



**POLICY STATEMENT**  
Commonwealth of Pennsylvania • Department of Corrections

<b>Policy Subject:</b> Personal Property, State Issued Items, and Commissary/Outside Purchases		<b>Policy Number:</b> DC-ADM 815
<b>Date of Issue:</b> August 15, 2016	<b>Authority:</b> Signature on File John E. Wetzel	<b>Effective Date:</b> August 22, 2016

### **I. AUTHORITY**

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

### **II. APPLICABILITY**

This policy is applicable to all Department facilities with regard to inmate person property, basic and state issued items, inmate commissary privileges, outside purchases, and the operation of a commissary, or contracting for the operation of a commissary.<sup>1</sup>

### **III. POLICY**

It is the policy of the Department to ensure:

- A. indigent inmates are provided with basic hygiene items;<sup>2</sup>
- B. inmates are provided with basic clothing items at the time of their reception and throughout their confinement;<sup>3</sup>
- C. inmates are provided the opportunity to purchase a reasonable variety of items in addition to those furnished by the facility;

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<sup>1</sup> 2-CO-1B-12

<sup>2</sup> 4-4342

<sup>3</sup> 4-4336

- D. inmates are permitted to purchase and possess only those items approved as personal property, issued by the facility, and/or listed on the Approved Correctional Industries (CI) Catalog;<sup>4</sup>
- E. limitations on the amount and variety of inmate property may be imposed for security, hygiene, and/or safety reasons; and
- F. commissary funds will be independently audited following standard accounting procedures and an annual financial report will be produced.<sup>5</sup>

#### **IV. PROCEDURES**

All applicable procedures are contained in the procedures manual that accompanies this policy document.

#### **V. SUSPENSION DURING AN EMERGENCY**

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

#### **VI. RIGHTS UNDER THIS POLICY**

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

#### **VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY**

##### **A. Release of Information**

##### **1. Policy**

This policy document is public information and may be released upon request.

##### **2. Confidential Procedures (if applicable)**

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as-needed basis.

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<sup>4</sup> 4-4042

<sup>5</sup> 4-4042, 4-4043, 2-CO-1B-13

## **B. Distribution of Policy**

### **1. General Distribution**

The Department of Corrections policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

### **2. Distribution to Staff**

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

## **VIII. SUPERSEDED POLICY AND CROSS REFERENCE**

### **A. Superseded Policy**

#### **1. Department Policy**

DC-ADM 815, Personal Property, State Issued Items, and Commissary/Outside Purchases, issued May 4, 2009, by Secretary Jeffrey A. Beard, Ph.D.

#### **2. Facility Procedures**

This document supersedes all facility procedures on this subject.

### **B. Cross Reference(s)**

#### **1. Administrative Manuals**

- a. DC-ADM 801, Inmate Discipline
- b. DC-ADM 802, Administrative Custody Procedures
- c. DC-ADM 803, Inmate Mail and Incoming Publications
- d. DC-ADM 819, Religious Activities
- e. 3.1.1, Fiscal Administration
- f. 6.3.1, Facility Security
- g. 6.5.1, Administration of Security Level 5 Housing Units

- h. 6.5.8, Capital Case Administration
  - i. 13.2.1, Access to Health Care
  - j. 13.8.1, Access to Mental Health Care
2. ACA Standards
- a. Administration of Correctional Agencies: 2-CO-1B-12, 2-CO-1B-13
  - b. Adult Correctional Institutions: 4-4042, 4-4043, 4-4164, 4-4293, 4-4335, 4-4336, 4-4337, 4-4338, 4-4339, 4-4340, 4-4342, 4-4379
  - c. Adult Community Residential Services: 4-ACRS-2C-01
  - d. Correctional Training Academies: None



**PROCEDURES MANUAL**  
Commonwealth of Pennsylvania • Department of Corrections

**Policy Subject:**

**Personal Property, State Issued Items, and  
Commissary/Outside Purchases**

**Policy Number:**

**DC-ADM 815**

**Date of Issue:**

**August 15, 2016**

**Authority:**

**Signature on File  
John E. Wetzel**

**Effective Date:**

**August 22, 2016**

Release of Information:

**Policy Document:** This policy document is public information and may be released upon request.

**Procedures Manual:** The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as-needed basis only.

**DC-ADM 815, Personal Property, State Issued Items, and  
Commissary/Outside Purchases Procedures Manual  
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**BULLETIN**  
Commonwealth of Pennsylvania • Department of Corrections

<b>Policy Subject:</b> Personal Property, State Issued Items, and Commissary/Outside Purchases Section 1 – Basic and State Issued Items		
<b>Policy Number:</b> DC-ADM 815, Section 1-01		
<b>Original Issue Date:</b> August 15, 2016		
<b>Date of Issue:</b> July 13, 2018	<b>Authority:</b> Signature on File John E. Wetzel	<b>Effective Date:</b> July 13, 2018

The purpose of this bulletin is to revise **Section 1 – Basic and State Issued Items** of Department policy **DC-ADM 815, “Personal Property, State Issued Items, and Commissary/Outside Purchases.”** Changes below are noted in bold and italics.

Subsection A.4. shall now read:

4. Females/Trans Women Only

Quantity	Item	Disposition
3 ea.	Bras	Retained by inmate
5 ea.	Underpants	Retained by inmate
1 ea.	Nightgown or Pajamas	Retained by inmate
N/A	Feminine Hygiene products ( <i>pads, tampons</i> )	Retained by inmate

***Feminine hygiene products will continue to be made available on the housing unit at no expense, regardless of financial standing.***

**Section 1 – Basic and State Issued Items**

**A. Basic Issue**

During the reception process, the following basic issue items will be furnished:

1. Clothing<sup>1</sup>

<b>Quantity</b>	<b>Item</b>	<b>Disposition</b>
3 ea.	Pants (blue) <sup>2</sup>	Return
3 ea.	Shirts (blue) <sup>3</sup>	Return
3 ea.	T-shirts ( <b>brown</b> ) <sup>4</sup>	Retained by inmate
3 ea.	Undershorts (white) <sup>5</sup>	Retained by inmate
3 pr.	Socks <sup>6</sup>	Retained by inmate
1 ea.	Handkerchief (white only)	Retained by inmate
1 pr.	Shoes	Retained by inmate
1 ea.	Jacket (light weight, if needed)	Return
1 ea.	Coat (heavy, if needed)	Return
1 ea.	Hat (brown baseball cap) (summer)	Return
1 ea.	Hat (brown knit stocking hat) (winter)	Return
1 set	Thermal underwear (medically necessary or for an inmate with an outdoor work assignment)	Retained by inmate

**NOTE: The transition of white T-shirts to brown T-shirts shall be through attrition and depletion of stock.**

2. Linen<sup>7</sup>

<b>Quantity</b>	<b>Item</b>	<b>Disposition</b>
2 ea.	Bath towels	Return
2 ea.	Washcloths	Retain
2 ea.	Sheets	Return
1 ea.	Mattress	Return
1 ea.	Pillow ( <b>unless issued mattress/pillow combo</b> )	Return
1 ea.	Pillowcase ( <b>unless issued mattress/pillow combo</b> )	Return
1 ea.	Blanket (1 extra blanket, based on medical need)	Return

**NOTE: Pursuant to the American Correctional Association (ACA) Standards noted, weekly laundering of three complete sets of clean clothing must be provided as well as a provision for linen exchange, including towels, at least weekly. Blanket laundering/exchange shall be at least quarterly.**

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<sup>1</sup> 4-4336

<sup>2</sup> 4-4338

<sup>3</sup> 4-4338

<sup>4</sup> 4-4338

<sup>5</sup> 4-4338

<sup>6</sup> 4-4338

<sup>7</sup> 4-4340



3. Toiletries<sup>8</sup>

<b>Quantity</b>	<b>Item</b>	<b>Disposition</b>
1 ea.	Disposable razor*	Retained by inmate
1 ea.	Toothbrush*	Retained by inmate
1 ea.	Toothpaste*	Retained by inmate
1 ea.	Shaving Cream*	Retained by inmate
1 ea.	Soap	Retained by inmate
1 ea.	Comb	Retained by inmate
1 ea.	Toilet paper	Retained by inmate
1 ea.	Deodorant*	Retained by inmate
1 ea.	Shampoo*	Retained by inmate
1 ea.	Denture Cleaning Tabs (box) (if needed)*	Retained by inmate
1 ea.	Denture Adhesive (if needed)*	Retained by inmate

\*While the inmate is in the Diagnostic and Classification Center (DCC), basic issue items are replaced free of charge when the item is empty or worn out from normal use.

