

State of Utah - Department of Corrections



General Order

<p><i>Subject: FD14 - Inmate Property</i></p>	<p><i>Number: DPOGO 22-001</i></p>
<p><i>Date Issued: May 31, 2022</i></p>	<p><i>Date Effective: May 31, 2022</i></p>
<p><i>Supersedes:</i> <input type="checkbox"/> <i>In its entirety</i> <input type="checkbox"/> <i>Only the sections attached</i> <input type="checkbox"/> <i>This is a new policy & procedure</i> <input checked="" type="checkbox"/> <i>Supplemental provisions for a time-limited basis</i></p>	<p><i>DPOGO Review Date: August 31, 2022</i></p>
<p><i>GRAMA Designation:</i></p>	<p><i>PUBLIC</i></p>
<p><i>Authorized by:</i></p>	<p><i>Executive Director Brian Nielson</i></p>
<p><i>This General Order related to inmate property is being implemented only for the move of the Utah State Prison (USP) in Draper, Utah, to the Utah State Correctional Facility (USCF) in Salt Lake City, Utah, and does not apply to any other Utah Department of Corrections (UDC) facility, transport, or operation. In the event that the provisions of this General Order conflict with the current policy and procedure FD14 - Inmate Property, or any other Department policy or procedure, this General Order shall govern for the purposes of the prison move. With one exception pertaining to legal material, this General Order becomes obsolete at the conclusion of the prison move.</i></p> <p><i>There is information outlined in this policy that pertains to inmate legal material that is applicable following the prison move. The information in this order related to inmate legal material shall remain effective until the inmate’s legal material has been addressed as outlined in this General Order. Once that occurs, the information contained in the standard FD14 - Inmate Property policy and procedure shall supersede this order.</i></p>	
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01.00 POLICY & RATIONALE

01.01 Policy

It is the policy of the Utah Department of Corrections that inmates are allowed to possess and transfer a reasonable amount of personal property when the prison moves from the Utah State Prison (USP) to the Utah State Correctional Facility (USCF). The amount of property each inmate is able to maintain for purposes of this move should be reasonable in comparing the interest of the inmate in possessing personal property with the interest that UDC has in maintaining the safety and security of staff, the facility, and inmates, as well as safely moving thousands of inmates.

For purposes of the prison move, the property information outlined in this General Order supersedes the property matrix and other pertinent property information contained in the current policy and procedure FD14—Inmate Property. Absent extraordinary circumstances, any property-related issues not addressed in this General Order shall be handled based on the policy and procedure outlined in FD14.

01.02 General Order Policy Explained

- A. Prior to the prison move, inmate property shall be searched, inventoried, reduced, dispositioned, and otherwise prepared so that UDC may safely and efficiently move.
- B. When the inmate is physically transported from the USP to the USCF, each inmate shall be allowed to retain prescribed medications, approved ADA devices and two (2) - 13" x 18" clear plastic pouches that contain their legal material only, and any pre-approved religious item. No other property will be transported in the vehicle with the inmate.
- C. When the prison move occurs, inmates shall only be allowed to take the items that are identified within this policy. With the exception of 01.01(B), the inmate property shall be transported separately from the inmate.
- D. Prior to the prison move, all inmates will be provided one (1) approved property tote. Inmates shall only be allowed one tote.
 1. The inmate shall be allowed to take anything on the property matrix to the USCF that will fit in the tote. If the inmate has more property than what will fit in the tote with the lid properly closed, the remaining property shall be dispositioned in the following manner:
 - a. within 15 days after this general order has been posted, inmates will be required to reduce their property to that listed on the property matrix;
 - b. after 15 days, housing captains and their staff shall be responsible for confiscating any excess property;
 - c. all property confiscated by staff shall be identified on the property report form PR-1 and taken to the DPO property unit;
 - d. once the property is received at the DIO property unit, each inmate will receive a 15-day notice of disposition; and
 - e. once the 15 days have elapsed after this Notice, then the property will be donated to charity per FD 14.
- E. Inmate commissary orders shall be limited, restricted, and eventually stopped before the prison moves. Commissary orders shall resume as normal upon the completion of the prison move.

