

 <p><b>CD-150200</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> <b>06/09/97</b>	<b>REVIEW/REVISED:</b> <b>03/09/15</b>
	<b>EFFECTIVE DATE:</b> <b>06/09/97</b>	
<b>TITLE:   Inmate Property and Laundry</b>		

**AUTHORITY:**

NMSA 1978, Section 33-1-6, as amended

**REFERENCES:**

- A. ACA Standard 2-CO-4D-01, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. ACA Standards 4-4164, 4-4285, 4-4292, 4-4293, 4-4294, 4-4334, 4-4335, 4-4336, 4-4337, 4-4338, 4-4339, 4-4340 and 4-4494, *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.
- C. Policy *CD-131500*.

**PURPOSE: [4-4292] [4-4293]**

- A. To establish guidelines governing the personal property that inmates may retain in their possession;
- B. To establish specific procedures regarding the control and safeguarding of inmate personal property;
- C. To establish specific procedures governing the inspection and disposition of contraband.
- D. To establish guidelines for the accountability and issuance of state-issued bedding, linen, and protective inmate clothing and equipment.

**APPLICABILITY:**

All inmates and staff of the New Mexico Corrections Department.

**FORMS:**

- A. **Property Inventory List** form (*CD-150201.1*)
- B. **Receipt for Confiscated Property** form (*CD-150201.2*)
- C. **Inmate State-Issued Property** form (*CD-150202.3*)
- D. **Sanitized Mattress Issuance** form (*CD-150202.4*)
- E. **Laundry Request** form (*CD-150202.5*)
- F. **Laundry Pick-Up** form (*CD-150202.6*)

**ATTACHMENTS:**

None

**DEFINITIONS:**

- A. Bedding: Blankets, mattresses, and pillows.
- B. Canteen Officer: Any correctional employee or contract employee, regardless of rank or title, who is assigned by the Warden to be responsible for the orderly maintenance of canteen inventory and proper documentation and processing of inmate purchases.
- C. Contraband: Any material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security and safety of the institution.

- a. Dangerous Contraband: Any item which poses a serious threat to the security of an institution and which ordinarily is not approved for possession by an inmate or for admission into the institution.

Examples may include, but are not limited to weapons, intoxicants, currency (where prohibited), tools which may be used to aid in an escape (e.g., rope), ammunition or explosives, combustible or flammable liquids, and hazardous or poisonous chemicals and gases.

- b. Nuisance Contraband: Any item other than hard contraband, which has never been authorized, or which may be has previously been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard.

Examples may include, but are not limited to personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization.

- D. Consumable Items: Food items or property items which can be readily used up by inmates within a reasonable period of time, e.g. food, toiletries, etc.

- E. Exchange Items: Institution-issued property which must be presented for exchange for similar items; or non-consumable items which are limited as to type or amount, e.g. televisions, radio/stereos, etc., and which must be exchanged for new replacement items as they are purchased.
- F. Laundry Officer: Any correctional employee, regardless of rank or title, who is assigned by the Warden to be responsible for the orderly processing and proper documentation of facility laundry procedures.
- G. Legal Materials: Materials of a legal nature which are pertinent and necessary to the inmate's own ongoing legal matter.
- H. Linens: Sheets, pillowcases, and towels.
- I. Non-Consumable Items: Property items which are not foodstuffs or cannot be readily used up within a relatively short period of time, e.g. appliances, clothing items, bedding, and hobby shop supplies, etc.
- J. Personal Clothes: For the purpose of this policy, personal clothes refer to any clothing items that are not issued by the State.
- K. Personal Property: Non-institution issued property items that an inmate is permitted to retain if approved pursuant to this policy and procedure. Inmate personal property shall be limited by the custody level of the institutions.
- L. Property File: A file maintained on each inmate by the institutional property officer which documents all property items in an inmate's possession while at an institution. The file will remain at the institution.
- M. Property Officer: Any correctional employee, regardless of rank or title, who is assigned by the Warden to be responsible for the orderly processing and proper documentation of an inmate's property while at any facility.

**POLICY: [2-CO-4D-01]**

- A. The New Mexico Corrections Department (NMCD) shall set procedures that govern the controlling and safeguarding of inmate clothing and property. It shall be identified what items shall be retained in an inmate's possession, and that clothing is properly fitted, climatically suitable, durable, and presentable. **[4-4336]**

- B. Inmates at Level I, Level II, and Level III facilities may be authorized to purchase a clear hot pot, with heat limitations, through the inmate store. The facility may also opt instead to provide microwaves or community hot pots that are strategically located for use by the inmate population.
- C. Space shall be provided for storing the personal property of inmates safely and securely. **[4-4164]**
- D. The control and safeguarding of inmate personal property shall be governed. Personal property retained at the institution shall be itemized in a written list that shall be kept in the permanent case file; the inmate shall receive a current copy of the list. **[4-4294]**
- E. The facility shall maintain a store of clothing, linen, and bedding that exceeds the amount required for the facility's inmate population. **[4-4334]**
- F. The facility shall hold inmates accountable for inmate clothing and bedding. **[4-4335]**
- G. The facility shall provide for the issue of suitable clothing to all inmates. Clothing will be properly fitted, climatically suitable, durable, and presentable. **[4-4336]**
- H. The facility shall provide for the issue of special and, when appropriate, protective clothing and equipment to inmates assigned to the institution's food service, hospital, farm, garage, physical plant maintenance shops, and other special work details. **[4-4337]**
- I. The facility will provide inmates with three complete sets of clean clothing per week. **[4-4338]**
- J. The facility permits only allowable personal property to be retained. No other personal property will be stored. **[4-4285] [4-4339]**
- K. The facility will provide inmates with the issue of suitable, clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, not to exclude a mattress with integrated pillow, and sufficient blankets to provide comfort under existing temperature controls. There is provision for linen exchange, including towels and blankets. **[4-4340]**



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/09/15  
Date

 <p><b>CD-150201</b></p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</b></p>	
	<p><b>ISSUE DATE: 06/09/97</b></p> <p><b>EFFECTIVE DATE: 06/09/97</b></p>	<p><b>REVIEW/REVISED: 03/09/15</b></p>
	<p><b>TITLE: Inmate Property</b></p>	

