STATE OF NEVADA
DEPARTMENT OF CORRECTIONS

Florence McClure
Women's Correctional
Center

Inventory roll ups: Inside institution and for institutional transfers.

- All inmates must be placed in the property limits of AR 711. One grey trunk or green duffle bag. One fire retardant box for property and one for legal work and (3) large appliances on the outside. TV set, fan and hot pot. Air mattresses must fit inside the duffle bag if the inmate wants to keep it. All inmates will be put in the maximum quantity allowed per item as detailed in AR 711. (use cheat sheet attached). This sheet shows you the maximum of each item allowed and in what condition it is authorized in an alphabetical cheat sheet.
- Inmate must only transfer in (1) state pants or jeans, (1) state shirt, (1) t-shirt, (1) bra, (1) panties and (1) pair of socks. No sweats, thermals, extra t-shirts, jeans, hair ties etc. are allowed to be on inmate's person at time of transport.
- Inmates going into segregation, you must put one state blue shirt and one blue state pants in a bag and give it to the unit 4 officers so it can be held in storage in unit 4 and given to inmate when they get out of seg. This way the inmate can eat in the culinary and go to areas with in the institution and still be in compliance with the dress code.
- For internal moves – first make the "Segregation/Medical/Hospital" bag for the inmate. You as the officer initial each box as you place each item on the list in the laundry bag. Then when you get to the unit the inmate is housed in, you have the inmate initial the form as you hand them each item.
- Inventory transfer sheet (DOC 1773) – mark with dashes (Roman numeral format) don't total until all property is in bag and/or in the grey trunk.
- Be accurate on all items even if the item isn't specifically listed on the form; add it in the blank spaces.

- TV – you **must** check if it is working or not and initial, you must also have the inmate initial under you on the form that they saw their TV set was working.
- Verify receipts, no receipts use inmate account statement – use common sense, benefit of the doubt, if reasonable money on inmate's account, then logically they probably legally purchased it.
- **Everything must be rolled up for Trans runs**: inmate cannot retain anything for the next day, except state items: cup & spork, bedding, mattress and coat. If they do, then anything retained will automatically be unauthorized.
- Make certain that all cartons are secured. The duffle bag must have all 4 flaps over lapped and the tie put threw one of the flap holes and the metal ring. All boxes must be secured with tape. No bags duffle, plastic bags or boxes can be open in anyway. No property can ever be just thrown in a black cart open and exposed to theft.
- When inventory is complete, inmate (if present) must sign top of form where it says "inmate's signature:" if inmate already moved to segregation or medical take the forms to them for their signatures. If inmate is at hospital, just write "inmate at hospital" this explains why there is no signature.
- Internal institution moves (segregation/ medical/hospital) inventory transfer sheet (DOC 1773) give inmate back golden copy, remaining copies tape to trunk.
- Inventory transfer sheet (DOC 1773) for transfers to new institution– top white copy goes inside duffle bag, bottom gold copy give to inmate, other two copies go inside property file.
- K.O.P. medications – **do not put inside duffle bag or the grey trunk**, put in a plastic bag on the outside. K.O.P. medications only, not the inmate's personal bought aspirin etc. from the canteen store. Attach plastic bag to duffle bag. If internal institution move, bring the medication to the inmate's new unit. If inmate is at the hospital, then all K.O.P. medications go to the medical department clearly marked with the inmate's name and back # on it.

- On inventory transfer sheet (DOC 1773), mark at the top where it says "bag", put (1) duffle and (1) K.O.P. If internal institution transfer mark correctly the sections. For example: (1) bag K.O.P.'s, (1) grey trunk, (1) F.R. (fire retardant) box, (1) TV set. Total number of cartons = 4.

Unauthorized property DOC 1517:

- Absolutely no property should ever be left in control rooms; all property must be processed on an unauthorized property form and brought to the property room.
- Be very specific in the description of item(s): ex. 3 (S) levis jeans, 2 (XL) blue sweatshirts, 1(L) blue sweatpants – legs cut off, book "twilight" with another I/M's name and back number on it. Inmate admitted not her property. Hobby craft dog on inmate's bed. No hobby craft can ever be displayed and inmate never legally purchased hobby craft. Must be specific as to why you took the items: Excess AR 711 – has 2 in property, altered legs cut off, inmate admitted another inmate gave it to her, broken wires exposed. <u>You **must** write this on the form.</u>
- If found in a common area, be specific what unit and where it was found, under "inmate" just put common area. Ex. Common Area 9A, found on day room tables. Please put your name as the Officer that confiscated it.
- If inmate name is known. When completing the form, have inmate initial their choice of disposition. If another inmate gave the inmate the items the inmate has <u>**no**</u> say on what happens to it, but your form must say "inmate admitted other inmates gave it to her" and that inmate <u>**must**</u> sign and date bottom of form. A notice of charges should be written for a M1 if under $50.00. A G25 for property over $50.00. Even if inmate has choice, they still must sign and date bottom of form. Proper documentation is vital for liability reasons.

