ARIZONA DEPARTMENT OF CORRECTIONS	CHAPTER: 500 PERSONNEL/HUMAN RESOURCES	OPR: SS OPS
DEPARTMENT ORDER MANUAL	DEPARTMENT ORDER: 513 ***EMPLOYEE PROPERTY***	SUPERSEDES: DO 513 (05/28/09)
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PURPOSE

Employee personal property represents a threat to the safe and secure operation of a prison if the item(s) fell into inmate hands. For this reason, employees are strongly discouraged from bringing any personal property to work. Realizing that some employee personal property will enter prisons, this Department Order limits the employee personal property and establishes guidelines to be followed. This Department Order describes the criteria and process for possible reimbursement of employee personal property.

APPLICABILITY

The Personal Property and Food guidelines established in this Department Order:

- Are not intended to modify or limit prosecution for the introduction of illegal contraband as defined by the Arizona Revised Statutes.
- Apply to all employees, including full or part-time employees, contractors, interns, and volunteers.
- Apply to Prison Grounds: All areas immediately following signs announcing entrance to prison property.
- Apply to Central Office building where indicated.

PROCEDURES

513.01 PERSONAL PROPERTY CONTROL

1.1 Wardens, Deputy Wardens and Administrators shall ensure that no item is allowed onto prison grounds that may pose a threat to the security of the institution. Security staff shall be assigned to entrance and exit points of units to inspect all items entering and exiting prison facilities.

1.2 Employees shall:

1.2.1 Secure or maintain possession of approved personal property. Property may be stored in a locked storage locker or in a vehicle.

1.2.2 Immediately report the loss of any item to their supervisor and complete the appropriate Risk Management form and Incident Report.

1.2.3 Be liable for the misuse of lost or stolen personal property.

1.3 Supervisors shall routinely inspect employee work areas to ensure all personal property is authorized and appropriate for a prison environment and is properly recorded in the personal property file maintained by the Chief of Security.

1.4 All items carried into an institution shall be subject to inspection at all entry points.

1.5 Prohibited Personal Property - The following prohibited items shall not be possessed on prison grounds:

1.5.1 Weapons, ammunition, explosives, etc., with the exception of concealed/state issued/personal weapons in accordance with Department Order #510, Firearms Qualification/Firearms Instructor Certification.

1.5.2 Personal handcuff keys.

1.5.3 **SECTION DELETED.**

1.5.4 Pocket knives, hunting knives, razor knives, etc.

1.5.4.1 A Leatherman style tool containing a knife blade will be permitted but must remain secured in the employee's vehicle as outlined in 1.6 of this section.

1.5.5 Apparatus intended for use during confrontations as examples, come-a-longs, batons, gouges, etc.

1.6 Restricted Personal Property – The following items shall not be possessed at security posts or work station but may be possessed on prison grounds provided it remains secured in the employee's privately owned vehicle:

1.6.1 Books, magazines, newspapers, or other reading materials not associated with the completion of any employee's assigned duties.

1.6.2 Electronic and battery operated devices, including video games, CD players, I-pods, electronic smoking devices, other than electronic cigarettes (e-cigarettes), and all accessories relating to all electronic smoking devices, to include but not limited to: chargers, nicotine cartridges, flavor tips, etc.

1.6.3 Two way radios.

1.6.4 Tools sufficient for basic vehicle maintenance, safety and roadside emergencies.

1.6.5 Mace for personal protection purposes only.

1.6.6 Personal telephonic communication equipment including:

1.6.6.1 Personal wireless communication devices (i.e., pagers, cell phones, multimedia devices and blackberry equipment).

1.6.6.2 Separate components that may aid in the use of wireless devices and/or multimedia storage devices. This includes, but may not be limited to: cell phone chargers, mobile chargers, cell phone batteries, and any other item that staff reasonably determines may aid in the use of wireless devices and/or multimedia storage devices.

1.6.6.2.1 Employees may bring personal telephonic communication equipment onto prison grounds provided it is secured either in their personal vehicles or in lockers, if lockers are available at the main points of entry/unit entrances.

1.6.6.2.2 Employees shall not carry or use personal communication telephonic equipment while supervising inmates off prison grounds. This includes, but is not limited to work crews, transportation, and hospital duty.

1.6.7 Computer hardware (i.e., personal laptops, tablets, MP3 players with wireless access, mass data storage devices, etc.) software or any similar auxiliary devices.

