



**DEPARTMENT OF CORRECTIONS  
MONTANA STATE PRISON  
OPERATIONAL PROCEDURE**

Procedure:	<b>MSP 4.1.3 INMATE PERSONAL PROPERTY</b>	
Effective Date:	August 11, 1997	Page 1 of 11 and 4 Attachments
Revision Date(s):	July 30, 1999, July 8, 2002, November 22, 2004, February 1, 2007, October 23, 2013, May 20, 2014, November 5, 2014, January 1, 2020, February 5, 2020, December 15, 2021	
Reference(s):	DOC Policy 4.1.3	
Signature:	/s/ Jim Salmonsens / Warden	
Signature:	/s/ Ross Wagner for Gayle Butler / MCE Administrator	

**I. PURPOSE**

To establish personal property possession limits for inmates. The intent is to permit inmates to possess only those items that do not disrupt the safe and orderly operation of the facility or endanger the safety and security of the public, staff, or other inmates.

**II. DEFINITIONS**

**Montana State Prison** – For purposes of this procedure, includes the Montana State Prison (MSP), Montana Correctional Enterprises (MCE), Riverside Special Needs Unit (RSNU) and the regional and private facilities contracted to the Department of Corrections, to include the Crossroads Correctional Center, and Dawson County Correctional Facility.

**Administrator** – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the facility or program operation and management.

**Personal Property** – Inmate property items that are not issued by the facility and are permitted in accordance with facility policy and procedures.

**Contraband** – Any item possessed by an offender or found within the facility that is illegal by law, prohibited by policy or procedure, or unauthorized by those legally charged with the administration and operation of the facility.

**Detailed Description** – The description of a personal property item that includes specifics such as its color, make, model, serial number, general condition, size, and any other specific characteristics.

**III. PROCEDURES**

**A. General Requirements**

1. Inmates are not allowed to borrow, lend, give, trade, or sell their property items to, or receive property items from other inmates.
2. Inmates may only possess or obtain personal property items through facility services or

- approved vendors. Other sources are prohibited.
3. It is the inmate's responsibility to dispose of any unallowable items or items in excess of that allowed by current procedure. After the effective date of the relevant procedure, or expiration of a specific "grandfathering" term, items no longer allowed became contraband and are subject to seizure and processing as outlined in *MSP Procedure 3.1.7b Contraband Control*. Previously mailed out items will not be allowed back into the Facility.
  4. Documentation concerning the final disposition of any inmate personal property item must be forwarded to the designated property officer who will adjust the inmate's property records.
  5. Staff must always handle inmate property carefully to avoid damage. If staff damage inmate property in any way, it must be reported immediately. If the property can be cost-effectively repaired, the Department will incur such costs. Otherwise, the Department will replace the property.
  6. An inmate must contact the designated property officer to arrange for sending his television out for repair. The inmate is responsible for all expenses related to the repair work including but not limited to packaging, shipping, handling, and insurance.
  7. Limitations on an inmate's personal property will be consistent with the property list and the inmate's housing.
  8. Authorization of an item does not imply that the item may not be prohibited at a later time or that the inmate may retain the item if placed in another housing unit or facility.
  9. Property limits may be imposed on inmates as requirements of an incentive-based program.
  10. Property may be limited or restricted as a sanction in accordance with *MSP 3.4.1 Institutional Discipline*.
  11. Property may be restricted or allowed for medical or psychiatric reasons as authorized by a qualified health care provider and approved by the facility administrator or designee.
  12. Allowable property will be held for temporary Administrative Segregation Custody or during the appeal process to a classification override to a Restrictive Housing Unit. Once the appeal process is complete, the property staff will take the appropriate processing steps depending on the outcome of the appeal.
  13. Protective Custody inmates housed in a Restrictive Housing Unit are allowed General Population property limits unless it is deemed in writing a security risk by the AW of Security.
  14. Staff must process contraband in accordance with *MSP 3.1.7b Contraband Control*.
  15. Staff must process the following items in accordance with *DOC 3.1.28 Crime Scene and Physical Evidence Preservation*:
    - a. Contraband items such as weapons, narcotics, and alcohol.