- F. Once the inmate move to USCF is complete, inmates shall not receive their property until it has been adequately searched, scanned, and processed.
 - 1. Any contraband or illegal items found during the search and scan shall be handled in accordance with other applicable policies and procedures. Criminal and/or administrative charges may result if contraband items are found.
- G. In preparation for the prison move, inmates shall immediately start to reduce their property and comply with the matrix outlined in this order.

01.03 Application of Current Policy

The information and process within this General Order were drafted in accordance with current and long-standing UDC policy and procedure.

- A. Current policy FD14.06.04(A) outlines the following:
As the need arises, the Wardens, Commissary Contract Coordinator, Education Coordinator, Property Program Manager, and other affected Institutional representatives shall collectively review, modify and approve the Inmate Property Matrix.
- B. Current policy FD14.06.04(D) outlines the following:
Inmates shall be responsible to remove property from their possession that has been deleted from the property matrix within 30 days from the date notification is published and posted.
- C. Current policy FD14/04.04(C) & (D) outline the following:
 - 1. *(C.) Security— Inmate property shall not be permitted to accumulate to the point that it diminishes the ability of staff to conduct thorough shakedowns in a reasonable amount of time.*
 - 2. *(D.) Rapid Transfer— Inmates shall limit their property accumulation to accommodate the Institution's capacity to secure, inventory, and store their property.*

01.04 Rationale

- A. The Utah Department of Corrections has a legitimate penological interest in ensuring the safety and security of the institution, the inmates, and its staff. This interest includes regulating inmate property. An excessive amount of property can pose a threat to the safety and security of the institution because contraband items can be concealed within the property, it poses a fire hazard, and as it relates to the prison move specifically, resources are limited to accomplish the move and therefore, it's not realistic that all property be moved to the prison.
- B. It's necessary and in the best interest of the inmates and the department to have a standard process that regulates the property being moved to the new prison. The standardized process provides information to inmates and families on what to expect, helps reduce liability to the department, and provides an avenue for inmates to properly disposition their property in advance of the prison being moved.
- C. Many inmates have far more property than they are allowed by the current property matrix, a reasonable amount of time, 30 days, is being granted to the inmates to comply with this directive.
- D. For the actual prison move, the resources required to conduct the move itself are restricted and therefore a limitation on what inmate property can and can't be moved is required.
- E. The time it takes to search, inventory, transport, distribute and process inmate property is extremely high and demanding.
- F. It's reasonable for most people when they move from one location to another to limit what they can retain and move.

02.00 COMMISSARY03.01 Inmate Commissary

- A. The last day for commissary orders at USP shall be June 19, 2022. The orders will be delivered the week of June 26, 2022. All subsequent orders will be delivered to USCF.
- B. Any commissary items listed as restricted on the property matrix shall not be transported to USCF.
 1. Inmates shall be mindful of the quantity of items purchased in the weeks leading up to the commissary cutoff date.
 2. Any commissary items that cannot be transported to USCF shall either be consumed by the inmate prior to the prison move or shall be dispositioned.
 - a. No food or otherwise perishable items shall be transported to USCF because of the safety risks it represents.
- C. At UDCs discretion and expense, items shall be purchased to ensure inmates have all necessary supplies while commissary is unavailable. This includes providing inmates with hygiene supplies and some additional food items.
- D. If over-the-counter prescription medications such as Aspirin, Tylenol, or Ibuprofen, are needed that an inmate does not have access to while waiting for their property, prison medical staff shall, at their discretion, provide these items to inmates until they receive their property.