4. Females/**Trans Women** Only

<b>Quantity</b>	<b>Item</b>	<b>Disposition</b>
3 ea.	Bras	Retained by inmate
5 ea.	Underpants	Retained by inmate
1 ea.	Nightgown or Pajamas	Retained by inmate
N/A	Feminine Hygiene products	Retained by inmate

5. Miscellaneous

<b>Quantity</b>	<b>Item</b>	<b>Disposition</b>
8 ea.	Envelopes	Retained by inmate
1 ea.	Pencil or flex pen	Retained by inmate
1 ea.	Cup, non-disposable	Retained by inmate
1 ea.	Spoon	Retained by inmate
1 ea.	Inmate Handbook	Retained by inmate
1 ea.	Handbook Supplement	Retained by inmate

6. Transfer from the DCC

- a. Upon transfer to the permanent facility, the clothing items returned to the DCC will be replaced with appropriate substitutes. The only exception is seasonal garments which will be provided on an as-needed basis.
- b. When the inmate is received at his/her permanent facility, he/she will be provided with **toiletries**, if needed. An indigent inmate, as defined in the glossary to this policy, will receive replacement of the items in **Subsection A.3. above** that are marked with an asterisk (\*). Soap and toilet paper will be made available on the Housing Unit.<sup>9</sup>

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<sup>8</sup> 4-4342

<sup>9</sup> 4-4342

## **B. State Issued Items**

1. All items issued to an inmate must be used by the inmate to whom they are issued and solely for their intended purpose. Abuse or misuse of these items may result in disciplinary action in accordance with Department policy **DC-ADM 801, “Inmate Discipline.”**
2. All state issued inmate clothing will be marked with the letters “DOC” printed on the back in large block letters except for clothing that is issued to an inmate upon release.
3. Department issued pants and shirts are to be worn to all work details and to all scheduled activities (i.e., school, religious activities, etc.). Sweat clothes (cocoa brown only), T-shirts, and thermal underwear (white only) may be worn under State Issued Clothing. **Facility Manager/designee has the discretion to make exceptions due to inclement weather, etc.**
4. **Undergarments shall be worn anytime an inmate is outside of his/her cell, dormitory, or shower area.**
5. During unit recreation, in cells, dormitories, in the yard, the gym, or other recreational activities for which sportswear is required, **the minimum permitted attire will be shorts, T-shirts, undergarments, socks, and approved footwear.**
6. Department issued clothing will be labeled with (at a minimum) the inmate’s name, number, and date of clothing issue. If a label is altered or removed, the item will be confiscated. Labels may only be white. Those facilities using other color labels shall replace them through attrition. Labels will be placed as follows:
  - a. pants and thermal bottom – left rear side, level with the pocket on the right;
  - b. shirt, T-shirt, coat, and thermal top – left chest; and
  - c. no labeling is required on hats, socks, underwear, or blue clothing issued to DCC inmates.
7. The winter coat issued to inmates is not to be worn from June 1 through Labor Day. If exceptionally cold weather occurs during this period, the Facility Manager/designee has the discretion to inform the housing unit officers to permit the coats to be worn.
8. An inmate in general population will be issued cocoa brown clothing. Hats are **also** cocoa brown in color; baseball caps **are** for summer and knit hats **are** for winter.
9. An inmate in DCC status will be issued blue clothing.
10. An inmate housed in an infirmary will be issued a jade green gown or pajamas. No labeling is required on these items. The clothing will be returned to inventory and laundered for reissue.

11. An inmate housed in a Forensic Treatment Center (FTC) will be issued a royal blue gown or pajamas. No labeling is required on these items. The clothing will be returned to inventory and laundered for reissue.
12. An inmate housed in a Secure Residential Treatment Unit (SRTU), Special Assessment Unit (SAU), Special Observation Unit (SOU), **Behavioral Management Unit (BMU)**, **Diversionsary Treatment Unit (DTU)**, Psychiatric Observation Cell (POC,) or Mental Health Unit (MHU) will be issued royal blue hobby jeans and a royal blue shirt with DOC printed in large white block letters on the back.
13. An inmate housed in an L5 unit will be issued an orange jumpsuit with a three-quarter length sleeve. No labeling is required on these items. The clothing will be returned to inventory and laundered for reissue.
14. During a visit, the inmate must wear his/her own undergarments and he/she will be issued a cocoa brown jumpsuit with yellow bands on the sleeves and white canvas slip-on footwear.
15. An inmate kitchen worker will be issued a minimum of three pairs of white pants and three white shirts, with DOC printed in large black block letters on the back.
16. An inmate assigned to work a special assignment will be issued clothing in accordance with the requirements of the work assignment and, when appropriate, he/she shall be furnished with suitable protective equipment (fluorescent safety vest, disposable face mask and gloves, protective helmets, goggles, boots, etc.).<sup>10</sup> These items will be maintained by the work supervisor, not in the inmate's cell.
17. An inmate assigned to the Training Academy, community work detail, and/or any other off-grounds program will be provided a red T-shirt and/or sweatshirt with DOC printed in large white block letters on the back.
18. An inmate who lives outside the secure perimeter of a facility will be issued gray clothing and a gray baseball cap. The gray shirts and jackets will have DOC printed in large white block letters on the back.
19. Each facility will provide clothing for an inmate who is being released and who does not have personal clothing. Release clothing may be obtained from a charitable organization or purchased through Correctional Industries (CI) (twill hobby jeans, chambray shirt, and winter denim jacket-seasonal only). All civilian clothing shall be inventoried and stored in a secure location.
20. Each facility will develop procedures for the issue and laundering of clothing.<sup>11</sup> Clothing exchange will occur every 12 months, or when clothing is no longer serviceable.
21. Each facility will maintain no more than six month's supply of inmate clothing in its local inventory, with the exception of DCC facilities.