- b. Property of deceased inmates whose death was unattended; and
  - c. Property of escaped inmates. This includes the following:
    - 1) The facility administrator or designee will decide whether to turn over the evidence to the local law enforcement authorities for further investigation.
    - 2) When contraband and the property items of an escaped inmate are no longer needed, as evidence, investigative staff will dispose of them as contraband as outlined in *MSP 3.1.7b Contraband Control*.
    - 3) When the property items of deceased inmates are no longer needed as evidence, investigative staff will forward them to the designated property officer. The property officer will store them pending notification of the next of kin and their final disposition, but in no case longer than 60 days. After 60 days the property officer will dispose of the items as contraband.
16. Unless it is directly related to privileged communication with their attorney, inmates may not possess personal information regarding another offender's criminal or correctional history whether this information is public record or not; examples include, but are not limited to:
- a. Specifics about a crime.
  - b. Tattoos/STG identification
  - c. DOC Identification numbers.

#### **B. Inmate Intake at the Martz Diagnostic Intake Unit (MDIU)**

1. Upon arrival at the MDIU, all items of personal property the initial admission inmate (an inmate who is entering MSP for the first time, has been ordered to return to MSP after a previous release, is entering as an Interstate Compact Transfer, etc.) was transported with will be turned over to admissions staff.
2. The following are the only items of personal property authorized into MSP through the initial intake process:
  - a. Money (goes to accounting and is credited to inmates account).
  - b. Inmate account statement received from accounting, including receipts for money put on the inmate's account.
  - c. Legal papers (retained by inmate).
  - d. Prescription eyeglasses - as allowed by medical (retained by inmate).
  - e. Address book – small (retained by inmate).
  - f. Ring - 1 - wedding - only if declared marital status is "married" and verified by legal documentation, and the value is declared as less than \$75.00 (retained by inmate).
  - g. Driver's license (goes to Records file).
  - h. Social security card (goes to Records file).
  - i. Photo ID card (goes to Records file).
  - j. Birth certificate (goes to Records file); and
  - k. Family photos – 24 (retained by inmate).
3. Admissions staff must record all items of personal property brought with the inmate on an inventory form. The inmate must be present, and he and the staff member inventorying the personal property must sign the form. Copies of the signed form will be distributed as

noted at the bottom of the form and to the MSP Property Officer.

4. Admissions staff will ask the inmate if he wants to mail the unallowable items to someone or have them disposed of. If the inmate chooses to mail them out the mailing fees will be paid by the facility or the IWF.
5. Interstate Compact Transfers will have the opportunity to review with the Interstate Compact Coordinator or designee any items that are similar to MSP property in accordance with *MSP Procedure 4.7.100 Interstate Compact Transfers*.

### **C. Authorized Property/Inventory List**

1. The appropriate staff as assigned by the AW of Security will draft a master list of allowable personal property items that includes all allowable items for each facility. Any item that isn't listed will be considered contraband.
2. The appropriate staff as assigned by the AW of Security will review the master property list annually and make recommendations for additions or deletions.
3. The appropriate staff as assigned by the AW of Security will establish standards for property design, appearance, purpose, and quantity.
4. The Prison Issues Board will review the list, make additions or deletions, and give final approval. A facility administrator may authorize additional property items for some inmates to effectively perform certain work assignments (attachment B).
5. The MSP Warden and Department Director (or designees) may make changes to the list on an emergency basis.
6. The amount of inmate personal property, including legal papers, will not exceed the amount of property that can be stored in the facility's two approved inmate personal property containers. State issued items (parkas, shoes, medical items, spare clothing, etc.) are not part of this limit. This includes the following:
  - a. The primary container can be no larger than four cubic feet. Inmates will be required to utilize this container for storing all their personal property, unless they purchase a secondary container; and
  - b. The secondary container can be no longer than two cubic feet and may only be utilized for storing hobby items and legal papers, nothing else.
  - c. Bead limit for beading hobby in general population is limited to 20 hanks, bags, tubes, etc., and must fit into approved limit of three bead storage containers. (each storage container not to exceed 6" X 12" X 2")
7. Most of the items on the list will be available through facility canteen operation.
  - a. General population inmates are authorized to purchase a maximum of \$60.00 of canteen per week, excluding major purchase electronics, i.e., televisions, MP3 player, razors, radios, alarm clock radios, and game devices, hobby, and shoes. This includes the following:
    - 1) TV's and MP3 players as sold by canteen are a one-time purchase, however, the property officer will authorize an inmate to purchase a replacement from