03.00 LEGAL MATERIAL03.01 Inmate Legal Material

- A. Per policy, Inmates are allowed two (2) - 13" x 18" clear plastic pouches that contain their legal material. These pouches shall be transported with the inmate when they move to USCF.
- B. Inmates shall immediately begin reducing their legal materials through the disposition process so that it fits within these 2 pouches.
- C. Inmates may choose to mail out their excess legal materials or arrange to have them picked up at Draper prison by an authorized individual.
- D. After 30 days from posting of this General Order, the Housing captain and their staff shall be responsible for confiscating any excess legal material beyond the two pouches.
- E. For the safety and security of the facility, staff, and inmates, all legal material shall be inspected, but not read.
- F. When possible, all legal material searched in relation to and prior to the prison move shall be searched in the presence of an inmate. Staff shall not read, or unnecessarily review the contents of the legal material.
 1. Any items found within the legal materials that are not legal materials shall be considered contraband.
- G. Excess legal material shall be sealed in an evidence bag.
- H. The excess legal material shall be secured in an area designated by the Deputy Warden, until the actual move.
- I. Once it is moved to the new site at USCF, the legal material shall be secured in an area designated by the Deputy Warden.
 1. Excess legal material shall be secured, transported, and stored outside of the inmate's presence.
 2. Any property contracts allowing excess legal materials will be voided for purposes of this prison move.

3. After review by an inmate's attorney or other/contract attorney at USCF, excess legal materials involving an active legal case may be returned to the inmate on a new property contract at USCF.
4. There may be a significant delay before inmates may possess excess privileged legal materials at USCF.
5. At no time, while the legal material is in storage, shall a staff member read, search, or otherwise sort through an inmate's legal property.

04.00 NOTIFICATION

04.01 Inmate Notification

Inmates shall receive a copy of the matrix and summary information explaining this general order. A copy of the general order shall also be posted in all inmate housing sections.

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UTAH DEPARTMENT OF CORRECTIONS
DIVISION OF PRISON OPERATIONS
HANDLING OF INMATE PROPERTY FOR THE MOVE TO THE NEW PRISON (USCF)

BLACK PLASTIC FOOTLOCKER (TOTE)

Every inmate at the prison in Draper will be provided a single identical black tote with a lid for the move to the prison in SLC (USCF) from Draper. All authorized inmate personal property must fit in the single tote with the lid secured (If it fits, it ships). Inmates will not move to the new prison with their tote. It will be carefully searched and brought to them at their new housing unit as quickly as possible after they arrive. Two legal pouches and prescription medications will be transported with them and shouldn't be placed in the tote. All state-issued clothing and bedding will be confiscated and shouldn't be placed in the tote. Clothing, bedding, extra food, and some hygiene items will be provided at USCF upon arrival. This tote will remain with inmates as they move within USCF in the future.

DISPOSITION

All personal property that doesn't fit in the tote will be placed in disposition and must be permanently sent out of the prison and will not be returned. Inmates will choose which **authorized items** they want to keep that will fit in the tote and which items they want to place on disposition. In accordance with FD14 Outgoing Inmate Property, items on disposition will be mailed to or picked up by someone designated by the inmate. Items can also be donated at the inmate's request or will automatically be donated if timelines outlined in the policy are exceeded.

COMMISSARY

Inmates will make their last Draper commissary order the week of **June 19, 2022**. This order will be delivered the week of **June 26, 2022**. Many items normally allowed for commissary orders will not be allowed to move to the new prison regardless of whether they fit in the tote. These restricted items are detailed in the temporary and limited property matrix and additional commissary list attached to this letter. Inmates should be careful to ensure they can consume and use up all their temporarily restricted pre-purchased commissary items in the weeks leading up to the move. After moving to the new prison (USCF), inmates will be able to begin ordering all available commissary items according to normal housing and privilege level restrictions.

COMMISSARY BRIDGE

UDC is committed to ensuring all inmates have access to necessary supplies while the commissary is unavailable. UDC at its discretion and own expense will temporarily provide additional food items and expanded hygiene supplies as necessary to all impacted inmates prior to and immediately after the prison move. This will be a bridge for all impacted inmates until they can begin receiving commissary at USCF.