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<sup>10</sup> 4-4337

<sup>11</sup> 4-4335

### **C. Handling of Property for Transfers**

1. All clothing will be laundered<sup>12</sup> prior to cell contents being packed for any type of transfer.
2. ***When an inmate is being transferred, an inventory of his/her property will be conducted. The items shall be laid out in the inmate's presence and both the inmate and the officer will sign the DC-153, Inmate Personal Property Inventory Form. If there are multiple boxes, the boxes shall be numbered (i.e. 1 of 2, 2 of 2, etc.) and include the inmate's name and number.***
3. If the inmate cannot be physically present when his/her property is being packed and inventoried, or if he/she represents a security threat, two officers shall inventory and process the inmate's property and both officers will sign the **DC-153**. A notation will be made as to why the inmate was not present. The two officers will be responsible for sealing the boxes with sealing tape and signing his/her name over the tape. ***If there are multiple boxes, the boxes shall be numbered (i.e. 1 of 2, 2 of 2, etc.) and include the inmate's name and number.***
4. Facility Transfers
  - a. When an inmate is scheduled for transfer to another facility, he/she will be permitted a maximum of two records center boxes and a television box for shipment on the bus/van. One standard size footlocker may be substituted for the two boxes.
  - b. If an inmate's personal property requires additional standard boxes, the inmate shall be informed that additional boxes (two additional boxes for permitted cell contents items, and any additional boxes of authorized legal materials) will be shipped by the least expensive common carrier available (U.S. Mail, UPS, etc.) to the receiving facility, or to an address of the inmate's choice at the inmate's expense, or the items are to be destroyed. The Facility Manager may approve an exception for an indigent inmate in extraordinary circumstances.
  - c. Three sets of State Issued Clothing shall be packed with property that is to accompany the inmate. The clothing items shall be labeled and properly sized for the inmate who is being transferred. If the inmate has less than three sets of State Issued Clothing, he/she will be charged for the sets that are not accounted. If the inmate has more than the basic State Issued Clothing, it will be confiscated, laundered and returned to inventory for reissue. This does not apply to inmates transferred from DCC facilities.
  - d. The inmate's television should be securely packed, either in the original container or in a box supplied by the facility, with appropriate packing material. If the original box and packing material is not used, the box containing the television should be clearly labeled as containing a television set. Inmate clothing may be used to secure or pad the television. When an inmate's property is used for packing material, the box shall be marked on the outside accordingly, e.g., "This box contains one television and inmate clothing has been used for packing." The condition of the television

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<sup>12</sup> 4-4339

(working/not working) and a list of property used as packing should be noted on the **DC-153**.

- e. The sending facility shall be responsible for conspicuous undocumented damage requiring item repair or replacement. When property is broken or damaged in transit, and the item is no longer under warranty, the sending facility shall pay reasonable repair costs, unless the repair cost is greater than the replacement cost of the item. If the item is to be replaced, the sending facility will be responsible for up to **the** full replacement cost of the item.

5. Authorized Temporary Absence (ATA)

- a. In the case of an ATA, the inmate will be furnished standard record center boxes in which to pack personal property. The boxes shall be stored in the Property Office until the inmate returns.
- b. All personal property will be packed by the inmate prior to leaving, if possible, and placed in an orderly manner in the unit property storage area, the property room, or other designated secured area.
- c. Before sealing the box(es), the property that the inmate is permitted to take with him/her on ATA, in accordance with Department policy **6.3.1, "Facility Security,"** will be removed and retained by the inmate.
- d. When the boxes are sealed, the inmate or two officers will sign their full name(s) over the tape so that it can be determined whether the boxes have been opened. ***If there are multiple boxes, the boxes*** shall be numbered (i.e. 1 of 2, 2 of 2, etc.) ***and include the inmate's name and number.***
- e. Housing Unit Staff will provide the inmate with a **DC-153** indicating the number of boxes ***packed*** and if a footlocker is included.
- f. The inmate will sign the receipt stating that he/she self-packed (or did not) his/her property and that all property is accounted for.
- g. The receipt will list the inmate's name, number, number of boxes, and the location where the property will be stored.
- h. The boxes will remain at the facility and placed in proper storage.<sup>13</sup>

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<sup>13</sup> 4-4164

## **Section 2 – Commissary and Outside Purchases**

### **A. Commissary**

1. Each inmate is permitted to receive commissary once each week.
2. Each inmate is permitted to spend a maximum of \$70.00 per week for Commissary Items. Outside Purchases, televisions, typewriters, radios, newspapers, clothing items, approved organizational ticket purchases, and pre-paid telephone calls are not included in the \$70.00 maximum limit. Only the Secretary may change this monetary limit. During the holiday period of Thanksgiving through the first week of the New Year, inmate commissary spending will be increased from \$70.00 per week to \$85.00 per week. Gift package programs will be provided to all facilities, these packages are also exempt from the maximum Commissary Limits.
3. Spending limits will be increased during the state-wide fiscal year end maintenance software non-availability. This specific timeframe will be announced each year two weeks prior to implementation by Correctional Industries (CI). The spending limit increases are as follows:
  - a. each inmate regularly permitted to spend \$70.00 will be increased to a maximum of \$100.00 per week for Commissary Items. Outside Purchases, televisions, typewriters, radios, newspapers, clothing items, approved organizational ticket purchases, and pre-paid telephone calls are not included in the \$100.00 maximum limit. Only the Secretary may change this monetary limit;
  - b. restricted commissary spending limits will be increased from \$15.00 to \$20.00; and
  - c. Diagnostic and Classification Center (DCC) commissary spending limits will be increased from \$35.00 to \$45.00.

**NOTE:** Once this specified timeframe has concluded, the regular spending limits will be reinstated.

4. Purchases
  - a. Commissary Items are available for sale to every inmate for his/her sole use within the facility and may not be sent out of the facility, except upon release. The privilege of purchasing items under this policy is modified for inmates in Security Level 5 (SL-5) Housing Units in accordance with Department policy **DC-ADM 801, "Inmate Discipline," DC-ADM 802, "Administrative Custody Procedures," 6.5.1, "Administration of Security Level 5 Housing Units,"** and **13.8.1, "Access to Mental Health Care," Sections 10, 12, and 14.**
  - b. The Approved CI Catalog lists specific items that are available for purchase through the commissary. Limitations may be placed on the quantities of the approved items

and sales of certain items to specific inmate populations or program participants, i.e. limits on purchases by inmates in SL-5 housing.

- c. A Central Commissary Committee is responsible for maintaining the Approved CI Catalog. The Central Commissary Committee will solicit additions to or deletions from the catalog from each facility on a quarterly basis.

***The Central Commissary Committee will consider additions to the Approved CI Catalog that are submitted in the following manner:***

- (1) ***inmate population item requests should be submitted to the designated Inmate General Welfare Fund (IGWF) Institutional Staff Representative;***
  - (2) ***the designated IGWF Institutional Staff Representative will forward the combined requests to the respective Regional Commissary Committee Representative; and***
  - (3) ***the Regional Commissary Committee Representative shall review the product history and if appropriate or warranted, forward the request(s) to the Central Commissary Committee Chairperson for possible inclusion in the Approved CI Catalog.***
- d. The Bureau of Health Care Services (BHCS) must review and approve all medical items in the Approved CI Catalog, including over the counter (OTC) medications. The BHCS will ensure that OTC medications are approved in conformance with the U.S. Food and Drug Administration (FDA) regulations on non-prescription drug products and community standards. This approval shall be in writing with a copy provided to the Bureau of Administration.<sup>1</sup>
  - e. The Approved CI Catalog shall be updated quarterly and shall be available on the housing units and in the facility library.
  - f. If a Facility Manager/designee believes that the sale of a specific item in the Approved CI Catalog may create a problem at his/her facility, he/she may petition the Regional Deputy Secretary for a waiver to not sell these items. Approval of these requests by the Regional Deputy Secretaries shall be in writing with a copy provided to the Bureau of Administration.

## 5. Refunds

Refunds for items that were ordered, filled, and received based on an error made on the original Commissary Order Form shall not be granted. Refunds to an inmate's account will only be credited for the following reasons:

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<sup>1</sup> 4-4379

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- a. damaged item(s) – item received was damaged prior to receipt;
- b. missing item(s) – order was incomplete upon receipt, meaning that an item marked on the receipt as being ordered by the inmate was not included in the order received by the inmate;
- c. wrong item(s) – item received was not ordered by the inmate, as verified by the original Commissary Order Form; and/or
- d. discontinued item(s) – after 30 calendar days of order receipt verification, the item was discontinued. **A discontinued item shall be** processed as a missing item, as noted above.

