

 <p>Department of Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE		NO. 4917
	Transferring Incarcerated Individual Property		DATE 11/17/2025
SUPERSEDES DIR #4917 Dtd 09/07/23	DISTRIBUTION A B	PAGES PAGE 1 OF 8	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directives #3081, #4911, #4913, #4918, #4919; Inmate Records Coordinator (IRC) Manual	APPROVING AUTHORITY 		

I. SCOPE: This directive outlines the procedures for shipping/transporting incarcerated individual personal property upon transfer to another facility.

II. INFORMATION

A. Property Limits/Requirements

1. Incarcerated individuals transferred from one correctional facility to another are allowed to transport up to four bags of personal property and one musical instrument or typewriter.

NOTE: Because of limited personal storage space and the fact that each incarcerated individual will often be paroled within 90 days, incarcerated individuals transferred to Queensboro Correctional Facility will be allowed up to two bags of personal property, including legal material, and one musical instrument or typewriter. All other property must be disposed of in accordance with disposal options listed in Directive #4913, "Incarcerated Individual Property," and on [Form #2068](#), "Authorization for Disposal of Personal Property."

Exception: An incarcerated individual with excessive legal material, if granted an exception by facility administration, may possess one additional draft bag of legal materials upon demonstrating that such material pertains to active legal cases by providing court names and case numbers. The facility administration is advised to consult with the Office of Counsel when considering the exception. In preparation for transfer, an incarcerated individual who possesses an additional bag of personal property containing authorized legal materials may select which bags will be transported via State transportation and which bag will be shipped at the incarcerated individual's expense. Bag #1 containing State clothing is exempt from selection and any bag containing active legal materials is exempt from selection.

NOTE: Prescribed medications shall be handled in accordance with the provisions set forth in Directive #4918, "Incarcerated Individual Health Care During Transfer."

2. Incarcerated individuals transferred to another facility must have a full set of State-issued clothing transferred with them per Directive #3081, "Incarcerated Individual Clothing Issue." When the incarcerated individual is being packed, should items of clothing be found altered or missing, appropriate actions, detailed in Directive #3081, shall be taken by the transferring facility to correct the deficiencies prior to the incarcerated individual's departure from that facility.

3. Incarcerated individuals who are transferred to another facility for the purpose of work or educational release must be provided the standard issue with only two sets of incarcerated individual greens and appropriate personally owned civilian or State-issue release clothing, as outlined in Directive #3081. This clothing will be transported with the incarcerated individual.
 4. Property limits/requirements for incarcerated individuals who are moved to another facility for in transit purposes are detailed in Directive #4919, "Transportation for Court Appearances."
 5. Additional property is to be disposed of as set forth in Directive #4913.
- B. Bags: Draft bags to be used for transferring an incarcerated individual's State-issue and personal property shall be purchased from Corcraft. Draft bags measuring approximately 23" x 40" or having a 100 lb. capacity designation may be used as long as they are serviceable. Corcraft Court Bags, with an associated red tag attached, shall be used for all bags packed with legal case materials. Once an incarcerated individual's property is unpacked, the facility receiving the incarcerated individual shall ensure that the property bags are collected and stored in a secure area for future use.
- C. Draft Bag Tags
1. Standard, preprinted, color-coded tags are to be used on all incarcerated individual personal property bags being transported. Care should be taken by the Officers packing the incarcerated individual's property to ensure that the correct tags are used, and that tags preprinted for one facility are not crossed out and used for another. In the event that the appropriate preprinted color-coded tags are not available, blank tags should be used.
 2. Red color-coded tags must be used on all incarcerated individual property bags packed with legal materials.
 3. *It is imperative that incarcerated individuals not be permitted to see bag tags so they don't get advance notice of their destinations.*
 4. Ordering: Draft bag tags may be ordered directly by each facility from the Elmira Print Shop.