LEGAL MATERIALS

Leading up to the move, inmates will retain any legal material fitting within the two pouches as detailed in policy FD14. Inmates with excess privileged legal materials will have those items searched for contraband in their presence (if possible) and the excess privileged legal materials will be secured, transported, and stored outside of the inmate's presence. Any property contracts allowing excess legal materials will be voided for purposes of this prison move. After review by an inmate's attorney or other/contract attorney, excess legal materials involving an active case may be returned to the inmate on a new property contract at USCF. There may be a significant delay before inmates may possess excess privileged legal materials at USCF. Inmates should immediately begin reducing any unnecessary legal materials through the disposition process.

TEMPORARY & LIMITED INMATE PROPERTY MATRIX ONLY APPLIES FOR THE MOVE TO NEW PRISON IN SLC (USCF)

The Property Matrix sets the maximum limit on authorized items and must follow those directives outlined in FD14, "Inmate Property". Inmates shall be permitted to retain only that property authorized by the Property Matrix, a **facility directive**, and/or a contract authorized by the facility where the inmate is currently housed. The attached temporary and limited property matrix is a prison-wide facility directive that will revert to the matrix outlined in FD14 after the prison move. Remember, all authorized items must fit in the provided tote or be placed on disposition.

TEMPORARY & LIMITED INMATE PROPERTY MATRIX

ONLY APPLIES FOR THE MOVE TO NEW PRISON IN SLC (USCF)

- **ITEMS IN GRAY CAN BE REPURCHASED AFTER THE MOVE BUT ARE NOT ALLOWED DURING THE MOVE**
 - ITEMS IN **GRAY** AND ALL OTHER ITEMS NOT LISTED WILL BE PLACED ON DISPOSITION
 - DISPOSITION (SENT OUT OF PRISON): MAILED, PICKED UP, OR DONATED ACCORDING TO POLICY
- **ALL ITEMS MUST FIT IN THE PROVIDED BLACK PLASTIC FOOTLOCKER (TOTE) WITH THE LID SECURED**
 - EXCESS ITEMS (WON'T FIT): YOU MUST CHOOSE WHICH EXCESS ITEMS TO PLACE ON DISPOSITION
 - **EXCEPTION: TWO LEGAL POUCHES AND PRESCRIPTION MEDICATIONS WILL TRANSPORT WITH YOU**
- **ALL ALLOWED COMMISSARY ITEMS MUST BE PURCHASED FROM UDC/UCI**
 - ITEMS IDENTIFIED AS PURCHASED FROM IPP/COUNTY JAILS WILL BE PLACED ON DISPOSITION
 - ALL FOOD, SUPPLEMENTS & MOST LIQUID/POWDERED HYGIENE ITEMS WILL BE PLACED ON DISPOSITION
 - STOP PURCHASING AND CONSUME OR USE ALL THESE ITEMS PRIOR TO THE MOVE
 - UDC WILL TEMPORARILY PROVIDE LIMITED HYGIENE AND EXTRA FOOD AS NECESSARY
 - UDC/UCI COMMISSARY ITEMS LISTED IN **GRAY** OR NOT LISTED WILL NOT BE ALLOWED TO MOVE TO USCF
 - THESE ITEMS CAN BE REPURCHASED AFTER MOVING TO USCF IF AVAILABLE FROM COMMISSARY