6. Exceptions

- a. An inmate will be permitted to keep no-longer-permitted items, as long as the item(s) were noted on the inmate's **DC-153, Personal Property Inventory Form** as of the effective date of the previous **DC-ADM 815**, dated May 12, 2008.
- b. When an inmate transfers to a facility that does not permit an item previously approved at another facility, the inmate will be permitted to keep the item, as long as the item is noted on the inmate's **DC-153** as noted above, with the exception of tobacco products when an inmate is transferred to a tobacco-free facility. Once the item is no longer useable, it may not be replaced.
- c. Effective August 1, 2009, all analog televisions (and the television's antenna), that are not operable due to not being connected to cable television or connected to a converter box, must be shipped to a person designated by the inmate at the inmate's expense or destroyed (even if the item is listed on the inmate's **DC-153**).

7. Pricing

Prices for Commissary Items will be determined by the **Bureau of CI** and updated upon price changes from suppliers and/or additions of new items to the Approved CI Catalog. In establishing product pricing, the **Bureau of CI** should consider a broad range of issues, including historical pricing for similar items, potential impact on inmate morale, and inmate wage rates. Additional considerations are outlined below.

- a. The IGWF will receive a 4.75% commission from commissary sales (commission is 5%, with 0.25% applied to administrative charges associated with handling individual facility sales programs).
- b. State sales tax and other applicable taxes shall be paid by the inmate.



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- c. Commissary revenues will reimburse the Department for 100% of straight time salary and standard benefits of all approved facility commissary clerks. A total dollar amount per month will be determined annually by the Director of Administration.
  - d. Commissary revenues shall cover all operating expenses, capital asset acquisitions, and costs associated with the sales, distribution, and administration of the CI commissary operations.
  - e. Commissary prices should be set to achieve an annual profit target that is 3% of product sales.
  - f. Revenues in excess of the requirements above should be applied to future product price reductions for the benefit of the inmate population.
  - g. A formal review of commissary financial performance will be conducted by the **Bureau of CI** within 90 days after the close of each fiscal year.
8. The Property Office shall test each electronic item to ensure that it functions. After the item is tested and it is accepted by the inmate, the Property Office will use an engraving tool to mark the inmate's name and DC number on the item. This provides a method of determining ownership during searches and/or if the item is reported stolen. All electronic items will be searched for contraband and the tops of all screws used in the item will be painted over (**fluorescent orange**) in order to determine if the item is subsequently tampered with.
9. An inmate being released on Parole or Sentence Complete (SC) shall be informed that any commissary order(s) received for him/her after his/her release will be destroyed.
10. Control and Accountability of Disposable Razors
- a. Each inmate must provide a used disposable razor before he/she may obtain a new razor through the Commissary.
  - b. Staff assigned to the Commissary are responsible for control and accountability of razor distribution and disposal; they will account for all razors received in their area daily. Razors awaiting distribution from the Commissary must remain secured and controlled by staff. Razors may not be maintained where they are accessible to inmates.
  - c. When the inmate submits his/her used razor for replacement, the staff member must ensure that the blades are present prior to placing it into a secure disposal container.
  - d. Commissary staff will coordinate disposal of used razors with the Security Office at the end of each work day.
  - e. When an inmate does not provide a disposable razor for exchange:

- (1) his/her cell must be secured and searched. If the razor is not recovered, the cell search shall be documented on the **Lost Razor Form (Attachment 2-A)**;
  - (2) administrative or disciplinary action may be taken at the Shift Commander's discretion;
  - (3) the inmate may only purchase/receive a Restricted Housing Unit (RHU) style single blade razor;
  - (4) a disposable razor may be purchased after:
    - (a) first instance – two weeks;
    - (b) second instance – four weeks;
    - (c) third instance – 90 days; and
    - (d) fourth instance – no longer permitted to purchase a disposable razor; and
  - (5) the Facility Manager/designee may modify the timeframes in **Subsection 10.e.4. above**.
- f. The Shift Commander or higher authority may use discretion if just cause exists to require that the inmate may only purchase/receive the RHU style single razor; this will be documented on the Inmate Cumulative Adjustment Record (ICAR).
- g. When an inmate is moved to another location or released (i.e., RHU, Authorized Temporary Absence [ATA], transfer, parole release, SC, etc.), the processing officer must verify the existence of the razor, and that the blades are intact. When an inmate is being released SC, the inmate's **DC-153** shall document the presence or absence of the disposable razor and a **Lost Razor Form** shall be attached to the **DC-153**.

#### 11. Nicotine Replacement Therapy (NRT) Outside Patches

- a. NRT patches will be available for inmates over the age of 18 to purchase through an outside vendor; however, the Department will not provide nor pay for the NRT patches.
- b. An inmate can purchase NRT patches using the procedures listed below.
  - (1) The inmate will sign up for sick call to be assessed for the use of NRT patches.
  - (2) The inmate must specify on the sick call slip that he/she is requesting NRT patches, so that he/she will not be charged for the sick call visit.

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- (3) The Physician, Physician's Assistant (PA), or Certified Registered Nurse Practitioner (CRNP), herein designated as provider, will assess the inmate for adhesive allergies, write an order **for NRT patches**, and **write** a progress note in the inmate medical record.
- (4) Nursing staff will notify the Corrections Health Care Administrator (CHCA) upon transcribing the order.
- (5) The CHCA will contact the business office to obtain the cost of the NRT patches.
- (6) The business office will obtain the cost of the NRT patches and notify the CHCA. The CHCA will be responsible to ensure **that** the inmate is informed of the cost, the **DC-592, Inmate Nicotine Replacement Therapy Approval Form (Attachment 2-B)** is completed, and forward the **DC-592** and cash slip to the business office for purchase of the entire supply of required patches.
- (7) The entire supply of NRT patches, up to six weeks, will be sent to the Medical Department for each inmate. The patches will be administered from the medication window. An inmate may be given seven days of patches at one time. The old patches must be returned before new patches are administered to the inmate. Disposition of patches will be tracked on the Medication Administration Record.
- (8) When the order expires, the inmate must report to the Medical Department for a new approval form for NRT patches.
- (9) An inmate found to be abusing, sharing, or selling patches, will be subject to misconduct and he/she will not receive future approval to complete the program.

## **B. Outside Purchases**

An inmate is permitted to purchase approved items from Approved Vendors. The facility will disapprove and decline to accept any purchases not in compliance with this policy.

1. Items available in the commissary cannot be purchased as an Outside Purchase. Outside Purchase requests for other brands or styles of products that are offered for sale in the commissary will not be permitted. The only exceptions are for **the following** items: the inmate's size is not available through the commissary, and components or consumables that are sold in the commissary but do not fit brands or styles previously purchased by an inmate that are not sold in the commissary. Examples are typewriter ribbons and watch batteries.
2. **Items that are deemed medically necessary, may be approved at the local level.**
3. Approved Vendors are identified on the **Standardized Approved Outside Purchase Vendors List (Attachment 2-C)**. Each facility has the option to identify one or two local

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repair shops to address watches, **typewriters, musical instruments**, jewelry, and religious items that require repair. If the facility exercises this option, it must be addressed in a local policy. Mail order catalogs will be made accessible to inmates in general population for selection of approved items not stocked by the Commissary.