NOTE: As part of this procurement protocol, you must send the requisition via Outlook email to the Director of the Office of Classification and Movement at: Doccs.sm.Centraloffice.Transportation to gain approval.

III. PROCEDURES AND RESPONSIBILITIES: In all cases, transfers from one Departmental facility to another are affected on the order or authority of the Commissioner, or designee. The Office of Classification and Movement in Central Office is responsible for authorizing and coordinating all incarcerated individual transfers. The document used to affect a transfer is a "Transfer Order" (TO), which is electronically sent to the facility's Inmate Records Coordinator (IRC).

An outline of the IRC's primary responsibilities regarding incarcerated individuals transferred to another facility is:

1. The receipt of the TO.
2. A check of the records to verify that the incarcerated individual is eligible for transfer.
3. Notification of facility departments of the transfer.

4. The collection and packaging of incarcerated individual records and property (property held by the IRC's office).
5. Ensure that the locator (movement and control) operator effects the appropriate transaction.
6. If the incarcerated individual so requests, ensure that express mail is sent.
7. Notification by electronic mail or telephone to the receiving facility.
8. The preparation of the transfer and baggage lists.

These responsibilities are covered in depth in Chapter 5, "Transfers," in the Manual for Inmate Records Coordinators.

A. Transfer and Baggage Lists

1. Using [Form #2063](#), "Certificate of Search," the transferring facility's IRC shall list each incarcerated individual, the incarcerated individual's Department Identification Number (DIN), and the facility to which each incarcerated individual is being transferred. The form is provided to the facility supervisor assigned to oversee the packing of the incarcerated individual's property. This supervisor will list the number of bags of personal property (and musical instrument or typewriter) to be shipped with the incarcerated individual. When the Officers assigned to transport the incarcerated individuals arrive to pick up the incarcerated individuals and their property, this list will serve both as an inventory of property and a receipt form.
2. Using this listing, the facility supervisor assigned to oversee the draft and the Supervising Transportation Officer are responsible for seeing that the correct amount of personal property is loaded on the transporting vehicle. When the Draft Supervisor and the Supervising Transportation Officer are both satisfied that the property and the listing are correct, then the Supervising Transportation Officer will sign the personal property listing in the space provided and the facility supervisor will give a duplicate copy of the form to the Supervising Transportation Officer. The original copy of the incarcerated individual personal property listing is forwarded to the Superintendent of the transferring facility.
3. The Draft Supervisor and the Supervising Transportation Officer are responsible for ensuring that each incarcerated individual has been informed that they should possess all of their legal materials in the property being transferred (unless the incarcerated individual refuses on [Form #2064](#), "Personal Property Transferred"). The supervisors are also responsible for verifying that all bags identified with a red Court Tag are transferred on board the same vehicle as the incarcerated individual and remain with the incarcerated individual on any overnight in-transit stops.
4. The facility Draft Supervisor and the Officer in charge of the transporting vehicle must verify that the correct amount of property is loaded, that the bags are tagged, and that tags are properly filled out.
5. If property is not tagged properly, the facility supervisor will take the appropriate action to correct this before the property is loaded. The Transportation Officer shall not accept property and load it on the transporting vehicle until action has been taken to correct any apparent deficiencies. The duplicate copy of the incarcerated individual personal property listing shall be retained on file by the Transportation Unit to document delivery of property.

B. Packing Procedure

Any personal property held by the facility property room will be forwarded to the IRC to be transferred along with the incarcerated individual's records. Correction Officers assigned to pack an incarcerated individual's property shall be instructed to observe the following guidelines: (See [Form #2076](#), "Packing Officer's Checklist." Each facility should adapt a similar list for its own specific needs.)

NOTE: During the transferring process, incarcerated individual ID cards shall be handled as set forth in subsection III-D of this directive.

