~D. Unit or Departmental Investigations: After the initial reporting of an incident in accordance with AR 005, an investigation shall be conducted into the matter. All incident reports, statements, disciplinary and medical reports shall be compiled within seven (7) days of the date of the discovery of the incident. The Warden or Administrator shall prepare a memorandum in which he/she summarizes this information and makes his/her recommendation for the continuation or termination of the investigation. This memorandum shall be referred in the electronic Offender Management System (eOMIS) or forwarded by paper copy under certain instances, with copies of all attached reports, within ten (10) days of the date of the discovery of the incident to the Chief Deputy Director, Deputy Director, Assistant Director, and the Internal Affairs Administrator, unless requested prior to the ten (10) day timeframe.~~

~~E. Internal Affairs Investigations: The Director, Chief Deputy Director, Deputy Director, or Assistant Director may order an Internal Affairs investigation by the Internal Affairs Division of an incident at any time. All unit or division investigation material shall be forwarded to the Internal Affairs Administrator. The investigation shall be directed by the Internal Affairs Division, and the Warden will cooperate with requests and provide assistance required to complete the investigation. The Internal Affairs Division will have unlimited access to all areas and files relevant to any ongoing investigations. The Internal Affairs Division will complete its investigation within twenty (20) days of the date the incident was referred and forward its reports and recommendations to the requesting authority. Any extension of the twenty (20) day limit must be requested, in writing, from the Internal Affairs investigator to the Internal Affairs Administrator for prior approval before the completion of the twenty (20) day deadline. The requesting authority must be advised by the Internal Affairs Administrator of an extension of the twenty (20) day deadline.~~

~~F. Confidentiality: All notes, reports, tape recordings, and any other materials which are part of an investigation are considered confidential. No one shall have free access to these records other than the investigative personnel, the Warden/Administrator, Chief Deputy Director, Deputy~~

~~Director, Assistant Director or the Director, unless specific permission is granted by the Director or the Internal Affairs Administrator.~~

~~Dissemination of investigative information under the provision of the Freedom of Information Act shall be handled by the office of the Director.~~

~~**III. ATTACHMENTS:**~~

~~Attachment A—Computerized Voice Stress Analysis Examination~~

REPEALED

Attachment A

**AUTHORIZATION AND CONSENT FORM FOR COMPUTER VOICE STRESS ANALYSIS (CVSA)**

The undersigned CVSA Examiner on \_\_\_\_\_ (Date) and \_\_\_\_\_ (Time) obtained

~~Written or Oral~~ authorization from \_\_\_\_\_ to conduct a

CVSA on: \_\_\_\_\_ (ADC Number \_\_\_\_\_)

\_\_\_\_\_ (Employee Number \_\_\_\_\_)

Purpose of Investigation:

~~**FOR ADC EMPLOYEE:** I understand I have the right to a Second Reading of the CVSA Examiner's original charts by another licensed independent CVSA examiner should I disagree with the results. To exercise my right to a Second Reading, I must make a written request to the Director of the Department of Correction within five (5) business days. I fully understand all expenses associated with a requested Second Reading will be paid by me. I will receive a copy of the Analysis of the Second Reading.~~

\_\_\_\_\_ I accept and agree to take the CVSA.

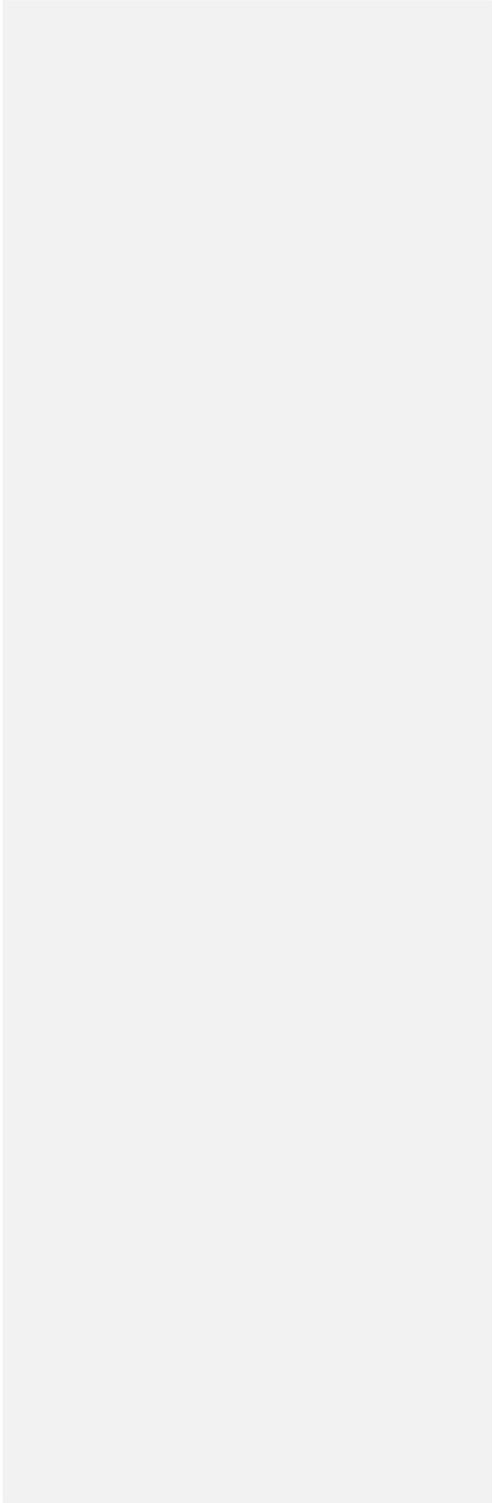
\_\_\_\_\_ I decline and refuse the CVSA.

\_\_\_\_\_  
Name/Title \_\_\_\_\_ Date/Time \_\_\_\_\_

The above signature was witnessed by: \_\_\_\_\_  
\_\_\_\_\_ Name/Title \_\_\_\_\_ Date \_\_\_\_\_

Authorization Verified by:

\_\_\_\_\_  
Name/Title \_\_\_\_\_ Date \_\_\_\_\_



**Arkansas Department of Correction  
Internal Affairs Division**

**ADMINISTRATIVE WARNING**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Employee: \_\_\_\_\_ Rank: \_\_\_\_\_

Unit: \_\_\_\_\_ Position: \_\_\_\_\_ Employee No: \_\_\_\_\_

This is an official administrative inquiry regarding \_\_\_\_\_ an incident, \_\_\_\_\_ misconduct or \_\_\_\_\_ improper performance of official duties, which is under administrative investigation. This inquiry pertains to \_\_\_\_\_

The purpose of this interview is to obtain information which will assist in the determination of whether administrative action is warranted. In an administrative investigation you are **required** to truthfully answer all questions directed to you, both orally and when requested in writing.

You are going to be asked a number of specific questions regarding the performance of your official duties. These questions are specifically, directly and narrowly related to the performance of your duty. You are not being questioned for the purpose of instituting criminal proceedings against you.

During the course of this questioning even if you do disclose information which indicates you may be guilty of criminal conduct in this matter, neither your self incrimination statements, nor the fruit thereof, will be used against you in any criminal proceeding.

If you refuse to answer questions directed to you, you will be given a direct order by a superior officer and/or IAD investigator to answer the question directed towards you in this matter. If you refuse to answer the questions, you will be advised such refusal constitutes a violation of the Arkansas Department of Correction Employee Conduct Standards and may serve as a basis for more serious disciplinary action up to and including, discharge.

During this investigation you are directed to not discuss or make known any information concerning this matter with anyone other than your direct Chain of Command, your attorney/representative or members of the Internal Affairs Division.

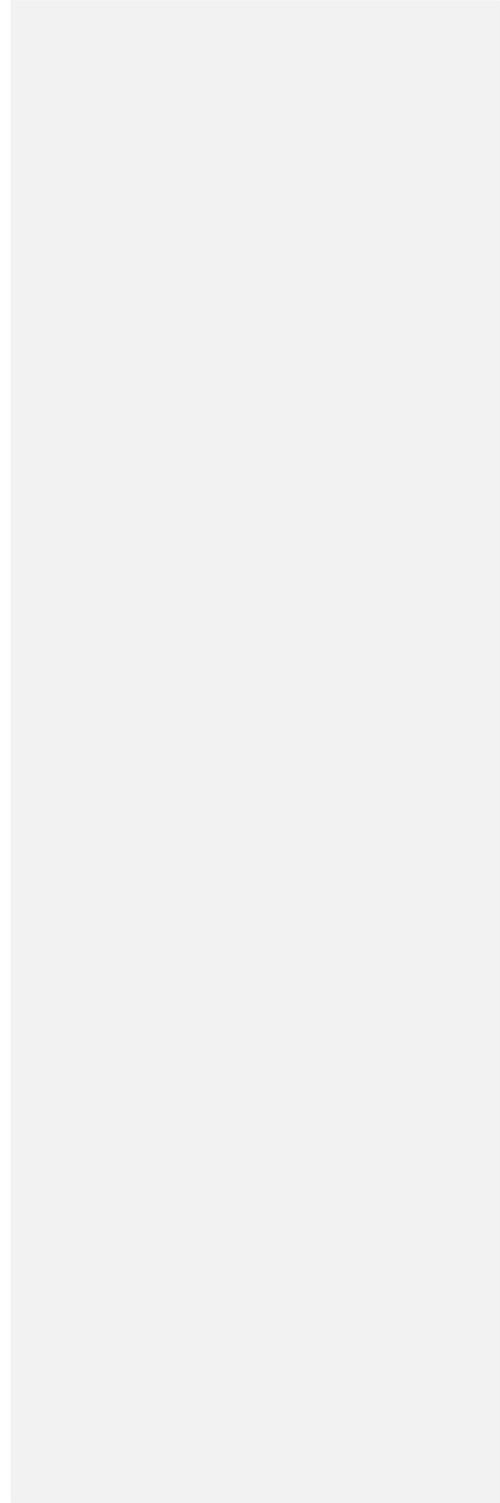
If you have any questions regarding this warning, or any questions regarding the procedures to be followed, you may direct those questions to the Administrator of Internal Affairs Division, or his designated representative.

I, \_\_\_\_\_, hereby acknowledge the receipt of the above warning; that I have been given an opportunity to read it, or have it read to me; and I fully understand my rights as outlined above.

\_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

REPEALED





DIVISION OF CORRECTION

6814 Princeton Pike  
Pine Bluff, AR 71602  
Phone: 870-267-6999  
Fax: 870-267-6244  
www.adc.arkansas.gov

### ADMINISTRATIVE DIRECTIVE

**SUBJECT:** Inmate Property Control

**NUMBER:** ~~20-~~ **SUPERSEDE:** ~~20-06~~

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**APPLICABILITY:** To all employees and inmates

**REFERENCE:** AR 841 - Inmate Property Control **Page 1 of 16**

**APPROVED:** \_\_\_\_\_ **EFFECTIVE DATE:** \_\_\_\_\_

Deleted: Director Dexter Payne

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**I. POLICY:**

This policy is to establish uniform standards for possession of personal and state property by inmates within the Division of Correction. The responsibility for the administration of this policy is assigned to the Unit Warden/Center Supervisor (hereafter referred to as Warden) of each Unit/Center (hereafter referred to as Unit).

**II. DEFINITIONS:**

- A. Legal Materials: Pleadings and resource documents such as case law, court rules, statutes, transcripts, notes, or legal forms.
- B. Inmate Personal Property: All items of approved property belonging to an inmate. (Attachment #1 and Attachment #2).
- C. Unit Property Control Officer: A staff member, assigned by the Warden, who is responsible for the inventory and storage of inmate personal property.
- D. Receiving Unit: Initial intake unit or unit receiving an inmate upon transfer.
- E. Transferring Unit: Unit that is transferring an inmate to another unit.
- F. Property Box: A storage box provided by the Division for inmate property.
- G. Excessive Property: Property possessed by an inmate over and above that permitted by this policy.

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- H. **Unauthorized Property:** Property possessed by an inmate that is not permitted in any amount or constitutes a nuisance as defined in AR 841, and will be treated as contraband.
- I. **Contraband:** Any item or items determined by the Board of Corrections or ADC to jeopardize the safety, security, or good order of its institutions, including but not limited to items which are illegal, authorized property that has been altered, unauthorized property, property in excess of established unit/center limits, property in an inmate's possession in an unauthorized area, spoiled food items, property accumulated for the purpose of barter or trade, property obtained through trafficking and trading or for which no reasonable explanation is given for its origin, or banned by policies.
- J. **Issued property:** State owned property issued to an inmate upon entry or transfer to a unit or facility of the ADC.
- K. **Media Player:** An electronic device that may be used to store electronic mail, photos and downloaded music. It also has the ability to function as a radio.

### III. PROCEDURES

#### A. UNIT PROPERTY CONTROL OFFICERS DUTIES (UPCO):

1. Be responsible for the retention and issuance of approved items to inmates upon arrival at a unit.
2. Ensure all inmate property is free of contraband during each inventory.
3. Inscribe each inmate's personal property with the inmate's ADC number to the extent possible. Ensure all footwear is notched.
4. Determine and list all personal items taken from the inmate and provide for excess or unauthorized items to be disposed of as provided herein (see form F-841-5).
5. Ensure all books stored and/or transferred are not property of the unit library. Any books in the possession of an inmate at the time of transfer/release belonging to any unit within the ADC shall be returned to the unit library or the Agency Librarian.
6. Ensure all records identifying and pertaining to storage of inmate personal property are appropriately filed and maintained in the inmate's institutional file and the Inmate Personal Property Record (Form 841-1) is completed accurately and legibly.
7. Provide a system for identification and accounting of items issued by the Unit to the inmate.
8. Be responsible for the secure storage of sealed inmate property storage container.

