

CHAPTER: 900
Inmate Programs and Services

DEPARTMENT ORDER:

909 – Inmate Property

**OFFICE OF PRIMARY
RESPONSIBILITY:**

OPS

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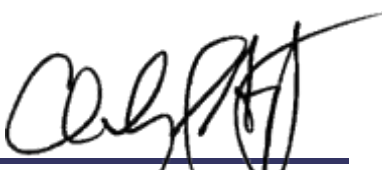
ACCESS

Contains Restricted Section(s)

Arizona Department of Corrections

Department Order Manual





Charles L. Ryan, Director

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PURPOSE

This Department Order establishes the controls for property belonging to inmates. Inmates are authorized to have in their possession property items that do not threaten institutional order, safety, or security.

PROCEDURES

1.0 PROPERTY - GENERAL

- 1.1 All inmates shall be authorized to possess property items as outlined in this Department Order and the Inmate Store/Property List, Attachment A, and Department Order #809, Earned Incentive Program. Inmate property shall be accurately inventoried, stored and safeguarded.
- 1.2 Wardens may determine there are safety and security considerations which require a property item to be restricted and may impose a temporary 60-day exception, pending review by the appropriate Regional Operations Director.
 - 1.2.1 The Regional Operations Director shall uphold the exception and recommend to the Division Director for Prison Operations that Attachment A be modified, or direct the Warden to rescind the exception. If the exception is rescinded, no further action is required.
 - 1.2.2 If the recommendation is to modify Attachment A, the Division Director shall forward the recommendation to the Director for final approval or denial. Only the Director can modify Attachment A.
- 1.3 Inmates eligible through the Earned Incentive Program (EIP), as outlined in Department Order #809, Earned Incentive Program, are authorized to participate in the Secured Packaging Program. The program shall be conducted as follows:
 - 1.3.1 All inmates are allowed to receive an additional \$80 worth of Secured Packaging products, those offered in the program catalog.
 - 1.3.2 The timeframe for the Secure Packaging Program shall coincide with the vendor's calendar year and be based on the following frequency:
 - 1.3.2.1 Phase III inmates are allowed one Secured Package per month.
 - 1.3.2.2 Phase II inmates are allowed one Secured Package every other month.
 - 1.3.2.3 Phase I inmates are allowed one Secured Package per quarter.
 - 1.3.3 Each inmate may receive a Secured Package from an approved adult visitor on that individual inmate's approved Visitation List. Products in a Secured Package must come directly from the vendor and must comply with the requirements for allowable and authorized property.
 - 1.3.4 Inmates in Maximum Custody are not authorized to purchase food products requiring heating or warming prior to consumption. Maximum Custody food products in a Secured Package are to be readily consumable from the original container or package.

2.0 PROPERTY RESTRICTIONS

- 2.1 Inmates shall not possess any property item in excess of the total amount allowed. All property items, in the inmate's possession and in storage, shall equal the total amount of property allowed.
 - 2.1.1 When property items are received in excess of the total amount allowed, inmates shall arrange to dispose of the excess item(s) as outlined in this Department Order.
 - 2.1.2 Inmates shall not obtain or purchase at the inmate store or any other source any item, including consumable and food products (such as candy, etc.), in a quantity that, when added to the quantity currently possessed, exceeds the total allowed by Attachment A.
- 2.2 Inmates shall not trade, loan, barter or sell any item of property to staff, a visitor, contractor, volunteer, or another inmate.
 - 2.2.1 Inmates wishing to dispose of any item shall do so through assigned staff at their own expense.
 - 2.2.2 Inmates wishing to donate property items to outside charitable organizations or to the Department may do so by completing an Inmate Property/Contraband /Disposition Tracking, Form 909-6.
 - 2.2.3 Inmates shall not be permitted to designate a specific person to whom an item is to be donated.
- 2.3 Intake Property
 - 2.3.1 At intake, inmates are not authorized to bring in any property (including crime scene photos) other than the following:
 - 2.3.1.1 Legal papers and legal documentation
 - 2.3.1.1.1 Legal documentation shall be placed in an envelope and secured in the inmate's Institution File until release from custody.
 - 2.3.1.2 Plastic frame prescription eyeglasses, to include reading glasses
 - 2.3.1.3 Contact lenses (hard and soft) and carrying/storage case
 - 2.3.1.4 Wedding ring meeting Attachment A requirements if they are married
 - 2.3.1.5 Wristwatch in accordance with Attachment A requirements
 - 2.3.2 Inmates shall mail property out at their own expense or the Department will arrange to have it destroyed.
- 2.4 Specialized Personal Medical Property
 - 2.4.1 Authorization Procedure

- 2.4.1.1 Inmates may be authorized to have specialized personal medical equipment or items sent in from an outside source to the Department and kept in their possession that are:
 - 2.4.1.1.1 Not provided by the Contracted Medical Vendor (i.e., specialty wheelchair and prosthesis).
 - 2.4.1.1.2 Are clinically indicated for their medical condition(s).
- 2.4.1.2 Specialized personal medical equipment or items as specified above that are proposed to be sent in shall be authorized by the Contracted Medical Vendor and approved by security staff.
 - 2.4.1.2.1 The Contract Facility Health Administrator shall have nursing initiate the Specialized Personal Medical Property Information/Agreement, Form 909-7, outlining the inmate's conditions for receiving the specialized personal medical equipment or item(s).
 - 2.4.1.2.2 If the inmate agrees to the conditions outlined in the Specialized Personal Medical Property Information/Agreement form, the specialized personal medical equipment or item(s) shall be sent in to the Contract Facility Health Administrator.
- 2.4.2 Receipt, Final Approval and Issue
 - 2.4.2.1 Upon delivery, the Contract Facility Health Administrator shall notify the inmate's unit Chief of Security so they can jointly inspect the specialized personal medical equipment or item(s) for final approval/disapproval to allow the inmate to possess the medical equipment or item(s) on his/her unit.
 - 2.4.2.2 If the specialized personal medical equipment or item(s) are approved, the Contract Facility Health Administrator and the unit Chief of Security shall jointly sign the Duty/Special Needs Order form and distribute the form as outlined on the form's distribution listing.
 - 2.4.2.2.1 The unit Chief of Security shall bring the item(s) to the unit Mail and Property Office.
 - 2.4.2.2.2 The Mail and Property staff shall add the specialized personal medical equipment or item(s) to the inmate's Property File as authorized specialized personal medical property, prior to issuing it to the inmate.
 - 2.4.2.3 If specialized personal medical equipment or item(s) are denied:
 - 2.4.2.3.1 The Contract Facility Health Administrator shall notify the inmate of the denial.