**AUTHORITY:**

Policy *CD-150200*

**PROCEDURES: [4-4292] [4-4293] [4-4294]**

**A. General Guidelines:**

1. Newly arrived inmates will receive a copy of this policy that includes a list of personal items allowed by custody level. Revisions and updated policy statements will be made available to all inmates upon request.
2. Personal property of all newly arrived inmates will be inspected and an inventory sheet will be completed including all property that an inmate has in his or her possession or is delivered with the inmate at that time. The inmate will be given a copy of the inventory sheet and must sign an acknowledgement that he or she received a copy and the information is accurate.
3. The inmate will be allowed to retain only what is permitted. Items not allowed will be sent to a designated address at the inmate's expense, picked up by an inmate's relative or friend with written permission from the inmate, donated by the inmate to a charitable organization, or destroyed. **[4-4285] [4-4339]**
4. The inmate's personal property inventory list shall be retained in the Property Office. The property list is updated by information from the Classification Officer and the Property Officer as items are received and/or sent home or otherwise disposed of.
  - a. When an inmate is released or transferred, the articles on the list are checked against what he or she is taking with him or her. This ensures that no one will leave with another inmate's property.
  - b. Inmates will not be allowed to exchange personal property among themselves.

**B. Allowable Property:**

Although a certain category of items may be permitted, a specific type of that item may be rejected if it constitutes a threat to the security of the institution. For example, although religious medallions not exceeding \$50.00 in value are generally permitted, a specific type of medallion may be rejected if it can easily be used as a weapon.

**1. Reception and Diagnostic Center:**

- a. All property arriving with the inmate shall be inventoried by the Property Officer using the **Property Inventory List** form (*CD-150201.1*).
- b. Inmates received at the Reception and Diagnostic Center (RDC) shall be allowed to retain and/or obtain the following items only: (provided any items the inmate wished to retain upon admission must both appear on the following list and not be rejected for security reasons).
  - 1) Athletic shoes (2 pair), not to exceed \$75.00 each pair in value. Athletic shoes purchased after RDC assignment will be white/grey in color.
  - 2) Corrective glasses (1 pair). No sunglasses will be allowed unless authorized by Medical.
  - 3) Dentures: Inmates will be allowed to retain dentures that have been made specifically for that inmate.
  - 4) Legal documents that must fit in designated area.
  - 5) Letters/post cards (10).
  - 6) Medicine pouch (1) approved for registered Native Americans, per (*CD-101101*).
  - 7) Pens clear, not to exceed a total of five.
  - 8) Photo album (1) no larger than 12" x 12".
  - 9) Religious books (2) (e.g., Bible, Koran, Talmud, etc.).
  - 10) Religious items or other religious article: two small items not to exceed \$50.00 in value. One chain and one medallion combined shall constitute one of the items.
  - 11) Shower shoes (1 pair).
  - 12) Watch (1) not to exceed \$50.00 in value.
  - 13) Wedding band (1, no stones) not to exceed \$50.00 in value. Inmate must produce evidence of legal marriage. No other form of jewelry will be allowed.

2. For Inmates Incarcerated at Levels I, II or III Facilities:

- a. Property that would be allowable upon admission as stated above in *B.1.b.*
- b. Batteries (may be-rechargeable) – Limit four per inmate, including charger.
- c. Books – three per inmate.
- d. Cassette tapes – maximum of ten per inmate.
- e. Ear buds: (1) one for T.V. and one (1) for radio/ MP3.
- f. Gym shorts – solid gray without emblems or pockets – Two pair per inmate.
- g. Hobby supplies-Personally owned and paid for arts and crafts with a total value of supplies not to exceed \$50.00 at any time.
- h. Hygiene items – state-issued and any new or used toiletry/hygiene items purchased through canteen and/or inmate store – two (2) of each item.
- i. Magazines–three per inmate. Nudity, pornography and/or gang-related materials are prohibited.
- j. Portable stereo system or authorized MP3 player no larger than a Walkman AM/FM radio/cassette player in a clear case with non-detachable speakers but with earphone jack with clear power adapter. Rechargeable batteries are allowed. No CD players are allowed.
- k. Sweatpants and sweatshirts – solid gray without emblems, pockets, hoods, or collars – Two pair per inmate.
- l. Thermal tops and/or bottoms – two pair.
- m. Television – one (1) with 13” maximum screen size and one (1) remote control device.
- n. T-Shirts: white (without emblems or hood) and/or orange (with NMCD monogram) with short sleeves – four.

- o. Inmates who have been approved to participate in the work release program will be allowed civilian clothing (5 shirts/5 pairs of pants) that will be stored at the work site. If the inmate employer provides the inmate with a work uniform, the inmate will not be allowed to purchase civilian clothing. Civilian clothing must be purchased directly from an approved vendor using a debit memo. All gang-related clothing is prohibited.

5. For Inmates in a **Level IV** Facility:

Inmates in Level IV will be allowed to retain personal and/or State issued property in accordance with policy (*CD-143200*) (*Level IV*) and the *Level IV table of services*

6. For Inmates in a **Level V, Level VI** and **County Jail Inmates** Being Housed at a NMCD Facility for Safekeeping at Level V or Level VI Facility:

Inmates in Level V, Level VI and County Jail inmates being housed at a NMCD Level V or Level VI Facility for safekeeping will be allowed to retain personal and/or State-issued property in accordance with Policy *CD-143000* (*Security Levels V and VI*) and the *Level V and Level VI table of services*.

County Jail inmates will not be allowed to purchase canteen. They will be provided with basic institution-issued hygiene supplies, linens, stationery, and clothing.

7. For Pre-Hearing Detention/Disciplinary Segregation Inmates:

Inmates classified under this custody level/status will be allowed to retain the following personal and State property: **[4-4336]**

- a. Institutional uniforms – Three sets per inmate;
- b. One pair of Institutional shoes;
- c. One pair of shower shoes;
- d. Hygiene products, not to exceed one of each;
- e. Library books (only) – Limit of two; and
- f. Legal material that fits in designated area.

