# PERSONAL PROPERTY FOR WORK RELEASE OFFENDERS

## REVIEW/REVISION HISTORY:

- **Effective:** 11/17/04
- **Revised:** 5/29/07
- **Revised:** 9/19/07 AB 07-029
- **Revised:** 7/22/08
- **Revised:** 6/29/09
- **Revised:** 4/19/10
- **Revised:** 8/1/11
- **Revised:** 7/9/12
- **Revised:** 9/1/13

## SUMMARY OF REVISION/REVIEW:

- Minor language adjustments throughout, including policy title
- IV.C.2. - Added clarifying language
- Minor changes to Attachments 1 and 2

## APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

7/26/13 Date Signed
POLICY

PERSONAL PROPERTY FOR WORK RELEASE OFFENDERS

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 11.08; RCW 11.62.005; RCW 11.62.010; RCW 63.42; WAC 137-36-040; ACA 4B-02; ACA 7D-13; ACA 7D-14; DOC 440.000 Personal Property for Prison Offenders; DOC 560.200 Religious Programs

POLICY:

I. Work Release offenders will be allowed personal property that supports finding and maintaining employment, in compliance with local program rules and storage limits. [7D-13]

DIRECTIVE:

I. Personal Property Requirements
   A. The Maximum Allowable Personal Property Matrix for Work Release (Attachments 1 and 2) identifies the type, value, and amount of personal property authorized for offender retention at Work Releases.
   B. Incoming property from Prisons will be listed on DOC 05-062 Offender Property.
   C. During initial orientation, offenders will be informed that they are solely responsible for their own personal property while at Work Release. [7D-13] Offender personal property will be inventoried on DOC 05-775 Personal Property Inventory - Work Release. [7D-14]
   D. Upon request, offenders will be provided a padlock or other means to control and safeguard their personal property. [7D-13] Offenders are discouraged from keeping anything of substantial value within the facility.
   E. The amount of property an offender may possess will be limited to the amount that s/he can store in his/her assigned storage area. [7D-13] Each facility may adjust the amount of property allowed based on space and facility security as identified in the facility's Orientation Manual. If an offender exceeds the maximum allowed, s/he will be required to remove it from the facility immediately.
   F. Offenders will complete and sign DOC 20-119 Offender Property Disposal to provide the name and address of an individual to whom property will be released if the offender escapes or is transferred. [7D-14]
   G. Offenders will not be allowed to trade, sell, buy, barter, loan, or give away any personal property to another offender, another offender's family/friends, or an employee, contract staff, or volunteer.
H. Offenders will have access to laundry facilities for laundering their own clothing and linens. [4B-02]

II. Religious Items

A. DOC 560.200 Religious Programs identifies the types and amount of religious items an offender may possess.

III. Property Transfer

A. Personal property will be inventoried on DOC 05-062 Offender Property prior to transfer to a Prison. Only property allowed in Prisons, as identified in DOC 440.000 Personal Property for Prison Offenders, will be sent to the facility.

B. Personal property will be inventoried on DOC 05-775 Personal Property Inventory - Work Release prior to transfer to another Work Release. [7D-14]

C. Offenders transferred from one facility to another will arrange for the disposition of their excess authorized personal property, at their own expense, prior to leaving the sending facility.

   1. Employees/contract staff will contact the individual designated on DOC 20-119 Offender Property Disposal to pick up any property left at the facility. Property not picked up or shipped after 90 days will be declared abandoned and donated to a charitable organization or destroyed.

IV. Property Disposition

A. All illegal items owned by and/or found in the possession of an offender will be confiscated. Such items will be held as evidence for law enforcement authorities.

B. Property will be inventoried and secured for up to 90 days following an offender’s escape. [7D-14]

   1. Employees/contract staff will contact the individual designated on DOC 20-119 Offender Property Disposal to pick up any property left at the facility. Property not picked up within 90 days will be considered abandoned and donated to a charitable organization or destroyed.

   2. Property of an escapee will not be released unless approved by the Community Corrections Supervisor.

C. In the event of death, an offender’s personal property will be disposed of as follows:
1. Any person claiming to be a successor, as defined in RCW 11.62.005, must submit DOC 05-698 Affidavit for Disposition of Personal Property and provide proof of qualification before the Community Corrections Supervisor may transfer property.

   a. Offenders may not receive a deceased offender’s property by Will.

   b. A copy of the affidavit will be mailed, along with the deceased offender’s social security number, to the Washington State Department of Social and Health Services’ Office of Financial Recovery.

2. Property not released to a successor or disposed of as abandoned per WAC 137-36-040 will be disposed of per RCW 11.08.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Illegal Items, Offender’s Expense. Other word/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

Maximum Allowable Personal Property Matrix for Work Release - Men (Attachment 1)
Maximum Allowable Personal Property Matrix for Work Release - Women (Attachment 2)

DOC FORMS:

DOC 05-062 Offender Property
DOC 05-698 Affidavit for Disposition of Personal Property
DOC 05-775 Personal Property Inventory - Work Release
DOC 20-119 Offender Property Disposal