

 <p style="text-align: center;">ADMINISTRATIVE REGULATION STATE OF ARKANSAS BOARD OF CORRECTIONS</p>	Section Number: AR 7.18	Page Number: 1
	Board Approval Date: 5/30/02	
	Supersedes: AR 7.18	Dated: 4/29/94
	Reference:	Effective Date: 9/15/02
SUBJECT: RESIDENT PROPERTY CONTROL		

- I. **AUTHORITY.** The Board of Corrections is vested with the authority to promulgate this regulation by Ark. Code Ann. §§12-27-105, 16-93-1203, and 16-93-1205.
- II. **APPLICABILITY.** To Department of Community Correction (DCC) staff and residents.
- III. **POLICY.** It shall be DCC policy to permit only property items necessary for resident center life and items that do not endanger the security or safety of staff and residents.
- IV. **DEFINITIONS.**
 - A. **Contraband.** Any article not authorized nor issued to any resident as personal or state property, nor purchased by the resident through the commissary. Also included is nuisance contraband.
 - B. **Nuisance Contraband.** Any item(s) considered by staff to be excessive in quantity or size, which could present a health or safety hazard, or items accumulated for the purpose of barter or trade.
 - C. **Personal Property.** Items which are purchased by or for a resident and/or given to a resident which are authorized to be retained, within limits as posted in the center of assignment, on a resident's person or in living or storage area.
 - D. **State Issue Property.** Items which are issued to a resident for personal use and maintenance within a reasonable amount. State issued property other than that of a rapidly expendable nature (i.e., toilet paper, soap, toothbrush, etc.) is to be clearly identified as State property.
- V. **GUIDELINES.** The DCC must provide for resident property control which addresses the following:
 - A. Receipt of resident's funds and personal property at the time of initial commitment to the center and upon subsequent commitment to other facilities
 - B. Recording, accounting, and safekeeping /appropriate disposition of resident funds and property that are not allowed to be in the resident's possession (i.e., contraband)

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- C. Determination and accounting of items that can remain in possession of a resident while inside the center
- D. Options available to the resident and Center Supervisor to dispose of excess personal property
- E. Responsibility for coordination of transportation of resident's personal effects upon transfer
- F. Disposition of personal property in the event of a resident's death
- G. Verification and return of funds and personal property of residents upon final release
- H. Audits of records and physical verification of items associated with the resident property control system
- I. Selection of qualified personnel to serve as Center Property Control Officers

VI. STANDARDS. American Correctional Association (ACA) Performance-Based Standards for Adult Community Residential Services (ACRS) Fourth Edition, 4-ACRS-7D-13 and 4-ACRS-7D-14

VII. ATTACHMENTS.

- Attachment 1 Initial Commitment Minimum Allowance and State Issue Requirements
- Attachment 2 Personal Property Items Authorized for Resident Possession and Not Issued by State
- AR 7.18 Form 1 Department of Community Correction Resident Personal Property Record
- AR 7.18 Form 2 Property Donation

Initial Commitment Minimum Allowance and State Issue Requirements

Clothing and Personal Hygiene Items - Upon arrival at a receiving Center, the resident should be issued, have available to him/her, and be accountable for the following items:

MALE CLOTHING

- 3 T-shirts
- 3 shirts
- 3 pants
- 1 pair shoes, brogans or
- 1 pair shoes, low quarter
- 3 undershorts
- 3 pair cotton socks
- 1 cap (if needed)
- 1 jacket or coat (depending on seasonal requirements)
- 1 insulated underwear (depending on seasonal requirement)

HYGIENE ITEMS

- bath soap (as needed)
- 1 toothbrush
- 1 tube toothpaste (3 oz.)
- 1 safety razor & blade
- bath towels (as needed)

FEMALE CLOTHING

- 3 T-shirts
- 3 shirts
- 3 pants
- 2 pair shoes
- 3 bras
- 1 jacket or coat (depending on seasonal requirements)
- 3 pair socks

HYGIENE ITEMS

- bath soap (as needed)
- 1 toothbrush
- 1 tube toothpaste (3 oz.)
- 1 safety razor & blade
- bath towels (as needed)
- feminine hygiene items

BED CLOTHING - Each resident should be issued the following items upon arrival at a reception or regular center:

- 1 mattress
- 1 pillow
- 2 sheets
- 1 pillowcase
- 1 blanket

Personal Property Items Authorized for Resident Possession and Not Issued by State

CLOTHING

- 1 pair shower shoes
- 1 pair slippers
- 1 pair gym shoes
- 1 pair civilian shoes (heel not to exceed 1 1/2 inches high)
- 1 handkerchiefs (white)
- * dresses (females only)

NOTE: All containers are to be non-pressurized

MEDICAL ITEMS

- issued as prescribed
- 1 pair eyeglasses
- 1 pair dentures
- prosthetic
- body support devices
- MISCELLANEOUS
- 1 radio, battery operated AM with earphones only
- 1 set, headphones and/or earphone
- 1 watch - wrist or pocket (\$50.00 maximum value)
- 2 rings (\$50.00 maximum value each)
- * costume jewelry (females only)
- religious medals (reg. size security requirements)
- personal papers and letters
- photographs/album
- hobby craft items authorized by Center Supervisor
- earplugs
- magazines, newspapers
- items sold in commissary
- padlock (different in design from those used by the Center; resident provide key to Senior Residential Supervisor)
- * Female Residents Only

PERSONAL HYGIENE ITEMS

- 1 shaving cream
- 1 deodorant (roll-on/stick)
- 1 shampoo
- 1 denture adhesive
- 1 hair dressing
- 1 hair brush
- 1 depilatory preparation
- * feminine hygiene items
- * beauty aid products
- 1 roll toilet paper
- 1 laundry bag
- 1 pair nail clippers (as sold in commissary)

LEGAL MATTERS

Papers and documents of a legal nature may be retained by the resident in a reasonable quantity. Before confiscation of legal materials which are determined to be excessively bulky and in excess to the resident's needs, an opinion must be obtained from the DCC Staff Attorney

OTHER

**Department of Community Correction
Resident Personal Property Record**

RESIDENT'S NAME/NUMBER: _____ CENTER: _____ DATE: _____

Article	Qty/Code	Article	Qty/Code	Article	Qty/Code	Article	Qty/Code
Belt	_____	Gym Shoes	_____	Radio (battery operated, AM with earphones)	_____	Sweat Shirts	_____
Blades	_____	Hair Brush	_____	Religious Material	_____	Toothbrush	_____
Blanket	_____	Hat	_____	Religious Medal	_____	Towels	_____
Body Support Devices	_____	Hair Dressing	_____	Rings	_____	Towels (Hand)	_____
Books/Magazines	_____	Headphones	_____	Safety Razor	_____	Undergarments	_____
Comb	_____	Jacket/Coat	_____	Shampoo	_____	Undershirts	_____
Costume Jewelry	_____	Laundry Bag	_____	Shaving Cream	_____	Undershorts	_____
Cup	_____	Legal Materials	_____	Sheets	_____	Watch/Wrist/Pocket	_____
Denture Adhesive	_____	Mail, personal or Legal	_____	Shoes	_____	Wallet	_____
Dentures	_____	Mirror	_____	Shower Shoes	_____	Wash Cloth	_____
Deodorant	_____	Nail Clippers	_____	Skirt	_____	Misc. (food, pencils, etc.)	_____
Depilatory Item	_____	Padlock	_____	Slippers	_____	Other Items and Remarks:	_____
Dresses	_____	Pants	_____	Socks	_____	_____	_____
Earphones	_____	Photographs & Album	_____	Soap	_____	_____	_____
Earplugs	_____	Pillow Case	_____	Stockings	_____	_____	_____
Eyeglasses	_____	Pillow	_____	Sunglasses	_____	_____	_____
Feminine Hygiene Items	_____	Prosthetic	_____	Sweat Pants	_____	_____	_____
Gloves	_____	Prescriptions	_____			_____	_____

_____ Signature of Official Receiving Property	_____ Date	_____ Resident's Signature and ADCP Number	_____ Date	Resident - pink copy
_____ Signature of Official Returning Property	_____ Date	"I hereby certify the disposition of all property listed on this inventory is correct"		Resident's file - Yellow copy
_____ Signature of Witness	_____ Date	_____ Property Received by Resident or 9 Other (if Resident is Deceased)	_____ Date	Center Personal Property Officer - Original

AR 7.18 Form 1

DES = Destroyed I = State Issued Property K = Keep in Possession M = Mail S = Storage