Inmates will not be allowed to purchase canteen or personal property while classified under the above-status.

- C. Property which is not allowed shall be listed by the Property Officer on the **Property Inventory Sheet** under "*Confiscated/Contraband Items*" and disposed of in a manner consistent with this policy, including allowing the inmate to mail out or have relatives pick up the items, pursuant to policy and procedure. The method of disposition shall be noted on the form and acknowledged by the inmate's signature. In the event an inmate is found in possession of another inmate's legal materials and those materials are confiscated, the Property Officer will make a reasonable effort to return the legal materials to the inmate to whom they belong. Inmates at the Reception and Diagnostic Center will not be allowed to order personal property from vendors.
- D. Inmates who arrive with any type of medication shall relinquish it to the Property Officer upon arrival. The Property Officer shall immediately contact a member of the Medical Staff for medical evaluation, complete the **Property Inventory Sheet** under "*Medication*" and shall submit all medications to the on-duty supervisor of the Medical Department.
- E. **Allowable property for inmates in 72-hour Special Control Housing will be the following, in accordance with CD-143003.**
1. One towel;
  2. One pair of shower shoes;
  3. One uniform;
  4. One pair of underwear and socks;
  5. One hygiene package consisting of soap, toothpaste, toothbrush, shaving items, deodorant, and shampoo; and
  6. One blanket, two sheets, one pillow, one pillowcase.
- F. **Acquisition of Property:**
1. In addition to the property which inmates are allowed to retain upon admission, inmates may acquire additional personal property through institutional canteens and approved vendors.
  2. Inmate personal property shall not be directly mailed in or brought in by any visitor, Corrections Department employee or Contract employee, or any other individual entering the facility. All personal property must be purchased by inmates via property officer and approved vendors or canteen/inmate store. Family members will not be allowed to purchase personal property for inmates.

3. Inmates are not allowed to exchange any items between each other and/or with immediate family members who are also incarcerated.
4. Inmates may acquire books, magazines, and newspapers from the publisher, not to exceed the allowable quantity as per institutional custody limitation. Nudity, pornography, and/or gang-related materials are prohibited.
5. Inmates may not acquire personal property in any manner other than those listed in this section. Those items acquired by means other than those listed in this section will be confiscated and destroyed.
6. Any approved non-consumable items with a value in excess of \$20.00 shall be added to the inmate's property inventory list by the Property Officer.

**G. Allowable Canteen Inventory:**

The following restrictions will be placed on items acquired through the canteen, and property that is obtained from vendors.

1. All televisions must be clear and be restricted to a maximum 13" color with a clear case and with a jack for ear phones.
2. All portable stereo systems shall be restricted to nothing larger than a "Walkman" type AM-FM radio/cassette player with a jack for earphones in a clear case with non-detachable speakers. MP3 players are allowed, and CD players are prohibited.
3. All sweatshirts, sweatpants and gym clothes will have no logos/emblems and no pockets. Only gray is acceptable and must be of solid color with no collar.
4. The only shoes acquired through a vendor will be athletic type shoes, white/grey in color, and shower shoes. The only other types of shoes allowed will be state-issued shoes.

**H. Procedure for Canteen and Approved Vendor Purchases:**

1. The Wardens at each Unit shall designate appropriate personnel to address the orderly control and documentation of all property purchased or acquired by inmates.

2. Each canteen officer shall maintain and make available a current list of vendors and lists of catalogs or allowable non-consumable items that may be purchased through canteen by inmates. All inmate property files/forms will be maintained by the Property Officer.
3. An inmate who wishes to purchase non-consumable property item(s) through the canteen shall be responsible for submitting a debit memo to the business office. The property officer shall be responsible for recommending approval or disapproval of the purchase and for forwarding it to the appropriate Deputy Warden for a final decision. Prior to forwarding the requisition for non-consumable items to a Deputy Warden, the Property Officer shall ensure that the purchase is in accordance with this policy and procedure.
4. Upon receipt of property items from vendors, the mailroom shall forward the property to the respective Unit Property Officer for engraving or other appropriate identification and for recording in the inmate property file prior to issue.
5. The Canteen Officer is also responsible for the maintenance and control of the institution's canteen inventory.
6. The Canteen Officer shall be responsible for posting a list of all items available for purchase at the institution's canteen and the price of each item. The Canteen Officer shall also be responsible for posting any changes to inventory and/or prices of items sold in the canteen.
7. The Property Officer shall be responsible for keeping an updated record of all non-consumable property items in an inmate's possession. The Property Officer shall record all purchases made through the canteen or approved vendors of non-consumable items on individual property and clothing cards.
8. The Property Officer shall be responsible to ensure that all purchases of non-consumable items are properly recorded and all needed exchanges are made without fail. An inmate not presenting an exchange item shall not be allowed to receive purchased property.
10. The Property Officer shall clearly mark all non-consumable property items with each inmate's name and number.

- a. Inmates found in possession of another inmate's property will receive a disciplinary report.
- b. Inmates found in possession of property that has been altered or has an altered identification name and/or number will receive a disciplinary report and said property will be confiscated.

**I. Amount of Allowable Property:**

1. Inmates will only be allowed to retain personal property only of the type and up to the amount authorized by this policy and only in an amount that does not exceed the capacities of individual storage areas.
2. Inmate personal property will not exceed capacity as prescribed by this procedure. The inmate will be required to dispose of excess property in accordance with this policy and procedure. Inmates will be given the opportunity to mail excess items, but will bear the costs for mailing or shipping. Inmates may also be allowed to arrange for a relative or friend to pick up excess items or to donate excess items as set out in this policy. Should the inmate be unwilling or unable to make a determination as to what property to retain, the decision will be made by a Deputy Warden or Chief of Security, and the remaining property will be disposed of in accordance with this policy and procedures.

**K. Discretionary Transferable Property:**

Normally, if an inmate is being transferred to an institution that allows televisions and Walkman-type stereo systems, that inmate's television and stereo system may be transferred to the receiving institution as the personal property of an inmate.