1.7 Permitted Personal Property - Authorized/routine items of personal property that may be carried by an employee, in limited quantities intended for use during the work day, onto prison grounds may include:

1.7.1 Apparel and jewelry consistent with Department Order #503, Employee Grooming and Dress, duty assignment and weather conditions inclusive of:

1.7.1.1 Utility belt and accessories.

1.7.1.2 Cold weather clothing and rain gear (coat, hat, gloves, etc.), which must be taken off site daily.

1.7.1.3 Camel-Back style Water Pack.

1.7.1.4 Clear/see-through back pack that does not exceed 12″ x 18″ in size. The back pack may be constructed of any material that is transparent (i.e., clear plastic, mesh, etc.).

1.7.1.4.1 All items contained in the backpack are subject to search and shall be emptied as directed.

1.7.2 Over-the-counter and prescription medications for use with current conditions, such as cold medication, antacids and headache pills, shall be limited to enough medication for two consecutive shifts. These medications must be in compliance with all written instructions concerning the use and possession of substances, including but not limited to Department Order #522, Drug-Free Workplace.

1.7.3 Business-related materials (e.g., notebooks, pens and pencils).

1.7.4 Tobacco products, lighter, and/or one e-cigarette.

1.7.5 Confectionery products, such as candy, gum, breath mints, etc. provided the item is in the original package.

1.7.6 Hearing aids.

1.7.7 Items may be carried in a pocket or a wallet, billfold or a clear purse/handbag not to exceed 12" x 18" in size and are subject to the provisions outlined in 1.7.1.4.1 of this section:

1.7.7.1 Emery boards, tissues, small finger nail clippers, hair pick/comb/brush, tampons, sanitary napkins, house and vehicle keys, cosmetics (lipstick, make-up, etc.) and contact lenses/accessories.

1.7.8 Sunscreen.

1.7.9 Pocket size, alcohol free, hand sanitizer.

1.7.10 Currency not to exceed $40.00.

1.7.11 Drivers license, credit/phone cards, pictures and identification.

1.7.12 Smith and Wesson Model 100 handcuffs (limit one).

1.7.13 Flashlight, not to exceed 8 inches in length (limit one).

1.8 Personal property items not specifically authorized above require written approval and exception by the Warden, Deputy Warden or Administrator in order to be introduced on a daily and ongoing basis and/or maintained on prison grounds. These items include, but are not limited to the following:

1.8.1 Business supplies, such as large notebooks, daily reminders, appointment book, electronic spell checker, briefcase or attaché case.

1.8.2 Thermos/water jug.

1.8.3 Medical equipment (e.g., TENS unit, orthopedic devices, insulin pumps, diabetic health packs, etc.).

1.8.3.1 Employees shall complete a Health Status Report, Form 519-3, in accordance with Department Order #519, Employee Health – FMLA, ADA, Industrial Injury, FFD and Alternate Assignment, and submit the form to the Occupational Health Nurse (OHN) for clearance.

1.9 Personal property items not specifically authorized in previous sections require written approval and exception by the Warden, Deputy Warden or Administrator to be introduced on a one-time basis. Items intended to be maintained on prison grounds shall be registered with the unit Chief of Security before the item may be introduced onto prison grounds. These items shall not be constructed of or contain glass. These items include, but are not limited to the following:

1.9.1 Professional certificate and awards.

1.9.2 Desk accessories.

1.9.3 Other office decorations not to exceed 20 items,

1.9.4 Excess clothing.

1.9.5 Personal effects.

1.9.6 Personal radios and personal fans (no larger than 12 inches). No other personal appliances are permitted.

1.10 Employee's personal property such as personal furniture, couches, table lamps, microwaves, refrigerators, and etc. are not permitted inside any Department building without prior authorization. Employees shall seek approval from their supervisor to keep existing personal property.

513.02 **FOOD/DRINK** - Introduction of food items onto prison grounds is discouraged. Meals are provided free or at a minimal cost to employees. (See Department Order #505, Employee Benefits) Introduced food shall:

1.1 Be eaten during shift.

1.2 Not be disposed of on-site without authorization by the unit shift supervisor.

1.3 Not require cooking, but may require warming.

1.4 Be in the original, factory sealed packaging or be wrapped in clear plastic and carried in clear plastic wrap or clear plastic containers.

1.4.1 Drinks may be in individual serving size plastic bottles and/or Styrofoam/cardboard cups.

1.5 Be carried by the owner through the metal detector.

1.5.1 Food/Drink that is packaged in foil or other packaging containing metal, shall be removed from the original packaging and placed in a clear plastic container supplied by the employee.

