



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1110

May 18, 2021

REVISED MEMO

TO: All Superintendents

FROM: Robert Herzog, Assistant Secretary [Signature on file]
Prisons Division

SUBJECT: Property Items

After review of the Office of Corrections Ombud's (OCO) Property Report, the Department of Corrections and Correctional Industries have reviewed the list of property items sold on commissary and in an effort to make changes to support the agency's commitment to minimize loss of property during transfer and unexpected housing or bed moves a couple changes are necessary.

Effective June 21, 2021, items 6042 Insulated Mug and 6048 Bowl w/Lid will be removed from the Commissary offering. These products will now be solely available for purchase through the Union Supply Monthly Property Program.

Per newly revised DOC 440.050 State Issued Items, the bowl available on commissary, as well as a tumbler, will be issued free to new incarcerated individuals as part of their initial state issue while being processing through the receiving units at the Washington Corrections Center and Washington Corrections Center for Women. The current commissary bowl as well as one (1) mug or tumbler will be considered consumable items and one of each will be allowed in addition to the mug and bowl ordered through property allowed by DOC 440.000 Personal Property for Offenders.

Reading glasses will continue to be sold through the commissary program but will now be issued by property room employees to ensure engraving and notation in the electronic property record occurs prior to issuance to incarcerated individuals.

The following items are being reclassified as consumable items, will remain available for purchase on commissary, will continue to be issued as part of normal commissary and will be removed from the personal property list upon revision of DOC 440.000 Personal Property:

Property Items

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- 1008 Fingernail Clippers
- 1881 Toenail Clippers
- 1880 Comb 5-inch
- 1883 Pick Comb
- 6005 ear plugs

Please direct any questions you may have to Charlotte Headley, Chief of Security Management.

cc: All Captains
All Property Staff
All CI/Commissary
Deputy Directors
Billie Peterson, Policy Program Manager