canteen if:

- a) The inmate submits his damaged major purchase electronic item to the designated property officer; or
  - b) The property officer receives documentation from staff that the inmate's major purchase electronic item has been confiscated and disposed of, or the inmate has reported the item as stolen.
- b. The property committee will develop a list of approved vendors from which inmates may purchase allowable items that aren't available from the facility canteen. Inmates may only use the vendor purchase procedures to purchase items for themselves.

#### **D. Property Liability**

1. Once an inmate has inspected, signed for, and taken possession of his property items he may not make a liability claim for them.
2. If a determination is made through the grievance process, including the informal resolution process, that a staff member is responsible for the loss, destruction, or damage of an inmate's property, the facility must reimburse the inmate in an amount not to exceed \$75 per item, with a maximum amount not to exceed a total of \$500 for all items. If it is necessary for staff to process an inmate's property, the facility is only responsible for those items checked off on the *Authorized Property/Inventory* form (*MSP 4.1.3a Inmate Personal Property Inventory*) prepared by staff.

#### **E. Property Inventory Form**

1. Whenever an inmate's property is taken by staff for storage or shipment, staff must inventory all items on an *Authorized Property/Inventory* form (*MSP 4.1.3a Inmate Personal Property Inventory*.)
2. A copy of each completed inventory form must be provided to the inmate, placed in the inmate's property file and included with the stored or shipped property.
3. All applicable information on the form must be completed.
4. Electronic items must be checked for proper operation with the inmate present if possible. If the inmate is not present (due to his placement in pre-hearing confinement, infirmary, etc.) another staff member must be present and will sign as a witness to the item's operational condition and this must be noted on the appropriate form.

#### **F. Contract Placement Transfers Between Facilities**

1. When an inmate is transferred from one facility to another the following procedures will be followed:
  - a. Sending facility staff will:
    - 1) Remove all contraband items and process them as outlined in *MSP 3.1.17b Contraband Control*.
    - 2) Check off the property items on an *Authorized Property/Inventory* (*MSP 4.1.3a Inmate Personal Property Inventory*) form as each item is placed/packed in a shipping container.