However, if an inmate is being transferred to an institution that does not allow televisions, Walkman-type stereo systems or other items, these property items will not be allowed. If the property is not allowed, every effort shall be made to dispose of the property prior to the inmate's transfer, at the expense of the inmate, by the sending institution. If this is not accomplished, the receiving institution shall dispose of the property at the expense of the inmate.

**L. Property Inventory Procedure for Transfers:**

1. All Intra- or Inter-facility transfers will be coordinated and approved through the Deputy Warden or a designee.

2. Every attempt should be made to transport an inmate's property at the same time the inmate is transferred.
  - a. The only exception should be during emergency situations.
  - b. If the property is not transferred along with the inmate, the Shift Supervisor will ensure that the inmate will receive a copy of the inventory sheet and ensure that the property is secured and is transferred as soon as feasible.
3. The Property Officer of the sending Unit/Facility will be responsible for completing the **Property Inventory List** form (*CD-150201.1*) reflecting all property in the inmate's possession prior to the transfer. The inventory should be conducted in the presence of the inmate and the property officer and the inmate should sign the form. This inventory will be filed in the property room file. If the inmate cannot be present at the time of inventory, the property officer shall conduct the inventory in the presence of a witness who shall also sign the form and shall indicate the reason that the inmate was not present.
4. The sending Unit's Property Officer will bag and clearly label all property with the inmate's name, NMCD number and destination.
5. The sending unit's Property Officer and the Transport Officer(s) will ensure that a copy of the **Property Inventory List** form (*CD-150201.1*) accompanies an inmate's property.
6. The Property Officer at the receiving unit will inventory all property within twenty-four hours in the presence of the inmate and complete a **Property Inventory List** form (*CD-150201.1*). Any property that is non-transferable shall be listed on the **Receipt for Confiscated Property** form (*CD-150201.2*), and the Property Officer shall make the proper arrangements for the disposal of the property in accordance with this procedure. In the event an inmate is found in possession of another inmate's legal materials and those materials are confiscated, the Property Officer will make a reasonable effort to return the legal materials to the inmate to whom they belong.
12. If the Property Officer is not present on duty when inmates arrive or depart the units, the Shift Supervisor on duty at the receiving/sending unit will be responsible for ensuring that the proper procedure is followed. If this is not possible, the property must be stored in a secure area until it can be inventoried and non-transferable items are confiscated.

**M. Memorandum of Understanding w/ Bernalillo County for Court Transports**

1. Inmates being transported to CNMCF for court appearances will not be allowed to bring any personal property with the exception of necessary paperwork for their court appearance.
  - a. The Property Officer at the sending facility will inventory all property prior to the inmate's departure to CNMCF and store the property until the inmate is returned to the sending facility.
  - b. Inmates will be issued basic hygiene and clothing items upon arrival at CNMCF.
  - c. Inmates will have their personal property re-issued to them upon return to the sending facility.

**N. Disposal of Property:**

1. If the inmate's personal property is deemed to be non-transferable or in excess of institutional limitations, it will be disposed of in accordance with this section.
2. The inmate will designate how the property is to be disposed of by completing the **Receipt for Confiscated Property** form (*CD-150201.2*). This form will become part of the inmate's property file. The property may be disposed of in one of the following ways:
  - a. The property may be destroyed by institutional staff;
  - b. The property may be mailed out to an address designated by the inmate, at the inmate's expense for postage. A signed Debit Memo shall be attached to the Personal Property Disposition Form.
  - c. An authorized visitor may pick up the property within fourteen calendar days of an inmate's arrival at an institution.
  - d. Inmate property that was approved prior to this policy but is no longer allowed may be picked up by an authorized visitor within fourteen (14) days or shipped out at the inmate's expense. Disposition shall be indicated on the **Receipt for Confiscated Property** form (*CD-150201.2*).

- e. Inmates will be informed on the **Property Disposition Sheet** that if the inmate has not arranged for the property to be picked up within fourteen (14) days or paid to have the property mailed within fourteen (14) days, it will be destroyed

**O. Temporary Transfers:**

1. If an inmate is temporarily transferred from an institution for a period of more than one (1) calendar day, but less than ninety (90) calendar days, the inmate's property shall be inventoried, packaged, and stored in a secure area as designated by the sending unit Deputy Warden, Chief of Security, or Administrative Captain.
2. If an inmate is temporarily transferred out of an institution for a period of time which is anticipated to exceed ninety (90) calendar days, and the inmate's property cannot be transferred with the inmate to the new location, disposition shall be decided on a case-by-case basis contingent upon the following factors:
  - a. Whether or not the inmate is expected to return within a reasonable period of time.
  - b. The inmate's wishes regarding disposition of personal property as indicated on the **Receipt for Confiscated Property** form (*CD-150201.2*); and
  - c. Whether or not the inmate's monies were transferred out with him or her.
3. Every time an inmate is transferred temporarily, they must complete a **Receipt for Confiscated Property** form (*CD-150201.2*) before departing; and each time inmate property is packaged for storage, a **Property Inventory List** form (*CD-150201.1*) must be completed in accordance with of this procedure.

**P. Legal Materials:**

Legal materials may be retained by all inmates in accordance with the following standards:

1. The amount of personal property an inmate may have in his or her possession, including legal materials, is limited to the amount that an inmate may store in his or her living area in a designated space.

2. Inmates will be allowed to retain legal materials with regard to cases that they intend to file in the near future, and for cases that have already been filed and are still active; provided the type and amount of these legal materials otherwise are in conformance with NMCD policy.
3. Any legal materials in excess of these limits must be handled in accordance with (*CD-121000*).
4. An inmate may retain only those legal materials that pertain to his/her own legal case.

**Q. Hobby Shop Supplies, Projects:**

1. Hobby Shop supplies may be purchased by inmates through the Hobby Shop officer. The value of the supplies shall not exceed the amount specified by this procedure.
2. Hobby Shop supplies that are inherently dangerous or toxic in nature may not be retained as personal property in the general population living units.
3. Completed Hobby Shop projects cannot be retained as personal property by inmates. These items will not be considered transferable property.
4. Hobby Shop items will be mailed out at the inmate's expense or sold in the lobby areas via the Hobby Shop officer. Approved visitors may pick up Hobby Shop items to take home, but the transaction must be coordinated by the Hobby Shop officer and the Deputy Warden.
5. Levels I through III will be allowed to purchase Hobby Shop items. The value will not exceed \$50.00 at any one time. Levels IV, V, and VI Hobby Shop items are limited to the privileges provided within the step system.