2.4.2.3.2 The inmate shall arrange for the items to be returned to the sender at his/her expense, as agreed upon in the Specialized Personal Medical Property Information/Agreement form.

2.4.3 Medical Property Repair

2.4.3.1 Repairs to state-issued medical property shall be completed as outlined in section 3.0 of this Department Order.

2.4.3.2 Inmates requiring repair to specialized personal medical property or item(s) authorized in accordance with this section may elect to return the items to a third party (i.e., family member, etc.) for coordination of the repair and subsequent return of the items in accordance with the procedures outlined in this Department Order.

2.4.3.2.1 Costs associated with the transfer of specialized personal medical property or item(s) in need of repair shall be borne by the inmate.

2.4.3.2.2 The Department shall not pay for the repair of specialized personal medical property or item(s).

2.4.3.3 If unable to coordinate the repair through an outside source, inmates may, if clinically indicated, submit an Inmate Property/Contraband/Disposition Tracking form to forfeit their specialized personal medical property or item(s) in favor of receiving a state-issued substitute.

2.4.3.3.1 The Contracted Medical Vendor shall note the forfeitures of authorized specialized personal medical equipment or items in need of repair in the Subjective; Objective Assessment; Plan; Education (SOAPE) portion of the inmate's Medical Record.

2.5 Wedding Rings – Inmates who become married while incarcerated or those who did not have a wedding ring at Reception Center Intake or at another institution if a Release Violator may have one mailed in as long as the sender encloses a certified copy of a marriage certificate and the ring meets the requirements of Attachment A.

2.6 Religious Items – Inmates shall be authorized to possess religious property consistent with the practices of the inmate's chosen religion. Religious property shall be approved and maintained as outlined in Department Order #904, Inmate Religious Activities/Marriage Requests.

2.7 All authorized property shall be stored neatly in the inmate's assigned living area or in approved storage boxes as outlined in this Department Order and shall comply with Department Order #704 Inmate Regulations.

2.8 The total value of an inmate's authorized property shall not exceed \$800, excluding specialized personal medical property authorized by the Contracted Medical Vendor as outlined in this section. No single item of non-medical property shall exceed \$300.

3.0 STATE-ISSUED CLOTHING AND ITEMS *[Revised – June 11, 2018]*

- 3.1 All state-issued outer garments for inmates shall be orange in color. Tee shirts shall be orange; however all other undergarments and socks shall be white.
- 3.2 All state-issued clothing shall be imprinted as Department property in a location visible when the clothing is worn.
- 3.3 Replacement costs for lost, damaged, modified or altered state-issued property shall be charged to the inmate in accordance with Department Order #803, Inmate Disciplinary Procedure.
- 3.4 Reception Center Intake and designated institution staff shall assign each newly admitted inmate and returning Release Violator a standard issue of underwear, tee shirts and socks and one pair of pants and record the issue on the Inmate State Issue/Replace/Return Receipt, Form 909-10, which shall be placed into the inmate's Property File.
 - 3.4.1 Upon intake or return as a Release Violator at any Department institution, inmates' personal clothing shall be thoroughly searched. Contraband shall be seized and processed as outlined in this Department Order. Inmates shall be required to mail personal clothing and possessions out of the institution at their expense, or they may elect to have them destroyed.
 - 3.4.2 Inmates shall be transported from Reception Center Intake to their assigned institution wearing a shirt, pants and shower shoes. The standard issue of tee shirts, underwear and socks shall transfer with the inmate.
 - 3.4.3 Inmates shall be transferred between assigned institutions wearing state-issue or inmate-purchased orange clothing and shower shoes. The standard issue of tee shirts, underwear and socks shall transfer with the inmate.
 - 3.4.4 Inmates transported for any other reason, such as court or the hospital, shall wear state-issued or inmate-purchased orange clothing.
- 3.5 Receiving institutions shall provide inmates with the standard issue of required clothing, including seasonal items, as appropriate and return duffle bags to the statewide transportation staff.
 - 3.5.1 Seasonal items shall be issued to and returned by the inmates as directed by staff.
 - 3.5.2 All state-issue items shall be recorded on the Inmate State Issue/ Replacement/ Return Record.
- 3.6 Inmates shall retain their underwear, tee shirts, socks, and athletic clothing when transferred. All other state-issue clothing shall be kept at the sending institution.
- 3.7 Replacement of state-issued items shall be authorized on a one-for-one exchange basis only, and recorded on the Inmate State Issue/Replacement/Return Record, which shall be maintained in the inmate's Property File and updated each time state issued items are replaced as follows:

- 3.7.1 If a replacement is for other than routine wear, or because clothing no longer fits due to weight gain or loss, the reason shall be noted on the Inmate State Issue/Replacement/Return Record.
 - 3.7.2 The item is worn, in need of repair and cannot be used.
 - 3.7.3 The item was stolen. The appropriate supervisor shall provide written authorization for replacement, which shall be attached to the Inmate State Issue/Replacement/Return Record and shall become a permanent record in the Property File.
 - 3.7.4 The item was destroyed or damaged beyond use, in which case disciplinary action shall be taken.
 - 3.7.4.1 When disciplinary action is taken against inmates for destroying, losing or damaging state-issued items, their Inmate Trust Account shall be billed for the replacement costs of the items.
 - 3.7.4.2 Disciplinary action may also be taken against inmates who have an excess amount of state-issued clothing in their possession.
 - 3.7.5 Other valid reasons when authorized by the Warden or Deputy Warden.
- 3.8 Inmates shall return all state-issued items to designated staff upon release from Department custody, except for clothing to be worn for release. Staff shall record the return of the clothing on the inmate's Inmate State Issue/Replacement/Return Record form.
- 3.8.1 Wardens may permit inmates to receive suitable release clothing from family, friends and/or charitable organizations.
 - 3.8.1.1 Inmates may gain access to their Retention Account for release clothing in accordance with Department Order #905, Inmate Trust Account/Money System.
 - 3.8.2 State-issue release clothing may be obtained from Arizona Correctional Industries (ACI), and shall be of unique materials, colors, designs and/or construction, to allow it to be readily distinguished and recognized from clothing issued or sold by the Department to inmates.
 - 3.8.3 All orange-colored uniform clothing purchased by inmates through an inmate store shall be returned to the Department prior to their release from custody. Inmates shall not be released in Department orange uniforms. The Department shall not reimburse inmates for the cost of these articles of clothing.
- 3.9 Feminine Hygiene Products [*Revision – June 11, 2018: Sections 3.9 thru 3.9.2*]
- 3.9.1 Female inmates, including those who are determined to be Health and Welfare Indigent, shall receive a total of 36 sanitary napkins and/or tampons monthly, based on their preference, from the State Issue Officer or designee.
 - 3.9.1.1 Inmates who are Health and Welfare Indigent may obtain additional feminine hygiene products through the inmate store at no cost to the inmate.