- Unauthorized property notification (DOC 1517) – once all information is completed and form signed, inmate gets top white copy, remaining two copies place inside bag, do not use tape as it rips the form when it has to be removed for filing.
- If inmate is choosing to mail out item at their expense, they must be able to prove ownership with receipts. A property roll up inventory sheet does not prove ownership. The inmate must put the name and address they are sending the item to on the unauthorized property form in the correct section. No P.O. boxes and inmate must have recipient's telephone #. Have inmate put phone # on line # 10. Inmate must sign a brass slip to pay the cost of shipping.
- If inmate doesn't want to make a decision right now, that is okay. Just make sure you have them sign and date the bottom of the unauthorized form. Then you give the inmate the top white copy, and place the remaining sheets in the bag. The reason for this is they have ten days to get an answer to the property officer and if they don't then the officer can dispose of it.
- All completed unauthorized bags, place in the property room second cell. The property officer will process all unauthorized bags the next day.

AR - 711 Inmate Personal Property Maximum Quantities Allowed

Item	Allowed Qty.	Restrictions
Baseball Cap	1	Blue only - no logos, pictures or printed lettering
Belt	1	Plain black or brown or blue
Blanket - State Issue	1	Property of State
Blankets - Personal	2	Blue or gray only
Books	10	Ten personal books, including legal and religious books, paper or hardback are the maximum amount authorized.
Boots	1 Pair	Black only, no metal and 6" height
Bras	10	White Only
Buckle	1	(attached to belt) not to exceed 2"x2" maximum weight not to exceed 1 1/2 ounces. Must have blunt edges. Only Garrison D-ring style.
Calendar	1	Must be purchased from inmate Canteen.
CD Player	1	No detachable speakers, must have earphone jack and earphones, no short wave bands and no internal or external recording capabilities.
CD's - Compact Discs	12	Total not to exceed 12, no blank discs allowed, no metal cases or pieces and one dry head cleaning in addition to 12.
Clock	1	Digital or analog mechanical wind up clock
Coat - State Issue (Winter)	1	Property of State
Curling Iron/brush	1	One only allowed.
Doo Rags & Skull Caps	1	Only purchased from canteen.
Earrings	0	Earrings of any type are not authorized
Extension Cord	1	Three wire conductor, UL approved, Non metal, 6 foot maximum and Circuit breaker protected
Fan - Electric	1	Plastic blade only and no metal parts allowed
Hairdryer	1	UL approved and 1600 Watt maximum
Head Phones	1	No metal parts
Hot Pot	1	UL approved and no crock pot or submergible heater "stingers" allowed
Jacket or Coat	1	Plain blue denim only (Levi type) button or snap only, no logos, pictures or printed lettering
Jeans	5	Blue denim only
Knit Watch Cap	1	Blue only - no logos, pictures or printed lettering
Lamp - Reading	1	UL approved, no metal bases and maximum extended length 18"
Long underwear	2 Sets	White or gray
Magazines	10	No penetration porno allowed.
Mattress - State Issue	1	Property of State
Pajamas	1 Set	Blue or gray only
Pants - State Issue	4	Property of State
Pillow State	1	State Issue belongs to state
Pillow Personal	1	Blue/White Only
Radio - AM/FM	1	No detachable speakers, must have earphone jack, no external antennas are authorized and no internal or external recording capabilities. No short wave bands.
Religious Medals and Chain:	2	Not to exceed more then two chains with two religious medallions, no settings or stones and no gang symbols allowed.
Ring	1	Wedding band type only and no settings or stones
Robe	1	Blue or gray only
Sandals	1 Pair	One pair only
Shavers	1	Electric and/or cordless
Sheets	2 Sets	Stripes or prints only
Sheets - State Issue	1 Set	Property of State
Shirt - Dress	5	No logos, pictures or printed lettering
Shirts - State Issue	4	Property of State
Shoes - Dress	1 Pair	Black only
Shorts	1	Maybe be jean denim or athletic shorts blue or gray
Shower Shoes	1 Pair	One pair only
Slippers	1 Pair	One pair only
Sneakers	2 Pairs	No pump up shoes, no metal and must be predominantly black, gray or white
Socks	10	Neutral colors
Sweater	2	No logos, pictures or printed lettering
Sweatpants	2	Blue or gray only
Sweatshirts	2	Pullover type only and no hoods. Blue or gray only.
Television Set	1	Television antenna not allowed, must be transistorized type with earphone jack, no remote control devices of any type and maximum size of 13"/100 Watt.
T-Shirts	10	White or shade of blue only, no lettering or logos
Thermal Top	2	White or gray
Thermal Bottoms	2	White or gray
Underwear	10	White Only
Watch	1	No settings/stones