- 3) Pack the items according to the shipping agent standards and seal the container(s).
  - 4) Send the container(s) of allowable items to the receiving facility. If the container(s) aren't sent on the transport vehicle(s) through prior arrangement they will be shipped (USP, Fed Ex, USPS, etc.) at the expense of the Inmate Welfare Fund; and
  - 5) Maintain the container(s) in a secure storage area pending final disposition. At no time will inmates be allowed to directly accept transferred property.
- b. Receiving facility staff will:
- 1) Take custody of all incoming property containers and maintain the container(s) in a secure storage area pending final disposition. At no time will inmates be allowed to directly accept transferred property.
  - 2) Inspect and check the item in the container(s) against what is listed on the shipping inventory in the inmate's presence. If staff find discrepancies (items listed that aren't there, items that aren't in the condition listed, etc.) they must prepare a detailed report describing the missing items and unlisted damages.
  - 3) Ask the inmate if all the items are present and in good condition. This includes the following:
    - a) If the inmate verifies everything is present and in good condition, he will sign a receipt and take possession of the property.
    - b) If the inmate claims items are missing or damaged, staff must prepare a detailed report describing the inmate's claims about which items are missing or damaged, and whether or not the staff's findings substantiate the inmate's claims. This includes the following:
      - (1) If staff's findings substantiate the inmate's claims, they will initiate corrective measures. The inmate will be allowed to take the items that are listed and present that he is not disrupting to this living quarters. Damaged items will be retained by staff until the corrective measures are Implemented, at which time they will be disposed of; and
      - (2) If staff's findings don't substantiate the inmate's claims, they will inform the inmate that he should file a grievance to resolve the issue. The inmate will be allowed to take the items that are listed and present that he is not disputing to his living quarters. Items in dispute will be retained by staff until the grievance is resolved. The incident report detailing the findings will be retained as evidence for the impending grievance.
  - 4) If a determination is made through the grievance process that facility staff are responsible for the claimed loss or damage, the facility must reimburse the inmate in an amount determined by the grievance process; and
  - 5) An inmate may not file a grievance liability claim once he has inspected, signed for and taken possession of his property.

## G. Storage

1. Facility staff will proceed as follows:
  - a. Maintain all stored inmate property in a secure restricted access storage area pending disposition. The storage area must be designed to protect stored items from damage due to weather, unauthorized access, tampering and theft. Funding

- for any off-site storage of property will come from the Inmate Welfare Fund.
- b. Develop procedures to track and audit all inmate property that is placed in storage according to the inmate's name and identification number.
  - c. Assure that any inmate involved in the inventory and storage of property is under direct staff supervision at all times; and
  - d. Test electronic property for items and document their condition on the *Authorized Property/Inventory (MSP 4.1.3a Inmate Personal Property Inventory)* form whenever they are taken from the inmate for storage or transfer, and before they are returned to the inmate from storage or after transfer. If possible, this test will be done with the inmate present. If the inmate is not present (due to his placement in pre-hearing confinement, Infirmary, etc.) another staff member must be present and will sign as a witness to the item's operational condition.

## H. Daily Monitoring of Property

1. Staff must monitor the property levels of all inmates on a regular, reoccurring basis. This includes the following:
  - a. Staff will utilize an *Authorized Property/Inventory* form (*MSP 4.1.3a Inmate Personal Property Inventory*) as directed by their supervisor, whenever they are searching an inmate's property for compliance with the procedure.
  - b. As it is the inmate's responsibility to dispose of any unallowable items, or items in excess of that allowed by current procedure, staff will process excess and unauthorized items as contraband as outlined in *MSP 3.1.17b Contraband Control*.
  - c. If an inmate is present when staff is searching his cell and property for contraband or when he is picking up his property from storage and he hasn't disposed of contraband, including excessive items, they will be seized by staff and processed as outlined in *MSP 3.1.17b Contraband Control*.
  - d. If an inmate is not present when staff are searching his cell and property for contraband or gathering his property for storage, staff must place the allowable items in the storage container(s) in the following order:
    - 1) Legal papers and hobby items (nothing else) in the small container.
    - 2) Religious items.
    - 3) Eye wear (glasses or sunglasses).
    - 4) Photos.
    - 5) Personal mail.
    - 6) Shoes and boots.
    - 7) Socks.
    - 8) Shorts.
    - 9) T-shirts.
    - 10) Sweats.
    - 11) Television.
    - 12) Stereo.
    - 13) Electric razor.
    - 14) Other items that cannot be consumed; and
    - 15) All items that can be consumed
  - e. The items that are left over after the storage container(s) are full will be considered

contraband, seized by staff, and processed as outlined in *MSP 3.1.17b Contraband Control*.