- 9. Shall not permit inmates to inventory, document or store any other inmate's personal property.
- 10. Delegate responsibility to subordinates on a limited basis to ensure ordinary and prudent operations. However, delegation of responsibility will be made only to qualified personnel and then only with the agreement of the Warden.
- 11. Complete an inventory of all stored items in the event the UPCO is replaced. This will ensure the former UPCO is relieved of responsibility for the property and signifies the new UPCO's acceptance of responsibility.
- 12. ~~Maintain an up-to-date Form 841-1 for distribution, as follows: The original copy shall be placed in the inmate's Institutional File and the inmate shall receive the legible copy of the original form.~~
- 13. Retain confiscated property at the sending unit where it was confiscated.
- 14. Ensure that all completed property forms are scanned into eOMIS promptly upon completion. This shall serve as the UPCO's documentation for reference.

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**B. INTAKE INVENTORY PROCESS OF INITIAL COMMITMENTS**

- 1. Inventory of Personal Property, Issuance of State Property & Medication and Medical Devices
  - a. Upon commitment to the Division of Correction, each inmate must have all funds, if applicable, and personal property inventoried by the appropriate intake officer or the UPCO using Form 841-1. During this inventory, the UPCO or designee will determine what items are authorized for retention.
  - b. Each Unit receiving a newly assigned inmate must provide the inmate with the minimum clothing, bedding, and personal hygiene items required (Attachment #1).
  - c. New commitments will not be allowed to keep driver's license, social security card, other identification cards, valuable documents, or money on their person. Each of these items will be scanned and the originals kept in the institutional file. At the request of the Unit, a birth certificate, driver's license, social security card, or similar item mailed to the Unit for an inmate's institutional file shall be scanned and the originals kept in the institutional file. Any money possessed by a new commitment will be placed into the inmate's account.
  - d. A receipt will be prepared for any funds, which may include money orders, veterans, social security, dividend, and certified checks. The original of the receipt will accompany the money to the Unit business office. Both the UPCO and the inmate will retain a copy of the receipt. The Unit Business

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Manager will transfer funds to Trust Fund Centralized Banking. The funds will be available to the inmate regardless of Unit assignment.

- e. All medications will be inventoried and delivered to the medical staff who will determine whether to continue the medications. Receipt of medications will be signed by the officer and a medical staff member. If it is determined that the medication must be destroyed, the destruction will be conducted by the appropriate medical staff and performed in accordance with pharmaceutical and state health regulations.
- f. The use or issuance of medical devices/equipment shall be processed in accordance with the appropriate policy and advice of medical authority.

### C. EXCESSIVE AND UNAUTHORIZED PROPERTY AT INTAKE

1. Amounts allowed. Items listed on Attachment #1 and 2 and those approved items purchased from the commissary are considered the total possible number of personal property items appropriate for retention by an inmate.
2. An inmate may possess personal property, both non-expendable and expendable, not exceeding a combined total of Two Hundred Dollars and no/cents (\$200.00).
3. Any inmate found to possess unauthorized/excessive items must within fourteen (14) days beginning with the date of arrival at ADC; choose from one of the following options:
  - (a) Mail the items at the inmate's expense to a party of the inmate's choosing;
  - (b) Donation to the state; however, receipts must be received and placed in the inmate's institutional file. No item(s) will be given to any employee for his/her personal use; however, clothing may be donated to the state; or
  - (c) Destruction, if authorized by the inmate completing and signing the destruction section of Form F-841-5 and destruction is witnessed by the UPCO and another staff member; or
  - (d) Pick-up by a party of the inmate's choosing from the unit where it was confiscated if the inmate has been transferred from that unit. Pick up must occur within thirty (30) days from the date the inmate chooses this option to have the item picked up. Confiscated property will not be transferred with the inmate or to another more convenient location for pick-up. Any person authorized by an inmate to receive excess personal property will sign the appropriate section of the F-841-5 form.
4. Items not disposed of as provided in (3) (a), (b), (c) or (d) will be destroyed.

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**D. TRANSFERS AND SUBSEQUENT INVENTORIES**

1. Whether the transfer is temporary or permanent, both sending and receiving Units shall inventory all property and clothing on a Form F-841-1 at all sending and receiving institutions, 48 hour on and 48 hour off relief, and segregation. The Form F-841-1 shall be signed by the UPCO or designee with his/her name printed, signed and AASIS number thereon or a designee and by the inmate with ADC# written. If the inmate refuses to sign the inventory or is incapable of signing due to an emergency or behavior, a second officer will sign in the presence of the inmate. It will be the inmate's responsibility to maintain his/her copy of the current property inventory form at all times in the process.
2. Upon completion of the form, give the inmate his/her copy and place the original in the bag with the property. The original must be scanned into eOMIS before placement into the property bag. The bag will be sealed with notations on the seal of the date, name, and ADC # of the inmate. Upon arrival at the new location or upon return to the inmate, as soon as possible, the inmate, if he/she desires to have his copy completed, will give it to the UPCO to complete the inventory. The completed copy will be returned to the inmate. When the receiving/returning unit completes the inventory, the Form F-841-1 shall be signed by the UPCO with his/her name printed, signed and AASIS number thereon or a designee and by the inmate with ADC# written. If the inmate refuses or is unavailable to sign the inventory, a second officer will sign in the presence of the inmate.
3. The completed original form will be forwarded to the records office to be placed in the inmate's institutional file and the inmate will keep his/her copy. Property inventory shall be immediately scanned into eOMIS.

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**E. EXCESSIVE PROPERTY AND CONTRABAND AFTER INTAKE**

1. Any property found in the possession of an inmate, which is not listed on either Form 841-1 or 841-3 or approved for purchase from the commissary will be deemed contraband.
2. Form 401 must be completed to identify all property taken from the inmate as either excess/contraband or disciplinary/criminal evidence. After completion the form must be immediately scanned into eOMIS. The form must include at least the inmate name, ADC Number, date of receipt, a description of the property item(s) in sufficient detail for easy identification; the reason the property was taken from the inmate; disposition of the items; and the confiscating officer and inmate will co-sign the form. If the inmate refuses to sign the form it will be signed by a second officer in the presence of the inmate.
3. Hold property until proceedings complete. Confiscated items to be used for disciplinary, grievance or judicial proceedings will be secured until proceedings are completed. Photograph all items if necessary, attach to the Property Confiscation Form, Form F-401 and document all actions relative to these items on Form F-401.

4. Unauthorized property shall be disposed of as follows:
  - (a) Mail the items at the inmate's expense to a party of the inmate's choosing. No lien will be placed on the inmate's account for postage to mail unauthorized property.
  - (b) Destruction, if authorized by the inmate completing and signing the destruction section of Form F-841-5 and destruction is witnessed by the UPCO and another staff member; or
  - (c) Pick-up by a party of the inmate's choosing during visitation or from the Unit where it was confiscated if the inmate has been transferred from that unit. Confiscated property will not be transferred with the inmate or to another more convenient location for pick-up. Any person authorized by an inmate to receive excess personal property will sign the appropriate section of the F-841-5 form.
5. A disciplinary may be written on all confiscated property as unauthorized excessive or contraband.
6. Contraband will be destroyed.
7. The inmate can be instructed to produce the Form F-841-1 form in the event of a search.
8. Weapons and drugs confiscated and not used as evidence in disciplinary or judicial proceedings will be disposed of pursuant to instructions from Internal Affairs.
9. Wireless telephone devices that are confiscated may be donated to a non-profit or other outside agency in lieu of destruction at the discretion of the Director. No mobile or wireless telephone device will be donated without first obtaining written approval from Internal Affairs to ensure the preservation of evidence to any charges pending.
10. Medical devices, including, but not limited to eyeglasses, prostheses, canes, knee or other braces, which are confiscated upon no proof of medical script or medical necessity shall be returned to the medical department of the Unit from which it was confiscated.

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#### F. ADDITIONS AND CHANGES TO PERSONAL PROPERTY INVENTORY

1. The only means by which an inmate can acquire personal property/expendable items is by one of the following:
  - a. purchases from a Unit commissary,
  - b. medical items issued by health service administrators, and
  - c. authorized vendors of publications, religious, and work craft items.

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- 2. Issuing staff must complete a Property Addition Form 841-3, which must be scanned into eOMIS upon completion immediately.
- 3. Any property found in the possession of an inmate, which is not listed on either Form F-841-1 or Form F-841-3 will be considered contraband.
- 4. The deletion of an item(s) from an inmate’s personal property form must be made by the UPCO or designee.
- 5. The distribution of F-841-1 forms associated with this document will be as follows:  
~~Original~~-Institutional File Legible Copy-Inmate.

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**G. SPECIAL ITEMS OF PERSONAL PROPERTY**

- 1. ADC is not responsible for sentimental value of any item.
- 2. Watch, Ring, & Religious Medal: An inmate may have one watch, one ring, and one religious medal or emblem. These items shall not have a value over \$50 each and liability for loss of said item is limited to that amount. An exception may be made for the wedding band with a signed waiver of liability by the inmate, F-841-4 which must be scanned into eOMIS after completion. Any jewelry, which is deemed unauthorized during initial commitment will be disposed of as outlined in herein.
- 3. Religious medal or emblem: must be suspended from the ID card chain and worn inside the uniform shirt and is not to be any larger than 1 and 1/2 inches in length or width and no thicker than 1/8 of an inch. A committee consisting of the UPCO, a ranking Correctional Officer and the Unit Chaplain must approve any questionable medal or emblem. Any religious medal or emblem will be mailed directly from a commercial source with a copy of the invoice included. Any religious medal or emblem, which is deemed unauthorized during initial commitment will be disposed of as outlined herein.
- 4. Personal photographs: Inmates are limited to five (5) personal photographs. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a commercially produced photograph that is published and sold to the public. Photographs can be no larger than 8 1/2” x 11” in size. Such photographs may contain either single or multiple digital images/pictures on one (1) side of the page only. When digital images/pictures are cut from an 8 1/2” x 11” sheet, it they will no longer be considered as one. Each digital image/picture cut from that sheet will be counted as one of the five authorized photographs. Digital images and photocopies are considered the same. Prohibited photos are photos which contain one (1) nude or sexually suggestive acts or photographs, or (2) contain subject matter that is disruptive in nature or would threaten security or the good order of the institution. Liability for loss of a photograph is limited to \$2.50 per photograph or per 8 1/2” x 11” size pages regardless of number of photos contained on any one page. Inmates are advised not to retain sole copies of important or sentimental family photographs due to the possibility of damage or loss. Electronic photographs which are transferred to an inmate’s MP3 Player will not be subject to the same numerical restrictions as noted above.

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- 5. Legal Materials –An inmate may retain legal materials, which provided the quantity of those materials can be stored in his/her assigned property box. These materials include, but are not limited to mail, court transcripts or documents, research, pleading papers, etc.
  - (a) The inmate is responsible for the disposal of those materials as outlined herein. Inmates may access stored legal materials by utilizing the inmate request system.
  - (b) At the time of transfer, the inmate must notify the UPCO that he or she has legal materials belonging to another inmate and turn those materials or work over to the UPCO. Any inmate transferring with legal materials or work belonging to another inmate is subject to disciplinary action.
  - (c) The inmate is responsible for notifying the UPCO if they possess a trial transcript, or if one is received by the inmate by mail or delivery for addition to his/her personal inventory. The only information required is the date of the deposition, case number, and the name of the person deposed.
- 6. Work Craft Materials – work craft or hobby craft materials are governed by the appropriate administrative directive and all inmates participating in the work craft program must meet the criteria for the unit to which they are assigned. Materials will be transferred with the inmate to the new unit. If the inmate does not qualify for work craft or hobby craft or the new unit does not have a work craft or hobby craft program, the materials will be disposed of as per the workcraft or hobby craft policy. Liability for tools and materials is limited to a cumulative of \$200.00 including all other items of personal property.
- 7. Inmates are not allowed to possess an MP3 Player and a radio. If the inmate owns a radio and wishes to purchase an MP3 Player, then the inmate is responsible for disposing of the radio as addressed in this policy. Possession of both the radio and the MP3 Player will result in disciplinary action and the radio being considered as contraband and dealt with accordingly.

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**H. DISPOSITION OF PERSONAL PROPERTY IN THE EVENT OF INMATE DEATH**

- 1. Immediately upon the inmate's death, the UPCO will inventory the inmate's property using Form F-841-2, which must be immediately scanned into eOMIS upon completion and place property in a property storage bag. The inmate's funds will be retained in his/her inmate banking account.
- 2. The individual previously designated by the inmate to receive his/her personal property and/or funds will be notified, and the property given to them. (See form F-841-2).
- 3. In the event that personal property or funds are not designated, it may only be released to:
  - a. A person possessing a filed stamped Affidavit for Collection of Small Estate,
  - b. A person possessing Letters of Administration or Letters of Testamentary, or
  - c. The Public Administrator.