4. **Once every calendar year, the Central Commissary Committee will review requests to add outside vendors to the Approved Vendor list. Vendors must accept checks for payment, meet basic security standards, and allow for returns and refunds.**
5. The Facility Manager/designee may temporarily suspend any **Approved** Vendor from providing items to the facility/inmates, for a period of up to 90 days, if the **Approved** Vendor violates any provision of this policy. The Facility Manager/designee will notify the Regional Deputy Secretary, in writing, of the specifics of the temporary suspension. The Regional Deputy Secretary will determine if a longer suspension or a permanent ban is warranted. If a longer suspension or permanent ban is imposed, the suspension or ban will be in effect at every facility.
6. All purchases must be approved prior to being ordered. Requests for Outside Purchases are initiated by the inmate, using a **DC-815A, Outside Purchase Approval Form (Attachment 2-D)**. The **DC-815A** will be reviewed by a designated facility official, who will approve or disapprove the request. Approval of the **DC-815A** is conditional. Final approval is made upon inspection when the item is received. Outside Purchases are limited to one order per month.
7. The inmate will pay all costs associated with Outside Purchases including taxes, postage, and delivery charges.
8. An inmate who requests an Outside Purchase must have adequate funds available in his/her personal account at the time of the request. Credit and layaway purchases are not permitted.
9. Items must be shipped directly from an Approved Vendor to the facility in order to be accepted.
10. All packages must be addressed to the inmate. The address on the package shall contain the inmate's committed name or his/her authorized/changed name, Department number, and the complete address of the facility. The vendor's name and return address must be clearly shown on the outside of the package. No handwritten labels, business cards, or store receipts will be accepted. Packages that do not meet these requirements will be returned to the vendor as undeliverable, without the facility assuming any responsibility for the package. The facility may decline to accept any package that is not appropriately addressed.
11. The facility may refuse to accept any Outside Purchase item for which postage or any other monies are due or for which the request was not properly processed.

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12. All packages delivered to the facility will be opened and searched. Any contraband found in a package will be confiscated and the entire package shall be returned to the sender or held for evidence. Coins, currency, or other negotiable instruments concealed in a package are contraband and will be deposited in the IGWF. Promotional gifts received with an Outside Purchase, which are determined to be contraband, shall be destroyed or mailed out at the inmate's expense. Unauthorized items shall be considered contraband and disposed of in accordance with Department policy **6.3.1, "Facility Security."**
13. The facility retains the right to require identification of the purchaser of any Outside Purchase and to decline to accept any package that does not conform to this policy.
14. Return of items is at the inmate's expense. Non-returnable items will be considered contraband and disposed of in accordance with established procedures.
15. Repairs to Outside Purchase or Commissary Items must be made through established facility procedures at the expense of the inmate.
16. Property will be released to the inmate in general population status only after it has been inspected and approved by designated facility personnel. All non-consumable Outside Purchases shall be recorded on the inmate's **DC-153** with the model, serial number, etc., if applicable.
17. Outside Purchases are prohibited for an inmate in Temporary Transfer and ATA status. Exceptions may be made by the Program Review Committee (PRC) for an inmate in Temporary Transfer or ATA status beyond 90 days.
18. Outside purchases by an inmate who is not in general population status will be governed by Department policies **DC-ADM 801, DC-ADM 802, 6.5.1, and 13.8.1.**
19. An inmate is permitted to purchase items for delivery to friends and/or family members from an Approved Vendor. All items must be shipped directly from the Approved Vendor to the individual identified by the inmate. An order of this type counts as the inmate's once-per-month Outside Purchase.
20. Outside Purchases from family or friends are not permitted, except those under the Gift Pack Program in accordance with **Subsection C. below.**
21. Inmates may not purchase commercial advertising services. For the purpose of this provision, inmates are specifically prohibited from purchasing advertising services for pen pals.
22. ***Memory cards for any purpose are not allowed to be purchased by inmates. Also, Outside Purchases of replacement memory cards for any previously purchased item is prohibited.***

23. ***Only items listed in the Approved Outside Purchase Items list (Attachment 2-E) may be purchased.***

### **C. Gift Pack Program**

A Gift Pack Program may be authorized by the Secretary. This program will be offered to every facility. The Gift Pack Program permits an inmate, inmate's family member(s), and/or friends of an inmate to purchase items for an inmate from a pre-selected list from a vendor approved by the Department. The program will have a maximum expenditure total per inmate. Holiday packs are considered to be gift packs. Inmates will be provided necessary details of the gift pack program. ***Gift Pack consumables are expected to be consumed within 15 days of receipt.***

## Standardized Approved Outside Purchase Vendors List

Art Supplies:	Dick Blick NASCO Mary Maxim ( <b><i>Female SCI Only</i></b> ) Herrschners ( <b><i>Female SCI Only</i></b> )
Footwear:	CI Mike's Better Shoes (footwear can only be purchased through this vendor if CI does not carry their shoe size)
Music Supply:	Sam Ash Music Musicians Friends American Music Supply
General Purchase:	J.L. Marcus Union Supply Access Catalog
Gifts for family:	Cell Shop
Typewriters:	<b><i>Manufacturer of the Typewriter</i></b> <b><i>*Local Repair Shop as designated by Facility</i></b>
<b><i>Watches &amp; Jewelry:</i></b>	<b><i>Manufacturer of the Watch/Jewelry</i></b> <b><i>*Local Repair Shop as designated by Facility</i></b>
<b><i>Religious Items:</i></b>	<b><i>*Local Repair Shop as designated by Facility</i></b>

***\*Please note that any Approved Vendor must accept checks for the order to be processed.***

Department of Corrections  
**OUTSIDE PURCHASE APPROVAL FORM**

**(PLEASE PRINT)**

DOC Number	Name	Housing Unit	Ordered By: Inmate
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VENDOR'S NAME AND ADDRESS:

**(ITEMS MUST BE SHIPPED DIRECTLY FROM THE VENDOR WITH THE VENDOR'S STAMP OR LABEL AFFIXED)**

QUANTITY	DESCRIPTION, COLOR, AND SIZE OF ARTICLE	PRICE	TOTAL

To be shipped to, if other than inmate: (Indicate person's name and address.)

\_\_\_\_\_  
Inmate's Signature

\_\_\_\_\_  
Date

This approval is conditional. If the article is not authorized, disapproved, or fails to meet the requirements of Department policy, **DC-ADM 815, "Personal Property, State Issued Items, and Commissary/Outside Purchases,"** it will be returned to the sender at the inmate's expense.

APPROVED     DISAPPROVED

\_\_\_\_\_  
Signature of Facility Representative

\_\_\_\_\_  
Date

**INSTRUCTIONS:**

1. This form must be completed for all purchases of items from outside vendors.
2. Complete this form, attach a completed **DC-138A (Cash Slip)** and an addressed envelope, and forward the packet to the Facility Representative designated to review and approve outside purchases.
3. Some items in the Approved **Outside Purchase Items** List have quantity restrictions. If so, a quantity larger than permitted by the Approved **Outside Purchase Items** List cannot be ordered. If you want to order, or if you have received an item that has a quantity restriction, you must make arrangements to properly dispose of an existing item before you can order a new one.
4. Prior approval must be received by the Facility Representative designated to review and approve outside purchases before the package is received or the package will be refused.