## **I. Processing Property for Moves Within the Facility**

1. When an inmate is moved to a different general population housing unit/status the inmate must collect and move their own property. Sending and receiving unit staff must search the inmate's property and remove, inventory, and store all contraband and unauthorized items. This is done to ensure contraband and excessive or unauthorized items don't get into the receiving unit. This includes:
  - a. Contraband items will be seized by staff and processed as outlined in *MSP 3.1.17b Contraband Control*.
  - b. Staff will hold the items that are unallowable in the new unit/status in a secure storage area and inform the inmate that they have 15 calendar days to have the items mailed out or picked up by family members. If the inmate hasn't disposed of the items in 15 calendar days staff will process them as contraband as outlined in *MSP 3.1.17b Contraband Control*.
2. When an inmate is moved to Restrictive Housing and placed in a step-down program, the property officer will ensure only authorized property allowed in level's 0-5 is stored in the property office. The property officer will disperse the appropriate property to the inmate as the inmate's level increases.
3. When an inmate is admitted to the infirmary, placed in pre-hearing confinement, leaves the facility on leave to custody (OLTC), or a hospital the sending unit staff must process his property for storage.
  - a. If possible, two staff will process the property and prepare an *Authorized Property/Inventory form (MSP 4.1.3a Inmate Personal Property Inventory)*. Unit Sergeants and staff assigned to the housing unit an inmate is assigned to will be responsible to secure and inventory the inmate's property before the end of their shift.
  - b. Staff is required to remove any cellmate(s) from the cell until the property can be secured. Staff may question the cellmate(s) about which items aren't his when inventorying the property.
  - c. Staff is only required to obtain the inmate's property from the area approved to place property, such as inside the cell. Staff is not responsible to track down the inmate's property from other areas.
  - d. Under no circumstances will the cellmate(s), or any inmate be involved in the packaging or inventorying of property.
  - e. Contraband items will be removed and processed in accordance with *MSP 3.1017b Contraband Control*.
  - f. Open food containers will be thrown away. The items will be checked off on the form and their disposal noted.
  - g. The remaining property must be inventoried and moved to the property office.
  - h. If the inmate is placed in PHC-CD or PHC-DD, staff will proceed as follows:
    - 1) Unit staff must ensure the inmate receives the following facility issue items before the end of shift:
      - a) Hairbrush (1).



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- b) Toothbrush (1).
  - c) Soap (one ½ oz. bar).
  - d) Toothpaste (1).
  - e) Flex pencil (1).
  - f) Stationary (per unit rules).
  - g) All keep-on- person (KOP) medications.
- 2) If an inmate in pre-hearing confinement requests a religious text, the RAC will provide a religious text associated with their religious preference for use while in pre-hearing confinement. The inmate will return the religious text to the unit who will ensure it is returned to the RAC.
- i. Once the inventory is complete, sending unit staff must bring the property, with a copy of the completed *Authorized Property/Inventory form (MSP 4.1.3a Inmate Personal Property Inventory)* attached, to the property office for storage.
  - j. If it is necessary for staff to process an inmate's property; the facility is only responsible for those items checked off on the *Authorized Property/Inventory form (MSP 4.1.3a Inmate Personal Property Inventory)* prepared by staff. The inmate(s) must receive a copy of the form.
  - k. When an inmate returns from OLTC, unit staff or the inmate (using an Offender Staff Request (OSR) form) will notify the property officer, so the officer can make arrangements for the inmate to receive the stored property items; and
  - l. If the Director of Nursing determines an inmate who is admitted long term to the infirmary, or a hospital needs an item or items from his stored property, he/she will consult with the Shift Commander and make arrangements with the property officer to get the authorized item(s) out of storage and to the inmate. The property officer will adjust the inventory form to show what items were taken from storage and delivered to the inmate.
3. When an inmate is receiving his property items from storage, the property officer will offer him the opportunity to check them and sign a *Waiver of Liability* form (attachment A). The inmate must do one of the following:
- a. Sign that he has received, checked, and accepted all his property items. If the inmate checks this option; he will be given his property to take with him to his living quarters.
  - b. Sign claiming certain items are damaged or missing. If the inmate checks this option, the designated property officer will check the inmate's claims against what is present and what is checked off on the *Authorized Property/Inventory form (MSP 4.1.3a Inmate Personal Property Inventory)* and prepare an Incident Report detailing the findings. The facility is only responsible for those items checked off on the *Authorized Property/Inventory form (MSP 4.1.3a Inmate Personal Property Inventory)*. This includes:
    - 1) If the property officer's findings substantiate the inmate's claims, the property officer will initiate corrective measures. The inmate will be allowed to take the items that are listed and present that he is not disputing to his living quarters. Damaged items will be retained at the property office until the corrective measures are implemented, at which time they will be disposed of; and