1.6 Be subject to further visual inspection to include opening the manufactured wrap and disassembling the item if so directed (i.e., sandwich or burrito).

513.03 **REIMBURSEMENT FOR LOSS/DAMAGE**

1.1 Employees who sustain a loss of, or damage to, a reimbursable item shall complete a General Liability Loss Report, DOA Form RM012 (Attachment A), within five working days of the occurrence.

1.1.1 The General Liability Loss Report shall be submitted through the chain of command to the Warden, Deputy Warden or Administrator for review and approval following the affected Business Office determination that a claim exists, the item(s) is depreciated and the dollar amount is determined.

1.1.2 Employees shall be reimbursed from funds allocated from their respective programs for approved losses under $100. For losses of $100 or more, Risk Management shall reimburse the employee independent of the Department.

1.1.3 The Division Director responsible for the program shall determine if funds are available.

1.1.4 In all instances, the Warden, Deputy Warden or Administrator shall forward the General Liability Loss Report to the Division Director for Support Services within five working days of receipt. An investigative report shall be attached for all lost or damaged items.

1.1.5 Employees shall sign a Release indicating acceptance of the depreciated value of the lost or damaged item(s) prior to processing the reimbursement. Reimbursement is cumulative value and not per lost or damaged item.

1.2 Employees shall not subject exceptionally valuable watches, jewelry, clothing or other items to the hazards of their jobs.

1.3 Reimbursement shall normally be limited to the following:

1.3.1 Eyeglasses or contact lenses, if the loss of contact lenses is the result of an altercation with an inmate.

1.3.2 Dentures.

1.3.3 Uniforms and uniform-related items. The Division Director, Regional Operations Director, Warden or designee, or an Administrator is responsible for reimbursement of these items. Risk Management will not reimburse uniform items(s) covered by the uniform pay stipend in the Correctional Officer Series.

1.3.4 Civilian business attire as described in Department Order #503, Employee Grooming and Dress.

1.3.5 Wallet or purse, including contents. Reimbursement for contents shall not exceed $50 unless approved by the employee's Warden, Deputy Warden, or Administrator.

1.3.6 Wrist or pocket watch.

1.3.7 Watchband.

1.3.8 Wedding band.

1.3.9 Hearing aid.

1.4 Reimbursement for other equipment/property shall be made only when prior written authorization was secured from the employee's first line supervisor to use the equipment.

1.5 Depreciation, condition and useful age of the property prior to damage shall be considered when determining the amount of reimbursement.

1.6 The amount of reimbursement will be adjusted in accordance with in the Risk Management Schedule of Depreciation.

1.7 If replacement of a damaged item is indicated, reimbursement shall be made on a comparable item and at the current market price.

1.7.1 In no event shall the amount of reimbursement exceed the depreciated value of repair or replacement.

1.7.2 The total Department reimbursement shall not exceed $99. Losses of $100 or more are the responsibility of Risk Management and are independent of this Department Order.

1.8 Reimbursement for the replacement or repair of items lost or damaged may be accomplished by one of the following procedures. The employee may:

1.8.1 Replace or repair the item at his/her own expense and request reimbursement by submitting a requisition with an attached receipt or invoice through their chain of command to the affected Business Office.

1.8.2 Request that a Purchase Order be issued to an authorized repair/replacement vendor for the replacement or repair of the item.

1.9 Items not eligible for reimbursement through Risk Management include:

1.9.1 Food and other consumable items.

1.9.2 Items that are considered perishable.

1.9.3 Keys, which will only be reimbursed if the loss is determined to be theft.

{Original Signature on File}

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Charles L. Ryan
Director

ATTACHMENTS
Attachment A, RM012 - DOA General Liability Loss Report

CROSS-REFERENCE INDEX

Department Order #102, Information Technology
Department Order #116, Employee Communicable Disease Exposure Control Plan
Department Order #304, Equipment and Inventory System
Department Order #501, Employee Professionalism, Ethics and Conduct
Department Order #503, Employee Grooming and Dress
Department Order #505, Employee Benefits
Department Order #510, Firearms Qualification/Firearms Instructor Certification
Department Order #519, Employee Health – FMLA, ADA, Industrial Injury, FFD and Alternate Assignment
Department Order #522, Drug-Free Workplace
Department Order #527, Sexual Harassment and Employment Discrimination
Department Order #708, Searches