



DEPARTMENT OF CORRECTIONS
MONTANA WOMEN'S PRISON
OPERATIONAL PROCEDURE

Procedure No. MWP 4.1.3	Subject: INMATE PROPERTY
Reference: DOC Policy No.:4.1.3	Page 1 of 4 and 5 Attachments
Effective Date: May 1, 1997	Revised: 5-18- 2009, 3-15- 2011, 10-26-2012, 12-16-2013, 01-23-2014, 10-31-14, 11/2/18, 12/12/18 1/4/2019
Signature: /s/ Jennie Hansen / Warden	

I. PURPOSE

It is the purpose of the Montana Women's Prison to control and safeguard inmate property and will at all times maintain the accountability of property limits, issue, inventory, and storage to insure facility order, safety and security.

II. DEFINITIONS

Inmate Property File- a file maintained by the Property Officers that contains a detailed description of all property, both state issued and personal are recorded on.

Detailed Description - a listing of an inmate's property that includes number, color, manufacturer, model, identifying markings, serial numbers, condition, and any other specific characteristics.

Contraband- any item possessed by an inmate or found within the facility that is illegal by law, prohibited by policy or by the Warden/Designee including altered items or items being used for other than their intended purpose.

Inmate Property- Items purchased by an inmate through state approved vendors.

III. PROCEDURES

A. General Requirements

1. The Warden or designee may make changes to the allowed property items as needed.
2. Inmates are not allowed to give, trade, or sell their property to, or receive property items from other inmates.
3. Inmates are not allowed to give, trade, or sell their property to staff unless authorized through a valid hobby contract.
4. Inmates are not allowed to dispose of any property. They must kite the Property Officer to destroy.
5. Property Officer and inmates are responsible to ensure that all their property is properly marked and recorded on their property file; any item not marked or recorded will be considered contraband and disposed of according to facility procedures.
6. Authorization of an item does not imply that it may not be prohibited at a later time, or that the inmate may retain the item if placed in another housing unit or facility.

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7. Property may be limited or restricted as a sanction under facility's disciplinary procedure.
8. Property may be restricted for medical or psychiatric reasons as authorized by a qualified health care provider and approved by the Warden/Designee (according to MWP 3.5.5 Behavior Management Plan).
9. Inmate property, including legal, must not exceed the amount of property that can be stored.
 - a. Personal property in two (2) gray totes.
 - b. All in cell hobby materials must fit in the hobby clear container.
 - c. All hygiene items must fit into the hygiene box.
 - d. All property not fitting in these containers will be considered contraband and disposed of according to this procedure.
 - e. Time sensitive legal papers should be kept in a state issued red pocket folder. Stamps, envelopes and address books may also be kept in the folder.

B. Property Contraband

1. An item found in possession or control of an inmate who is not authorized to possess such items, or items found in excess of levels permitted by policy. Any item that can be used as a weapon, or fabricated into a weapon, or can be used for purposes of escape or threat to the security of the facility's program. This also includes, but is not limited to, matches, alcohol, drugs, money, or any item that has not been specifically authorized.
2. Any item not being used for its intended purpose will be considered contraband.

C. Property Liability

1. Prior to taking possession of their property (returning from secured housing, OLTC or hospital), inmates must inspect and sign a Liability Waiver (**Attachment A**).
2. Once an inmate has inspected, signed for, and taken possession of her property items she may not make a liability claim for them.
3. An inmate may file a grievance if there is an issue prior to signing the Liability Waiver. All property will go back into storage until the grievance is resolved. Only the Property Officer or designee will return property upon resolution of the grievance.

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4. If a determination is made through the grievance process, that a staff member is responsible for the loss, destruction or damage of an inmate's property, the facility will reimburse or replace the item(s), with a maximum amount not to exceed a total of \$500 for all items.
5. When staff processes an inmate's property, the facility is only responsible for those items that are on the inmate's property file and checked off on the Authorized Property/Inventory form prepared by staff.

D. Inmate Initial Intake Process

1. The process of admitting property into intake is outlined in MWP Operational Procedure Order 4.1.1. See **attachment B** for allowed property at intake.

