


DEPARTMENT OF CORRECTION 	POLICY MANUAL	POLICY NUMBER: 304	PAGE NUMBER: 1 of 1
		SUBJECT: Disposition of Incoming Inmate Property and Monies	Reformatted: 02-2001

01.00.00. POLICY OF THE DEPARTMENT

The Reception-Diagnostic Unit is responsible for the proper disposition of an incoming inmate's personal property and money.

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03.00.00. REFERENCES

04.00.00. DEFINITIONS

05.00.00. PROCEDURE

All personal property an inmate has in his possession when admitted to the Reception-Diagnostic Unit shall be turned over to authorities.

Those items of personal property an inmate is allowed to maintain in his possession in accordance with the institutional rules and regulations shall be properly registered and stored until his transfer from the Reception-Diagnostic Unit.

Items not allowed to be retained shall be sent outside the facility. Items to be sent outside the institution will be mailed and insured at inmate or state expense at the discretion of the RDU officer.

All money an inmate has in his possession when entering an institution shall be turned over to the business office who will place the money in an account in the inmate's name.

If an inmate is transferred to another institution, all personal property, both that retained by the inmate and that stored by the institution, shall be transferred with him.