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4. The individual to whom personal property or funds are released will be required to sign a detailed receipt; Form 841-2 then will be placed in the deceased inmate's file.
5. In the event that personal property is not claimed, it will be held for a period of one (1) year from the inmate's death. After such time, it will be destroyed or donated to the state. Destruction must be approved by the Warden, witnessed by the UPCO and one other employee selected by the Warden, and properly documented.
6. In the event that funds are not claimed, disposition will be in accordance with procedures issued by the Administrative Services Division.
7. Designated family members will be notified when the personal property of a deceased inmate is received from the medical examiner's office and may be picked up from the inmate's last assigned unit.

#### **I. RELEASE FROM CUSTODY**

All stored property, will be returned to the inmate at the time of release from custody. At time of release all monies on an inmate's account will be processed according to ADC Administrative Regulations. Legal materials left by an inmate upon his or her release from custody will be destroyed.

#### **J. LIABILITY FOR LOST, DAMAGED, OR DESTROYED PERSONAL PROPERTY**

1. Items of personal property, including watch, ring, religious medal or emblem, legal materials photographs, Media Players, and work craft tools and materials, for which liability is found against the ADC for lost or damaged property or the ADC determines before litigation that it is liable for such loss to an inmate will be replaced with the same type or similar item up to \$200.00 total.
2. No monetary reimbursement will be made for any electronically downloaded material on the player. This may consist of music, photos and correspondence. These items can be replaced by the player distributor.
3. Money shall not be placed on the books of an inmate if it is possible to replace a lost or damaged item with the same type or similar type of item.
4. Inmates who fail to produce a commissary receipt for 'food items' will not be entitled to a replacement or reimbursement. Food items will be replaced (if satisfactorily proven) with a like item or as reasonable a replacement as possible.
5. In the event that personal photographs are lost, damaged, or destroyed, the ADC will be responsible for only five (5) photographs. Liability is limited to \$2.50 each or a maximum of \$12.50.

- 6. An inmate assumes the risk of loss of food items placed in storage and subsequently destroyed as a result of vermin, mold or expiration. It is impossible for the ADC to protect against unforeseeable risks and therefore, ADC assumes no liability for losses of this type.
- 7. When an emergency situation is declared by the Unit's Warden, or their designee, the Division is not responsible for any property in the affected area which is lost, stolen, damaged, consumed or discarded.
- 8. Inmates must submit a stolen property report for any missing or stolen property. Failure to submit a stolen property report will absolve the DOC from any/all liability for missing or stolen property.

**IV. ATTACHMENTS:**

- F-841-3 Property Addition Form
- F-841-4 Waiver of Liability
- F-841-5 Disposition of Inmate Property
- F-401 Confiscation Form
- Attachment # 1 Minimum State Issued Requirements
- Attachment # 2 Non-State Issued Property Authorized for Inmate Possession

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**V. REFERENCES:**

- AR 841 Inmate Property Control
- AR 005 Reporting of Incidents
- AR 109 Funds of Offenders
- Punitive Housing/Restriction AD
- Release Process AD
- Inmate Correspondence AD
- Searches of Staff and Control of Contraband AD
- Work Craft Program AD
- Electronically Downloadable Devices (Media Player & Tablets) AD

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**SCAN INTO EOMIS UPON COMPLETION** F-401

**STATE OF ARKANSAS – DIVISION OF CORRECTION**

**CONFISCATED FORM – AREA OR PERSON**

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(Check One)  Inmate  Visitor  Staff  Area

Unit: \_\_\_\_\_ Building or Area: \_\_\_\_\_ Barracks \_\_\_\_\_ Cell \_\_\_\_\_

Date and Time of Search: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_: pm: am

Officer(s) Conducting Search: (Print) \_\_\_\_\_

Officer(s) Conducting Search: (Signature) \_\_\_\_\_

Inmate Name: \_\_\_\_\_ ADC #: \_\_\_\_\_

Articles Seized (description and number of items):

Number	Description

Reason Seized:  Voluntarily Produced Excess Property  Contraband  Disciplinary/Criminal Evidence

Other \_\_\_\_\_

Inmate Signature: \_\_\_\_\_ ( ) Refused to Sign

Area/Shift/Supervisor: (Signature) \_\_\_\_\_

Disposition of Contraband: \_\_\_\_\_

Copy Delivered to Inmate: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Delivered By: (Signature) \_\_\_\_\_

Disciplinary Written: ( ) No ( ) Yes By: \_\_\_\_\_

Voluntarily Produced Excess articles only may be mailed to: \_\_\_\_\_

Inmate authorizes deduction of postage from pen store account for voluntarily produced excess property only:

( ) No ( ) Yes Inmate Signature: \_\_\_\_\_

**To be completed by UPCO**

Destruction Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

UPCO: (Signature) \_\_\_\_\_ Witnessing Staff: (Signature) \_\_\_\_\_

Original – Institutional file ↓ Legible copy – Inmate Scanned copy – UPCO copy

**F-401** **Revised**

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**SCAN INTO EOMIS UPON COMPLETION** **F-841-3**  
**ARKANSAS DIVISION OF CORRECTION**  
**PROPERTY ADDITION FORM**

Date: \_\_\_\_\_ Unit: \_\_\_\_\_

Inmate's Name: \_\_\_\_\_ ADC#: \_\_\_\_\_  
Printed

Issuing Department: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Please indicate below the appropriate item to be added to an inmate's personal property file. It is important to submit a detailed description of any item(s) that are added, i.e., number of items, brand, color, size, etc.

- |                                     |  |                                      |
|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Radio      | <input type="checkbox"/> Watch               | <input type="checkbox"/> Ring        |
| <input type="checkbox"/> Earbuds    | <input type="checkbox"/> Combination Lock    | <input type="checkbox"/> Sweat Shirt |
| <input type="checkbox"/> Shoes      | <input type="checkbox"/> Religious Medallion | <input type="checkbox"/> Sweat Pants |
| <input type="checkbox"/> MP3 Player |  |                                      |

Other: \_\_\_\_\_

Detail description of item: \_\_\_\_\_  
\_\_\_\_\_

Name & Signature of issuing staff: \_\_\_\_\_ AASIS #: \_\_\_\_\_

Signature of Inmate: \_\_\_\_\_ Date: \_\_\_\_\_ ADC#: \_\_\_\_\_

This form is to be completed in the event of an addition to an inmate's personal property.

Original – Institutional file Legible copy – Inmate Scanned copy – UPCO

F-841-3

Revised

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SCAN INTO EOMIS UPON COMPLETION

F-841-4

**WAIVER OF LIABILITY**

I, Inmate \_\_\_\_\_, ADC # \_\_\_\_\_,  
 (Print Name)  
 acknowledge that there is a \$50 limit per item and a \$200 limit on the total value of personal  
 property I am permitted to possess, to include work craft tools and materials. I further  
 acknowledge that the value of my ring or other item may exceed the \$50 limit; however, in  
 exchange for maintaining possession of my ring or other item over \$50, I relieve the ADC of  
 any liability regarding claims exceeding the \$50 value limitation or \$200.00 limitation for the  
 total value of the personal property inmates are permitted to possess.

\_\_\_\_\_  
Inmate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by (Employee)

\_\_\_\_\_  
Date

Original – Institutional file Legible copy – Inmate Scanned copy – UPCO

F-841-4

Revised

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SCAN INTO EOMIS UPON COMPLETION

F-841-5

Arkansas Division of Correction  
PROPERTY DISPOSAL NOTICE AND FORM

Inmate Name & ADC# \_\_\_\_\_ Unit/Center \_\_\_\_\_ Date \_\_\_\_\_

DELIVERED BY: \_\_\_\_\_ BADGE # \_\_\_\_\_

This NOTICE and FORM is delivered to you on the above date to advise you the following item(s) will not be allowed to be in your possession or stored while at this unit/center. (Give complete description and quantity of items).

Deleted: \_\_\_\_\_  
Deleted: \_\_\_\_\_  
Deleted: \_\_\_\_\_

\_\_\_\_\_ Check here if additional space is needed. Each additional sheet must be signed and dated.

I am aware of the disposition options for my stored property. If after 30 days, I have not exercised one of these options my property will be destroyed in accordance with policy. By CIRCLING OPTION 1, 2, OR 3 & COMPLETING THE INFORMATION, I, Inmate \_\_\_\_\_, ADC# \_\_\_\_\_, authorize the disposition of my excess, unauthorized property confiscated at intake or my voluntarily produced excess property in the following manner:

#1: BY MAIL

Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Check if you are requesting: \_\_\_\_\_ First Class Mail \_\_\_\_\_ Parcel Post Mail \_\_\_\_\_ Insured Mail

I authorize the deduction of the cost of postage from my inmate account to cover the expense of mailing. I must have sufficient money on my account to use this option.

Item(s) Mailed By \_\_\_\_\_ On \_\_\_\_\_  
Signature of Staff \_\_\_\_\_ Date \_\_\_\_\_

#2: BY PICK UP AT VISITATION

Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

It is my responsibility to inform this person of the need to pick up this property within fourteen (14) days of the item. If the items are not picked up in 14 days, the item(s) will be disposed of by destruction.

Picked up by: \_\_\_\_\_ (Print/Sign)

#3: BY DESTRUCTION

Item(s) destroyed by \_\_\_\_\_ on \_\_\_\_\_  
Print Staff Name \_\_\_\_\_ Date \_\_\_\_\_

by \_\_\_\_\_  
Signature of Destruction Official & Date \_\_\_\_\_ Signature of Staff Witness & Date \_\_\_\_\_

ALTERNATE DISPOSAL

The method of disposition listed above was not accomplished within the specified time frame, or the items confiscated are unauthorized, excessive or altered and the item(s) were destroyed.

Signature of UPCO & Date \_\_\_\_\_ Signature Staff Witness & Date \_\_\_\_\_

Original - Institutional file Legible copy - Inmate Scanned copy- UPCO

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**ATTACHMENT 1**

**MINIMUM STATE ISSUED REQUIREMENTS**

**CLOTHING AND PERSONAL HYGIENE ITEMS** – Upon arrival at a receiving unit, the inmate should be issued and/or have available to him/her the following items. He/she shall be accountable thereafter for each item.

**Male Clothing Provided**

- 3 shirts
- 3 pants
- 1 pair of shoes
- 3 under shorts
- 3 pair cotton socks
- 1 cap/toboggan (depending on seasonal requirements)
- 1 jacket or coat (depending on seasonal requirements)
- 2 thermal top and bottom (depending on seasonal and/or job requirements)

**Hygiene Items Provided**

- bath soap (as needed)
- 1 toothbrush
- 1 tube of toothpaste
- 1 safety razor
- bath towels (as needed)
- 1 pocket comb

**Female Clothing Provided**

- 3 shirts
- 3 pants
- 1 pair of shoes
- 3 pair panties
- 3 bras
- 1 jacket or coat (depending on seasonal requirements)
- 3 pair of socks
- 2 thermal top and bottom (depending on seasonal and/or job requirements)

**Hygiene Items Provided**

- bath soap (as needed)
- 1 toothbrush
- 1 tube toothpaste
- 1 safety razor
- bath towels (as needed)
- feminine hygiene items

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**Bed Clothing** – Each inmate should be issued the following items upon arrival at a reception or regular unit/center:

- 1 mattress
- 1 pillow
- 2 sheets
- 1 blanket
- 1 laundry bag

Revised

**ATTACHMENT 2****PERSONAL PROPERTY ITEMS AUTHORIZED FOR INMATE  
POSSESSION AND NOT ISSUED BY STATE****CLOTHING**

- 1 Sweat shirt (white)
- 1 Sweat pant (white)
- 1 Pair shower shoes
- 1 Pair cloth gloves
- 2 Bathrobes (white) (female)
- 1 Pair gym shoes
- 1 Pair civilian shoes (work release)
- \*\*5 Undershirts
- \*\*8 Pairs panties
- \*\*8 Bras
- \*\*5 Pairs socks

**PERSONAL HYGIENE ITEMS**

- 1 Shaving cream
- 1 Deodorant – roll/stick
- 1 Shampoo
- 1 Denture adhesive
- 1 Hair dressing
- 1 Hair brush
- 1 Depilatory preparation
- \*\* Feminine hygiene items
- \*\* Beauty aid products
- 1 Laundry bag
- 1 Pair nail clippers  
(as sold on Commissary)

\*\* Includes some items issued by state

NOTE: No pressurized cans of flammable materials are allowed.

**MEDICAL ITEMS**

Issued as prescribed and with medical approval:

- 1 Pair eyeglasses/contact lenses
- 1 Pair dentures
- Prosthetic
- Body support devices

**LEGAL MATERIAL**

Papers and documents of a legal nature may be retained by the inmate in a reasonable quantity. A reasonable quantity of legal papers and documents may be retained by an inmate with his/her assigned storage box provided by the unit.