E. Approved Property Items

1. The allowed and approved property items are listed in **attachment E**.
2. The allowed and approved property items for Secured Housing are listed in **attachments C & D**. OTC medications will be dispersed by Medical.
3. All mail will be distributed to inmates per MWP 3.3.6 Procedure in all housing units.
4. Any items (pictures, articles, ECT) found hanging from walls or windows in C or F POD will be confiscated. Violation of this rule may result in a write up.

F. Unauthorized Items

1. Unauthorized items brought into MWP will be documented and disposed of according to DOC/MWP policies and procedures.
2. Contraband items such as weapons, narcotics, alcohol, etc., will be properly marked and processed according to DOC Policy 3.1.28, Crime Scene and Physical Evidence Preservation, or it will be turned over to local law enforcement authorities for investigation.

G. Storage

A secure storage area for inmate property will be maintained. Property will be stored according to the inmate's name, with access restricted from other inmates. No inmate will be involved in the search, inventory or storage process of property unless under direct staff supervision. All electronic property will be powered on and photographed. If the inmate is available, electronics will be tested in the inmate's presence and its condition will be documented on the property inventory form. All of the inmate's property will be photographed prior to placement in storage. Photos will be stored on the I Drive.

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H. Other Considerations

1. Inmates must collect and move their own property except under the following circumstances:
 - a. When the inmate is being moved to secured housing.
 - b. When the inmate is being moved due to medical reasons that prevent her from collecting and moving her own property.

In the above cases, staff must collect, inventory, and move the property to the Property Department for storage **attachment C**. The inmate must receive a copy of the inventory placed in storage and may kite property for a copy of the receipt for returned property.

Two staff members will prepare the inventory. Staff will print their names legibly on the form. The property must be inventoried and moved before the end of night shift. Property will be photographed by staff prior to the placement in the property room. In situations of single occupancy cells, the cell will be secured until the inventory is complete.

2. Inmates moved to MAX custody will receive the items listed on **attachment D**.
3. Any item sent out for repairs must go through Inmate Services.
4. When an inmate is within 30 days of discharge, they may have one set of clothing sent in through the Inmate Services Lieutenant. The clothing sent in must be appropriate with the current climate/weather conditions.

IV. CLOSING

Questions concerning this procedure should be directed to the Associate Warden of Operations, Association Warden of Security, or the Warden.

V. ATTACHMENTS

Waiver of Liability
Intake Property
Secured Housing Property
Max Property
Authorized Property

Attachment A
Attachment B
Attachment C
Attachment D
Attachment E

MONTANA WOMEN'S PRISON

WAIVER OF LIABILITY

PROPERTY RETURN

SECURED HOUSING – OLTC - HOSPITAL

_____ I have checked my property and I choose to accept it in it's current condition.

_____ I have checked my property and wish to file a grievance. I understand that all property will be placed back into storage and I will not receive it until the grievance is resolved.

PRINTED NAME AND AO NUMBER

INMATE SIGNATURE

Date

OFFICER - PRINTED NAME

Distribution: Original – Property File, Inmate may kite property for a copy

ITEMS RECEIVED FOR INTAKE

*****FILL IN ALL AREAS THAT HAS A STAR*****

ITEM	LIMIT	#s RECEIVED	SIZE	COLOR	DESCRIPTION
BLANKET	3	3		NA	STATE PROPERTY
BRAS	3	3	*	WHITE	INTAKE PROPERTY
DITTY BAG	2	2		WHITE	STATE PROPERTY
SHEET	2	2		WHITE	STATE PROPERTY
SHOWER SHOES	1	1	*	BLACK	INTAKE PROPERTY
SHORTS GREY	1	1	*	GREY	INTAKE PROPERTY
SOCKS	3	3		WHITE	INTAKE PROPERTY
TOWEL	2	2		WHITE	INTAKE PROPERTY
T-SHIRT GREY	1	1	*	GREY	INTAKE PROPERTY
UNDERWEAR	3	3	*	WHITE	INTAKE PROPERTY
UNIFORM PANTS	3	3	*	TAN	STATE PROPERTY
UNIFORM SHIRTS	3	3	*	MAROON	STATE PROPERTY
WASHCLOTH	1	1		WHITE	STATE PROPERTY
INMATE NAME		AO		SIGNATURE & DATE	
*		*		*	