3.9.2 Feminine hygiene products shall remain available for purchase in the inmate store.

4.0 PROPERTY INVENTORY

- 4.1 Assigned staff shall complete an inventory of inmates' property using the Inmate Property Inventory, Form 909-4, and when appropriate, the Inmate Property Inventory Supplement, Form 909-1, when inmates:
- 4.1.1 Arrive at a Reception Center.
 - 4.1.2 Are transferred from:
 - 4.1.2.1 One institution to another institution.
 - 4.1.2.2 One unit to a unit of a higher custody level.
 - 4.1.2.3 General population to a segregated population.
 - 4.1.3 Are released from Department custody.
 - 4.1.4 Are returned to Department custody as Release Violators.
 - 4.1.5 Are assigned to temporary placement.
 - 4.1.5.1 When inmates are removed from an assigned cell or housing unit overnight for medical care, a court appearance, or other such temporary reasons, appropriate staff shall ensure their property is inventoried and securely stored until their return.
 - 4.1.5.2 A copy of a completed Inmate Property Inventory form shall either be given to the inmate or placed in the inmate's Property File. This inventory shall be performed by one staff member if the inmate is present and by two staff member when the inmate is not.
 - 4.1.6 Escape. Assigned staff shall complete the inventory after the examination and release of the inmate's property by the Criminal Investigations Unit (CIU), in accordance with Department Order #707, Inmate Escape Prevention/Response.
 - 4.1.7 Are deceased.
 - 4.1.7.1 Upon the death of an inmate, two staff members shall inventory the inmate's property.
 - 4.1.7.2 An Affidavit for Collection of Personal Property, Form 909-2, shall be completed and notarized, when applicable.
 - 4.1.7.3 The property shall be released as outlined in Department Order #711, Notification of Inmate Hospitalization or Death.
- 4.2 Inventories of inmate property shall not be used as punishment or harassment.
- 4.3 The Inmate Property Inventory, and Supplement if necessary, shall be legibly completed, describing only one item on each line, and describing presence of the item as it is listed on the preprinted form.

- 4.4 Descriptions on the Inmate Property Inventory Supplement shall include items not preprinted on the Inmate Property Inventory, and where applicable:
 - 4.4.1 Make
 - 4.4.2 Model designation
 - 4.4.3 Serial number
 - 4.4.4 Color and size (Staff shall indicate jewelry items as yellow or gold colored or silver colored.)
 - 4.4.5 Distinguishing marks
 - 4.4.6 Signatures
 - 4.4.7 Engravings
 - 4.4.8 Visible condition (poor, fair, good)
 - 4.4.9 Working condition (The only authorized entries are W = Working, N= New, U= Used, NW = Not Working)
 - 4.4.10 Any other identifying characteristics
- 4.5 Two staff shall complete inventories when inmates are not present. Both staff shall sign the completed Inmate Property Inventory form indicating the inventory is a true and accurate account of the inmate's property.
- 4.6 Assigned staff may permit inmates to pack their own property without staff completing an inventory when the inmates are being transferred between units of the same custody level within the same institution. Property of inmates moving into double-bunked cells shall be searched. Assigned staff shall conduct a visual inspection of inmates' property before permitting inmates to pack the items, with a focus on the discovery of suspicious or excessive property.

5.0 TRANSFER AND INVENTORY OF INMATE PROPERTY

- 5.1 When inmates are moved from one institution/unit to another, all property permitted by this Department Order, except for appliances, Keep On Person (KOP) medications, legal materials, and approved religious property stored in accordance with Department Order #904, Inmate Religious Activities/Marriage Requests, shall be placed in a duffel bag (if a duffel bag is available) and sealed with a tamper-proof property seal.
 - 5.1.1 Appliances shall be boxed if the type of transportation requires the boxing of the appliance to ensure safe transfer, and/or if distance to be traveled from one institution/unit to another is greater than 15 miles.
 - 5.1.2 All storage boxes shall be numbered to indicate total number of boxes, such as 1 of 4, along with the inmate's name and Arizona Department of Corrections (ADC) number on the side of each box.

- 5.2 Where inmates have packed their own property, sending institution staff shall require inmates to:
 - 5.2.1 Transport their property to the packing site.
 - 5.2.2 Pack the duffel bag or available container/box with the property item(s).
 - 5.2.3 Test any appliance(s) for proper working condition in the presence of a staff member.
 - 5.2.4 Observe the application of the tamper-proof property seal to the duffel bag (if a duffel bag is used).
- 5.3 Where inmates have not been permitted to pack their own property, sending institution staff shall immediately secure inmates' property, including any property in storage, and complete an inventory of the property using the Inmate Property Inventory, and Supplement if needed. Staff shall:
 - 5.3.1 Print their name, badge number and tamper-proof property seal number on the inventory form(s) and sign the form(s).
 - 5.3.2 Obtain the inmate's signature, if present.
 - 5.3.3 When a duffel bag has been used, secure it by hooking the tongue of the zipper and the two metal grommets through the property seal.
 - 5.3.4 Obtain a supervisor's review and signature on the Inmate Property Inventory certifying the inventory has been correctly performed. In the event the seal has to be broken prior to transport, a separate/supplemental inventory form(s) shall be completed and attached to the original inventory sheet and the container shall be resealed.
 - 5.3.5 Ensure any Inmate Property Inventory forms are distributed and forwarded as outlined in this Department Order.
- 5.4 Boxes containing legal material, appliances or religious material shall be:
 - 5.4.1 Labeled with inmate's last name and ADC number.
 - 5.4.2 Labeled to indicate total number of boxes, inclusive of those in storage, such as "1 of 4."
- 5.5 All property item(s) (i.e., duffel bag, boxed and unboxed appliances) shall be labeled and numbered sequentially (i.e., "1 of 3", "2 of 3").
 - 5.5.1 Staff shall place a three-inch wide piece of masking tape along the exterior of the duffel bag that has inmate's last name, ADC number and total number of items for transport printed on it.
 - 5.5.2 The inventory officer shall record on the Inmate Property Inventory form the number of item(s) to be transported (i.e., two storage boxes, one duffel bag, two appliances, for a total of five items).

