

<b>POLICY OF</b>  <b>STATE OF DELAWARE</b>  <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b>  <b>8.36</b>	<b>PAGE NUMBER</b>  <b>1 of 2</b>
	<b>RELATED ACA STANDARDS:</b> <b>2-CO-1B-14, 2-CO-3A-01</b>	
<b>CHAPTER: 8</b> <b>ADMINISTRATION</b>	<b>SUBJECT:</b> <b>Inmate Personal Property</b>	
<b>APPROVED BY THE COMMISSIONER AND</b> <b>EFFECTIVE THIS DATE:</b>		
		
<b>APPROVED FOR PUBLIC RELEASE</b>		

**I. AUTHORITY:** 11 Del. C. § 6517, 29 Del. C. § 8903

**II. PURPOSE:** To establish the quantity and type of personal property that can be maintained in an offender's possession and provide for the safekeeping, disposal and/or storage of personal property of incarcerated offenders.

**III. APPLICABILITY:** All Department employees, volunteers, visitors, persons or organizations conducting business with the Department; all offenders under the supervision of the Department.

**IV. DEFINITIONS:**

A. Offender Personal Property - - Articles of value legally owned by an inmate.

**V. POLICY:** It is the policy of the Department of Correction to allow offenders to retain in their possession a reasonable amount of personal property. Offender personal property items shall be controlled to ensure the safety and security requirements of an institution are maintained.

Each offender shall:

A. Be advised of the type and amount of personal property items which may be retained in his/her possession at the time he/she is processed into a facility within the Receiving Area.

B. Be provided with a written, itemized receipt for all personal property retained in storage, confiscated and/or disposed of. A finalized copy of the listing shall be retained on files as directed by the Warden.

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The following guidelines will be used by the bureaus when establishing procedures:

- No offender will have an inmate account of greater than \$500.
- No offender will have in their possession any property, other than commissary items, with a value greater than \$25 (watches, jewelry, etc). Wedding bands are the exception to this policy.

Any deviation from this policy and bureau procedure must be approved by the Bureau Chief in writing.

Chiefs of the Bureaus of Prisons and Community Corrections are responsible for developing procedures to implement this policy.