**MISCELLANEOUS**

- 1 Radio or MP3 Player, battery operated
- 1 Leased Tablet
- 1 Set headphones and/or earphones
- 1 Watch (wrist/pocket) - \$50 maximum value
- 1 Ring – \$50 maximum value
- 1 Religious medal (not to exceed 1 1/2" in length or width and no thicker than 1/8")
- Religious articles (as approved)
- Personal papers and letters
- 10 Envelopes
- 4 Batteries (AA or AAA only)
- 5 Photographs
- Any 3 newspapers in Inmate's name
- Any 3 issues of each magazine subscription in Inmate's name
- 10 Books (includes religious, textbooks & pleasure), subject to weight and size restrictions
- Work craft item(s)
- Hand held video games

**OTHER**


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**DIVISION OF  
CORRECTION**

6814 Princeton Pike  
Pine Bluff, AR 71602  
Phone: 870-267-6999  
Fax: 870-267-6244  
www.adc.arkansas.gov

## **ADMINISTRATIVE DIRECTIVE**

**SUBJECT: Inmate Property Control**

**NUMBER: 20-08**

**SUPERSEDE: 20-06**

**APPLICABILITY: To all employees and inmates**

**REFERENCE: AR 841 - Inmate Property Control**

**Page 1 of 16**

**APPROVED: Original Signed by Dexter Payne**

**EFFECTIVE DATE: 8/17/2020**

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### **I. POLICY:**

This policy is to establish uniform standards for possession of personal and state property by inmates within the Division of Correction. The responsibility for the administration of this policy is assigned to the Unit Warden/Center Supervisor (hereafter referred to as Warden) of each Unit/Center (hereafter referred to as Unit).

### **II. DEFINITIONS:**

- A. Legal Materials: Pleadings and resource documents such as case law, court rules, statutes, transcripts, notes, or legal forms.
- B. Inmate Personal Property: All items of approved property belonging to an inmate. (Attachment #1 and Attachment #2).
- C. Unit Property Control Officer: A staff member, assigned by the Warden, who is responsible for the inventory and storage of inmate personal property.
- D. Receiving Unit: Initial intake unit or unit receiving an inmate upon transfer.
- E. Transferring Unit: Unit that is transferring an inmate to another unit.
- F. Property Box: A storage box provided by the Division for inmate property.
- G. Excessive Property: Property possessed by an inmate over and above that permitted by this policy.

- H. Unauthorized Property: Property possessed by an inmate that is not permitted in any amount or constitutes a nuisance as defined in AR 841, and will be treated as contraband.
- I. Contraband: Any item or items determined by the Board of Corrections or ADC to jeopardize the safety, security, or good order of its institutions, including but not limited to items which are illegal, authorized property that has been altered, unauthorized property, property in excess of established unit/center limits, property in an inmate's possession in an unauthorized area, spoiled food items, property accumulated for the purpose of barter or trade, property obtained through trafficking and trading or for which no reasonable explanation is given for its origin, or banned by policies.
- J. Issued property: State owned property issued to an inmate upon entry or transfer to a unit or facility of the ADC.
- K. Media Player: An electronic device that may be used to store electronic mail, photos and downloaded music. It also has the ability to function as a radio.

### **III. PROCEDURES**

#### **A. UNIT PROPERTY CONTROL OFFICERS DUTIES (UPCO):**

1. Be responsible for the retention and issuance of approved items to inmates upon arrival at a unit.
2. Ensure all inmate property is free of contraband during each inventory.
3. Inscribe each inmate's personal property with the inmate's ADC number to the extent possible. Ensure all footwear is notched.
4. Determine and list all personal items taken from the inmate and provide for excess or unauthorized items to be disposed of as provided herein (see form F-841-5).
5. Ensure all books stored and/or transferred are not property of the unit library. Any books in the possession of an inmate at the time of transfer/release belonging to any unit within the ADC shall be returned to the unit library or the Agency Librarian.
6. Ensure all records identifying and pertaining to storage of inmate personal property are appropriately filed and maintained in the inmate's institutional file and the Inmate Personal Property Record (Form 841-1) is completed accurately and legibly.
7. Provide a system for identification and accounting of items issued by the Unit to the inmate.
8. Be responsible for the secure storage of sealed inmate property storage container.

9. Shall not permit inmates to inventory, document or store any other inmate's personal property.
10. Delegate responsibility to subordinates on a limited basis to ensure ordinary and prudent operations. However, delegation of responsibility will be made only to qualified personnel and then only with the agreement of the Warden.
11. Complete an inventory of all stored items in the event the UPCO is replaced. This will ensure the former UPCO is relieved of responsibility for the property and signifies the new UPCO's acceptance of responsibility.
12. Maintain an up-to-date, Form 841-1 for distribution, as follows: The original copy shall be placed in the inmate's Institutional File and the inmate shall receive a legible copy of the original form.
13. Retain confiscated property at the sending unit where it was confiscated.
14. Ensure that all completed property forms are scanned into eOMIS promptly upon completion. This shall serve as the UPCO's documentation for reference.

**B. INTAKE INVENTORY PROCESS OF INITIAL COMMITMENTS**

1. Inventory of Personal Property, Issuance of State Property & Medication and Medical Devices
  - a. Upon commitment to the Division of Correction, each inmate must have all funds, if applicable, and personal property inventoried by the appropriate intake officer or the UPCO using Form 841-1. During this inventory, the UPCO or designee will determine what items are authorized for retention.
  - b. Each Unit receiving a newly assigned inmate must provide the inmate with the minimum clothing, bedding, and personal hygiene items required (Attachment #1).
  - c. New commitments will not be allowed to keep driver's license, social security card, other identification cards, valuable documents, or money on their person. Each of these items will be scanned and the originals kept in the institutional file. At the request of the Unit, a birth certificate, driver's license, social security card, or similar item mailed to the Unit for an inmate's institutional file shall be scanned and the originals kept in the institutional file. Any money possessed by a new commitment will be placed into the inmate's account.
  - d. A receipt will be prepared for any funds, which may include money orders, veterans, social security, dividend, and certified checks. The original of the receipt will accompany the money to the Unit business office. Both the UPCO and the inmate will retain a copy of the receipt. The Unit Business

Manager will transfer funds to Trust Fund Centralized Banking. The funds will be available to the inmate regardless of Unit assignment.

- e. All medications will be inventoried and delivered to the medical staff who will determine whether to continue the medications. Receipt of medications will be signed by the officer and a medical staff member. If it is determined that the medication must be destroyed, the destruction will be conducted by the appropriate medical staff and performed in accordance with pharmaceutical and state health regulations.
- f. The use or issuance of medical devices/equipment shall be processed in accordance with the appropriate policy and advice of medical authority.

### **C. EXCESSIVE AND UNAUTHORIZED PROPERTY AT INTAKE**

1. Amounts allowed. Items listed on Attachment #1 and 2 and those approved items purchased from the commissary are considered the total possible number of personal property items appropriate for retention by an inmate.
2. An inmate may possess personal property, both non-expendable and expendable, not exceeding a combined total of Two Hundred Dollars and no/cents (\$200.00).
3. Any inmate found to possess unauthorized/excessive items must within fourteen (14) days beginning with the date of arrival at ADC; choose from one of the following options:
  - (a) Mail the items at the inmate's expense to a party of the inmate's choosing;
  - (b) Donation to the state; however, receipts must be received and placed in the inmate's institutional file. No item(s) will be given to any employee for his/her personal use; however, clothing may be donated to the state; or
  - (c) Destruction, if authorized by the inmate completing and signing the destruction section of Form F-841-5 and destruction is witnessed by the UPCO and another staff member; or
  - (d) Pick-up by a party of the inmate's choosing from the unit where it was confiscated if the inmate has been transferred from that unit. Pick up must occur within thirty (30) days from the date the inmate chooses this option to have the item picked up. Confiscated property will not be transferred with the inmate or to another more convenient location for pick-up. Any person authorized by an inmate to receive excess personal property will sign the appropriate section of the F-841-5 form.
4. Items not disposed of as provided in (3) (a), (b), (c) or (d) will be destroyed.

**D. TRANSFERS AND SUBSEQUENT INVENTORIES**

1. Whether the transfer is temporary or permanent, both sending and receiving Units shall inventory all property and clothing on a Form F-841-1 at all sending and receiving institutions, 48 hour on and 48 hour off relief, and segregation. The Form F-841-1 shall be signed by the UPCO or designee with his/her name printed, signed and AASIS number thereon or a designee and by the inmate with ADC# written. If the inmate refuses to sign the inventory or is incapable of signing due to an emergency or behavior, a second officer will sign in the presence of the inmate. It will be the inmate's responsibility to maintain his/her copy of the current property inventory form at all times in the process.
2. Upon completion of the form, give the inmate his/her copy and place the original in the bag with the property. The original must be scanned into eOMIS before placement into the property bag. The bag will be sealed with notations on the seal of the date, name, and ADC # of the inmate. Upon arrival at the new location or upon return to the inmate, as soon as possible, the inmate, if he/she desires to have his copy completed, will give it to the UPCO to complete the inventory. The completed copy will be returned to the inmate. When the receiving/returning unit completes the inventory, the Form F-841-1 shall be signed by the UPCO with his/her name printed, signed and AASIS number thereon or a designee and by the inmate with ADC# written. If the inmate refuses or is unavailable to sign the inventory, a second officer will sign in the presence of the inmate.
3. The completed original form will be forwarded to the records office to be placed in the inmate's institutional file and the inmate will keep his/her copy. Property inventory shall be immediately scanned into eOMIS.

**E. EXCESSIVE PROPERTY AND CONTRABAND AFTER INTAKE**

1. Any property found in the possession of an inmate, which is not listed on either Form 841-1 or 841-3 or approved for purchase from the commissary will be deemed contraband.
2. Form 401 must be completed to identify all property taken from the inmate as either excess/contraband or disciplinary/criminal evidence. After completion the form must be immediately scanned into eOMIS. The form must include at least the inmate name, ADC Number, date of receipt, a description of the property item(s) in sufficient detail for easy identification; the reason the property was taken from the inmate; disposition of the items; and the confiscating officer and inmate will co-sign the form. If the inmate refuses to sign the form it will be signed by a second officer in the presence of the inmate.
3. Hold property until proceedings complete. Confiscated items to be used for disciplinary, grievance or judicial proceedings will be secured until proceedings are completed. Photograph all items if necessary, attach to the Property Confiscation Form, Form F-401 and document all actions relative to these items on Form F-401.

4. Unauthorized property shall be disposed of as follows:
  - (a) Mail the items at the inmate's expense to a party of the inmate's choosing. No lien will be placed on the inmate's account for postage to mail unauthorized property.
  - (b) Destruction, if authorized by the inmate completing and signing the destruction section of Form F-841-5 and destruction is witnessed by the UPCO and another staff member; or
  - (c) Pick-up by a party of the inmate's choosing during visitation or from the Unit where it was confiscated if the inmate has been transferred from that unit. Confiscated property will not be transferred with the inmate or to another more convenient location for pick-up. Any person authorized by an inmate to receive excess personal property will sign the appropriate section of the F-841-5 form.
5. A disciplinary may be written on all confiscated property as unauthorized excessive or contraband.
6. Contraband will be destroyed.
7. The inmate can be instructed to produce the Form F-841-1 form in the event of a search.
8. Weapons and drugs confiscated and not used as evidence in disciplinary or judicial proceedings will be disposed of pursuant to instructions from Internal Affairs.
9. Wireless telephone devices that are confiscated may be donated to a non-profit or other outside agency in lieu of destruction at the discretion of the Director. No mobile or wireless telephone device will be donated without first obtaining written approval from Internal Affairs to ensure the preservation of evidence to any charges pending.
10. Medical devices, including, but not limited to eyeglasses, prosthesis, canes, knee or other braces, which are confiscated upon no proof of medical script or medical necessity shall be returned to the medical department of the Unit from which it was confiscated.

#### **F. ADDITIONS AND CHANGES TO PERSONAL PROPERTY INVENTORY**

1. The only means by which an inmate can acquire personal property/expendable items is by one of the following:
  - a. purchases from a Unit commissary,
  - b. medical items issued by health service administrators, and
  - c. authorized vendors of publications, religious, and work craft items.

2. Issuing staff must complete a Property Addition Form 841-3, which must be scanned into eOMIS upon completion immediately.
3. Any property found in the possession of an inmate, which is not listed on either Form F-841-1 or Form F-841-3 will be considered contraband.
4. The deletion of an item(s) from an inmate's personal property form must be made by the UPCO or designee.
5. The distribution of F-841-1 forms associated with this document will be as follows:  
Original –Institutional File Legible Copy-Inmate.

#### **G. SPECIAL ITEMS OF PERSONAL PROPERTY**

1. ADC is not responsible for sentimental value of any item.
2. Watch, Ring, & Religious Medal: An inmate may have one watch, one ring, and one religious medal or emblem. These items shall not have a value over \$50 each and liability for loss of said item is limited to that amount. An exception may be made for the wedding band with a signed waiver of liability by the inmate, F-841-4 which must be scanned into eOMIS after completion. Any jewelry, which is deemed unauthorized during initial commitment will be disposed of as outlined in herein.
3. Religious medal or emblem: must be suspended from the ID card chain and worn inside the uniform shirt and is not to be any larger than 1 and 1/2 inches in length or width and no thicker than 1/8 of an inch. A committee consisting of the UPCO, a ranking Correctional Officer and the Unit Chaplain must approve any questionable medal or emblem. Any religious medal or emblem will be mailed directly from a commercial source with a copy of the invoice included. Any religious medal or emblem, which is deemed unauthorized during initial commitment will be disposed of as outlined herein.
4. Personal photographs: Inmates are limited to five (5) personal photographs. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a commercially produced photograph that is published and sold to the public. Photographs can be no larger than 8 1/2" x 11" in size. Such photographs may contain either single or multiple digital images/pictures on one (1) side of the page only. When digital images/pictures are cut from an 8 1/2" x 11" sheet, it they will no longer be considered as one. Each digital image/picture cut from that sheet will be counted as one of the five authorized photographs. Digital images and photocopies are considered the same. Prohibited photos are photos which contain one (1) nude or sexually suggestive acts or photographs, or (2) contain subject matter that is disruptive in nature or would threaten security or the good order of the institution. Liability for loss of a photograph is limited to \$2.50 per photograph or per 8 1/2" x 11" size pages regardless of number of photos contained on any one page. Inmates are advised not to retain sole copies of important or sentimental family photographs due to the possibility of damage or loss. Electronic photographs which are transferred to an inmate's MP3 Player will not be subject to the same numerical restrictions as noted above.