1. All personal property legally owned by the incarcerated individual must be packed in the four property bags or disposed of as set forth in Directive #4913. For this reason, it is imperative that all of the incarcerated individual's property be available to them at the time they are being packed for transfer. If the incarcerated individual indicates that some portion of their property is in another part of the facility (for instance, in the laundry or the hobby shop), steps must be taken by the Packing Officer to obtain their property so that it can be properly packed or disposed of.

Containers of foodstuffs may be transferred as part of the incarcerated individual's property, provided they are in their original commercially sealed containers. Open containers of foodstuffs must be disposed of as described in Directive #4913.

Active legal case materials are to be packed within as few as possible of the four bags of State and personal property that will be shipped with the transferring incarcerated individual. Each bag containing legal material will be marked with a red tag as well as the normal transfer tag (but see subsection II-A-1, "Exception"). The incarcerated individual will be instructed by the Packing Officer not to leave any active legal materials behind, and the incarcerated individual will sign an acknowledgment on the completed [Form #2064](#). If the incarcerated individual refuses or is unable to complete [Form #2064](#), the Supervising Transportation Officer shall be responsible for ensuring that a completed [Form #4919C](#), "Out-To-Court Property Processing Form," is attached.

If a transferring incarcerated individual is a practicing Native American and has a ceremonial ribbon shirt held in the Native American religious community locker, the incarcerated individual should notify the Packing Officer. The Packing Officer shall contact the facility Chaplain (or the Watch Commander in the Chaplain's absence), who will be responsible to deliver the shirt to the package room for mailing to the incarcerated individual's new facility. The shirt shall be packed and mailed at State expense. Upon receipt and processing, the receiving facility package room shall deliver the shirt to the Chaplain for placement in the Native American religious community locker.

2. Contraband facility property (e.g., library books, bed sheets, recreational equipment, etc.) shall not be packed, but instead must be confiscated and appropriate action taken.
3. When the incarcerated individual's property is being packed, the Officer supervising the packing must instruct the incarcerated individual that they will only be allowed the following items on their person during transit:
 - a. Wedding band
 - b. Handkerchief

- c. Prescription eyeglasses
- d. Approved religious head cover (yarmulke, kufi, tsalot kob, khimar, etc.)
- e. Talit katan (Jewish incarcerated individuals only; must not be visible under State-issue clothing)
- f. Native American medicine bag (Native American incarcerated individuals only, must not be visible under State-issue clothing)
- g. False teeth
- h. Hearing aid(s) with battery(ies)

NOTE: Prescribed medication shall be handled in accordance with the provisions set forth in Directive #4918.

4. When packing, the first bag (#1 of __) is used to pack the incarcerated individual's State clothing (see [Form #2075](#), "Incarcerated Individual Clothing Issue – Pack-Up for Transfer") along with any other personal property that will fit. Officers packing must see that each incarcerated individual has their full State clothing issue in good condition prior to departure and will take appropriate action if any State- issue clothing must be replaced prior to the incarcerated individual's departure, as per Directive #3081. Bags should be packed so that items subject to breakage are protected by clothing or packing material. Under no circumstances are they to be over-filled. Bags must be completely closed and tied. Department policy permits only plastic jars and/or flexible acrylic vinyl (1/8" maximum thickness) paintings to be included with the incarcerated individual's personal items being packed.
5. Each bag or carton must be tagged. There should be no exceptions to this rule (see subsections II-C-1 & III-A-4). Tags shall be completely filled out by the Correction Officer packing the property, legibly printed in blue or black ink, and fastened to each bag with heavy cord so that they cannot easily come loose. The "tear off" portion of the tags should not be removed. In addition to tagging each bag of property, [Form #3607](#), "Incarcerated Individual Property Transfer," is to be completed by the Officer packing the incarcerated individual and one copy of this form put inside each bag prior to it being sealed.

NOTE: The purpose of this form is to provide a means of identifying the bag of property in the event the baggage tag comes off.