ITEM	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	COMMENTS
Adapter	1	1	1	1	Commissary purchase only.
Address Book	1	1	1	1	Commissary purchase only.
Belt	1	1	1	1	Commissary purchase only.
Binder	1	1	1	1	Commissary purchase only. No metal.
Blush	1	1	1	1	Commissary purchase only. (Female only)
Books	10	10	10	10	No hardcover in Levels 1&2. 10 total, including religious, legal, education.
Bowl and Lid	2	2	2	2	Commissary purchase only.
Bra	2	2	2	2	Commissary purchase only. (Female only)
Comb/Brush	1	1	1	1	Commissary purchase only.
Clock Radio	1	1	1	1	Commissary purchase only.
Cup and Lid	2	2	2	2	Commissary purchase only.
Deodorant					UDC WILL PROVIDE TEMPORARILY AS NECESSARY
Envelope	15	15	15	15	Commissary purchase only.
Expandable File Keeper	1	1	1	1	Commissary purchase only.
Eyebrow Pencil	1	1	1	1	Commissary purchase only. (Female only)
Eye Shadow	1	1	1	1	Commissary purchase only. (Female only)
Foundation					
Glasses w/case	2	2	2	2	No red, blue, or multi-color. No hard case.
Hangers	5	5	5	5	Commissary purchase only.
Hat	1	1	1	1	Commissary purchase only.
Headphones	2	2	2	2	Commissary purchase only.
Headphones Adapter/Splitter	1	1	1	1	Commissary purchase only.
Headphones Extension Cord	1	1	1	1	Commissary purchase only.
Hot Pot	1	1	1	1	Commissary purchase only.
Hygiene Bag (Clear Zippered)	1	1	1	1	Commissary purchase only.

Legal Material (BOPP Packet)	1	1	1	1	
Legal Material (Privilege Pouch)	1	1	1	1	13"x18" Clear pouch / Transported w/ inmate (not in tote)
Legal Material (Public Pouch)	1	1	1	1	13"x18" Clear pouch / Transported w/ inmate (not in tote)
Lip Salve					UDC WILL PROVIDE TEMPORARILY AS NECESSARY
Lock	1	1	1	1	Commissary purchase only.
Lotion					UDC WILL PROVIDE TEMPORARILY AS NECESSARY
Mail/Paperwork	4	4	4	4	Measured in inches. (Additional commissary art and writing paper/card paper is allowed so long as they fit in the black tote)
Magazine /Newspapers	10	10	10	10	Measured In inches.
Mascara					
Medical Supports or Devices	1	1	1	1	Commissary purchase only. Medical clearance is required for more than one and items not available from the commissary.
Medication	1	1	1	1	Commissary purchase only. Medical clearance is required for more than one. Does not include prescriptions.
MP3 Player	1	1	1	1	Commissary purchase only.
Pen	2	2	2	2	Commissary purchase only. (Additional Art gel pens allowed)
Pencil	2	2	2	2	Commissary purchase only. (Additional Art pencils allowed)
Pencil Sharpener	1	1	1	1	Commissary purchase only.
Playing Cards	2	2	2	2	Commissary purchase only.
Photographs	25	25	25	25	
Razors	5	5	5	5	Commissary purchase only.
Religious Medallion	1	1	1	1	Not metal.
Ring	1	1	1	1	Must be plain, smooth, not red, blue, or black.
Sanitary Napkin/ Tampons					UDC WILL PROVIDE TEMPORARILY AS NECESSARY
Sewing Kit	1	1	1	1	Commissary purchase only.
Shampoo					UDC WILL PROVIDE TEMPORARILY AS NECESSARY
Shorts (Grey)	2	2	2	2	Commissary purchase only.
Shoes (White)	2	2	2	2	Commissary purchase only. Must be more than 85% white.
Shower shoes /flip flops	2	2	2	2	Commissary purchase only.
Soap					UDC WILL PROVIDE TEMPORARILY AS NECESSARY
Soap Dish	2	2	2	2	Commissary purchase only.
Socks (Personal)	7	7	7	7	Commissary purchase only.
Spork (Orange)	2	2	2	2	Commissary purchase only.
Sweatshirt	2	2	2	2	Commissary purchase only.
Sweatpants	2	2	2	2	Commissary purchase only.
T-shirt (White)	7	7	7	7	Commissary purchase only.
Toothbrush w/ holder	1	1	1	1	Commissary purchase only.
Toothpaste					UDC WILL PROVIDE TEMPORARILY AS NECESSARY
Towel (Personal)	2	2	2	2	Commissary purchase only.