5. Legal Materials –An inmate may retain legal materials, which provided the quantity of those materials can be stored in his/her assigned property box. These materials include, but are not limited to mail, court transcripts or documents, research, pleading papers, etc.
  - (a) The inmate is responsible for the disposal of those materials as outlined herein. Inmates may access stored legal materials by utilizing the inmate request system.
  - (b) At the time of transfer, the inmate must notify the UPCO that he or she has legal materials belonging to another inmate and turn those materials or work over to the UPCO. Any inmate transferring with legal materials or work belonging to another inmate is subject to disciplinary action.
  - (c) The inmate is responsible for notifying the UPCO if they possess a trial transcript, or if one is received by the inmate by mail or delivery for addition to his/her personal inventory. The only information required is the date of the deposition, case number, and the name of the person deposed.
6. Work Craft Materials – work craft or hobby craft materials are governed by the appropriate administrative directive and all inmates participating in the work craft program must meet the criteria for the unit to which they are assigned. Materials will be transferred with the inmate to the new unit. If the inmate does not qualify for work craft or hobby craft or the new unit does not have a work craft or hobby craft program, the materials will be disposed of as per the work craft or hobby craft policy. Liability for tools and materials is limited to a cumulative of \$200.00 including all other items of personal property.
7. Inmates are not allowed to possess an MP3 Player and a radio. If the inmate owns a radio and wishes to purchase an MP3 Player, then the inmate is responsible for disposing of the radio as addressed in this policy. Possession of both the radio and the MP3 Player will result in disciplinary action and the radio being considered as contraband and dealt with accordingly.

#### **H. DISPOSITION OF PERSONAL PROPERTY IN THE EVENT OF INMATE DEATH**

1. Immediately upon the inmate's death, the UPCO will inventory the inmate's property using Form F-841-2, which must be immediately scanned into eOMIS upon completion and place property in a property storage bag. The inmate's funds will be retained in his/her inmate banking account.
2. The individual previously designated by the inmate to receive his/her personal property and/or funds will be notified, and the property given to them. (See form F-841-2).
3. In the event that personal property or funds are not designated, it may only be released to:
  - a. A person possessing a filed stamped Affidavit for Collection of Small Estate,
  - b. A person possessing Letters of Administration or Letters of Testamentary, or
  - c. The Public Administrator.

4. The individual to whom personal property or funds are released will be required to sign a detailed receipt; Form 841-2 then will be placed in the deceased inmate's file.
5. In the event that personal property is not claimed, it will be held for a period of one (1) year from the inmate's death. After such time, it will be destroyed or donated to the state. Destruction must be approved by the Warden, witnessed by the UPCO and one other employee selected by the Warden, and properly documented.
6. In the event that funds are not claimed, disposition will be in accordance with procedures issued by the Administrative Services Division.
7. Designated family members will be notified when the personal property of a deceased inmate is received from the medical examiner's office and may be picked up from the inmate's last assigned unit.

#### **I. RELEASE FROM CUSTODY**

All stored property, will be returned to the inmate at the time of release from custody. At time of release all monies on an inmate's account will be processed according to ADC Administrative Regulations. Legal materials left by an inmate upon his or her release from custody will be destroyed.

#### **J. LIABILITY FOR LOST, DAMAGED, OR DESTROYED PERSONAL PROPERTY**

1. Items of personal property, including watch, ring, religious medal or emblem, legal materials photographs, Media Players, and work craft tools and materials, for which liability is found against the ADC for lost or damaged property or the ADC determines before litigation that it is liable for such loss to an inmate will be replaced with the same type or similar item up to \$200.00 total.
2. No monetary reimbursement will be made for any electronically downloaded material on the player. This may consist of music, photos and correspondence. These items can be replaced by the player distributor.
3. Money shall not be placed on the books of an inmate if it is possible to replace a lost or damaged item with the same type or similar type of item.
4. Inmates who fail to produce a commissary receipt for 'food items' will not be entitled to a replacement or reimbursement. Food items will be replaced (if satisfactorily proven) with a like item or as reasonable a replacement as possible.
5. In the event that personal photographs are lost, damaged, or destroyed, the ADC will be responsible for only five (5) photographs. Liability is limited to \$2.50 each or a maximum of \$12.50.

6. An inmate assumes the risk of loss of food items placed in storage and subsequently destroyed as a result of vermin, mold or expiration. It is impossible for the ADC to protect against unforeseeable risks and therefore, ADC assumes no liability for losses of this type.
7. When an emergency situation is declared by the Unit's Warden, or their designee, the Division is not responsible for any property in the affected area which is lost, stolen, damaged, consumed or discarded.
8. Inmates must submit a stolen property report for any missing or stolen property. Failure to submit a stolen property report will absolve the DOC from any/all liability for missing or stolen property.

**IV. ATTACHMENTS:**

- F-841-3 Property Addition Form
- F-841-4 Waiver of Liability
- F-841-5 Property Disposal Notice and Form
- F-401 Confiscation Form
- Attachment # 1 Minimum State Issued Requirements
- Attachment # 2 Non-State Issued Property Authorized for Inmate Possession

**V. REFERENCES:**

- AR 841 Inmate Property Control
- AR 005 Reporting of Incidents
- AR 109 Funds of Offenders
- Punitive Housing/Restriction AD
- Release Process AD
- Inmate Correspondence AD
- Searches of Staff and Control of Contraband AD
- Work Craft Program AD
- Electronically Downloadable Devices (Media Player & Tablets) AD

**SCAN INTO EOMIS UPON COMPLETION**

F-401

**STATE OF ARKANSAS – DIVISION OF CORRECTION**

**CONFISCATED FORM – AREA OR PERSON**

(Check One)  Inmate  Visitor  Staff  Area

Unit: \_\_\_\_\_ Building or Area: \_\_\_\_\_ Barracks \_\_\_\_\_ Cell \_\_\_\_\_

Date and Time of Search: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_: pm: am

Officer(s) Conducting Search: (Print) \_\_\_\_\_

Officer(s) Conducting Search: (Signature) \_\_\_\_\_

Inmate Name: \_\_\_\_\_ ADC #: \_\_\_\_\_

Articles Seized (description and number of items):

Number	Description

Reason Seized:  Voluntarily Produced Excess Property  Contraband  Disciplinary/Criminal Evidence  
Other \_\_\_\_\_

Inmate Signature: \_\_\_\_\_ (  ) Refused to Sign

Area/Shift/Supervisor: (Signature) \_\_\_\_\_

Disposition of Contraband: \_\_\_\_\_

Copy Delivered to Inmate: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Delivered By: (Signature) \_\_\_\_\_

Disciplinary Written: ( ) No ( ) Yes By: \_\_\_\_\_

Voluntarily Produced Excess articles only may be mailed to:  
\_\_\_\_\_

Inmate authorizes deduction of postage from pen store account for voluntarily produced excess property only:  
( ) No ( ) Yes Inmate Signature: \_\_\_\_\_

**To be completed by UPCO**

Destruction Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

UPCO: (Signature) \_\_\_\_\_ Witnessing Staff: (Signature) \_\_\_\_\_

**SCAN INTO EOMIS UPON COMPLETION**  
**ARKANSAS DIVISION OF CORRECTION**  
**PROPERTY ADDITION FORM**

**F-841-3**

Date: \_\_\_\_\_ Unit: \_\_\_\_\_

Inmate's Name: \_\_\_\_\_ ADC#: \_\_\_\_\_  
Printed

Issuing Department: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Please indicate below the appropriate item to be added to an inmate's personal property file. It is important to submit a detailed description of any item(s) that are added, i.e., number of items, brand, color, size, etc.

- |                  |                           |                   |
|------------------|---------------------------|-------------------|
| _____ Radio      | _____ Watch               | _____ Ring        |
| _____ Earbuds    | _____ Combination Lock    | _____ Sweat Shirt |
| _____ Shoes      | _____ Religious Medallion | _____ Sweat Pants |
| _____ MP3 Player |                           |                   |

Other: \_\_\_\_\_

Detail description of item: \_\_\_\_\_  
\_\_\_\_\_

Name & Signature of issuing staff: \_\_\_\_\_ AASIS #: \_\_\_\_\_

Signature of Inmate: \_\_\_\_\_ Date: \_\_\_\_\_ ADC#: \_\_\_\_\_

This form is to be completed in the event of an addition to an inmate's personal property.

SCAN INTO EOMIS UPON COMPLETION

**F-841-4****WAIVER OF LIABILITY**

I, Inmate \_\_\_\_\_, ADC # \_\_\_\_\_,  
 (Print Name)

acknowledge that there is a \$50 limit per item and a \$200 limit on the total value of personal property I am permitted to possess, to include work craft tools and materials. I further acknowledge that the value of my ring or other item may exceed the \$50 limit; however, in exchange for maintaining possession of my ring or other item over \$50, I relieve the ADC of any liability regarding claims exceeding the \$50 value limitation or \$200.00 limitation for the total value of the personal property inmates are permitted to possess.

\_\_\_\_\_  
 Inmate's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Witnessed by (Employee)

\_\_\_\_\_  
 Date

Original – Institutional file    Legible copy – Inmate    Scanned copy – UPCO

**F-841-4****Revised**

## SCAN INTO EOMIS UPON COMPLETION

F-841-5

Arkansas Division of Correction  
**PROPERTY DISPOSAL NOTICE AND FORM**

Inmate Name &amp; ADC# \_\_\_\_\_ Unit/Center \_\_\_\_\_ Date \_\_\_\_\_

DELIVERED BY: \_\_\_\_\_ BADGE # \_\_\_\_\_

**This NOTICE and FORM is delivered to you on the above date to advise you the following item(s) will not be allowed to be in your possession or stored while at this unit/center. (Give complete description and quantity of items).**

\_\_\_\_\_ Check here if additional space is needed. Each additional sheet must be signed and dated.

I am aware of the disposition options for my stored property. If after 30 days, I have not exercised one of these options my property will be destroyed in accordance with policy. By CIRCLING OPTION 1, 2, OR 3 & COMPLETING THE INFORMATION, I, Inmate \_\_\_\_\_, ADC# \_\_\_\_\_, authorize the disposition of my excess, unauthorized property confiscated at intake or my voluntarily produced excess property in the following manner:

**#1: BY MAIL**

Name _____	Street Address _____	City _____	State _____	Zip _____
Check if you are requesting:	_____ First Class Mail	_____ Parcel Post Mail	_____ Insured Mail	

I authorize the deduction of the cost of postage from my inmate account to cover the expense of mailing. I must have sufficient money on my account to use this option.

Item(s) Mailed By \_\_\_\_\_ On \_\_\_\_\_  
Signature of Staff \_\_\_\_\_ Date \_\_\_\_\_

**#2: BY PICK UP AT VISITATION**

Name _____	Street Address _____	City _____	State _____
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It is my responsibility to inform this person of the need to pick up this property within fourteen (14) days of the item. If the items are not picked up in 14 days, the item(s) will be disposed of by destruction.

Picked up by: \_\_\_\_\_ (Print/Sign)

**#3: BY DESTRUCTION**

Item(s) destroyed by \_\_\_\_\_ on \_\_\_\_\_  
Print Staff Name \_\_\_\_\_ Date \_\_\_\_\_

by \_\_\_\_\_  
Signature of Destruction Official & Date \_\_\_\_\_ Signature of Staff Witness & Date \_\_\_\_\_

**ALTERNATE DISPOSAL**

The method of disposition listed above was not accomplished within the specified time frame, or the items confiscated are unauthorized, excessive or altered and the item(s) were destroyed.

\_\_\_\_\_  
Signature of UPCO & Date\_\_\_\_\_  
Signature Staff Witness & Date

Original – Institutional file Legible copy – Inmate Scanned copy- UPCO

**ATTACHMENT 1****MINIMUM STATE ISSUED REQUIREMENTS**

**CLOTHING AND PERSONAL HYGIENE ITEMS** – Upon arrival at a receiving unit, the inmate should be issued and/or have available to him/her the following items. He/she shall be accountable thereafter for each item.