ITEMS RECEIVED AFTER HOUSING ASSIGNMENT

ITEM	LIMIT	RECEIVED	SIZE	COLOR	DESCRIPTION
COAT	1	1	NA	BLUE	STATE PROPERTY
HYGIENE BOX	1	1	NA	CLEAR	STATE PROPERTY
PILLOW	1	1	NA	GRAY	STATE PROPERTY
PILLOW CASE	2	2	NA	BLUE	STATE PROPERTY
PROPERTY BOX	1	1	NA	GRAY	STATE PROPERTY
LEGAL FOLDER	1	1	NA	RED	STATE PROPERTY
SHOES	1	1	*	WHITE	STATE PROPERTY
INMATE NAME		AO		SIGNATURE & DATE	
*		*		*	

SECURED HOUSING PROPERTY: FORMERLY (TL & DD)

IN CELL	NUMBER OF ITEMS	NUMBER OF ITEMS ISSUED	IN CELL	NUMBER OF ITEMS	NUMBER OF ITEMS ISSUED
ADDRESS BOOK	1		RED LEGAL FOLDER	1	
BIBLE / KORAN/ ETC.	1		BED SHEETS	2	
BLANKET	3		SHOWER SHOES	1	
BRAS	3		SOAP	1	
BRUSH	1		SOAP DISH	1	
COMB	1		SOCKS	3	
DENTURE ADHESIVE	1		STAMPS	ALL	
DENTURE CLEANER	1		SWEAT BOTTOM	1	
DEODRANT	1		SWEAT TOP	1	
DITTY/BOU BAG	2		TOOTHBRUSH	1	
EAR PLUGS	1		TOOTHPASTE	1	
ENVELOPES	10		TOWEL	2	
FLEXI PEN ONLY	1		UNDERWEAR	3	
GLASSES	1		UNIFORM PANTS TAN	3	
GRAY SHIRT	1		UNIFORM SHIRTS	3	
GRAY SHORT	1		WASHCLOTH	1	
LIBRARY BOOKS	2		WRITING PAPER	25	

THE FOLLOWING ITEMS WILL BE PLACED INTO THE PIPECHASE AND WILL NEVER BE PLACED INTO CELL. NOT EVEN WHEN MAX

BEANIE

COAT

CONDITIONER

SHAMPOO

SHOES

INMATE PRINTED NAME _____ AO _____

SIGNATURE _____

OFFICER 1 PRINTED NAME _____

OFFICER 2 PRINTED NAME _____

DATE AND TIME GIVEN TO THE INMATE _____

ADDITIONAL ITEMS GIVEN TO SECURED HOUSING INMATES ON MAX STATUS

IN CELL	NUMBER OF ITEMS	NUMBER OF ITEMS ISSUED
ALARM CLOCK	1	
CANTEEN (<i>FOOD ITEMS ONLY</i>)	PER POLICY	
EARBUDS	1	
TABLET 8 GB OR RADIO	1	
PHOTO ALBUM (NO POSTER BOARD OR LOOSE PICTURES)	1	
PROGRAM MATERIAL GIVEN BY MH OR TEACHER	AS NEEDED	
RELIGIOUS MATERIAL UPON REQUEST	AS NEEDED	
RING UPON REQUEST	1	
THERMAL BOTTOM	2	
THERMAL TOP	2	
TV (NO REMOTE)	1	
WATCH	1	

INMATE PRINTED NAME _____ AO _____

SIGNATURE _____

OFFICER 1 PRINTED NAME _____

OFFICER 2 PRINTED NAME _____

DATE AND TIME GIVEN TO THE INMATE _____

AUTHORIZED PROPERTY

Inmate Name: _____ AO # _____ Date _____

Staff Names (Print) _____

Authorized items are listed under 10 categories:

1. Bedding and Linens	Page 1	6. Health and medical	Pages 4 and 5
2. Clothing	Pages 1 & 2	7. Hygiene	Pages 5, 6 and 7
3. Dishes	Page 2	8. Make Up	Page 7
4. Electronics	Page 3	9. Miscellaneous – General Items	Page 8
5. Foot Wear	Page 3	10. Writing – Mail – Stationary	Page 8

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
1. BEDDING AND LINENS			
Only 3 blankets (any combination of state and personal)			
Blankets	3		
Mattress	1		
Pillow	1		
Pillow Case	1		
Sheets	2		
Storage container gray state issue or clear from canteen	2		
Clear hobby container with lid	1		
Hygiene box	1		