- 2) If the property officer's findings don't substantiate the inmate's claims the property officer will inform the inmate that he should file a grievance to resolve the issue. The inmate will be allowed to take the items that are checked off and present that he is not disputing to this living quarters. Items in dispute will be retained at the property office until the grievance is resolved. The incident report detailing the findings will be retained as evidence for the impending grievance.
- c. If the inmate refuses to mark one of the options on the form, the designated property officer will inform him that the items will be considered abandoned and disposed of if he doesn't mark an option. If the inmate still refuses to sign, the designated property officer will document the refusal at the bottom of the form and send the abandoned items to the Disciplinary Hearing Investigator or designee to dispose of as outlined in *MSP 3.1.17b Contraband Control*.

#### **J. Undeliverable Items**

1. When an item an inmate has ordered from a vendor is received that doesn't meet procedural requirements, the designated property officer will send or deliver an undeliverable notice to the inmate that gives the inmate three options:
  - a. Return to sender (inmate must enclose a completed Special Mailing Request with this response).
  - b. Send to third party (inmate must enclose a completed Special Mailing Request with this response); and
  - c. Dispose of.
2. The inmate must complete the appropriate sections on the notice and send it back to the designated property officer within five working days. If the completed form is not returned, or is received without one of the options selected, the designated property officer will return the item(s) to the vendor at the inmate's expense.

#### **K. Release From Facility Custody**

1. When an inmate is released from facility custody to parole, discharge, pre-release, or out of state transfer, staff from the sending unit shall search his living quarters, and property for contraband and facility issued items. Any facility items found will be removed.
2. The facility issued items will be given to the appropriate department.
3. The contraband and any personal property items the inmate leaves behind will be disposed of.

### **IV. CLOSING**

Questions concerning this procedure should be directed to the Warden

**V. ATTACHMENTS**

Waiver of Liability form (personal property)  
Allowed for inmates living at the WRC  
Medallion and Medicine Bag

attachment A  
attachment B  
attachment C

**WAIVER OF LIABILITY FORM (PERSONAL PROPERTY)**

- I have received, checked, and accept all my property as listed on the attached Property Inventory Form.  
Nothing is missing or damaged.

Inmate signature and ID number: \_\_\_\_\_  
\_\_\_\_\_

Date:

Witness: \_\_\_\_\_  
\_\_\_\_\_

Date:

- 
- I claim the following items on the Property Inventory Form are missing or damaged.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inmate signature and ID number: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name & Sign)

- Inmate Refused to Sign Waiver**

**Witness**

\_\_\_\_\_  
(print name & (sign name))

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**Copies To:**      White and Yellow: Property Office      Pink: Inmate      Gold: Unit CS

MSP 4.1.3 Inmate Personal Property

Effective October 23, 2013

Attachment A

## **ADDITIONAL PERSONAL PROPERTY ITEMS ALLOWED FOR INMATES LIVING AT THE WORK AND REENTRY CENTER (WRC)**

Inmates living at the Work and Reentry Center (WRC) are authorized to purchase additional personal property items.