GENERAL ORDER

FD14 - Inmate Property

TV	1	1	1	1	Commissary purchase only.
Underwear (Personal)	7	7	7	7	Commissary purchase only.
Watch (Plastic)	1	1	1	1	Commissary purchase only.

ADDITIONAL COMMISSARY LIST ITEMS NOT DETAILED IN MATRIX

- PLEASE REFER TO MASTER COMMISSARY PRICE LIST FOR PRIVILEGE LEVEL/HOUSING RESTRICTIONS
- ALL ITEMS MUST HAVE BEEN PURCHASED THROUGH UDC/UCI COMMISSARY AND MUST FIT IN THE BLACK TOTE
- **ITEMS IN GRAY CAN BE REPURCHASED AFTER THE MOVE BUT ARE NOT ALLOWED DURING THE MOVE**
 - ITEMS IN **GRAY** AND ALL OTHER ITEMS NOT LISTED WILL BE PLACED ON DISPOSITION
 - PLEASE USE/CONSUME ALL ITEMS IN **GRAY** PRIOR TO THE PRISON MOVE
 - AT ITS DISCRETION UDC WILL TEMPORARILY PROVIDE LIMITED HYGIENE AND EXTRA FOOD AS NECESSARY

FOOD	BEVERAGES	SEASONINGS	CONDIMENTS	CANDY
NUTS	MEAT	COOKIES	CRACKERS	CHIPS
PASTRIES	HAIR CONDITIONER	HAIR GELS/LIQUIDS	Kleenex facial tissue	Silicone body scrubber
Laundry soap or softener	BODY WASH	Any denture adhesives	Efferdent	Denture brush
Denture Cup	Toothbrush cap	Floss loops	Mouthwash	Clear After Shave
Electric toothbrush (ADA only/property contract)	Refill electric toothbrush head (ADA only/property contract required)			
Shave Cream Magic	Shave cream	Any skin care lotions, creams, powders (including acne care & antifungal)		
Sunscreens	XL Foam hair rollers	Women's Headbands	Hair Side Combs	Hair clips
Eye shadow applicator	Lip gloss	Lipstick	Foundation Sponges	Tweezers (Plastic)
Contact Lens Cleaner	Contact Case	Saline Solution	Eye rewetting drops .5oz	Black eyeglass strap
Multi-Purpose Solution (UDC will provide this temporarily as necessary)			Reading glasses	Gas relief tablets
Probiotic	Allergy relief tablets	Fiber laxative	Supplement pills/tablets, powders, oil, or liquids	
Vitamin pills/tablets, powders, oil, or liquids		Whey Protein	Pills/tablets: Aspirin, non-aspirin, ibuprofen	
Antacid tablets	Carmex/lip ointment tube	Chapstick	Earplugs	Cotton swabs
Cough drops	Hydrocortisone cream	Handkerchief	Hemorrhoid ointment	Colds rub/muscle rub
Antibiotic ointment	Nail clippers	Emery board	Clear Shave bag w/zip	Shower pin bag (mesh)
Washcloth	Acrylic mirror (no magnet)	Rug	Yarn (All commissary)	Crochet hooks
Crochet needle (Plastic)	Art paper/drawing pads	Paint (all colors)	Art or other erasers	Paintbrushes (all types)
Art pencils (all colors)	Art/gel pens (all colors)	All-purpose glue	Glue stick	3 ring plastic binder
Any commissary purchased greeting/postcards		Index cards	Notebooks/writing paper	Graph paper
Portfolio folder	Protractor	Ruler	Construction paper	Photo album
Yearly calendar	Price list w/calendar	MP3 catalog	Book light	Adapter-Antenna
Calculator	TV Antenna, splitter, coaxial cable, splice adapter		All ADA/property contract commissary electronics	
Power strip-5 plug	Universal adapter	Fan	AA or AAA batteries (Q-level only)	
All commissary-purchased clothing is allowed by matrix limits. Two thermal tops and two thermal bottoms are also allowed				
Any commissary shoe insoles/accessories must be installed on or in the shoes. Follow shoe limits according to the matrix.				