**Male Clothing Provided**

3 shirts  
 3 pants  
 1 pair of shoes  
 3 under shorts  
 3 pair cotton socks  
 1 cap/toboggan (depending on seasonal requirements)  
 1 jacket or coat (depending on seasonal requirements)  
 2 thermal top and bottom (depending on seasonal and/or job requirements)

**Hygiene Items Provided**

bath soap (as needed)  
 1 toothbrush  
 1 tube of toothpaste  
 1 safety razor  
 bath towels (as needed)  
 1 pocket comb

**Female Clothing Provided**

3 shirts  
 3 pants  
 1 pair of shoes  
 3 pair panties  
 3 bras  
 1 jacket or coat (depending on seasonal requirements)  
 3 pair of socks  
 2 thermal top and bottom (depending on seasonal and/or job requirements)

**Hygiene Items Provided**

bath soap (as needed)  
 1 toothbrush  
 1 tube toothpaste  
 1 safety razor  
 bath towels (as needed)  
 feminine hygiene items

**Bed Clothing** – Each inmate should be issued the following items upon arrival at a reception or regular unit/center:

1 mattress	1 blanket
1 pillow	1 laundry bag
2 sheets	

Revised

**ATTACHMENT 2****PERSONAL PROPERTY ITEMS AUTHORIZED FOR INMATE  
POSSESSION AND NOT ISSUED BY STATE****CLOTHING**

- 1 Sweat shirt (white)
- 1 Sweat pant (white)
- 1 Pair shower shoes
- 1 Pair cloth gloves
- 2 Bathrobes (white) (female)
- 1 Pair gym shoes
- 1 Pair civilian shoes (work release)
- \*\*5 Undershirts
- \*\*8 Pairs panties
- \*\*8 Bras
- \*\*5 Pairs socks

**PERSONAL HYGIENE ITEMS**

- 1 Shaving cream
- 1 Deodorant – roll/stick
- 1 Shampoo
- 1 Denture adhesive
- 1 Hair dressing
- 1 Hair brush
- 1 Depilatory preparation
- \*\* Feminine hygiene items
- \*\* Beauty aid products
- 1 Laundry bag
- 1 Pair nail clippers  
(as sold on Commissary)

\*\* Includes some items issued by state

NOTE: No pressurized cans of flammable materials are allowed.

**MEDICAL ITEMS**

Issued as prescribed and with medical approval:

- 1 Pair eyeglasses/contact lenses
- 1 Pair dentures
- Prosthetic
- Body support devices

**LEGAL MATERIAL**

Papers and documents of a legal nature may be retained by the inmate in a reasonable quantity. A reasonable quantity of legal papers and documents may be retained by an inmate with his/her assigned storage box provided by the unit.

**MISCELLANEOUS**

- 1 Radio or MP3 Player, battery operated
- 1 Leased Tablet
- 1 Set headphones and/or earphones
- 1 Watch (wrist/pocket) - \$50 maximum value
- 1 Ring – \$50 maximum value
- 1 Religious medal (not to exceed 1 1/2" in length or width and no thicker than 1/8")
- Religious articles (as approved)
- Personal papers and letters
- 10 Envelopes
- 4 Batteries (AA or AAA only)
- 5 Photographs
- Any 3 newspapers in Inmate's name
- Any 3 issues of each magazine subscription in Inmate's name
- 10 Books (includes religious, textbooks & pleasure), subject to weight and size restrictions
- Work craft item(s)
- Hand held video games

**OTHER**


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DIVISION OF  
CORRECTION

6814 Princeton Pike  
Pine Bluff, AR 71602  
Phone: 870-267-6999  
Fax: 870-267-6244  
www.adc.arkansas.gov

## ~~ADMINISTRATIVE DIRECTIVE~~

~~SUBJECT: Inmate Property Control~~

~~NUMBER: 20-06~~ ~~SUPERSEDE: 18-46~~

~~APPLICABILITY: To all employees and inmates~~

~~REFERENCE: AR 841 - Inmate Property Control~~ ~~Page 1 of 16~~

~~APPROVED: Director Dexter Payne~~ ~~EFFECTIVE DATE: 5/1/2020~~

### ~~I. POLICY:~~

~~This policy is to establish uniform standards for possession of personal and state property by inmates within the Division of Correction. The responsibility for the administration of this policy is assigned to the Unit Warden/Center Supervisor (hereafter referred to as Warden) of each Unit/Center (hereafter referred to as Unit).~~

### ~~II. DEFINITIONS:~~

- ~~A. Legal Materials: Pleadings and resource documents such as case law, court rules, statutes, transcripts, notes or legal forms.~~
- ~~B. Inmate Personal Property: All items of approved property belonging to an inmate. (Attachment #1 and Attachment #2).~~
- ~~C. Unit Property Control Officer: A staff member, assigned by the Warden, who is responsible for the inventory and storage of inmate personal property.~~
- ~~D. Receiving Unit: Initial intake unit or unit receiving an inmate upon transfer.~~
- ~~E. Transferring Unit: Unit that is transferring an inmate to another unit.~~
- ~~F. Property Box: A storage box provided by the Division for inmate property.~~
- ~~G. Excessive Property: Property possessed by an inmate over and above that permitted by this policy.~~

~~H. Unauthorized Property: Property possessed by an inmate that is not permitted in any amount or constitutes a nuisance as defined in AR 841, and will be treated as contraband.~~

~~I. Contraband: Any item or items determined by the Board of Corrections or ADC to jeopardize the safety, security, or good order of its institutions, including but not limited to items which are illegal, authorized property that has been altered, unauthorized property, property in excess of established unit/center limits, property in an inmate's possession in an unauthorized area, spoiled food items, property accumulated for the purpose of barter or trade, property obtained through trafficking and trading or for which no reasonable explanation is given for its origin, or banned by policies.~~

~~J. Issued property: State owned property issued to an inmate upon entry or transfer to a unit or facility of the ADC.~~

~~K. Media Player: An electronic device that may be used to store electronic mail, photos and downloaded music. It also has the ability to function as a radio.~~

### ~~III. PROCEDURES~~

#### ~~A. UNIT PROPERTY CONTROL OFFICERS DUTIES (UPCO):~~

- ~~1. Be responsible for the retention and issuance of approved items to inmates upon arrival at a unit.~~
- ~~2. Ensure all inmate property is free of contraband during each inventory.~~
- ~~3. Inscribe each inmate's personal property with the inmate's ADC number to the extent possible. Ensure all footwear is notched.~~
- ~~4. Determine and list all personal items taken from the inmate and provide for excess or unauthorized items to be disposed of as provided herein (see form F 841-5).~~
- ~~5. Ensure all books stored and/or transferred are not property of the unit library. Any books in the possession of an inmate at the time of transfer/release belonging to any unit within the ADC shall be returned to the unit library or the Agency Librarian.~~
- ~~6. Ensure all records identifying and pertaining to storage of inmate personal property are appropriately filed and maintained in the inmate's institutional file and the Inmate Personal Property Record (Form 841-1) is completed accurately and legibly.~~
- ~~7. Provide a system for identification and accounting of items issued by the Unit to the inmate.~~
- ~~8. Be responsible for the secure storage of sealed inmate property storage container.~~

- ~~9. Shall not permit inmates to inventory, document or store any other inmate's personal property.~~
- ~~10. Delegate responsibility to subordinates on a limited basis to ensure ordinary and prudent operations. However, delegation of responsibility will be made only to qualified personnel and then only with the agreement of the Warden.~~
- ~~11. Complete an inventory of all stored items in the event the UPCO is replaced. This will ensure the former UPCO is relieved of responsibility for the property and signifies the new UPCO's acceptance of responsibility.~~
- ~~12. Maintain up to date Form 841-1 forms for distribution as follows: White (Original) Institutional File and Pink Inmate copy~~
- ~~13. Retain confiscated property at the sending unit where it was confiscated.~~
- ~~14. Ensure that all completed property forms are scanned into eOMIS promptly upon completion. This shall serve as the UPCO's documentation for reference.~~

#### ~~B. INTAKE INVENTORY PROCESS OF INITIAL COMMITMENTS~~

- ~~1. Inventory of Personal Property, Issuance of State Property & Medication and Medical Devices
  - ~~a. Upon commitment to the Division of Correction, each inmate must have all funds, if applicable, and personal property inventoried by the appropriate intake officer or the UPCO using Form 841-1. During this inventory, the UPCO or designee will determine what items are authorized for retention.~~
  - ~~b. Each Unit receiving a newly assigned inmate must provide the inmate with the minimum clothing, bedding, and personal hygiene items required (Attachment #1).~~
  - ~~c. New commitments will not be allowed to keep driver's license, social security card, other identification cards, valuable documents, or money on their person. Each of these items will be scanned and the originals kept in the institutional file. At the request of the Unit, a birth certificate, driver's license, social security card, or similar item mailed to the Unit for an inmate's institutional file shall be scanned and the originals kept in the institutional file. Any money possessed by a new commitment will be placed into the inmate's account.~~
  - ~~d. A receipt will be prepared for any funds, which may include money orders, veterans, social security, dividend, and certified checks. The original of the receipt will accompany the money to the Unit business office. Both the UPCO and the inmate will retain a copy of the receipt. The Unit Business Manager will transfer funds to Trust Fund Centralized Banking. The funds will be available to the inmate regardless of Unit assignment.~~~~

- ~~e. All medications will be inventoried and delivered to the medical staff who will determine whether to continue the medications. Receipt of medications will be signed by the officer and a medical staff member. If it is determined that the medication must be destroyed, the destruction will be conducted by the appropriate medical staff and performed in accordance with pharmaceutical and state health regulations.~~
- ~~f. The use or issuance of medical devices/equipment shall be processed in accordance with the appropriate policy and advice of medical authority.~~

### ~~C. EXCESSIVE AND UNAUTHORIZED PROPERTY AT INTAKE~~

- ~~1. Amounts allowed. Items listed on Attachment #1 and 2 and those approved items purchased from the commissary are considered the total possible number of personal property items appropriate for retention by an inmate.~~
- ~~2. An inmate may possess personal property, both non-expendable and expendable, not exceeding a combined total of Two Hundred Dollars and no/cents (\$200.00).~~
- ~~3. Any inmate found to possess unauthorized/excessive items must within fourteen (14) days beginning with the date of arrival at ADC; choose from one of the following options:~~

~~(a) Mail the items at the inmate's expense to a party of the inmate's choosing;~~

~~(b) Donation to the state; however, receipts must be received and placed in the inmate's institutional file. No item(s) will be given to any employee for his/her personal use; however, clothing may be donated to the state; or~~

~~(c) Destruction, if authorized by the inmate completing and signing the destruction section of Form F 841-5 and destruction is witnessed by the UPCO and another staff member; or~~

~~(d) Pick-up by a party of the inmate's choosing from the unit where it was confiscated if the inmate has been transferred from that unit. Pick-up must occur within thirty (30) days from the date the inmate chooses this option to have the item picked-up. Confiscated property will not be transferred with the inmate or to another more convenient location for pick-up. Any person authorized by an inmate to receive excess personal property will sign the appropriate section of the F 841-5 form.~~

- ~~4. Items not disposed of as provided in (3) (a), (b), (c) or (d) will be destroyed.~~

### ~~D. TRANSFERS AND SUBSEQUENT INVENTORIES~~

- ~~1. Whether the transfer is temporary or permanent, both sending and receiving Units shall inventory all property and clothing on a Form F 841-1 at all sending and~~

~~receiving institutions, 48 hour on and 48 hour off relief, and segregation. The Form F 841-1 shall be signed by the UPCO or designee with his/her name printed, signed and AASIS number thereon or a designee and by the inmate with ADC# written. If the inmate refuses to sign the inventory or is incapable of signing due to emergency or behavior, a second officer will sign in the presence of the inmate. It will be the inmate's responsibility to maintain the pink copy of the current property inventory form at all times in the process.~~

- ~~2. Upon completion of the form, give the inmate the pink copy and place the white original in the bag with the property. The original must be scanned into eOMIS before being placed into the property bag. The bag will be sealed with notations on the seal of the date, name, and ADC # of the inmate. Upon arrival at the new location or upon return to the inmate, as soon as possible, the inmate, if he/she desires to have his copy completed, will hand the pink copy to the UPCO and inventory completed. The completed pink copy will be returned to the inmate. When the receiving/returning unit completes the inventory, the Form F 841-1 shall be signed by the UPCO with his/her name printed, signed and AASIS number thereon or a designee and by the inmate with ADC# written. If the inmate refuses or is unavailable to sign the inventory, a second officer will sign in the presence of the inmate.~~
- ~~3. The completed white original will be forwarded to the records office to be placed in the inmate's institutional file and the inmate will keep the pink copy. Property inventory shall be immediately scanned into eOMIS.~~

#### ~~E. EXCESSIVE PROPERTY AND CONTRABAND AFTER INTAKE~~

- ~~1. Any property found in the possession of an inmate, which is not listed on either Form 841-1 or 841-3 or approved for purchase from the commissary will be deemed contraband.~~
- ~~2. Form 401 must be completed to identify all property taken from the inmate as either excess/contraband or disciplinary/criminal evidence. After completion the form must be immediately scanned into eOMIS. The form must include at least the inmate name, ADC Number, date of receipt, a description of the property item(s) in sufficient detail for easy identification; the reason the property was taken from the inmate; disposition of the items; and the confiscating officer and inmate will co-sign the form. If the inmate refuses to sign the form it will be signed by a second officer in the presence of the inmate.~~
- ~~3. Hold property until proceedings complete. Confiscated items to be used for disciplinary, grievance or judicial proceedings will be secured until proceedings are completed. Photograph all items if necessary, attach to the Property Confiscation Form, Form F 401 and document all actions relative to these items on Form F 401.~~
- ~~4. Unauthorized property shall be disposed of as follows:~~