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**APPROVAL VALID FOR 90 DAYS**

WHITE – Property Office

CANARY – Mail Room

PINK - Inmate

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Issued: 8/15/2016  
Effective: 8/22/2016

**Attachment 2-D**



## PA Department of Corrections - Approved Outside Purchase Items

Approved Outside Purchase Items	Limit	In-Cell Limit
Calculator; mini-size, battery or solar powered, \$50.00 maximum	limit 1- <i>in addition to CI, commissary product</i>	
Hairpiece/wig in accordance with Department policy <b>DC-ADM 807, "Inmate Hygiene and Grooming"</b>	limit 1	<i>limit 1</i>
Magnifier; for reading, no glass, with medical approval only	limit 1	<i>limit 1</i>
Medal; Religious only – <i>refer to policy DC-ADM 819 for specific ordering</i>		
Nicotine Replacement Therapy patches – six week supply 21 mg Patches (2 wk supply) 14 mg Patches (2 wk supply) <i>All contents of six week supply</i> 7 mg Patches (2 wk supply)	<i>6 week supply to be approved and maintained by Medical Dept</i>	<i>7 day supply</i>
Religious items – <i>refer to policy DC-ADM 819 for specific ordering information</i>		
<b>Females/Trans women Only:</b> Bra (Brassiere); nylon or cotton, white or black – <b>no underwire bras permitted</b>	limit 1 pack *	
<b>Typewriter cover – clear only</b>	<i>limit 1</i>	<i>limit 1</i>
<b>NOTE:</b> * Depending on the vendor, a pack contains anywhere from three to five articles per pack.		
Approved Musical Items – LIMITED to PURCHASE OF ONE MUSICAL INSTRUMENT FROM LIST BELOW	Quantity/Maximum Price or Purchasing Limitation	In-Cell Limit
Guitar with Strap – <i>effective 11/1/2015, 6 string model max (previously purchased models are grandfathered and permitted to keep.) No Banjos</i>	limit one – maximum of \$500.00	<i>1 total</i>
Guitar Strings	replacement on a one-for-one exchange only ( <i>local procedures to be established at each SCI</i> )	<i>Inmates may only possess those required for instrument</i>
<b>Guitar Picks – standard type, no finger picks</b>	<i>limit 3 – plastic, nylon, or composite only</i>	<i>6 total</i>
Guitar Processor – Line 6 Pocket Pod	limit 1	<i>1 total</i>
Patch Cords (coaxial type) – <b>no R audio cords</b>	maximum length 6 feet	<i>1 total</i>
Keyboard – Yamaha PSR model #'s only <b>Memory cards prohibited</b> (Computer cables and CD must be removed from the accessory pack. These items must be shipped out at the inmate's expense or destroyed.)	limit 1 - maximum of \$350.00	<i>1 total</i>
<b>Headphone adapter – 1/8 – 1/4</b>	<i>limit 1</i>	<i>1 total</i>
Tuner – <b>clip-on or chromatic type which may include metronome</b>	limit 1 – maximum of \$75.00	<i>1 total</i>
Harmonica	limit 1 – maximum of \$50.00	<i>1 total</i>
Recorder or Wind Instrument – <b>wood or plastic only</b>	limit 1 – maximum of \$25.00	<i>1 total</i>

## PA Department of Corrections - Approved Outside Purchase Items

Cleaning Cloth	limit 2	<b>2 total</b>
Case (unlined and not lockable), or Nylon Gig Bag	limit 1	<b>1 total</b>
Headphone Amplifier – <b>palm sized amp only, no external speaker</b>	limit 1 set – maximum of \$100.00	<b>1 total</b>
Yamaha Electronic Drum Set (DD model #s only) <b>Memory cards prohibited. Drumsticks included in kits permissible</b>	limit 1 – maximum of \$350.00	<b>1 unit</b>
Approved Art Media (non-toxic and/or water based; no India ink, <b>glitter or metallic flake; no glass or metal containers. Fluorescent orange paint is not permissible.</b> )	<b>Quantity/Max. Size</b>	<b>In-Cell Limit</b>
Acrylic Paint	12 containers, 5 oz. (150 ml.)	<b>18 total</b>
Watercolor	<b>6 sets</b>	<b>8 sets</b>
Gesso	2 containers, 8 oz. (240 ml.)	<b>3 total</b>
Tempera	12 containers, 2 oz. (60 ml.)	<b>18 total</b>
Acrylic Retardant	2 containers, 5 oz. (150 ml.)	<b>3 total</b>
Acrylic Varnish (water-based – non-toxic)	2 containers, 5 oz. (150 ml.)	<b>3 total</b>
Masking Fluid (for watercolor paint)	2 containers, 4 oz.	<b>3 total</b>
Pastels (any variation or kind, <b>water-based</b> )	48 total	<b>60 total</b>
Colored Pencils ( <b>no watercolor base</b> )	50 total	<b>60 total</b>
Charcoal sticks/pencils	12 total	<b>18 total</b>
Chalk-white	12 total	<b>18 total</b>
Drawing pencils (any hardness)	12 total	<b>18 total</b>
Felt tip markers (any thickness, includes calligraphy) <b>Paint, stamper, or permanent markers are prohibited</b>	24 total	<b>36 total</b>
Gel type pens – clear barrel <b>with 4mm or larger tip</b>	6 total	<b>12 total</b>
Safe-T Geometry Set (flexible plastic)	6" set	<b>1 set</b>
<b>Stencils (flexible plastic only)</b>	<b>6 each</b>	<b>6 total</b>
<b>Approved Art Accessories</b>	<b>Quantity/Max. Size</b>	<b>In-Cell Limit</b>
Brushes (watercolor/acrylic, etc.) <b>8" short handle, 12" max length (not including bristle length) – may have metal band. Brush/bristles may not exceed 2" wide. Plastic and/or wood</b>	12 total	<b>12 total</b>
<b>Tortillons (no blending stumps permitted)</b>	<b>3 packs</b>	<b>36 total</b>
Erasers (no kneadable type)	3 total	<b>5 total</b>
Sponge (watercolor)	5", 1 total	<b>2 total</b>
Palette – <b>with or without clear lid, plastic only</b>	<b>2 total, 12" x 15"</b>	<b>2 total</b>
Palette - disposable paper ( <b>no spiral binding</b> )	1 tablet of 50 sheets, 12" x 16"	<b>60 sheets</b>
Art-Bin ( <b>transparent/translucent plastic</b> )	1 total, <b>15"L x 14"W x 10"D</b>	<b>1 total</b>
Table top easel (plastic, chipboard, or cardboard)	1 chipboard or cardboard 36" x 36," plastic 16" x 20"	<b>1 total</b>
Portfolio (For art work containment. <b>Paper or cardboard type with fabric handle only</b> )	limit 1, 24" x 36"	<b>1 total</b>
Brush cleaner	2 containers/cakes, 4 oz.	<b>3 total</b>

## PA Department of Corrections - Approved Outside Purchase Items

Approved Art Paper/Pads/Boards	Quantity/Max. Size	In-Cell Limit
Art paper (includes drawing, <b>tag</b> , newsprint, velour, pastel, charcoal, watercolor, construction, origami)	50 sheets total, 18" x 24"	<b>100 sheets total</b>
Sketch pad ( <b>no spiral binding</b> )	100 sheets, <b>14" x 17"</b>	<b>110 sheets total</b>
Poster board (includes mat, <b>illustration, and chipboard. Solid panels, i.e. Masonite, pastel board.</b> ) <b>Tag board prohibited</b>	10 total, 24" x 36", <b>24 ply/150 lb. max.</b>	<b>15 total</b>
Canvas board <b>or canvas panel (no frame, 1/8" max thickness)</b>	6 total, 24" x 36"	<b>9 total</b>

