



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 4.1.300	Subject: PROPERTY
Reference: DOC 4.1.3	Page 1 of 2
Effective Date: 04/01/14	Revision Dates:
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

I. DIVISION DIRECTIVE:

Adult Community Corrections Division facilities will follow established procedures to govern the control and safeguard of offender personal property.

II. DEFINITIONS:

ACCD-Adult Community Corrections Division Facility – Includes the Missoula Assessment and Sanction Center (MASC), Treasure State Correctional Training Center (TSCTC), and contracted facilities of Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment & Change Program (WATCh), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment, Sanction & Revocation Center (Passages ASRC), NEXUS Correctional Treatment Center (NEXUS), and Elkhorn Treatment Center (Elkhorn).

Department/DOC – The Montana Department of Corrections.

III. PROCEDURES:

A. Each ACCD facility will establish procedures to address the following regarding the personal property of offenders:

1. Property requirements upon offender admission;
2. Possession limits for various housing or custody levels;
3. Property inventories, standardized inventory forms, and secure storage;
4. Required inventory signatures and receipts;
5. Lost, stolen, damaged, or unclaimed property;
6. Property disputes and grievances;
7. Liability claims, reimbursement limits, and replacement processes;
8. Size and value limits of specific property items;
9. Gender specific items;
10. Approved vendor purchases;
11. Availability and distribution of canteen items;
12. Standardized property container requirements;
13. Permitted electronics including “grandfathering” stipulations;
14. Allowable storage for legal documents and hobby items;
15. Random and routine property searches;
16. Inspections for and disposition of contraband; and
17. Department employee training and supervision for handling offender property.

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- B. All facilities must provide offenders with a list of acceptable and prohibited items.
- C. START: Offender personal property will be limited to three (3) complete changes of clothing and sufficient personal hygiene items, with exceptions as approved by the DOC. The offender and/or the facility are responsible for providing clothing pursuant to procedures.
- D. NEXUS: Facilities shall provide offenders with adequate clothing, similar in color and design for each respective phase of the facility's program. Offenders in Phase III of the program may be permitted to wear their own personal clothing as an incentive or reward for positive behavior.

IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Administrator or designee.