- 5.6 Excess or non-transferable property shall be boxed and processed as outlined in this Department Order by the sending institution. Staff shall:
 - 5.6.1 Legibly and thoroughly complete the Inmate Property Inventory form(s), indicating the condition of each inventoried item, and shall sign and date the form(s) to include printed name and badge number.
 - 5.6.2 Place the inventory form(s) inside the container.
 - 5.6.3 Tape and seal all containers of property for transporting.
 - 5.6.4 Print the inmate's name, ADC number and the number of containers being transported on the outside of each container.
 - 5.6.5 Inventory property that was in storage and package it separately for transport.
- 5.7 Property that has been inventoried and sealed shall be stored in a secured area inaccessible to inmates until the time of transportation.
- 5.8 Transporting staff shall:
 - 5.8.1 Accept Property Files from the sending unit.
 - 5.8.2 Load the property, with the assistance of sending institution staff.
 - 5.8.3 Sign for the number of sealed containers.
 - 5.8.4 Not accept unsealed or damaged containers.
 - 5.8.5 Obtain blank forms from, and deliver completed Information Report(s), Form 105-2, to, receiving staff concerning any containers, which are lost, opened, or damaged in transit.
- 5.9 Receiving staff shall:
 - 5.9.1 Note damaged containers and seals on the Inmate Property Inventory form(s). If the tamper-proof property seal has been compromised, inventory all property and submit an Information Report.
 - 5.9.2 When inmates did not pack their property, conduct another inventory and indicate the receipt of each individual item by cross-checking in the "Receiving" column of the relevant Inventory form(s). Irregularities appearing during the inventory shall be noted in the comments section of the Inventory form(s).
- 5.10 In the presence of the inmate, one staff member shall complete the inventory, obtain the inmate's signature and sign the inventory form(s).
 - 5.10.1 Both the sending and receiving institutional staff shall verify the working condition of all appliances and document it on the form in the box titled "condition." The only terms authorized for this entry are W = Working, N = New, U = Used, NW = Not Working.

- 5.10.2 Except when safety and/or security considerations dictate otherwise, staff shall ensure the inmate is present during an inventory of the inmate's property.
- 5.11 Upon transfer, staff shall document unauthorized property on the Inmate Property Inventory form(s) and the Inmate Property/Contraband/Disposition Tracking form, to allow inmates to dispose of specified unauthorized property at their expense.
 - 5.11.1 Unauthorized property not disposed of by inmates shall be processed as unclaimed property.
 - 5.11.2 Inmates shall sign the Inmate Property/Contraband/Disposition Tracking form prior to distribution of the form and disposition of the unauthorized/unclaimed property.
- 5.12 Staff shall carefully check each inmate's Property File upon the inmate's discharge from the Department or transfer to another institution to ensure the inmate is taking any previously-authorized property items.
- 5.13 Staff shall seize contraband and unclaimed property and forward it to the Contraband Control Officer to be held for appropriate disposition as outlined in Department Order #803, Inmate Disciplinary Procedure and this Department Order.
- 5.14 Prescription medications in the inmate's possession prescribed by Health Services in the original prescription packet or container shall remain with the inmate during transport.
 - 5.14.1 All other medications, including store-bought/over-the-counter items shall be packed in the duffel bag and sent with the inmate.
 - 5.14.2 Health Services or contract staff shall determine any exceptions for inmates to possess other medications during transport.
- 5.15 Sending institution staff shall ensure any property allowed into any institution, including all stored property is transferred with the inmate. Receiving institution staff shall arrange for disposition and/or storage of excess property or property that is disallowed.

6.0 PROPERTY CONTROL

- 6.1 If unauthorized property arrives by mail, mail room staff shall indicate this on an Inmate Property/Contraband/Disposition Tracking form, and notify inmates in person within three workdays.
 - 6.1.1 Inmates shall sign and date the Inmate Property/Contraband/Disposition Tracking form at the time of notification.
 - 6.1.2 Inmates shall have 90 calendar days to notify designated staff of the desired disposition. If they fail to do so, the property shall be processed as unclaimed property and disposed of as outlined in section 7.0 of this Department Order. Documentation of the disposition shall be placed in the inmate's Property File.
- 6.2 Disposal of Property by Inmates
 - 6.2.1 Inmates wishing to dispose of personal property shall obtain an Inmate Property/Contraband/Disposition Tracking form from assigned staff, complete it and return it with the personal property item to the designated staff for disposition.

- 6.2.2 Inmates are responsible for all costs associated with the disposal of personal property, including the return of unauthorized property. If inmates are Health and Welfare Indigent, the Department shall be responsible for the return of incoming unauthorized property and shall place a hold on the inmate's Inmate Trust Account to cover the costs of property disposal or return.
- 6.2.3 Property to be picked up shall not be released until persons designated by inmates sign the Inmate Property/Contraband/Disposition Tracking form.
- 6.3 Any approved property item removed from an inmate's possession shall be stored by the Department at the same institution as the inmate until the property is returned to the inmate, or upon the inmate's release from the Department. Any property item for which proof of authorized ownership cannot be established may be disposed of as outlined in section 7.0 of this Department Order.
- 6.4 Staff shall provide inmates with legible copies of all documentation of personal property that is inventoried and received by mail or other than outlined under section 4.0, 4.1 of this Department Order. In addition, staff shall:
 - 6.4.1 Provide inmates with any invoices and/or packing slips included with merchandise received along with the property, and place copies of invoices and/or packing slips in the inmate's Property File.
 - 6.4.2 Consider any item in the possession of inmates not documented in their Property File as unauthorized property and immediately seize it, record it on an Inmate Property/Contraband/Disposition Tracking form, and give a copy of the form to the inmate. When inmates provide proof of authorized ownership of seized property, designated staff shall register the property prior to returning it to the inmate. If the inmate does not provide proof within 90 calendar days, the property shall be treated as unclaimed.
 - 6.4.3 Register any appliance on an Inmate Property Received, Form 909-5, including the make, model, serial number, color, and other information pertinent to the description of the item(s).
 - 6.4.4 Engrave the inmate's ADC number on the television in two visible locations and all other appliances in one visible location.
 - 6.4.5 Require inmates to, within five workdays, report to appropriate staff any Arts & Crafts item manufactured within the institution they are allowed to keep as personal property.
 - 6.4.5.1 Upon receipt of notification, the designated staff member shall begin registration, engraving, and/or photocopying of the Arts & Crafts item.
 - 6.4.5.2 An inmate's failure to adhere to this requirement shall result in seizure of the Arts & Crafts item as unauthorized property.
 - 6.4.5.3 Inmates may mail out completed Arts & Crafts items or have them sent out with a visitor.