6. Incarcerated individuals scheduled for transfer, who require release clothing, are to be provided needed garments as prescribed by Department regulations. A separate tag is to be used for release clothing and the tags affixed to the bag are to clearly indicate "release clothing" on both sides of the tag. This bag will not count as one of the four bags allowed to be transported with the incarcerated individual.
7. Each incarcerated individual's property bag shall be secured with a heavy gauge cord. A Department sequentially numbered blue security seal will be affixed over the heavy gauge cord. Staff will record the number(s) of the security seal(s) in the areas provided in the upper right-hand corner of [Form #2064](#).

8. In addition to the four bags of personal belongings (including legal material), a musical instrument or typewriter (as described in subsection II-A-1) transferred as personal property must be packed in the proper music or typewriter case or securely packed in a box so as to prevent damage. Four personal property bags and one musical instrument or typewriter is the maximum per incarcerated individual that will be transportable via Departmental centralized transportation (but see subsection II-A-1, "Exception").
9. Cases and cartons shall be tagged and listed by tag number and in sequence (2 of 4, 3 of 4, etc.) as applicable; both sections of the tag should be clearly marked "musical instrument-guitar," etc.
10. Following completion of packing, [Form #2064](#) should be signed jointly by the Correction Officer and the incarcerated individual.
11. Personal property in excess of the four bags and musical instrument or typewriter shall be separately inventoried utilizing [Form #2064](#) for each additional bag to be shipped via common carrier.
12. The number of bags containing the property of the incarcerated individual being transferred should be indicated on [Form #2064](#).
13. After the bags have been packed, sealed, and tagged, they should be stored in a secure area, grouped by receiving facility. The area chosen to store the baggage must not only be secure, but also accessible to the place where the transportation vehicle is to be located.

C. Transporting Baggage

1. As bags are loaded on the transporting vehicle, they are to be counted by both the Transportation Officer and the facility supervisor assigned to oversee the transfer procedure.
2. Once the baggage count is verified, the Transportation Officer shall sign all copies of the baggage list. The sending facility will retain the original copy of the list as a receipt and the Transportation Officer will be provided the duplicate.
3. On arrival at the receiving facility, the Transportation Officer will supervise the unloading and counting of the bags, in concert with the receiving facility's Draft Supervisor. If any bags are missing or there seems to be some damage, it should be documented at this time.
4. As the property bags are delivered, the Transportation Officer will require the Draft Supervisor receiving the property to sign the baggage list for the baggage delivered.
5. As the property is delivered and unloaded, the Draft Supervisor will check any bags containing legal material or Corcraft Court Bags with [Form #2063](#) to ensure legal material is fully accounted for on arrival. Any missing bags must be noted on the incarcerated individual's associated [Form #4919C](#). Incarcerated individuals with Court appearances scheduled within 15 days of a transfer should be provided their legal materials necessary for the court appearance as soon as possible, even during overnight in-transit stops, if requested (time permitting). Any request for possession of legal materials during an overnight stop must be documented on [Form #4919C](#), regardless of whether the request is granted.

6. As the property is unloaded and accounted for, the Transportation Officer will remove the "tear off" portion of each baggage tag and return it to their headquarters to be filed for future reference.

The receiving facility's Draft Supervisor will check the baggage tag(s) and compare the numbers on the sequentially-numbered blue security seals affixed to each bag with those transcribed on [Form #2064](#) to verify whether all of the incarcerated individual's property has been received. Once verified, the baggage tag(s) and security seals should be destroyed and [Form #2064](#) given to the IRC's office for filing in the incarcerated individual's legal folder.

If the personal property is not checked and given to the incarcerated individuals immediately, it shall be stored in a secure area close to the place where the transportation vehicle was unloaded and not accessible to incarcerated individuals, unless under supervision or escort. If any property bags contain legal materials needed for a Court Appearance scheduled within 15 days, such legal material must be removed from the bag and remain with the incarcerated individual (unless security concerns are explained on [Form #4919C](#)).