Craft Items for Women's Facilities Only	Quantity/Max. Size	In-Cell Limit
<b>Craft thread, pearl cotton, embroidery thread, sequins, beads, glitter, lace, bead trim cord, ribbon, craft kits, looms, and tube wringers are prohibited. Previous purchased items are grandfathered and permitted to keep.</b>		
Stencils (flexible plastic <b>only</b> )	<b>1 set of 10 each</b>	<b>5 sets</b>
Blank greeting cards	50, 5" x 7"	<b>50 total</b>
Embroidery hoop (plastic <b>only</b> )	<b>1 each, up to 12"</b>	<b>2 total</b>
Embroidery, <b>sewing, tapestry</b> needles	<b>12 each, sizes 18-26 only</b>	<b>18 total</b>
Embroidery floss ( <b>black prohibited</b> )	50 <b>skeins</b>	<b>100 skeins</b>
Embroidery floss organizer ( <b>plastic, transparent, or translucent</b> )	1 total, 18" x 18"	<b>2 total</b>
<b>Floss bobbins (plastic or cardboard)</b>	<b>25 each</b>	<b>100 each</b>
Knitting needles (plastic only)	6 sets, <b>up to 14"</b>	<b>12 sets</b>
<b>Point protectors (plastic)</b>	<b>1 set of 4</b>	<b>6 sets (24)</b>
<b>Double pointed needle point protectors (plastic)</b>	<b>2 pair (4 total)</b>	<b>6 pair (12)</b>
<b>Stitch markers (plastic)</b>	<b>20 each</b>	<b>30 each</b>
<b>Row counters (plastic)</b>	<b>1 set of 2</b>	<b>3 sets of 2 (6)</b>
Plastic canvas	12 sheets	24 sheets
Crochet thread <b>NOTE: larger numbers denote smaller thread—sizes 10 through 20 or smaller permitted only</b>	<b>4 spools or rows, max. spool or roll size of 450 yards</b>	<b>8 spools or rolls – max.</b>
<b>Aida cloth</b>	2 yards, white and <b>ecru (off-white)</b> only	<b>4 yards</b>
<b>Waste canvas</b>	<b>12 sheets</b>	<b>24 sheets</b>
<b>Eyes or wiggle-eyes</b>	<b>65 pair total</b>	<b>65 pair total</b>
Plastic craft mug	4 total	<b>4 total</b>

## **Section 3 – Personal Property, Cell Contents, and Contraband**

### **A. Personal Property at Reception**

At the time of reception the receiving officer will carefully examine all of the inmate's property. The items listed below may be retained after being examined and screened thoroughly for contraband.<sup>1</sup> All items that will not be retained by the inmate shall be packed for shipment to a person designated by the inmate or destroyed in accordance with Department policy **6.3.1, "Facility Security."**

1. Watch (\$50.00 maximum value with time, day, and date feature only).
2. Ring (Wedding band only, no gem stones).
3. One pair of earrings (post style only, no gem stones) (females/**Trans women** only).
4. Eyeglasses or contact lenses (up to two pair), and contact lens solution (limit one container). Contact lenses will be replaced with eyeglasses, unless they are determined to be medically necessary, in accordance with Department policy **13.2.1, "Access to Health Care," Section 5.**
5. Dentures with container.
6. Authorized reading materials (including photographs and letters) that fit into one records center box.
7. Pen and/or pencil (up to five each).
8. Religious Medal (no larger than 1 ¼ inches and with a chain no longer than 26 inches and a maximum value of **\$100.00**, no gem stones).
9. Religious Headgear and other religious items in accordance with Department policy **DC-ADM 819, "Religious Activities."**
10. A **DC-13B, Cash Transaction Receipt**, will be issued to the inmate for cash in his/her possession at the time of reception. The money will be deposited to the inmate's account, in accordance with Department policy **3.1.1, "Fiscal Administration."**
11. Prosthetic Devices and items needed for medical conditions such as orthopedic shoes, braces, canes, etc.

**NOTE:** Before a medical item is denied, the Medical Department shall be contacted to determine which items should be permitted as medically necessary. If there is a question

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<sup>1</sup> 4-4293

regarding the appropriateness of an item, the Deputy Superintendent for Facilities Management (DSFM) and the Deputy Superintendent for Centralized Services (DSCS) will make the final determination.

12. **Toiletries** such as a razor, comb, or brush that are similar to approved Commissary Items may be retained by the inmate at reception. If **toiletries** are retained, similar items need not be issued. No consumable toiletries may be retained.

## **B. Accumulation of Items – Cell Content Limitations**

1. An inmate in general population is permitted storage space equal to four records center boxes. This space may consist of four records center boxes or one footlocker and two records center boxes. In a cell with a built-in, or free standing storage cabinet, the inmate is permitted to use that space and either two records center boxes or one footlocker.
2. An inmate in Disciplinary Custody (DC) status is permitted storage space in accordance with Department policy **DC-ADM 801, “Inmate Discipline.”** An inmate in Administrative Custody (AC) status is permitted storage space in accordance with Department policy **DC-ADM 802, “Administrative Custody Procedures.”**
3. An inmate in a specialized housing unit (e.g., Special Management Unit [SMU], **Secure Residential Treatment Unit [SRTU], Behavioral Management Unit [BMU], Diversionary Treatment Unit [DTU]**, etc.) will be permitted property in accordance with his/her program level as defined in Department policies **6.5.1, “Administration of Security Level 5 Housing Units,”** and **13.8.1, “Access to Mental Health Care,”** and in the Unit’s handbook.
4. A Capital Case inmate is permitted storage space in accordance with Department policy **6.5.8, “Capital Case Administration.”**
5. An inmate in General Population and/or Diagnostic and Classification Center (DCC) status is permitted to have the following items in his/her possession:<sup>2</sup>
  - a. personal property items listed on his/her **DC-153, Inmate Personal Property Inventory Form;**
  - b. personal property and state issued items listed, and in the quantities indicated, in **Section 1** of this manual;
  - c. no more than \$70.00 worth of **“Consumable Items,”** as listed in the Approved Correctional Industries (CI) Catalog, at one time. (**Gift Pack consumables are expected to be consumed within 15 days of receipt;**

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- d. only those Commissary Items, and in the quantities indicated, in the Approved CI Catalog;
  - e. a facility may allow an inmate to retain T-shirts for previously approved events and functions (e.g., runathon, phase levels and Young Adult Offender (YAO) programs, athletic/activities issued shirts). The issue of T-shirts for special purposes must be approved by the Regional Deputy Secretary, and the T-shirts may only be worn as directed by the Facility Manager/designee;
  - f. a female inmate may maintain up to a total of five handmade items (i.e., scarves, hats, pairs of gloves) and one afghan as long as the yarn used to make these items is purchased through the commissary;
  - g. an item of clothing with a hood is not permitted, except the approved clear plastic raincoat; and
  - h. all items must be stored in their original container or packaging. Empty containers are considered contraband and will be confiscated and destroyed.
6. Any item(s) in the inmate's possession that is not included in **Subsection B. above** will be considered contraband in accordance with **Subsection C. below**.
7. An exception may be made for items issued to the inmate as part of a Department approved treatment, educational, or activities program.
8. ***The Property Office will track the number of shoes and sneakers that are delivered to the inmate for compliance with the purchasing limitations on these products. NOTE: This does not include state issued property.***
- a. ***Sneakers: only three pairs may be purchased in any 12 month period and only three pairs may be retained by the inmate at any one time.***
  - b. ***Boots: only two pairs may be purchased in any 12 month period and only two pairs may be retained by the inmate at any one time.***
  - c. ***Shower shoes: only one pair may be retained by the inmate at any one time.***
9. ***The number of electrical appliances in each inmate's possession is limited to three items; excluding desk lamps, fans, typewriters, audio box adapter, and cable TV box converters. Radio, television, and/or cassette player combinations are counted as one appliance. Only one exchange of these appliances is permitted in a one year period. Electrical appliances being transferred from one correctional facility to another shall be deemed acceptable.***

10. ***An inmate is only permitted to own one musical instrument. An inmate is permitted to keep an extra instrument that is listed on his/her DC-153 as of July 1, 2008, or prior. When one of the instruments is no longer functional, it may not be replaced. Any additional undocumented instrument(s) in an inmate's possession will be considered contraband and will be confiscated.***
  
11. The Facility Manager may permit an inmate to maintain extra storage boxes for legal materials for active cases:
  - a. the only legal material permitted will be court filings, transcripts, notes of testimony, and notes prepared by the inmate. This does not include reference materials, books, or photocopied cases.
  - b. excess legal materials will be stored in a separate box marked “Legal Materials Only;”
  - c. the inmate must send a **DC-135A, Inmate Request to Staff Member**, to the Facility Manager/designee requesting permission to maintain extra storage boxes for legal materials. The **DC-135A** must describe the legal materials defined in **Subsection B.11.a. above**; and
  - d. if approved by the Facility Manager/designee, a copy of the **DC-135A** shall be forwarded to the Property Officer; the number of boxes permitted and a brief description of the contents shall be noted on the inmate’s **DC-153**.
  