- 6.5 Inmates may purchase, at their own expense, Department approved scented oil through the inmate store. Chaplaincy approval is not required. ***[Revision – June 18, 2018: Sections 6.5 thru 6.5.4]***
- 6.5.1 Scented oils shall be in .50 oz. plastic bottles.
- 6.5.2 Inmates shall not possess more than six fluid ounces of scented oils.
- 6.5.3 Inmates shall maintain scented oils within their assigned housing location.
- 6.5.4 Inmates found guilty of trading and bartering of scented oils shall lose commissary privileges pursuant to Department Order #803, Inmate Disciplinary Procedure.
- 6.6 Staff delivering or otherwise processing an inmate’s mail who, upon opening mail, discover crime scene/autopsy photographs shall not turn them over to the inmate for his/her possession. The staff member shall issue the inmate an Inmate Property/Contraband/Disposition Tracking form and write an Information Report. For the purposes of this rule, crime scene/autopsy photos are not limited to actual photographs and include, but are not limited to, photocopies of photographs, internet reproductions, and other reproductions of actual photographs. ***[Revision – June 18, 2018: Sections 6.6 thru 6.6.3]***
- 6.6.1 The seized photographs shall be forwarded the same day of receipt to the office of the appropriate unit Deputy Warden. The Deputy Warden shall ensure the photographs are secured in the designated Mail and Property Room.
- 6.6.2 The photographs shall be considered a “box” under this rule and shall be stored in an appropriate envelope or container clearly marked with the inmate’s name, ADC number, and an inventory of the number of photographs inside. The envelope or box shall be clearly marked “Contents not allowed in cell.” Staff shall ensure the photographs are transferred with the inmate’s property upon any subsequent transfer to another institution or unit.
- 6.6.3 Inmates shall submit an Inmate Letter, Form 916-1, to the unit Deputy Warden to access the box containing the photographs. Requests shall not be unreasonably denied. Repeated requests for access may be denied by the Warden or Deputy Warden if, in their professional judgment, the requests interfere with the orderly operation of the institution.

7.0 CONTRABAND/UNAUTHORIZED/UNCLAIMED PROPERTY SEIZURE AND DISPOSITION

- 7.1 Employees who discover contraband shall:
- 7.1.1 Seize it when safe and practical to do so.
- 7.1.2 If the contraband is part of a crime scene:
- 7.1.2.1 Leave contraband in place.
- 7.1.2.2 Secure the crime scene.
- 7.1.2.3 Notify their local CIU.

7.2 Found or Recovered Property or Illegal Contraband Turned Over to CIU

7.2.1 The following items of found or recovered property or illegal contraband shall be properly packaged, documented and turned over to the local CIU for further investigation and/or final disposition:

7.2.1.1 Dangerous or narcotic drugs and marijuana

7.2.1.2 Deadly weapons, dangerous instruments and/or explosive materials

7.2.1.3 Wireless communications and/or multimedia storage devices

7.2.1.4 Escape materials

7.2.1.5 Found, recovered or seized currency not allowed for inmate possession

7.2.1.6 Other statutorily prohibited items

7.2.1.7 Property of another found unattended on state grounds

7.2.2 The items listed above shall be handled in a manner to ensure their evidentiary integrity (i.e., the object or its packaging shall not be manipulated).

7.2.3 Property of another, whether there is an identified owner or not, which is found on State property and is determined to have been abandoned, left or lost, shall be turned over to the CIU for disposition.

7.3 The handling and disposition of property, documents and/or stolen items associated with fraudulent schemes, burglary and theft shall be made in consultation with CIU to determine if criminal investigation and/or potential prosecution is warranted.

7.4 In cases of inmate on inmate theft or inmate possession of stolen inmate property:

7.4.1 When the rightful owner is known, property shall be returned to the rightful owner after all administrative/disciplinary actions are finalized.

7.4.2 When the rightful owner is not known and the property has a value of \$150 or less, the property may be diverted to Department use or disposed of following the Contraband Control Officer securing approval from the Deputy Warden or Warden.

7.4.3 When the rightful owner is not known and the property has a value of more than \$150, the property shall be turned over to the CIU for disposition.

7.5 Packaging and Documenting Receipt of Unauthorized, Lost, Stolen or Illicit Property/Contraband

7.5.1 Employees who discover contraband shall:

7.5.1.1 Submit an Inmate Property/Contraband/Disposition Tracking form, or an Inmate Bank Receipt, Form 905-9, through their immediate supervisor to the Contraband Control Officer in instances that are not illicit/criminal in nature.

- 7.5.1.2 Secure the contraband in the appropriate container, such as a paper envelope, box, vial or other container.
- 7.5.1.3 Seal the container with evidence tape and write their initials, date and time across the end of the tape.
- 7.5.1.4 Obtain a case number and write the case number on the container.
- 7.5.1.5 Complete the Contraband Control/Chain of Custody section of the Inmate Property/Contraband/Disposition Tracking form, attach a copy of the form to the container, and begin to record the chain of custody.
- 7.5.1.6 In all instances, complete an Information Report and attach a copy to the outside of the container.
- 7.5.1.7 Submit the contraband, with the completed Contraband Control/Chain of Evidence section of the Inmate Property/Contraband/Disposition Tracking form, to the Contraband Control Officer, Disciplinary Coordinator or CIU as applicable to the nature of the item.

7.6 The Contraband Control Officer shall:

7.6.1 When storing and recording contraband:

- 7.6.1.1 Receive and store all contraband, evidence and unauthorized property submitted by staff.
- 7.6.1.2 Ensure the Inmate Property/Contraband/Disposition Tracking form is properly completed, the contraband, evidence and authorized property are properly packaged, and the evidence is properly documented.
- 7.6.1.3 Document the forfeiture procedure followed for each item of contraband and unclaimed property.
- 7.6.1.4 Coordinate and fully document the destruction/disposal of contraband and unclaimed property, to include completing an Inmate Property/Contraband/Disposition Tracking form.
- 7.6.1.5 Maintain comprehensive records of the disposition of all contraband, evidence, unauthorized property and unclaimed property.
- 7.6.1.6 Purge and destroy contraband and property-disposition records three years from the disposition date.