**R. Abandonment of Property:**

1. In the event of an escape, Corrections Department staff will utilize an inmate's property for investigative purposes to determine escape mode, route, etc., and they will dispose of the property in a manner in accordance with the following methods. Methods of disposal shall include, but are not limited to:
  - a. Confiscation of abandoned property

- b. Destruction.
- c. Mailing the property to an address previously designated by the inmate, and at the inmate's expense. This would require the inmate to have a sufficient amount of money in his or her account in order to pay for postage; or
- d. Having the approved visitor, who has been designated on the disclaimer form by the inmate, pick up the property within fourteen (14) calendar days from the date of escape or at the completion of the investigation of escape.
- e. In the event an inmate is found in possession of another inmate's legal materials and those materials are confiscated, the Property Officer will make a reasonable effort to return the legal materials to the inmate to whom they belong.

**S. Grievances Regarding Lost or Damaged Property:**

1. The New Mexico Corrections Department will not be liable for the loss of or damage to personal property unless it is evident that the Department, through negligence, was directly responsible for the loss or damage.
2. All inmates will sign a **Property Inventory List** form (*CD-150201.1*) every time they arrive at a New Mexico Corrections Department facility, stating that all their personal property is accounted for, and that they understand it is their responsibility to keep their cell doors or lockers/closets secured when they leave their respective housing units.
3. Any disputes shall be settled through the established inmate grievance procedure.
4. The Department shall attempt to minimize loss and damage claims by making every effort to transport property along with inmates and to inventory property in the presence of inmates.

**T. Holiday Packages:**

1. Inmates in Level V, steps 1, 2, 3, and Level VI will not be eligible to receive a Holiday package. Inmates in Level V, steps 4 and 5, all of Level IV, all of Level III, all of Level II, and all of Level I may receive a Holiday package.

2. Inmates may obtain consumable items through Holiday packages. Only approved visitors on the inmate's visiting list will be allowed to purchase a Holiday package through the approved vendor. The visitor will submit a list of items to the approved vendor along with the payment. The vendor will then ship the Holiday package to the inmate. The maximum dollar amount allowed is a total of seventy dollars from up to two visitors.
3. Inmates who have no one on their approved visitors list may order a Holiday package of consumable items directly from the approved vendor. Each inmate may order one Holiday package containing a maximum of seventy dollars worth of items only from the approved vendor through the purchase order process identified in the institutional policy.
4. Holiday packages must comply with the following standards:
  - a. They must be post marked on or between December 1 and December 31 of the current year.
  - b. The mailroom officer will keep track of inmate's Holiday packages and the total value of all packages, not to exceed seventy dollars.
  - c. All items must be commercially packaged in transparent container or factory sealed wrappings; e.g. plastic, cellophane, foil, etc. No glass containers will be accepted. No canned foods will be accepted.
  - d. All Holiday packages shall be delivered either by the U.S. Postal Service, FedEx, or United Parcel Service (UPS) only.
5. Inmates who have medical problems that prevent them from receiving the normal pre-authorized Holiday package items will have the opportunity to obtain special approval for other items through their Classification Officer, from the Deputy Warden or a designee.
6. A tracking system will be maintained by the mailroom staff, with each inmate's name and number, the date the package arrived, the dollar amount received, not to exceed seventy dollars, and if the package was sent by an approved visitor.
7. All incoming packages shall be inspected for contraband.

8. All contents of said packages shall be recorded on a **Holiday Package Receipt** and filed in the property file.
9. All inmates shall receive their Holiday packages in a timely fashion and shall receive all property only after signing a receipt. The **Holiday Package Receipt** shall include such information as: inventory of contents, rejected and/or damaged items received and their disposition.

**U. Exceptions:**

1. Inmates in possession of property of a medical nature, which was previously approved, shall be allowed to retain such property. However, these items shall not be replaced without subsequent medical documentation.
2. In as much as female inmates are all housed in the same multi-custody level facility, female inmates who are classified under the various custody levels shall be provided with a list of permissible personal property by their institution. The list shall be comparable to the list for male inmates.
  - a. Two (2) pair of earrings (no stones) not to exceed fifty dollars (\$50.00).
  - b. Make-up not to exceed sixty dollars (\$60.00) and purchased through canteen.
3. In extraordinary circumstances, the Warden may authorize reasonable deviations from this policy. Any such deviations must be expressly stated in writing by the Warden.

**V. Storage of Excess Legal Property and Mail:**

1. All inmate personal property is expected to be stored in the storage space provided, including legal materials. However, at times a legitimate need may exist for additional storage space to be provided to store legal materials. Legal materials include pleadings, transcripts, books, notes, correspondence to and from attorneys and courts, and related supplies, including writing instruments, paper, postage, and envelopes.
2. Inmates who have legal material exceeding the storage space provided must request and justify to a Deputy Warden or a designee the need for a second storage locker.

- a. Such additional space for legal materials is authorized only if the inmate can establish to a Deputy Warden or a designee that the storage space provided by the first box has been totally consumed by legal materials, current educational materials, and a reasonable amount of hygiene, arts and craft, commissary, and other personal property items.
  - b. For the purpose of this review, a reasonable amount of hygiene, arts and craft, commissary, and other personal property may not exceed one-half of the space available in the first storage box. The Deputy Warden or designee may review the need for the second storage locker every 90 days.
3. If an inmate cannot secure all of his or her designated legal materials in the second storage locker provided pursuant to the preceding paragraph, a written request for special review and consideration must be forwarded by the inmate to the librarian, who will conduct a review of the amount and types of all the materials that the inmate identifies as legal material. The librarian will advise the requesting inmate of the criteria applicable to the review and the options available to the inmate for reducing the volume of the inmate's legal materials prior to conducting review. These options would include, but not be limited to: eliminating items available in the law library, eliminating items which are not current or active, reducing the amount of supplies, and/or mailing items to persons for storage. The inmate is expected to make a good faith effort to reduce the volume of legal materials in accordance with these procedures. The inmate may designate correspondence to and from his or her attorney or attorney's representative as privileged and confidential.
- a. If the material is designated as privileged correspondence, the Librarian shall only review the designated material to the extent necessary to determine:
    - 1) that the correspondence is either to or from the requesting inmate, and
    - 2) The correspondence is either to or from privileged correspondent, excluding attachments or appendices. The Librarian's review of the inmate's legal material will consider the following factors in determining whether the legal materials qualify for consideration for additional storage:
      - a) Whether the legal material relates solely to matters in which the requesting inmate is a party or potential party;
      - b) Whether the material is not available from the law library; and,
      - c) Whether the material is reasonably necessary to support current, ongoing litigation or anticipated litigation.