- ~~(a) — Mail the items at the inmate's expense to a party of the inmate's choosing. No lien will be placed on the inmate's account for postage to mail unauthorized property.~~
  - ~~(b) — Destruction, if authorized by the inmate completing and signing the destruction section of Form F-841-5 and destruction is witnessed by the UPCO and another staff member; or~~
  - ~~(c) — Pick up by a party of the inmate's choosing during visitation or from the Unit where it was confiscated if the inmate has been transferred from that unit. Confiscated property will not be transferred with the inmate or to another more convenient location for pick up. Any person authorized by an inmate to receive excess personal property will sign the appropriate section of the F-841-5 form.~~
- ~~5. — A disciplinary may be written on all confiscated property as unauthorized excessive or contraband.~~
  - ~~6. — Contraband will be destroyed.~~
  - ~~7. — The inmate can be instructed to produce the Form F-841-1 form in the event of a search.~~
  - ~~8. — Weapons and drugs confiscated and not used as evidence in disciplinary or judicial proceedings will be disposed of pursuant to instructions from Internal Affairs.~~
  - ~~9. — Wireless telephone devices that are confiscated may be donated to a non-profit or other outside agency in lieu of destruction at the discretion of the Director. No mobile or wireless telephone device will be donated without first obtaining written approval from Internal Affairs to insure the preservation of evidence to any charges pending.~~
  - ~~10. — Medical devices, including, but not limited to eyeglasses, prostheses, canes, knee or other braces, which are confiscated upon no proof of medical script or medical necessity shall be returned to the medical department of the Unit from which it was confiscated.~~

#### ~~F. — ADDITIONS AND CHANGES TO PERSONAL PROPERTY INVENTORY~~

- ~~1. — The only means by which an inmate can acquire personal property/expendable items is by one of the following:
  - ~~a. — purchases from a Unit commissary,~~
  - ~~b. — medical items issued by health service administrators, and~~
  - ~~c. — authorized vendors of publications, religious, and work craft items.~~~~
- ~~2. — Issuing staff must complete a Property Addition Form 841-3, which must be scanned into eOMIS upon completion immediately.~~

- ~~3. Any property found in the possession of an inmate, which is not listed on either Form F 841-1 or Form F 841-3 will be considered contraband.~~
- ~~4. The deletion of an item(s) from an inmate's personal property form must be made by the UPCO or designee.~~
- ~~5. The distribution of F 841-1 forms associated with this document will be as follows: White (Original) Institutional File and Pink Inmate copy.~~

#### ~~G. SPECIAL ITEMS OF PERSONAL PROPERTY~~

- ~~1. ADC is not responsible for sentimental value of any item.~~
- ~~2. Watch, Ring, & Religious Medal: An inmate may have one watch, one ring, and one religious medal or emblem. These items shall not have a value over \$50 each and liability for loss of said item is limited to that amount. An exception may be made for the wedding band with a signed waiver of liability by the inmate, F 841-4 which must be scanned into eOMIS after completion. Any jewelry, which is deemed unauthorized during initial commitment will be disposed of as outlined in herein.~~
- ~~3. Religious medal or emblem: must be suspended from the ID card chain and worn inside the uniform shirt and is not to be any larger than 1 and 1/2 inches in length or width and no thicker than 1/8 of an inch. A committee consisting of the UPCO, a ranking Correctional Officer and the Unit Chaplain must approve any questionable medal or emblem. Any religious medal or emblem will be mailed directly from a commercial source with a copy of the invoice included. Any religious medal or emblem, which is deemed unauthorized during initial commitment will be disposed of as outlined herein.~~
- ~~4. Personal photographs: Inmates are limited to five (5) personal photographs. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a commercially produced photograph that is published and sold to the public. Photographs can be no larger than 8 1/2" x 11" in size. Such photographs may contain either single or multiple digital images/pictures on one (1) side of the page only. When digital images/pictures are cut from an 8 1/2" x 11" sheet, it they will no longer be considered as one. Each digital image/picture cut from that sheet will be counted as one of the five authorized photographs. Digital images and photocopies are considered the same. Prohibited photos are photos which contain (1) nude or sexually suggestive photographs, or (2) contain subject matter that is disruptive in nature or would threaten security or the good order of the institution. Liability for loss of a photograph is limited to \$2.50 per photograph or per 8 1/2" x 11" size pages regardless of number of photos contained on any one page. Inmates are advised not to retain sole copies of important or sentimental family photographs due to the possibility of damage or loss. Electronic photographs which are transferred to an inmate's MP3 Player will not be subject to the same numerical restrictions as noted above.~~
- ~~5. Legal Materials—An inmate may retain legal materials, which provided the quantity of those materials can be stored in his/her assigned property box. These materials include, but are not limited to mail, court transcripts or documents, research, pleading papers, etc.~~

- ~~(a) — The inmate is responsible for the disposal of those materials as outlined herein. Inmates may access stored legal materials by utilizing the inmate request system.~~
  - ~~(b) — At the time of transfer, the inmate must notify the UPCO that he or she has legal materials belonging to another inmate and turn those materials or work over to the UPCO. Any inmate transferring with legal materials or work belonging to another inmate is subject to disciplinary action.~~
  - ~~(c) — The inmate is responsible for notifying the UPCO if they possess a trial transcript, or if one is received by the inmate by mail or delivery for addition to his/her personal inventory. The only information required is the date of the deposition, case number, and the name of the person deposed.~~
- ~~6. — Work Craft Materials — work craft or hobby craft materials are governed by the appropriate administrative directive and all inmates participating in the work craft program must meet the criteria for the unit to which they are assigned. Materials will be transferred with the inmate to the new unit. If the inmate does not qualify for work craft or hobby craft or the new unit does not have a work craft or hobby craft program, the materials will be disposed of as per the work craft or hobby craft policy. Liability for tools and materials is limited to a cumulative of \$200.00 including all other items of personal property.~~
- ~~7. — Inmates are not allowed to possess an MP3 Player and a radio. If the inmate owns a radio and wishes to purchase an MP3 Player, then the inmate is responsible for disposing of the radio as addressed in this policy. Possession of both the radio and the MP3 Player will result in disciplinary action and the radio being considered as contraband and dealt with accordingly.~~

#### ~~H. — DISPOSITION OF PERSONAL PROPERTY IN THE EVENT OF INMATE DEATH~~

- ~~1. Immediately upon the inmate's death, the UPCO will inventory the inmate's property using Form F 841-2, which must be immediately scanned into eOMIS upon completion and place property in a property storage bag. The inmate's funds will be retained in his/her inmate banking account.~~
- ~~2. The individual previously designated by the inmate to receive his/her personal property and/or funds will be notified, and the property given to them. (See form F-841-2).~~
- ~~3. In the event that personal property or funds are not designated, it may only be released to:
 
  - ~~\_\_\_\_\_ a. A person possessing a filed stamped Affidavit for Collection of Small Estate,~~
  - ~~\_\_\_\_\_ b. A person possessing Letters of Administration or Letters of Testamentary, or~~
  - ~~\_\_\_\_\_ c. The Public Administrator.~~~~
- ~~4. The individual to whom personal property or funds are released will be required to sign a detailed receipt; Form 841-2 then will be placed in the deceased inmate's file.~~

5. ~~In the event that personal property is not claimed, it will be held for a period of one (1) year from the inmate's death. After such time, it will be destroyed or donated to the state. Destruction must be approved by the Warden, witnessed by the UPCO and one other employee selected by the Warden, and properly documented.~~
6. ~~In the event that funds are not claimed, disposition will be in accordance with procedures issued by the Administrative Services Division.~~
7. ~~Designated family members will be notified when the personal property of a deceased inmate is received from the medical examiner's office and may be picked up from the inmate's last assigned unit.~~

#### ~~I. RELEASE FROM CUSTODY~~

~~All stored property, will be returned to the inmate at the time of release from custody. At time of release all monies on an inmate's account will be processed according to ADC Administrative Regulations. Legal materials left by an inmate upon his or her release from custody will be destroyed.~~

#### ~~J. LIABILITY FOR LOST, DAMAGED, OR DESTROYED PERSONAL PROPERTY~~

1. ~~Items of personal property, including watch, ring, religious medal or emblem, legal materials photographs, Media Players, and work craft tools and materials, for which liability is found against the ADC for lost or damaged property or the ADC determines before litigation that it is liable for such loss to an inmate will be replaced with the same type or similar item up to \$200.00 total.~~
2. ~~No monetary reimbursement will be made for any electronically downloaded material on the player. This may consist of music, photos and correspondence. These items can be replaced by the player distributor.~~
3. ~~Money shall not be placed on the books of an inmate if it is possible to replace a lost or damaged item with the same type or similar type of item.~~
4. ~~Inmates who fail to produce a commissary receipt for 'food items' will not be entitled to a replacement or reimbursement. Food items will be replaced (if satisfactorily proven) with a like item or as reasonable a replacement as possible.~~
5. ~~In the event that personal photographs are lost, damaged, or destroyed, the ADC will be responsible for only five (5) photographs. Liability is limited to \$2.50 each or a maximum of \$12.50.~~
6. ~~An inmate assumes the risk of loss of food items placed in storage and subsequently destroyed as a result of vermin, mold or expiration. It is impossible for the ADC to protect against unforeseeable risks and therefore, ADC assumes no liability for losses of this type.~~
7. ~~When an emergency situation is declared by the Unit's Warden, or~~

~~their designee, the Division is not responsible for any property in the affected area which is lost, stolen, damaged, consumed or discarded.~~

- ~~8. Inmates must submit a stolen property report for any missing or stolen property. Failure to submit a stolen property report will absolve the DOC from any/all liability for missing or stolen property.~~

~~**IV. ATTACHMENTS:**~~

- ~~F 841-3 Property Addition Form~~
- ~~F 841-4 Waiver of Liability~~
- ~~F 841-5 Disposition of Inmate Property~~
- ~~F 401 Confiscation Form~~
- ~~Attachment # 1 Minimum State Issued Requirements~~
- ~~Attachment # 2 Non-State Issued Property Authorized for Inmate Possession~~

~~**V. REFERENCES:**~~

- ~~AR 841 Inmate Property Control~~
- ~~AR 005 Reporting of Incidents~~
- ~~AR 109 Funds of Offenders~~
- ~~Punitive Housing/Restriction AD~~
- ~~Release Process AD~~
- ~~Inmate Correspondence AD~~
- ~~Searches of Staff and Control of Contraband AD~~
- ~~Work Craft Program AD~~
- ~~Electronically Downloadable Devices (Media Player & Tablets) AD~~

**REPEL**

~~SCAN INTO EOMIS UPON COMPLETION~~

~~F-401~~

~~STATE OF ARKANSAS DIVISION OF CORRECTION~~

~~CONFISCATED FORM - AREA OR PERSON~~

~~(Check One) \_\_\_\_\_ Inmate \_\_\_\_\_ Visitor \_\_\_\_\_ Staff \_\_\_\_\_ Area \_\_\_\_\_~~

~~Unit: \_\_\_\_\_ Building or Area: \_\_\_\_\_ Barracks \_\_\_\_\_ Cell \_\_\_\_\_~~

~~Date and Time of Search: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ : pm: am~~

~~Officer(s) Conducting Search: (Print) \_\_\_\_\_~~

~~Officer(s) Conducting Search: (Signature) \_\_\_\_\_~~

~~Inmate Name: \_\_\_\_\_ ADC #: \_\_\_\_\_~~

~~Articles Seized (description and number of items):~~

Number	Description

~~Reason Seized: \_\_\_\_\_ Voluntarily Produced Excess Property \_\_\_\_\_ Contraband \_\_\_\_\_ Disciplinary/Criminal Evidence \_\_\_\_\_ Other \_\_\_\_\_~~

~~Inmate Signature: \_\_\_\_\_ ( \_\_\_\_\_ ) Refused to Sign~~

~~Area/Shift/Supervisor: (Signature) \_\_\_\_\_~~

~~Disposition of Contraband: \_\_\_\_\_~~

~~Copy Delivered to Inmate: Date: \_\_\_\_\_ Time: \_\_\_\_\_~~

~~Delivered By: (Signature) \_\_\_\_\_~~

~~Disciplinary Written: ( ) No ( ) Yes By: \_\_\_\_\_~~

~~Voluntarily Produced Excess articles only may be mailed to:~~

~~\_\_\_\_\_~~

~~Inmate authorizes deduction of postage from pen store account for voluntarily produced excess property only:~~

~~( ) No ( ) Yes Inmate Signature: \_\_\_\_\_~~

~~To be completed by UPCO~~

~~Destruction Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_~~

~~UPCO: (Signature) \_\_\_\_\_ Witnessing Staff: (Signature) \_\_\_\_\_~~

~~Original Institutional file Pink copy Inmate Scanned copy UPCO copy~~

~~F-401~~

~~Revised~~

~~SCAN INTO EOMIS UPON COMPLETION~~

~~F-841-3~~

~~ARKANSAS DIVISION OF CORRECTION  
PROPERTY ADDITION FORM~~

~~Date: \_\_\_\_\_ Unit: \_\_\_\_\_~~

~~Inmate's Name: \_\_\_\_\_ ADC#: \_\_\_\_\_  
Printed~~

~~Issuing Department: \_\_\_\_\_ Date Issued: \_\_\_\_\_~~

~~Please indicate below the appropriate item to be added to an inmate's personal property file. It is important to submit a detailed description of any item(s) that are added, i.e., number of items, brand, color, size, etc.~~