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
2. CLOTHING			
G-POD is authorized one additional sweatshirt, sweatpants, shorts and shoes			
Bathrobe - GRANDFATHER	1		
Bra – including state issue	12		
Cap – baseball; cotton; blue	1		
Beanie – stocking; blue	1		

AUTHORIZED PROPERTY

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
2. CLOTHING			
G-POD is authorized one additional sweatshirt, sweatpants, shorts and shoes			
Glasses (prescription)	2 pair RX		
Glasses (reading) from canteen only	1 pair		
Gloves – weight lifting; fingerless	1 pair		
Gloves – brown jersey cloth	1 pair		
Handkerchief – white	3		
Jacket/coat – State issued	1		
Pajamas	2 sets		
Pants – Uniform –Khaki state issue	3 Pair		
Shirt –Tee; Maroon state issue	3		
Shirt –Tee; gray	9		
Shirt –Tee; Yellow or Orange State issue (Workers only)	3		
Shorts – gym; gray - 1 extra on G-Pod	2		
Socks – including state issue	12 pair		
Sweat Pants – gray; no pockets - 1 extra on G-Pod	2		
Sweatshirt –Maroon or gray- 1 extra on G-Pod	2 (any combination)		
Thermal Bottom	2		
Thermal Top	2		
Underwear – including state issue and boxers	12		

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
3. DISHES			
Bowl – with lid	2		
Cup – coffee; 12 oz with lid	2		
Plastic Ware – Spork	2		

AUTHORIZED PROPERTY

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
4. ELECTRONICS			
3 prong adapters	1		
AAA batteries	10		
AA batteries	10		
Alarm clock	1		
AM/FM Clock/Radio	1		
Battery charger	1		
Book light	1		
Calculator, GED	1		
Ear buds	1		
Game device	1		
Headphone CL 80	1		
Headphone extension 6 ft	1		
Headphone splitter/ Y-adapter	1		
Lamp book light	1		
Radio, AM/FM	1		
Razor, Conair (one additional foil and cutter)	1		
Surge protector	1		
Tablet – 8 GB player	1		
TV	1		
TV cable splitter 2 way	1		

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
5. FOOTWEAR			
Sandals – Court Velcro	1 pair		
Shoe Insole	1 set		
Shoelaces – white	1 set		
Shoes – athletic--- extra on G-Pod- White	2 pair		
Shoes – shower	1 pair		
Slippers, clog white	1 pair		

AUTHORIZED PROPERTY

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
6. HEALTH AND MEDICAL			
Acetaminophen – 2 count packets	10 packets		
Acne cream	2 tubes		
Allergy tablets - antihistamine only	2 packages		
Antacid - generic	2 packages		
Antifungal Crème – Tolnafatate; ½ ounce tube	2 tubes		
Anti-Gas tablets - Gas-X	2 packages		
Aspirin – Bayer; 2 count packet	10 packets		
Bengay ointment – (Muscle ointment)	2 tubes		
Calcium tablets 50 count	2 bottle		
Cough Drops – mentho- lyptus	2 bags		
Docusoft - 100 mg	2 bottles		
Eucerin Cream	2 tubes		
Excedrin migraine	2 bottle		
Eye Drops – Optive or saline	2 bottles		
Fiber powder	1 container		
Fiber tablets	2 bottles		
Fish oil 90 count	2 bottles		
Folic, acid 100 count	2 bottles		
Foot powder	2 bottles		
Hemorrhoidal ointment	2 tubes		
Hydrocortisone 1% Ointment	2 tubes		
Ibuprofen – 2 count packets	10 packets		
Leutine vitamins	2 bottles		
Lotion – bug	2 bottles		
Melatonin, 90 count	2 bottles		
Midol	2 bottles		
Nasal spray - Ocean	2 bottles		
Noxzema	1 each		
Orajel – ¼ ounce	2 each		
Pepto Bismol - tablets	2 boxes		
Preparation H - suppositories	2 boxes		
Probiotics, 30 count	2 bottles		
Stool softener	2 bottles		
Sunblock, Generic, 8-ounce bottle	2 bottles		