- b. Based on this review, the Librarian will make a recommendation to the unit Deputy Warden concerning provision to the inmate of additional storage for legal materials. A Deputy Warden's decision to provide or not to provide additional storage is subject to review through the inmate grievance procedure. The continued need for additional storage, if approved, is subject to review every ninety (90) days.
- c. If the inmate is issued a second or subsequent box consistent with the procedures outlined above and has unused space remaining in the additional box, he may store educational materials and personal copies of legal materials available from the law library in the remaining portion of that box. Inmates may not retain any legal materials relating to another inmate's legal matters.
- d. If the inmate is determined to be eligible for additional storage, he or she will be allowed thirty days from the date that the grievance process is completed, in which to dispose of any materials that will not fit in the allocated space. The excess material may be mailed elsewhere at the inmate's expense, be picked up by approved visitors with prior arrangement through the Classification Officer, or be turned over to the Property Officer for destruction. Indigent inmates may apply for postage in accordance with institutional policy.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/09/15  
Date

## NEW MEXICO CORRECTIONS DEPARTMENT PROPERTY INVENTORY LIST

Inmate Name: \_\_\_\_\_ NMCD# \_\_\_\_\_ Facility: \_\_\_\_\_

### Personal

**Clothing: (All Levels)**

- \_\_\_\_\_ Athletic Shoe (2) Brand: \_\_\_\_\_
- \_\_\_\_\_ Cap (1)
- \_\_\_\_\_ Gym Short (2)
- \_\_\_\_\_ Shower Shoe (1)
- \_\_\_\_\_ Sweat Bottom (2)
- \_\_\_\_\_ Sweat Top (2)
- \_\_\_\_\_ Thermal Top (2)
- \_\_\_\_\_ Thermal Bottom (2)
- \_\_\_\_\_ T-Shirt
- \_\_\_\_\_ Boxer Shorts (7) (issued or purchased)
- \_\_\_\_\_ Socks (7) (issued or purchased)

**Miscellaneous Items: (All Levels)**

- \_\_\_\_\_ Address Book \_\_\_\_\_ Magazines (3)
- \_\_\_\_\_ Books (3) \_\_\_\_\_ Medicine Pouch\*
- \_\_\_\_\_ Bowl \_\_\_\_\_ Pencils/Pens (5)
- \_\_\_\_\_ Cards \_\_\_\_\_ Photo Album (1)
- \_\_\_\_\_ Cup (2) \_\_\_\_\_ Photos (25)
- \_\_\_\_\_ Eyeglasses \_\_\_\_\_ Religious Books (2)
- \_\_\_\_\_ Eyeglass Case \_\_\_\_\_ Religious Medals (1)
- \_\_\_\_\_ Legal Papers \_\_\_\_\_ Watch (1) \_\_\_\_\_
- \_\_\_\_\_ Letters (10) \_\_\_\_\_ Wedding Band (1)

**Other:**


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\*Per CD-101101

**Electronics: (All Levels):**

- \_\_\_\_\_ Batteries (4)
- \_\_\_\_\_ Cassette tape (10)
- \_\_\_\_\_ Earphone (2)
- \_\_\_\_\_ Hot Pot (1)
- \_\_\_\_\_ Radio/MP3 (1)
- Serial # \_\_\_\_\_
- \_\_\_\_\_ Television (1)
- Serial # \_\_\_\_\_
- \_\_\_\_\_ TV Remote(1)
- Serial # \_\_\_\_\_

**Canteen:**


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**Hygiene (All Levels): (2 of each)**

- \_\_\_\_\_ Indigent Packet
- \_\_\_\_\_ Aftershave \_\_\_\_\_ Mouthwash
- \_\_\_\_\_ Baby Oil \_\_\_\_\_ Nailclippers
- \_\_\_\_\_ Body Powder \_\_\_\_\_ Noxzema
- \_\_\_\_\_ Chap stick \_\_\_\_\_ Palm Brush
- \_\_\_\_\_ Combs \_\_\_\_\_ Razor
- \_\_\_\_\_ Conditioner \_\_\_\_\_ Shampoo
- \_\_\_\_\_ Dental Floss \_\_\_\_\_ Shaving Cream
- \_\_\_\_\_ Dentures \_\_\_\_\_ Shower Cap
- \_\_\_\_\_ Denture Case \_\_\_\_\_ Soap
- \_\_\_\_\_ Denture Cleaner \_\_\_\_\_ Soap Dish
- \_\_\_\_\_ Denture Adhesive \_\_\_\_\_ Sun block
- \_\_\_\_\_ Lotion \_\_\_\_\_ Toothbrush
- \_\_\_\_\_ Deodorant \_\_\_\_\_ Toothpaste
- \_\_\_\_\_ Foot Powder \_\_\_\_\_ Tweezers
- \_\_\_\_\_ Hair Brush \_\_\_\_\_ Visine
- \_\_\_\_\_ Hair Care (other)
- \_\_\_\_\_ Hair Net
- \_\_\_\_\_ Handkerchief

**Hobby Craft Supplies:**


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**Medications:**


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Inmate: \_\_\_\_\_ / \_\_\_\_\_  
Print Sign Date

Inventory Officer: \_\_\_\_\_ / \_\_\_\_\_  
Print Sign Date

### NEW MEXICO CORRECTIONS DEPARTMENT RECEIPT FOR CONFISCATED PROPERTY

Inmate Name: \_\_\_\_\_ NMCD#: \_\_\_\_\_ Date: \_\_\_\_\_  
Facility: \_\_\_\_\_ HU/Dorm: \_\_\_\_\_ Cell/Bunk#: \_\_\_\_\_

The following items were removed from your property because it is considered to be, or has been considered to be:

**1 = Contraband 2 = Altered 3 = Unauthorized/Prohibited 4 = Has another inmates NMCD# 5 = Security Threat Group Related**

Disposition: The item(s) have been (legend): **D = Disposed R = Retained as evidence S = Stored H = Home**

Sample:	Description of item	Removed for:	Disposition
1.	One (1) Am/Fm dual cassette Panasonic Stereo	4	S

(List the item description, reason for removal using the number codes above and the disposition of each item using the legend codes as above.)