- ~~\_\_\_\_\_ Radio \_\_\_\_\_ Watch \_\_\_\_\_ Ring~~
- ~~\_\_\_\_\_ Earbuds \_\_\_\_\_ Combination Lock \_\_\_\_\_ Sweat Shirt~~
- ~~\_\_\_\_\_ Shoes \_\_\_\_\_ Religious Medallion \_\_\_\_\_ Sweat Pants~~
- ~~\_\_\_\_\_ MP3 Player \_\_\_\_\_~~

~~Other: \_\_\_\_\_~~

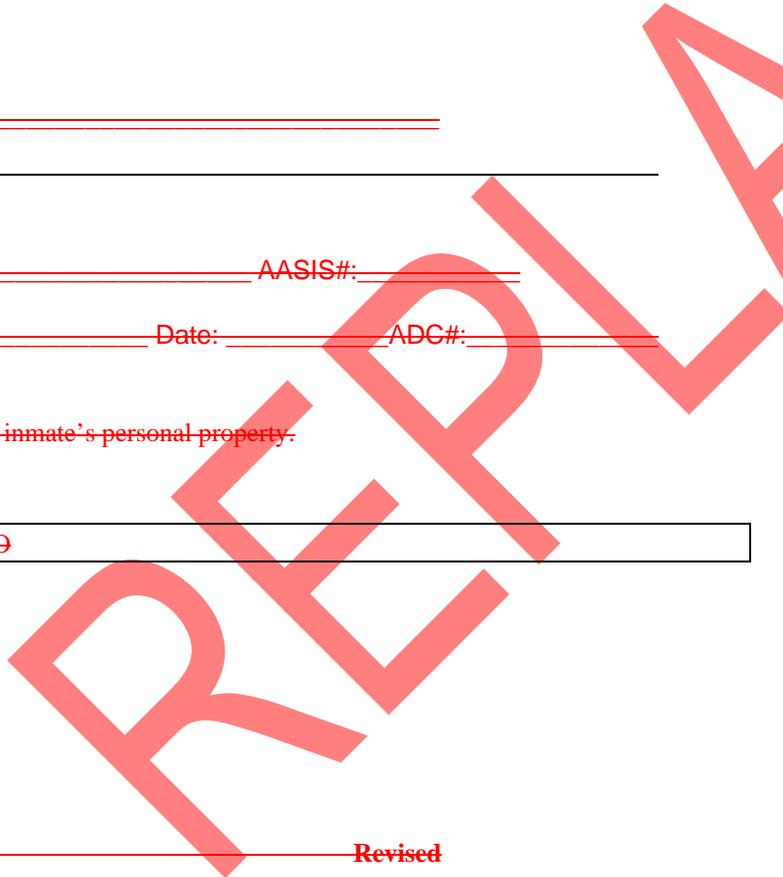
~~Detail description of item: \_\_\_\_\_~~

~~Name & Signature of issuing staff: \_\_\_\_\_ AASIS#: \_\_\_\_\_~~

~~Signature of Inmate: \_\_\_\_\_ Date: \_\_\_\_\_ ADC#: \_\_\_\_\_~~

~~This form is to be completed in the event of an addition to an inmate's personal property.~~

~~Original Institutional file Pink copy Inmate Scanned copy UPCO~~



SCAN INTO EOMIS UPON COMPLETION

F-841-4

**WAIVER OF LIABILITY**

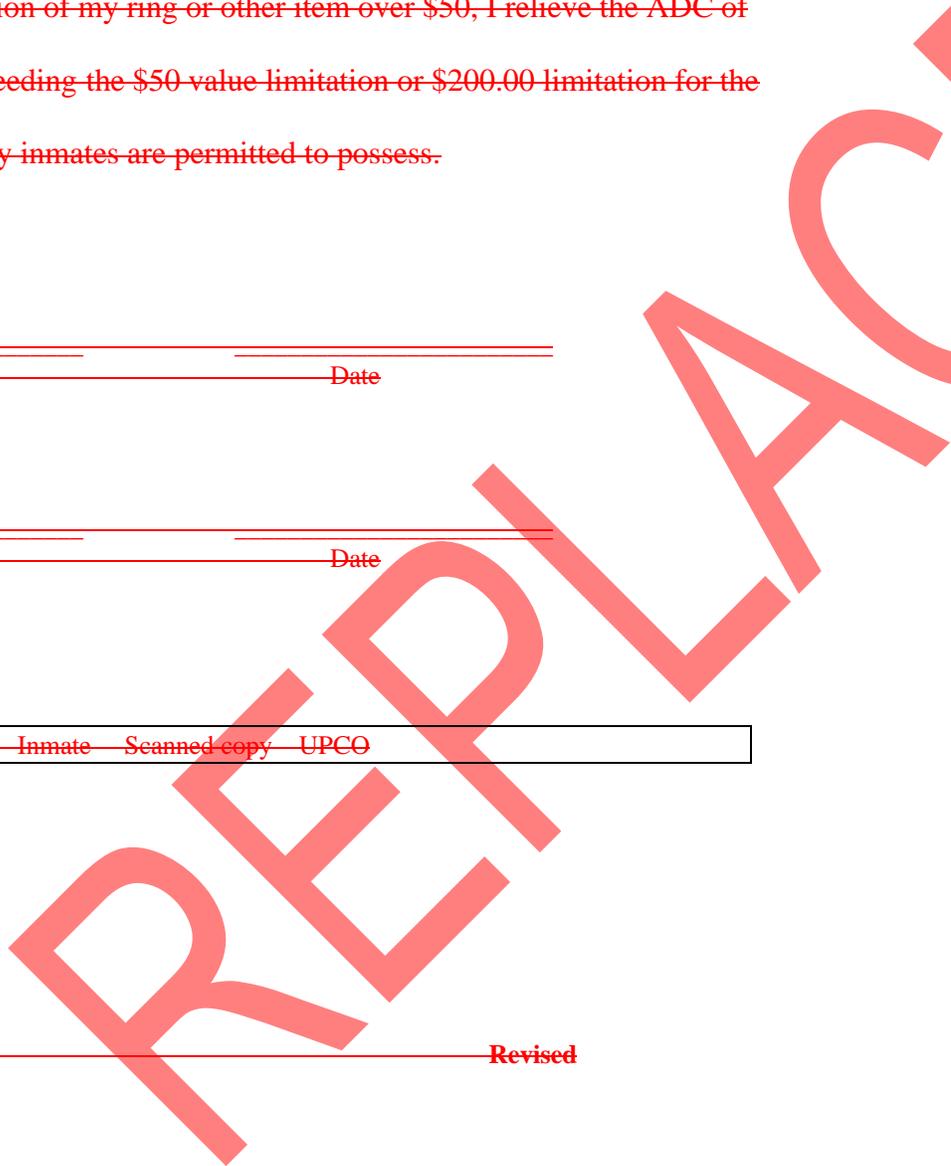
I, Inmate \_\_\_\_\_, ADC # \_\_\_\_\_,  
\_\_\_\_\_ (Print Name)

acknowledge that there is a \$50 limit per item and a \$200 limit on the total value of personal property I am permitted to possess, to include work craft tools and materials. I further acknowledge that the value of my ring or other item may exceed the \$50 limit; however, in exchange for maintaining possession of my ring or other item over \$50, I relieve the ADC of any liability regarding claims exceeding the \$50 value limitation or \$200.00 limitation for the total value of the personal property inmates are permitted to possess.

\_\_\_\_\_  
Inmate's Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Witnessed by (Employee) \_\_\_\_\_ Date

Original Institutional file Pink copy Inmate Scanned copy UPCO



SCAN INTO EOMIS UPON COMPLETION

F-841-5

Arkansas Division of Correction
PROPERTY DISPOSAL NOTICE AND FORM

Inmate Name & ADC# \_\_\_\_\_ Unit/Center \_\_\_\_\_ Date \_\_\_\_\_

DELIVERED BY: \_\_\_\_\_ BADGE # \_\_\_\_\_

This NOTICE and FORM is delivered to you on the above date to advise you the following item(s) will not be allowed to be in your possession or stored while at this unit/center. (Give complete description and quantity of items).

\_\_\_\_\_ Check here if additional space is needed. Each additional sheet must be signed and dated.

I am aware of the disposition options for my stored property. If after 30 days, I have not exercised one of these options my property will be destroyed in accordance with policy. By CIRCLING OPTION 1, 2, OR 3 & COMPLETING THE INFORMATION, I, Inmate \_\_\_\_\_, ADC# \_\_\_\_\_, authorize the disposition of my excess, unauthorized property confiscated at intake or my voluntarily produced excess property in the following manner:

#1: BY MAIL

Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Check if you are requesting: \_\_\_\_\_ First Class Mail \_\_\_\_\_ Parcel Post Mail \_\_\_\_\_ Insured Mail

I authorize the deduction of the cost of postage from my inmate account to cover the expense of mailing. I must have sufficient money on my account to use this option.

Item(s) Mailed By \_\_\_\_\_ On \_\_\_\_\_
Signature of Staff \_\_\_\_\_ Date \_\_\_\_\_

#2: BY PICK UP AT VISITATION

Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

It is my responsibility to inform this person of the need to pick up this property within fourteen (14) days of the item. If the items are not picked up in 14 days, the item(s) will be disposed of by destruction.

Picked up by: \_\_\_\_\_ (Print/Sign)

#3: BY DESTRUCTION

Item(s) destroyed by \_\_\_\_\_ on \_\_\_\_\_
Print Staff Name \_\_\_\_\_ Date \_\_\_\_\_

by \_\_\_\_\_
Signature of Destruction Official & Date \_\_\_\_\_ Signature of Staff Witness & Date \_\_\_\_\_

ALTERNATE DISPOSAL

The method of disposition listed above was not accomplished within the specified time frame, or the items confiscated are unauthorized, excessive or altered and the item(s) were destroyed.

Signature of UPCO & Date \_\_\_\_\_ Signature Staff Witness & Date \_\_\_\_\_

**ATTACHMENT 1****MINIMUM STATE ISSUED REQUIREMENTS**

**CLOTHING AND PERSONAL HYGIENE ITEMS**— Upon arrival at a receiving unit, the inmate should be issued and/or have available to him/her the following items. He/she shall be accountable thereafter for each item.

**Male Clothing Provided**

3 shirts  
 3 pants  
 1 pair of shoes  
 3 under shorts  
 3 pair cotton socks  
 1 cap/toboggan (depending on seasonal requirements)  
 1 jacket or coat (depending on seasonal requirements)  
 2 thermal top and bottom (depending on seasonal and/or job requirements)

**Hygiene Items Provided**

bath soap (as needed)  
 1 toothbrush  
 1 tube of toothpaste  
 1 safety razor  
 bath towels (as needed)  
 1 pocket comb

**Female Clothing Provided**

3 shirts  
 3 pants  
 1 pair of shoes  
 3 pair panties  
 3 bras  
 1 jacket or coat (depending on seasonal requirements)  
 3 pair socks  
 2 thermal top and bottom (depending on seasonal and/or job requirements)

**Hygiene Items Provided**

bath soap (as needed)  
 1 toothbrush  
 1 tube toothpaste  
 1 safety razor  
 bath towels (as needed)  
 feminine hygiene items

**Bed Clothing**— Each inmate should be issued the following items upon arrival at a reception or regular unit/center:

1 mattress  
 1 pillow  
 2 sheets  
 1 blanket  
 1 laundry bag

Revised

PREPARED BY: [Signature]

**ATTACHMENT 2****PERSONAL PROPERTY ITEMS AUTHORIZED FOR INMATE  
POSSESSION AND NOT ISSUED BY STATE**

<u>CLOTHING</u>	<u>PERSONAL HYGIENE ITEMS</u>
1 Sweat shirt (white)	1 Shaving cream
1 Sweat pant (white)	1 Deodorant — roll/stick
1 Pair shower shoes	1 Shampoo
1 Pair cloth gloves	1 Denture adhesive
2 Bathrobes (white) (female)	1 Hair dressing
1 Pair gym shoes	1 Hair brush
1 Pair civilian shoes (work release)	1 Depilatory preparation
**5 Undershirts	** Feminine hygiene items
**8 Pairs panties	** Beauty aid products
**8 Bras	1 Laundry bag
**5 Pairs socks	1 Pair nail clippers
	(as sold on Commissary)

\*\* Includes some items issued by state

NOTE: No pressurized cans of flammable materials are allowed.

<u>MEDICAL ITEMS</u>	<u>LEGAL MATERIAL</u>
Issued as prescribed and with medical approval:	Papers and documents of a legal nature may
1 Pair eyeglasses/contact lenses	be retained by the inmate in a reasonable
1 Pair dentures	quantity. A reasonable quantity of legal papers and
Prosthetic	documents may be retained by an inmate with his/her
Body support devices	assigned storage box provided by the unit.

<u>MISCELLANEOUS</u>	<u>OTHER</u>
1 Radio or MP3 Player, battery operated	
1 Leased Tablet	
1 Set headphones and/or earphones	
1 Watch (wrist/pocket) — \$50 maximum value	
1 Ring — \$50 maximum value	
1 Religious medal (not to exceed 1 1/2" in	
— length or width and no thicker than 1/8")	
— Religious articles (as approved)	
— Personal papers and letters	
10 Envelopes	
4 Batteries (AA or AAA only)	
5 Photographs	
Any 3 newspapers in Inmate's name	
Any 3 issues of each magazine subscription in Inmate's name	
10 Books (includes religious, textbooks & pleasure), subject to	
weight and size restrictions	
Work craft item(s)	
Hand held video games	