1. The items will be ordered through the Montana Correctional Enterprise (MCE) accounting office and may be in addition to personal property items allowed in *MSP 4.1.3a, Inmate Personal Property Inventory*. The list will indicate by an asterisk and explanation after the item if the item listed is in conjunction with the personal property item, or with no mark if the item is in addition to the personal property items listing.
2. MCE Accounting staff will coordinate the sale, inmate payment and delivery of these items.
3. Prior to issuance to the inmate, MCE accounting staff will mark the items sold with the inmate's name and identification number.
4. It is solely the inmate's responsibility to store and care for the additional personal property items. When the items are not being worn or used, they must be stored at the WRC in the respective lockers or rooms, or an approved work location.
5. MSP and MCE are not responsible for theft or loss of the additional personal property items. It is the inmate's responsibility to ensure that the items are stored and secured properly.
6. Inmates who work primarily at inside work locations, such as Food Factory, Canteen, Cannery and Warehouse, will only be allowed to wear to work outerwear that includes coat, hat and gloves. The inmates will be checked by their supervisors prior to getting on the bus. Leather belts and work shoes and boots are not considered outerwear and are approved for all work locations.
7. If an inmate is removed from his work assignment, he has fifteen (15) days to mail out the personal property items he possesses from this list. Unit staff will gather and inventory the additional personal property items in the WRC and coordinate with the work supervisor who will gather and inventory all items at the approved work location and return them to the WRC unit staff. The items will then be forwarded to the MSP Property Office by unit staff. The items that are not mailed out will be seized as contraband and will be processed in accordance with *MSP 3.1.17b, Contraband Control*.
8. Footwear purchases from the list that are more than \$100 will require an advance payment of one-half of the purchase price before the footwear will be ordered. Split payments on any other item aren't allowed.
  - Overshoes – 1 pair
  - Winter Pac Boots – 1 pair
  - Knee or irrigation boots – 1 pair
  - Cowboy or work boots (includes hiker and anti-skid soled shoes) – 2 pairs \*\* *Two pairs in any combination are the total number of work boots and work shoes that are allowed. This is in addition to the number allowed per MSP 4.1.3a Inmate Personal Property Inventory.*
  - Gloves and mittens – 3 pairs

- Coats - *\*\* This number includes the prison issued coat.*
- Coveralls, bibs, and overalls (color Carhartt brown duck) – 2 pairs
- Vest (Carhartt brown duck) – 1
- Water Container – 2 quart – 1
- Stanley thermos – 1 quart – 1
- Work boot insoles – 1
- Fleece ear Warmer (blue) – 1
- Neck sunshade (blue) – 1
- Raincoat and pants (yellow) - a pair
- Leather belt with D-ring buckle – 1
- Neck gaiter (navy blue) – 1

Note: Although denim jeans and work shirts are not inmate personal property, state issued, and state laundry patched, or repaired jeans and state issued long sleeved workshirts will be allowed at the WRC.

## **Medallion/medicine bag**

MSP Restrictive Housing Units – All Housing Units Authorized Property/Inventory (Medallion/medicine bag)

1. Religious medallions/chains will be in plastic if available.
2. Medallions that are not available in plastic are Odinist Thor's Hammer, Judaism Star of David, Buddhist Buddha medallion, and Wicca Pentacle medallion.
3. Odinist Thor's Hammer, Judaism Star of David, Buddhist Buddha medallion, and the Wicca Pentacle medallion can be purchased through the Canteen as a non-plastic.
4. Plastic is available for Islam prayer beads, Protestant Cross/medallion, Roman Catholic Crucifix, and Rosary Beads.
5. Light gauge string is available to act as a lanyard.
6. Once entering Restrictive Housing Units, the inmate's chain will be replaced with gauge string.
7. The chain will be checked into inventory and returned to the property office.
8. On a case-by-case basis, inmates who have a documented history of self-harm or other history of utilizing sharp objects to harm others or themselves will not be allowed to have any medallions/medicine bag and gauge string or chain.
9. Metallic medallion/medicine bag and gauge string for those available will be subject to daily inspections at each cell during the 1330 census check.
10. Altered medallion/medicine bag and gauge string are subject to disciplinary and will be documented in an incident report.