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Items confiscated by: \_\_\_\_\_ / \_\_\_\_\_ Search conducted: \_\_\_\_\_  
Security Staff Print/Sign Date Time

Comments: \_\_\_\_\_

I authorize the mailing of articles indicated above with a disposition of **H** to be mailed prepaid to \_\_\_\_\_ whose address is \_\_\_\_\_ the cost of which is to be charged to me (debit memo attached). I further acknowledge the inventory and disposition of all items listed above.

The following article(s) # listed above will be disposed of if not claimed or evidence of ownership not provided within fourteen (14) days: \_\_\_\_\_

The following article(s) # listed above has been determined to be hard contraband for which no ownership has been established or the inmate has refused to designate a method of disposal. The contraband has been disposed of by: \_\_\_\_\_

Signature of Staff Disposing of Property: \_\_\_\_\_  
Security Staff Print/Sign Date Time

Receipt Acknowledged: \_\_\_\_\_  
Inmate Print / Sign NMCD# Date

Witness: \_\_\_\_\_  
Security or Staff Print/Sign Title Date

Copies to: Inmate, Property Officer and Chief of Security

 <p><b>CD-150202</b></p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CRED</b>ibly serving the public safety of New Mexico</p>	
	<p><b>ISSUE DATE: 06/09/97</b></p> <p><b>EFFECTIVE DATE: 06/09/97</b></p>	<p><b>REVIEW/REVISED: 03/09/15</b></p>
	<p><b>TITLE: Laundry</b></p>	

**AUTHORITY:**

Policy *CD-150200*

**PROCEDURES: [4-4340]**

**A. Institution-Issued Property Items: [4-4335] [4-4336] [4-4338] [2-CO-4D-01]**

1. Upon admission to a facility, each inmate will be issued, at the State's expense, the following through the Facility Laundry documented on the **Inmate State-Issued Property Form (CD-150202.3)**:

a. Clothing:

- 1) Beanie (1);
- 2) Boxer Shorts (3\*);
- 3) Jacket (1);
- 4) Pants with elastic waistband (3);
- 5) Shirts (3);
- 6) Shoes/Boots (1 pair);
- 7) Socks (3\*);
- 8) T-Shirts (2) (orange) (only issued to inmates assigned to outside the fenced perimeter work details)

\* Inmates may purchase additional boxer shorts and socks but may possess no more than seven (7) sets of each in their property.

b. Linen:

- 1) Blankets (2);
- 2) Laundry bag (1);
- 3) Mattress (sanitized) (1);
- 4) Pillow (1);
- 5) Pillowcase (1);
- 6) Sheets (2);
- 7) Towels (2);

2. Linen will be returned upon transfer to another New Mexico Correctional institution or upon the discharge/parole of any inmate.
3. Clothing will be exchanged according to facility laundry schedules. Exchange shall be weekly at a minimum for linen and quarterly for blankets.
4. Level I and Level II facilities are not required to provide new Institution-issued underwear or hygiene items unless the inmate can prove indigence.
5. The **Inmate State-Issued Property** form (*CD-150202.3*) shall be completed indicating the size and quantity of clothing issued and the inmate shall date and sign the form indicating receipt of the items. A copy of this form will be retained in the property file and maintained by the Facility Laundry Officer.

**B. Institution-Issued Hygiene Items:**

Immediately upon arrival, all new admissions will receive Inmate Personal Hygiene in accordance with Institutional policy.

**C. Responsibility and Accountability: (4-4335)**

1. Inmates may replace Institution-issued property items only if the items are worn, used or soiled and if they can produce an exchange item, e.g. one worn pair of socks for a new pair; one set of soiled linen for a clean set; etc. [**4-4338**]
  - a. If inmates cannot produce exchange-clothing items for replacement of Institution-issued clothing items, they will be issued a replacement item and it may be charged to the inmate's account utilizing a debit memo until the exchange item is found. If funds are lacking, the inmate's account may be frozen until the debit memo clears.
  - b. If inmates cannot account for their Institution-issued linen and bedding items, the inmate will be issued a replacement item and may be required to reimburse the institution; the inmate may receive a disciplinary report.
2. If inmates are found in possession of anything in excess of the allowed Institution-issued items, they may receive a disciplinary report.
3. If inmates willfully destroy or alter State-issued linen or uniforms, they will receive a misconduct report and shall make restitution for the item.

4. Inmates are responsible for the care, repair, or laundering of all issued items.
5. The clothing issued to inmates is sufficient to be able to change undershorts and socks daily.
6. Inmates are allowed to keep clean clothing in their cells. Dirty clothing is laundered in accordance with facility laundering schedules.
7. Inmates in possession of authorized amounts of state-issued under shorts and socks will not be routinely provided three (3) new sets upon their arrival; however, these items may be replaced or replenished with an exchange upon demonstrated need.
8. Prior to release for discharge, parole, or transfer to any other New Mexico Correctional Facility, the inmate shall take all state issued items and bedding (pursuant to section A of this procedure) to the laundry officer for clearance. All issued items will be inventoried at that time and verified by the laundry officer. Damaged or lost items which were damaged or lost through neglect or abuse from the inmate will be charged to the inmate, and his account will be frozen until the debt is paid.
9. Inmates who are transferred to another cell, cubicle, etc., within their respective facility, will transport with them all their bedding and linen to their new living quarters.
10. Illegal possession of the property of another inmate, or the possession of state issued property which exceeds the limits of allowable state issued property, or any and all alterations of state issued clothing or bedding, shall be considered a violation of NMCD rules and that property will be confiscated and subject that person to further disciplinary action.