ITEMS NOT AUTHORIZED FOR TRANSPORT/ TRANSFER TO ANOTHER INSTITUTION

PLASTIC KNIVES & FORKS

MEN CANNOT HAVE FEMALE CLOTHING

FEMALES CANNOT HAVE MALE CLOTHING

HOBBY CRAFT ITEMS-COMPLETED, UNCOMPLETED AND ANY MATERIALS ASSOCIATED EX. SCISSORS, NEEDLES, ETC.

ALTERED ITEMS, EX. CUT JEANS, TORN SHIRTS, BROKEN ITEMS

HARD BACK BOOKS, HARD BACK ADDRESS BOOK, HARD BACK PHOTO ALBUMS OR HARD BACK JOURNAL

ANY COLORED CLOTHING OR BEDDING THAT IS NOT WHITE, BLUE OR GRAY AS DETAILED IN AR 711

3 RING BINDERS OR ANY METAL ITEMS

CLIP BOARDS

Receipt of Segregation/ Medical Bag/ Hospital Bag

NAME: FELON, S.

BACK #: 997765

DATE: 3.10.14

ITEM	RECEIVED	Officer Initial	Inmate Initial
SHEETS	2		S.F.
BLANKET	1		S.F.
TOWEL	1		S.F.
T - SHIRTS	1		S.F.
BRA	1		S.F.
PANTIES	1		S.F.
SOCKS	1		S.F.
Inmate already wearing (1) Set of Under Clothes			
TOOTH BRUSH	1		S.F.
TOOTHPASTE	1		S.F.
SOAP	1		S.F.
SHAMPOO	1		S.F.
CONDITIONER	1	N/A	N/A
COMB	1		S.F.
DEODORANT	1		S.F.
TOILET PAPER	1		S.F.
SHOWER SHOES	1		S.F.
PADS	ALL		S.F.
TABLET OF PAPER	1	N/A	N/A
PENS/PENCILS	2		S.F.
ENVELOPES	4		S.F.
STAMPS	4	ONLY 3	S.F.
RELIGIOUS BOOK	1		S.F.
CUP & SPORK	1 EACH		S.F.
KOP MED'S	**ALL**		S.F.
MEDICAL INMATES ONLY			
STATE SHIRTS	1		
STATE PANTS	1		

In order to maintain consistency with property and putting inmates into compliance with AR 711, the following procedure will be followed. This will be done anytime we move an inmate to more secure housing such as segregation and medical. If inmate goes to hospital the hospital bag will remain in medical for the inmate's return.

The unit officer / S&E officer will begin the roll up and inventory of the inmate's property. The officer will place the items to the left in the inmate's laundry bag.

Remaining inmate property to be inventoried and sent to the property room. The segregation/ medical bag and this form will be taken to the inmate and the inmate will initial as they receive each item listed. When complete the inmate will sign the bottom of the form.

Tape this form and the DOC 1773 Inventory form to the inmate's grey trunk and secure in the second cell in the property room.

For Seg Inmate's. Put One Blue State Shirt & One Blue State Pants To Unit 4 Storage So I'm Has Clothes when I'm Get Out of Segregation.

INMATE SIGNATURE: Susan Felon

DATE: 3.10.14

BAG 1
BOX 1 GREY TRUNK + 1 F.R. BOX
LEGAL WORK 0
APPLIANCES 1 TV
TOTAL NUMBER OF CARTONS 4

NEVADA DEPARTMENT OF CORRECTIONS
INMATE INVENTORY TRANSFER

Inmate Name: FELON S. # 98765 Date: 3.10.14
Sending institution IA 202A TO: 4A H101B Reason: AD SEG / MEDICAL / Close
Property Inventoried By: Mo Moran (Print Name) (Signature)

Inmate's Signature: [redacted] ← Have Inmate Sign and give back Gold Copy

Present for Inventory (yes) ____ (no) X

	STATE	PERSONAL	CONTRABAND CONFISCATED		PERSONAL	CONTRABAND CONFISCATED
Blankets				Shorts	II (2)	
Sheets				Gloves	(1)	
Pillow		III (3)		Pajamas		
Pillow Case				Shower Shoes		
Towels		II (2)		Slippers		
Hats		(1)		Sweatshirt	IIII (4)	
Jackets	(1)			Sweatpants	~~IIII~~ (5)	
Pants	IIII (4)			Thermal Tops	III (3)	
Shirts	IIII (4)			Thermal Bottoms	IIII (4)	
Shoes		(1)		Other		
Socks		~~IIII~~ III (8)				
T-shirts	~~IIII~~ White	III BLUE (8)		HOBBY CRAFT DOG = (1)		
Underwear		~~IIII~~ I (6)				
Other: BRAS		III (3)				