7.6.2 Complete an Inmate Property/Contraband/Disposition Tracking form before releasing contraband or unauthorized property. Examples of situations in which property shall be released to lawful owners include, but are not limited to, the following:

7.6.2.1 Unauthorized property seized from an inmate, which:

- 7.6.2.1.1 The inmate has assigned or given to someone outside of the Department.

- 7.6.2.1.2 Belongs to someone outside of the Department or belongs to another inmate.
 - 7.6.2.2 During the disposition of unclaimed or unauthorized property and contraband, shall:
 - 7.6.2.2.1 Ensure staff returns those items marked and identified as belonging to the Department to the appropriate area, accompanied by a copy of the Inmate Property/Contraband/Disposition Tracking form.
 - 7.6.2.2.2 Include the items on the area's inventory.
 - 7.6.3 In inmate disciplinary matters, hold the item(s) as evidence until Disciplinary Hearings are completed, items from a previously-reported theft that have been marked and identified as belonging to an inmate theft victim.
 - 7.6.3.1 A copy of the Inmate Property/Contraband/Disposition Tracking form shall be attached to the packaging containing the items(s), and a copy shall be given to the officer who submitted the recovered items.
 - 7.6.3.1.1 After the Disciplinary Hearing Officer has announced the findings, the items shall be returned to the inmate who owns them.
 - 7.6.3.2 Return, at the inmate's expense if possible, unauthorized items received through the mail and/or by other means to the sender, if the items have not been concealed to avoid detection.
 - 7.6.3.2.1 If the inmate is Health and Welfare Indigent, the Department shall be responsible for the expense.
 - 7.6.3.2.2 When the Contraband Control Officer establishes the inmate has no person to whom the items can be released, they shall be stored at the Department's expense.
 - 7.6.3.2.3 If items are not claimed by and returned to the inmate/owner, they shall be processed as unclaimed property.
 - 7.6.3.2.4 Unauthorized items received through the mail, and/or by other means, that have been concealed to avoid detection are seized.
 - 7.6.4 Process the unclaimed or unauthorized property or contraband when the disciplinary case is adjudicated or closed.
 - 7.7 If an inmate chooses to donate property to the Department, or fails to claim seized items, the items shall be legally forfeited to the Department and disposed of appropriately.

7.8 Disposition of Contraband and Unclaimed Property

- 7.8.1 When the Warden or Deputy Warden has determined seized contraband is valued at \$150 or less, disciplinary charges are filed, and the Disciplinary Hearing Officer orders the contraband be forfeited as a penalty of a Disciplinary Hearing, the contraband shall be forfeited and the Department may divert the property for its use upon the approval of the Warden or Deputy Warden.
- 7.8.2 When contraband valued at \$150 or less, as determined by the Warden or Deputy Warden, is not forfeited through the disciplinary process, or when property remains unclaimed, it shall be forfeited and disposed of as outlined in this Department Order.
- 7.8.3 If the Warden or Deputy Warden determines unclaimed property or contraband is valued in excess of \$150, the items shall be forfeited pursuant to a Court Order and disposed of as outlined in 7.10 of this section.

7.9 Periodically, as required by storage capacity, the Contraband Control Officer shall:

- 7.9.1 Select for disposal all items of contraband and unclaimed property that have been forfeited to the state.
- 7.9.2 Secure or verify the case officer/submitter's approval on a Contraband and Unauthorized Property Destruction form prior to forfeiture and disposal of the contraband or physical evidence.
- 7.9.3 Review each case to determine whether disciplinary charges were filed.
- 7.9.4 Finalize the disposal lists after review and compliance with any limitations or stipulations required by the Disciplinary Coordinator.
- 7.9.5 Submit all disposal lists to the Warden or Deputy Warden for review and approval.
- 7.9.6 Assemble all forfeited items listed for disposal prior to the disposal date, which shall be determined by the Warden, Deputy Warden or designee.
- 7.9.7 Notify the Destruction Committee of a scheduled disposal/destruction at least three workdays prior to the scheduled disposal/destruction date.
- 7.9.8 At the time of disposal, work with the Destruction Committee to verify all forfeited items listed in the Inmate Property/Contraband/Disposition Tracking forms are included and checked off as they are disposed of or destroyed.

7.10 Contraband and unclaimed property valued at \$150 or less, including what is forfeited as a result of disciplinary action may be destroyed by the Contraband Control Officer and the Destruction Committee.

- 7.10.1 All forfeited items to be destroyed that cannot be incinerated shall be broken or crushed and deposited in an off-site landfill.

- 7.11 Wardens or Deputy Wardens, or other on-scene command staff, shall ensure explosives and liquids/powders are never transported by Department staff members, are not submitted to a Contraband Control Officer as contraband or are never delivered to an institution for any reason. CIU shall be contacted immediately for all suspected explosive and biological substances.
- 7.12 Under no circumstance shall any employee convert any contraband, or unauthorized or unclaimed property of any type to personal use.

8.0 PROPERTY CLAIMS

- 8.1 To file a property claim, inmates shall:
 - 8.1.1 File Risk Management claims in accordance with Department Order #802, Inmate Grievance Procedure.
 - 8.1.2 File reimbursement claims within 90 calendar days from the date the loss is first discovered.
 - 8.1.3 File Risk Management claims only after the reimbursement has been approved. The Division/Institution Risk Management Coordinator shall not accept claims for reimbursements not filed within the 90 calendar day period from the date the inmate first discovers the loss.
- 8.2 Wardens, Deputy Wardens or Grievance Coordinators shall:
 - 8.2.1 Determine through the inmate grievance system if there was staff or Department conduct that deviated from Department written instructions.
 - 8.2.2 Recommend to the Division/Institution Risk Management Liaison, if such conduct indicated above is found, the inmate be reimbursed for the loss. An Arizona Department of Administration (ADOA) Risk Management Claims Adjuster shall determine payment of claims involving property loss or damage due to building system environment failures.
- 8.3 For property loss claims, the inmate shall obtain the necessary forms from the Grievance Coordinator and complete and provide copies of the following documents to the Grievance Coordinator:
 - 8.3.1 Notice of Claim Against the State of Arizona (Risk Management form for Attorney General's Office)
 - 8.3.2 General Liability Loss Report (Risk Management form RM-012)
 - 8.3.3 Inmate Grievance, Form 802-1
 - 8.3.4 Inmate Grievance/Investigation Report, Form 802-5
 - 8.3.5 Any Inmate Property Inventory forms (Inmate Property Inventory form and/or Inmate Property Inventory Supplement form) - Indicating each item for which the reimbursement is being claimed.
 - 8.3.6 Reimbursement Inventory Sheet, Form 909-11