12. An inmate may not exceed the property limits established by the Department. Excess property, as determined by the Facility Manager/designee, may be shipped out at the inmate’s expense or destroyed. If an inmate has accumulated excess property prior to transfer to another Department facility or release, the sending facility shall ensure that the excess property is shipped out at the inmate’s expense or destroyed, prior to the inmate’s transfer.

### **C. Contraband<sup>3</sup>**

1. Contraband is defined as any item possessed by an inmate or found within the facility that is prohibited by law or expressly prohibited by those legally charged with the administration and operation of the facility or program. Additionally, any item altered from its original state (state issued or personal) may be considered contraband. Contraband falls into the following categories:
  - a. any weapon, gun, firearm, or ammunition;
  - b. any unauthorized explosive, corrosive, or flammable material;

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<sup>3</sup> 4-ACRS-2C-01

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- c. any unauthorized tool, or a tool not under the direct supervision of a staff member;
- d. cash/currency;
- e. credit/charge card(s) or credit/charge card application forms;
- f. any item(s) not issued through approved channels;
- g. stamps and pre-paid envelopes sent to the facility from the outside;
- h. any publication(s) that advocates and assists in filing bogus or fraudulent Uniform Commercial Code (UCC) liens;
- i. forms that may be used in the fraudulent filing of UCC claims and/or publications that promote this practice;
- j. fraudulent Internal Revenue Service (IRS) tax returns and/or IRS or state income tax forms that may be used in the fraudulent filing of tax returns;
- k. items not approved for mail delivery to the inmate or not approved for a visitor to introduce;
- l. pornographic material or materials depicting nudity, in accordance with Department policy **DC-ADM 803, "Inmate Mail and Incoming Publications;"**
- m. gang-related materials, literature, photographs, graffiti, etc.;
- n. civilian clothing and/or non-authorized colored T-shirts;
- o. property belonging to another inmate;
- p. implement(s) of escape;
- q. any item used to indicate gang affiliation;
- r. personal items or valuables whose ownership cannot be determined;
- s. three dimensional art objects;
- t. personal property in excess of the allowable limits (items such as televisions, typewriters, radios, jewelry, etc., which are of value must be disposed of in accordance with established state guidelines and procedures);



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- u. perishables (excessive amounts), intoxicating beverages, intoxicants, or materials used in fermentation;
  - v. expired prescribed medications and non-prescribed medications, expired over-the-counter medications, and prescribed medication removed from its original packaging (blister pack) and not consumed immediately by the inmate;
  - w. controlled substances as defined by the **Controlled Substance, Drug Device and Cosmetics Act, 35 Pa. C.S.A. §780-101 (April 14, 1972, P.L. 233, no. 64)** and drug paraphernalia;
  - x. bodily fluids and hazardous wastes;
  - y. cell phones, wireless handheld data devices, cameras, DVD players, **memory cards, recording devices of any type**, etc.;
  - z. any article specifically prohibited by state or federal statute, Department policy, or regulation; and
- aa. any item that can reasonably be used to facilitate a crime or misconduct.
2. Possession of contraband by an inmate may result in a misconduct in accordance with the provisions of Department policy **DC-ADM 801**.
  3. Introduction of contraband money and other types of negotiable instruments, controlled substances, weapons, and implements of escape, may be a criminal offense and shall be reported to the Pennsylvania State Police (PSP).
  4. Money allegedly found by an inmate and voluntarily turned into facility officials is not considered contraband and no misconduct will be written. Found monies shall be confiscated and placed in the Inmate General Welfare Fund (IGWF).
  5. Money used by visitors for vending machine purchases shall not be considered contraband, provided the money remains in the possession of the visitor.
  6. All controlled substance contraband discovered will be documented on a **DC-436, Receipt for Property Form**. This form will be used to establish the Chain of Custody.
  7. Found controlled substances where ownership is established, may require notification to the Pennsylvania State Police (PSP) to initiate criminal proceedings. The controlled substance may be retained by the PSP as evidence.

**NOTE:** All items deemed to be contraband will be destroyed or otherwise disposed of. The facility security office, after consultation with the Major, will determine when

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contraband will be destroyed. Destruction of contraband will ONLY occur after the inmate's misconduct hearing is held and the misconduct appeal process is exhausted. When an inmate files a grievance regarding confiscated contraband, destruction of the property will only occur after the appeal process has been exhausted.

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**Approved Correctional Industries (CI) Catalog** – A listing of items the Secretary/designee *has approved for* purchase in the commissary by *inmates*.<sup>1</sup>

**Approved Vendors** – Vendors, approved by the Facility Manager/designee, from whom an inmate can purchase items.

**Commissary Items** – Items that are offered for sale by the facility through the commissary and are intended for personal use or consumption by inmates and authorized by this policy.

**Commissary Limit** – The monetary amount that an inmate is permitted to spend for commissary items or the quantity of items permitted to be retained by an inmate.

**Commissary List** – Items specifically authorized by this policy or subsequent bulletins.

**Consumable Item** – Edible and non-edible items that diminish through use over time.

**Department** – The Pennsylvania Department of Corrections.

**Deputy Superintendent for Centralized Services (DSCS)** – The facility staff member responsible for coordinating efforts between the facility and the Medical Department. As the Facility Manager's representative, he/she has joint responsibility with the Bureau of Health Care Services to address those issues outlined in this policy.

**Deputy Superintendent for Facilities Management (DSFM)** – A management level employee directly responsible for the uniformed corrections officers, unit management (housing), counseling services, facility maintenance, facility safety, and the Facility Security Office.

**Diagnostic and Classification Center (DCC)** – A correctional facility which assesses custody level, sentence structure, social and criminal history, medical, psychological, programmatic, and other special needs of inmates newly received and transferred into the custody of the Department.

**Gift Package** – A pre-packaged variety of food and/or other items available from an Approved Vendor that may be authorized as a special gift purchase.

**Indigent Inmate** – An inmate shall be deemed indigent if the combined balances of his/her facility account and any other accounts are \$10.00 or less at *any* time during the 30 days preceding the date on which the inmate submits a request to a person designated by the Facility Manager. Any inmate who refuses available work, although he/she is physically/mentally able and is not precluded from work by virtue of his/her housing status, is not indigent for the purposes of this policy and is not eligible to receive free toiletries as indicated in **Section 1.A.6.b.** of this policy. An inmate who is self-confined may also be considered as refusing available work although physically able as determined by the Program Review Committee

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<sup>1</sup> 4-4379

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(PRC). Any inmate who has funds in another account, which if deposited in his/her facility account would bring his/her balance to more than \$10.00, is not ***indigent***.

***Nicotine Replacement Therapy*** – A time-released Nicotine Transdermal System (NTS) designated to reduce the withdrawal symptoms associated with quitting smoking.

**Outside Purchase List** – Items authorized and listed for purchase from an Approved Vendor.

**Outside Purchases** – Authorized purchases from a facility-Approved Vendor.

**Secretary** – The Secretary of the Department of Corrections.

**State Issued Clothing** – Clothing items supplied by the facility.