**D. Sanitation of mattresses and/or replacement:**

4. Mattresses will be sanitized, inspected on a quarterly basis and documented on the **Sanitized Mattress Issuance** form (*CD-150202.4*). Each cell and bunk has a mattress assigned to it. Upon transfer or release of an inmate the mattress will be sanitized prior to an inmate moving into that cell or bunk. The Laundry Officer or Pod Officer will ensure the proper sanitization of all mattresses and documentation prior to an inmate being moved into the vacant cell or bunk.

5. Mattresses will be repaired and/or replaced if they are cracked, torn, or are unable to be properly sanitized.

#### **E. Exchanges or Replacements**

1. Inmates having worn-out clothing or bedding may turn it into the Facility Laundry Officer for exchange according to the facility laundry schedule.
  - a. On a quarterly basis, inmates may exchange up to three (3) pairs each of unserviceable or worn-out under shorts and socks.
2. Inmates are to immediately notify the facility unit officer of any missing or lost state-issued clothing not returned from the laundry.
  - a. Correctional staff will verify that the inmate is missing state-issued items of clothing by checking the inmate's living quarters, and advise the Facility Laundry/Property Officer with a **Laundry Request** form (*CD-150202.5*), or the shift supervisor, if it is after hours.
  - b. Laundry exchanges or replacement will be recorded on the **Inmate State-Issued Property** form (*CD-150202.3*).
3. Items, which were damaged, or lost through abuse or neglect by the inmate, will be charged to the inmate and his account will be frozen until the debt is paid.

#### **F. Special or protective clothing: [4-4337]**

1. The facility shall provide for the issue of special and, when appropriate, protective clothing and equipment to inmates assigned to the institution's food service, hospital, farm, garage, physical plant maintenance shops, and other special work details.
2. Inmates will be provided with sufficient uniforms to allow them a daily change of clothing or as their job requires.
  - a. Facility Laundry/Property Officers will keep a supply of white uniforms in a variety of sizes, based on the number of inmate positions assigned to Food Service.
  - c. Facility Laundry/Property Officers will keep a supply of orange uniforms/T-shirts in a variety of sizes, based on the number of inmate positions assigned to outside details.

**G. Laundry Schedules and Procedures: [4-4338]**

1. Each facility shall post a laundry schedule, which will provide for linen exchange, including towels at least weekly.
2. Each Facility Laundry/Property Officer will ensure that each inmate has one (1) mesh laundry bag.
3. Any Officer or laundry workers responsible for picking up laundry will complete a **Laundry Pick-up** form (CD-150202.6) for each unit/pod/dorm. The Facility Laundry/Property Officer will maintain this form.
4. All clothing in need of alteration or repairs such as stitching or the replacing of buttons will be done according to the facility schedule.

**H. Ordering:**

Ordering of all State-issued clothing, bedding and linens will be initiated by the Facility Laundry Officer, with the approval of the designated Facility Deputy Warden then processed accordingly.

**I. Storage:**

The amounts of clothing, linen and bedding maintained by the laundry, on hand and in storage will exceed that required by the unit's inmate population. The Facility Laundry Officer is responsible for maintaining an inventory of extra stock items and providing storage inside the laundry in a specifically designated area. [4-4334]



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/09/15

Date

**NEW MEXICO CORRECTIONS DEPARTMENT  
INMATE STATE-ISSUED PROPERTY**

NAME:					NMCD:						
SIGNATURE:					DATE ARRIVED:						
NO	ITEM DESCRIPTION	RECEIVED			EXCHANGE / RE-ISSUE			EXCHANGE / RE-ISSUE			
		YES	AMOUNT	SIZE	ITEM	DATE	INITIALS	ITEM	DATE	INITIALS	REMARKS
	<b>CLOTHING:</b>										
01	BEANIE (1)										
02	BOXER SHORTS (3)										
03	JACKET (1)										
04	PANTS (3)										
05	SHIRTS (3)										
06	SHOES/BOOTS (1)										
07	SOCKS (3)										
08	T-SHIRTS (2)										
	<b>LINEN</b>										
10	BLANKETS (2)										
11	LAUNDRY BAG (1)										
12	MATTRESS (1)										
13	PILLOW (1)										
14	PILLOW CASE (1)										
15	SHEETS (2)										
16	TOWELS (2)										

Laundry Officer: \_\_\_\_\_ / \_\_\_\_\_  
Print/Sign

\_\_\_\_\_ Date



**NEW MEXICO CORRECTIONS DEPARTMENT**

**LAUNDRY REQUEST FORM**

TO: Laundry Officer: \_\_\_\_\_

FACILITY: \_\_\_\_\_

FROM: Officer: \_\_\_\_\_

DATE: \_\_\_\_\_

INMATE NAME: \_\_\_\_\_

NMCD: \_\_\_\_\_

HU/DORM: \_\_\_\_\_

CELL: \_\_\_\_\_

PANTS	SHIRTS	WHITE SHIRTS	WHITE PANTS	PILLOW	CASES	BLANKETS	SHEET
TOWEL	SOCKS	BOXERS	SHOES	BELT	KNIT CAP	JACKET	

If inmate needs other items, please specify:

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

This form is to be completed by the Unit Officer only. Officer must verify needed items by inspecting the inmate's cell, when making the request. Once the need for the laundry for the laundry item(s) has been verified, this form will be delivered to the laundry by custody staff. The inmate will be called by the laundry officer for issuance.

**NOTE: THE INMATE WILL NOT HAVE POSSESSION OR ACCESS TO THIS FORM AT ANY TIME.**

OFFICER: \_\_\_\_\_  
PRINT/ SIGN

\_\_\_\_\_  
DATE REQUESTED

LAUNDRY OFFICER: \_\_\_\_\_  
PRINT/SIGN

\_\_\_\_\_  
DATE ISSUED

INMATE: \_\_\_\_\_  
PRINT/SIGN

\_\_\_\_\_  
DATE RECEIVED

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