- 8.3.7 Purchase Verification - The purchase receipt indicates the actual purchase value of each item lost; or an affidavit declaring the purchase price and date of purchase from the vendor, relative or other individual who can attest to the purchase price of the item.
- 8.4 The Grievance Coordinator shall:
 - 8.4.1 Return to the inmate any claim submitted if a grievance has not been filed.
 - 8.4.2 Assist the inmate in obtaining and completing the appropriate forms.
 - 8.4.3 Forward the completed claim packet to the Business Office/Risk Management Coordinator.
- 8.5 The Division/Institution Risk Management Coordinator shall:
 - 8.5.1 Enter into the annual Risk Management Claim History Log all liability claims for losses and assign Agency Tracking Numbers to each.
 - 8.5.2 Adjust all inmate grievance "proven" claims of lost property, found as the "fault of the Department or that of an employee or contractor of the Department", and determine the actual depreciated dollar amount of compensation to be paid to an inmate for lost property. Depreciation shall only be determined using the approved ADOA Schedule of Depreciation.
 - 8.5.2.1 Institutions shall pay an inmate's depreciated and adjusted claim less than \$450 from an institution's Revolving Fund.
 - 8.5.2.2 Department Accounting shall reimburse the institution's Revolving Fund for all inmate claims paid to the inmate that is less than \$450. The ADOA Risk Management reimburses the Department for the inmate's depreciated and paid claim.
 - 8.5.2.3 Institutions shall submit depreciated and/or adjusted claims to the ADOA Risk Management for payment within 30 calendar days following notification by a Grievance Coordinator/Committee on all proven inmate claims of lost property with a value at or above \$450.
 - 8.5.3 Ensure a signed release is obtained from an inmate accepting ANY offer of payment prior to releasing of funds to the inmate's account.
 - 8.5.4 Maintain copies of all original documentation submitted to ADOA Risk Management for three years following final closure disposition of claims.
 - 8.5.5 Ensure ADOA Forms not in electronic format are provided as needed from the Safety Office. Institutions shall maintain an adequate stock to cover needs.
- 8.6 All inmate property shall be valued at replacement cost less depreciation (actual cash value). Depreciation shall not exceed 90 percent of the item's value.
 - 8.6.1 Depreciation shall be determined by using the Inmate Property Schedule of Depreciation/Reimbursement, Attachment B.

- 8.6.2 When an inmate does not have a receipt to indicate the date of purchase and the cost, the efforts made to determine this information shall be documented in the claim file, along with how the final age and value were established.
- 8.7 The ADOA Risk Management Claims Adjuster shall not consider claims for compensation for:
 - 8.7.1 Losses of edible foodstuffs or perishable items obtained through purchases that are reported as a loss caused by the state.
 - 8.7.2 Property losses above the maximum dollar aggregate allowed in this Department Order.
 - 8.7.3 Property losses in excess of the limit, which occur before the inmate takes possession of the property, may be considered for reimbursement above the limit by the ADOA Risk Management Claims Adjuster. An example of this situation may arise when property is lost in transit when the inmate is transported from the county jail.
- 8.8 As a resource to replace inmate property lost or damaged due to staff negligence, unclaimed property valued at \$25 or less that is serviceable and meets Attachment A requirements may be issued to inmates, as approved by the Warden or Deputy Warden. This property shall be issued as follows:
 - 8.8.1 The loss or damage has been verified by an investigation conducted by Department staff.
 - 8.8.2 A Property File review to determine original ownership has been completed and verified before issuance.
 - 8.8.2.1 The item is not involved in any form of investigation.
 - 8.8.2.2 The item is not issued under a "Loaner Status."
 - 8.8.2.3 The item becomes part of the inmate's property and is not subject to revocation upon transfer, release or death.
 - 8.8.3 The inmate has agreed in writing to the replacement property item.

9.0 PROPERTY FILES

- 9.1 Reception Center Intake staff shall:
 - 9.1.1 Establish a Property File containing name, ADC number, and all documentation related to inventory, movement and registration of inmate's property.
 - 9.1.2 Make photocopies of the following:
 - 9.1.2.1 Authorized jewelry items
 - 9.1.2.2 Prescription eyeglasses
 - 9.1.3 Place the photocopies in the inmate's Property File.

- 9.2 The Property File shall include the following:
 - 9.2.1 Side 1: Any required photocopies
 - 9.2.2 Side 2: Inmate property inventories
 - 9.2.3 Side 3: State Issue Property Records/Property Received Records
 - 9.2.4 Side 4: Property Release forms
- 9.3 Upon transfer, an inmate's Property File shall be transferred with the inmate.
- 9.4 Upon release of an inmate, institution Offender Information Unit (OIU) staff shall forward the inmate's Property File to Central Office Records as outlined in Department Order #901, Inmate Records Information and Court Action.
- 9.5 Upon an inmate's return or recommitment, staff shall establish a new Property File.
- 9.6 Property File Audits
 - 9.6.1 Staff assigned to maintain Property Files shall audit files on a random basis.
 - 9.6.2 Discrepancies in the property amounts, possession or ownership shall be documented in the Property File and may require an inventory.
- 9.7 Property Files shall be maintained in terminal digit order as outlined in Department Order #901, Inmate Records Information and Court Action.