Miscellaneous:
Letters Several
Pens ~~IIII~~ (5)
Pictures Several
Photo Album II (2)
Paperbacks IIII (4)
Magazines
Nail Clippers (1)
Mirror (1)
Eyeglasses
Sunglasses
*Wedding Band ____ Y/M ____ W/M
*Necklace ____ Y/M ____ W/M
*Earrings ____ Y/M ____ W/M
Watch
Can Opener
Address Book
Legal Work Several

Religious Matter
Pencils Colored
Ashtrays
Books
Wallet
Cups II (2) w/Lids
Belt
Cigarette Roller
Cigarette Paper
Tobacco
Bowl
Deck of Cards (1)
Lock & Key (1) Combo
Batteries
Sewing Kit (1)
Envelopes (2) Boxes
Other:
Alarm Clock (1)

Cosmetics:
Soap III (3)
Soap Dish (1)
Shampoo III (3) Cond. II (2)
Hair Brush (1)
Comb
Razor ~~IIII~~ (5)
Shaver/Trimmer
After Shave
Powder (1)
Lotion II (2)
Deodorant (1)
Baby Oil
Toothbrush (1)
Toothpaste (1)
Toothbrush Holder
Dental Floss
Hair Dressing III (3)
Other:
Curling Iron (1)

Food:
Coffee (1)
Soda Pop III (3)
Soup ~~IIII~~ ~~IIII~~ (10)
Cans
Jars II (2)
Box IIII (4)
Bag ~~IIII~~ ~~IIII~~ ~~IIII~~ III (18)
Other:

* YM= Yellow Metal
* WM= White Metal

Electrical:
Extension Cord
Hot Pot
Fan (1)
Lamp

Head Phones (1)
Head Phone Extension
Adapter
Cassette Tapes
Ice Chest
Coax Cable (1)

TV Working:
Date: 3.10.14 Staff Int. [signature]
Date: 3.10.14 Inmate Int. S.F.
Date: ____ Staff Int. ____
Date: ____ Inmate Int. ____
Date: ____ Staff Int. ____
Date: ____ Inmate Int. ____

TV Make Amps Model # N/A Serial # 12334821 Description Clear Flat Screen
Radio Model # Serial # Description
Compact Disc. Sony Model # 8500D Serial # 16994357 Description Clear Am/Fm

NEVADA DEPARTMENT OF CORRECTIONS
UNAUTHORIZED PROPERTY NOTIFICATION

INMATE: FELON, S. DOC #: 90765 DATE: 3.10.14

PROPERTY SGT. OR UNIT OFFICER: Sgt MORAN UNIT NUMBER: 1A202A

You have ten (10) days from the date of this memorandum to inform the Property Officer, in writing, of what you want done with this property. Your choices are:

Have Im Initial Choice

1. ___ Ship or Mail out at your own expense.
2. ___ Have property destroyed by the property officer.
3. S.F. Donate the property to charity.
4. ___ Appeal the decision through the inmate grievance process

If the Property Officer does not receive the above information within 10 days, this property will be destroyed or donated to charity. If appealed through the grievance process, property items will not be disposed of until grievance process is completed.

UNAUTHORIZED ITEMS

1. (2) Pillows = Excess AR 711
2. (2) White T-Shirts = Cut Into V-Necks
3. (1) Pair Shorts = Excess AR 711 and Altered No Crotch
4. (1) Sweat shirt = Altered Arm Cut Off
5. (1) Sweat shirt = Excess AR 711
6. (3) Sweat pants = Excess AR 711
7. (1) Thermal Top = Im Admits Not Hers
8. (2) Thermal Bottoms = Excess & Altered Legs Cut Off.
9. (1) Hobby Craft Dog - Never Legally Purchased
10.

Must have recipient Phone #

Complete if mailing or shipping at your own expense:

Name: [redacted]

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Must Prove Ownership No P.O. Boxes, Must Sign A Bargo Slip

Final date for disposition of Unauthorized Property ___/___/___.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Inmate Signature: Susan Felon Date: 3.10.14

White: Inmate
Yellow: Inmate Property file
Pink: Attach to Unauthorized Property

DOC-1517 (Rev. 10/04)