AUTHORIZED PROPERTY

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
6. HEALTH AND MEDICAL			
Triple Antibiotic Ointment - ½ ounce packet			
Tums, generic 150 count	2 bottles		
Tylenol, 24 count	2 bottles		
Vitamin - glucosamine	2 bottles		
Vitamin - multiple	2 bottles		
Zantac 75 - tablets	2 boxes		

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
7. HYGIENE			
LID MUST SHUT ON HYGIENE BOX			
** ITEMS THAT CAN BE STORED OUTSIDE OF HYGIENE BOX			
Antiperspirant- stick no alcohol	3		
Chapstick	2		
Clipper – fingernail (no file) NOT ALLOWED SHU	1		
Clipper – toenail (no file) NOT ALLOWED SHU	1		
Conditioner	3		
D & L plus relaxer	3		
Dental floss -single use 20"	30		
Denture adhesive	** 2 boxes		
Denture bath	2		
Denture brush	1		
Denture cleaner (polydent)	** 2 boxes		
Deodorant – stick no alcohol	3		
Dish soap	1		
Earplugs	1		
Emery board – ½ x 5" max	2		
Face scrub	3		
Facial tissue	** 3		
Foot powder	3		

AUTHORIZED PROPERTY

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
7. HYGIENE			
LID MUST SHUT ON HYGIENE BOX			
** ITEMS THAT CAN BE STORED OUTSIDE OF HYGIENE BOX			
Hair Brush	1		
Hair Comb	1		
Hair Cream- dark and lovely	3		
Hair gel	3		
Hair relaxer D&L plus	3		
Hair spray	3		
Hair ties – hairbands – clips	As sold		
Laundry soap (individual packets)	5		
Lotion	3		
Lotion bug	1		
Magic cream	1		
Mirror shaving acrylic, 6" X 4 1/2"	1		
Moisturizer – luster pink	3		
Moisturizer – Olay	3		
Mouth spray Biotene	1		
Mouthwash – non-alcoholic	1		
Pads - Maxi	3		
Panty Liners	3		
Sanitary napkins maxi/mini	3		
Shampoo	3		
Shaving cream – brushless; 4 1/2 ounce	3		
Soap – (bar) all types	3		
Soap dish – soft plastic	2		
Tampons	** 3		
Toilet paper – 4 roll pack	** 1		
Toothbrush	1		
Toothbrush holder	1		
Toothpaste	3		
Towel bath	** 2		
Tweezers plastic	1		
Wash Cloth	** 2		
Towel bath	** 2		

AUTHORIZED PROPERTY

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
7. HYGIENE			
LID MUST SHUT ON HYGIENE BOX			
** ITEMS THAT CAN BE STORED OUTSIDE OF HYGIENE BOX			
Tweezers plastic	1		
Wash Cloth	** 2		

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
8. MAKE UP			
LID MUST SHUT ON HYGIENE BOX			
Blush – one quarter ounce max	3		
Eye liner - one eighth ounce max	3		
Eye shadow - one quarter ounce max	3		
Foundation- one fluid ounce max	3		
Lipstick	3		
Mascara	3		

AUTHORIZED PROPERTY

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
9. MISCELLANEOUS – GENERAL ITEMS			
2x4x8 inch clear plastic box with lid	1		
Cards Playing	2 Decks Only		
Photo album	1 picture per slot in album		
Ring – Wedding – Must be on intake property receipt Cannot be sent in	1		
Publications (books, magazines, newspapers and religious books)	15 any combination		
Tape – for pictures	1 roll		

Property/Commissary Item	Authorized	Number in Possession	Condition (open, unopened, new, used, cracked, ripped, etc.)
10. WRITING – MAILING - STATIONARY			
Address book	1		
Box – plastic; tote; storage; 2 cubic ft. max	1		
Calendar – Canteen only	1		
Card – birthday; sympathy; etc.	As available on canteen		
Day Planner	1		
Envelopes (all types)	As available on canteen		
Journal/composition	10		
Legal paper (In Red Folder)	Current Case Only		
Notebook / Paper / Tablets all styles & Typing Paper	Total combined = 8		
Paper- file folder all types-colors to include 3 ring binder	10		
Pen – blue or black ink	2		
Pencil - #2 lead	2		
Stamps	30		
Type writer items	As sold		