IMPLEMENTATION

The Division Director for Prison Operations or designee shall update affected Post Orders as necessary. Once distributed, the Wardens and Deputy Wardens shall ensure the updated Post Orders are maintained and placed at the appropriate locations.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms

ATTACHMENTS

Attachment A - Inmate Store/Property List

Attachment B - Inmate Property Schedule of Depreciation/Reimbursement

FORMS LIST

909-1, Inmate Property Inventory Supplement

909-2, Affidavit for Collection of Personal Property

909-4, Inmate Property Inventory

909-5, Inmate Property Received

909-6, Inmate Property/Contraband/Disposition Tracking

909-7, Specialized Personal Medical Property Information/Agreement

909-10, Inmate State Issue/Replace/Return Receipt

909-11, Reimbursement Inventory Sheet

AUTHORITY

- A.R.S. §12-821, General Limitation; Public Employee
- A.R.S. §12-821.01, Authorization of Claim Against Public Entity, Public School or Public Employee
- A.R.S. §12-940, Unclaimed Property in Hands of Public Agency
- A.R.S. §12-941, Disposal of Certain Unclaimed Property in the Custody of a State, County, City or Town Agency
- A.R.S. §12-942, Disposal of Property Unclaimed For Thirty Days
- A.R.S. §12-943, Authorized Dispositions
- A.R.S. §12-944, Owner Receipt; Publication of Property Valued at More Than One Hundred Fifty Dollars
- A.R.S. §12-945, Sale of Property
- A.R.S. §13-2501, Definitions
- A.R.S. §13-2505, Promoting Prison Contraband; Exceptions; X-Radiation; Body Scans; Classification
- A.R.S. §31-129, Taking Prohibited Articles into Jail; Classification
- A.R.S. §31-231, Unauthorized Communication With Prisoner; Classification; Definition

INMATE STORE/PROPERTY LIST - ATTACHMENT A [REVISION - JUNE 18, 2018][2]	Minimum By Phase			Medium By Phase			Close By Phase			Maximum By Phase			Baker	CDU DET
	I \$60	II \$80	III \$100	I \$60	II \$80	III \$100	I \$60	II \$80	III \$100	I \$60	II \$80	III \$100		
ITEM X – Allowed 0 – Not Allowed SF – Sugar-Free Only														
File Folders - letter; no metal clasps	3	3	3	3	3	3	3	3	3	3	3	3	3	3
File Folders - legal; no metal clasps	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Greeting cards - various	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Pencil sharpener - single blade	1	1	1	1	1	1	0	0	0	0	0	0	0	0
Pencils - #2 Golf style or flexible	3	3	3	3	3	3	3	3	3	3	3	3	0	1
Pens - Medium Black ink only (clear plastic)	3	3	3	3	3	3	3	3	3	0	0	0	0	0
Pens - Fillers clear plastic only or approved Flex style (security)	0	0	0	0	0	0	0	0	0	1	1	1	1	1
Pencil Eraser	1	1	1	1	1	1	1	1	1	1	1	1	0	1
Writing Pad - white 8 ½" x 11" no metal binding	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Pushpins	1	1	1	1	1	1	1	1	1	0	0	0	0	0
Postcards - pre posted	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Stamps/Postage – International/Airmail/Global (NO DOMESTIC)	20	20	20	20	20	20	20	20	20	20	20	20	20	20
Storage Boxes (up to size 17.5" x 10.25" x 11.5") (up to 3 legal boxes and 1 personal property box within living area)	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Calendar (up to 12" x 12"; no metal binding)	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Photo Album (up to 12" x 14"; 1" thick; no metal binding)	1	1	1	1	1	1	1	1	1	1	1	1	1	1
APPLIANCES/ACCESSORIES (PER ADC SPECS)														
Adapter - clear view (mono/stereo for headphones and ear buds)	1	1	1	1	1	1	1	1	1	1	1	1	0	1
Alarm Clock – clear view	1	1	1	1	1	1	0	0	0	0	0	0	0	0
Batteries - as needed for each inmate appliance	1	1	1	1	1	1	1	1	1	1	1	1	0	0
Calculator solar power only; no battery; clear view	1	1	1	1	1	1	1	1	1	1	1	1	0	1
Compact Disc Player - clear view plastic	1	1	1	1	1	1	1	1	1	0	0	0	0	0
Compact Disc Adapter (power cord); clear view	1	1	1	1	1	1	1	1	1	0	0	0	0	0
Coaxial Cable up to 9 ft. (Except SMU I)	1	1	1	1	1	1	1	1	1	1	1	1	0	1
Coaxial Cable 12 ft. (SMU I only)	0	0	0	0	0	0	0	0	0	1	1	1	0	0
Desk Lamp - electric only; clear view; per ADC specs	1	1	1	1	1	1	1	1	1	1	1	1	0	0
Desk Lamp Bulb replacement (30 or 40 watt as required; LED optional)	1	1	1	1	1	1	1	1	1	1	1	1	0	0
Fan - clear view; electric only; 8"	1	1	1	1	1	1	1	1	1	1	1	1	0	1
Extension Cord up to 9 ft. (Except SMU I)	1	1	1	1	1	1	1	1	1	1	1	1	0	0
Extension Cord up to 12 ft. (SMU I only)	0	0	0	0	0	0	0	0	0	1	1	1	0	0

ATTACHMENT B

INMATE PROPERTY SCHEDULE OF DEPRECIATION/REIMBURSEMENT

DEPRECIATION SCHEDULE

Item	Reasonable Average Useful Life In Years	Depreciation per year to the nearest whole %
<i>Appliances, Major</i>		
Fan	5	10%
Walkman CD Player	5	10%
Walkman-type Radio/Tape Player	5	10%
Television	10	10%
<i>Appliances, Minor</i>		
Alarm Clock (manual)	5	10%
Calculator (solar)	5	16%
Electric Shaver	5	20%
<i>Clothing</i>		
Shoes (athletic, tennis)	2	20%
<i>Jewelry</i>		
Wedding Ring	25	20%
Wristwatch	3	20%
<i>Miscellaneous</i>		
Desk Lamp	5	10%
Game	5	10%
Brush	10	5%
Dentures	10	10%
Eye glasses or Contact Lenses	5	10%
Hearing Aid	10	10%

REIMBURSEMENT

ITEM	REPLACEMENT VALUE
Hardback Book	60% Replacement Cost
Paperback Book	50% Replacement Cost
Beverage	Replacement Cost
Ornament/Decoration	75% Replacement Cost
Photograph Album or Pictures	Materials Only
Scrapbook	Materials Only
Tapes	75% Replacement Cost
Cosmetics/Toiletries	90% Replacement Cost
Stationery	90% Replacement Cost

EXAMPLE

Television	Life Span: 10 years	Purchase Price: \$75.00 Depreciation: 10% per year for 5 years
	1st year @ \$75.00 - \$ 7.50 = \$67.50	
	2nd year @ \$75.00 - \$15.00 = \$60.00	
	3rd year @ \$75.00 - \$22.50 = \$52.50	
	4th year @ \$75.00 - \$30.00 = \$45.00	
	5th year @ \$75.00 - \$37.50 = \$37.50	
	Round to nearest dollar (<i>i.e.</i> , \$37.50 is \$38.00, and \$37.49 is \$37.00)	