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ADMINISTRATIVE REGULATION

OPR: MEN'S AND WOMEN'S SERVICES

NUMBER 338

INMATE PROPERTY

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures to prescribe consistent limitations for the volume and type of property allowed to be maintained by an inmate and to provide instructions for the acquisition, transportation, storage, and disposal of inmate property.

II. POLICY

The ADOC shall govern the control and safeguarding of inmate personal property. Inmates shall be allowed to retain in their possession an authorized amount of personal, state, and religious property. The ADOC will specify the limit of personal property belonging to the inmate. These procedures are made available to inmates upon admission.

III. DEFINITIONS AND ACRONYMS

- A. **Approved Source of Supply**: A publisher, retail/wholesale dealer of mail order products for books, CDs, magazines, hobby craft, religious and medical items or as otherwise determined by the Warden/Designee.
- B. **Contraband**: Any item **NOT** issued to an inmate by the ADOC or retained in its present form, location, or use, sold in the inmate canteen or authorized by the Warden/Designee.
- C. **Health Care Appliance**: An item that is utilized in the treatment and/or adaption to an illness or handicap that is ordered and/or approved by contract medical services. Health care appliances include, but are not limited to: orthopedic prostheses, orthopedic braces or shoes, crutches, canes, walkers, hearing aids, prescription eyeglasses, artificial eyes, dental prostheses, breathing devices, and wheelchairs.

- D. **Inmate Personal Property**: All items of approved property belonging to an inmate.
- E. **Inmate Trust Fund**: The holding and administering of funds belonging to the inmate during his/her term of incarceration.
- F. **Laundry Bag**: A standard sized state-issued mesh bag utilized by the ADOC for transportation of inmate property.
- G. **Legal Papers**: Pleadings and resource documents relevant to current cases, such as case law, court rules, statutes, transcripts, or legal forms.
- H. **Religious Items**: An item(s) which are authorized specifically for the purpose of approved religious practices, see AR 333, *Religious Program Services*.
- I. **State-Issued Property**: Items issued to the inmate from the ADOC.

IV. **RESPONSIBILITIES**

- A. Wardens/Division Directors/Designees are responsible for developing their institutional/divisional Standard Operating Procedures (SOPs), as necessary, for the implementation of AR 338, *Inmate Property*. Wardens of Women's Facilities shall develop SOPs that are gender-responsive in the implementation of this AR.
- B. The Property Control Officer is responsible for the management of the institutional property control plan.
- C. ADOC employees are responsible for following the guidelines set forth in this regulation.
- D. Inmates shall be responsible for following the procedures set forth in this regulation.

V. **PROCEDURES**

- A. Initial Intake: The ADOC shall govern the inmate property of those inmates new to the system.
 - 1. Upon arrival at the reception center, each inmate shall have all personal property inventoried by the Property Control Officer.
 - 2. Authorized inmate property items are listed in Annex A, *ADOC Inmate Personal Property – Institutions* or Annex B, *ADOC Inmate Personal Property – Work Releases*.
 - 3. All inmate items will be documented on ADOC Form 338-A, *Inmate Property Sheet – Institution* or ADOC Form 338-B, *Inmate Property Sheet – Work Release*.

4. All funds (cash, money orders, and/or checks) will be collected from the inmate, accounted for, and submitted to the business office for placement on the inmate's ITF account. The inmate will be allowed to send unauthorized money orders and personal checks to individuals of their choice within thirty (30) days of their arrival.
5. Unauthorized items confiscated from new intake inmates will be documented on ADOC Form 338-C, *Inmate Property and Contraband Disposal* and stored in an adequately sealed container in the institutional property room. The inmate will have the option to send the item(s) to a location of their choice, donate the item(s) to charity, or they will be destroyed after thirty (30) days.
6. Religious items. The ADOC shall permit an inmate to have religious property in accordance with AR 333, *Religious Program Services*.
7. Each inmate will be issued at intake:
 - a. Three (3) pairs of pants and three shirts **OR** three jump suits.
 - b. One (1) jacket (October 15th – April 15th).
 - c. One (1) cap (job related).
 - d. Five (5) pairs of undershorts (male).
 - e. Five (5) undershirts.
 - f. Five (5) pairs of socks.
 - g. Seven (7) pairs of underwear (female).
 - h. Seven (7) bras (female).
 - i. Two (2) pairs of pajamas (female).
 - j. One (1) pair of state-issued boots.
 - k. One (1) pair of slip-on tennis shoes.
 - l. One (1) pair of shower slides.
 - m. One (1) state identification (ID) card (AR 032, *Issue and Control of Inmate Identification Cards*).
 - n. Two (2) laundry bags.
 - o. Two (2) sheets and one (1) pillowcase.
 - p. One (1) blanket.