7. The baggage list will be handled as follows upon completion of the trip:
 - a. Incarcerated individuals transported by the Transportation Unit - the list will be turned over to the Lieutenant in charge of the Transportation Unit; a copy shall be maintained in the event an incarcerated individual files a claim for lost or damaged property.
 - b. Incarcerated individuals transported by facility Correction Officers - the list will be forwarded by the Officers to the sending facility's IRC for retention, in case of possible incarcerated individual claims.
8. Baggage to be transported later:
 - a. If the vehicle used to transport the incarcerated individuals and their property is unable to accommodate all property bags, the Transportation Officer shall prepare [Form #3608](#), "Extra Incarcerated Individual Personal Property List," in triplicate. This list will serve as a means of accounting for bags listed on the baggage list but not transported with the incarcerated individual. Bags containing legal property and Corcraft Court Bags must be transported with an incarcerated individual and cannot be included in property listed on [Form #3608](#).

The originating facility will hold the property in a secure area until arrangements have been completed for the delivery of the property. The baggage list is then adjusted to indicate the correct amount of baggage transported.

The original copy of [Form #3608](#) will be forwarded to the receiving facility, the second copy will be retained by the Transportation Officer, and the third copy will be retained by the IRC from the originating facility until the baggage is picked up for delivery.
 - b. It is the responsibility of the supervising Transportation Officer to notify the receiving facility upon arrival of the number of bags of property for each incarcerated individual that are not being delivered with the incarcerated individual, as well as when and by what means they will be delivered.

- c. When bags remaining from a previous trip are subsequently picked up, they will be included on that trip's baggage list. The bags will be entered on the list prepared by the IRC as are other property except that a notation should be made indicating "Bags for Incarcerated Individual Transferred -- (date)." If the baggage is transported by truck or commercial carrier, the exact details (method of transportation, company, invoice number, date shipped, etc.) should be indicated on [Form #3608](#) and the receiving facility should be notified of these arrangements in writing prior to the shipping of the property.
- D. Incarcerated Individual Identification Cards
1. The Officer assigned to pack the incarcerated individual's personal property for transfer shall examine the incarcerated individual's ID card for likeness and proceed as follows:
 - a. If the ID card bears a good likeness, return it to the incarcerated individual.
 - b. If a new ID card is needed, due to a change of appearance, notify the supervisor. In these cases, every effort shall be made to provide a new ID card prior to transfer. If a new ID card cannot be provided, a digital photograph of the incarcerated individual shall be given to the transporting supervisor.
 - c. If a new ID card is needed due to a lost ID, notify the supervisor of such and prepare an appropriate [Form #2171](#), "Incarcerated Individual Misbehavior Report." In these cases, every effort shall be made to provide a new ID card prior to transfer. If a new ID card cannot be provided, a copy of the misbehavior report and a digital photograph of the incarcerated individual shall be given to the transporting supervisor.
 2. The transporting supervisor shall collect the ID card from each incarcerated individual prior to leaving the facility.
 3. Upon arrival at the receiving facility, the transporting supervisor shall give the ID cards, digital photographs, and misbehavior report to the receiving supervisor.
 4. As the receiving supervisor checks in the arriving incarcerated individuals, they shall return the ID cards to the incarcerated individuals at that time.
- NOTE: If a digital photograph is received in lieu of an ID card, action shall be taken to provide the incarcerated individual with a new ID card as soon as possible.

NEW YORK STATE
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

**INCARCERATED INDIVIDUAL
PROPERTY TRANSFER**

FROM: _____ CORRECTIONAL FACILITY

TO: _____ CORRECTIONAL FACILITY

INCARCERATED
INDIVIDUAL NAME: _____

INCARCERATED
INDIVIDUAL NUMBER: _____

FORM 3607 (05/21)

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
AUTHORIZATION FOR DISPOSAL OF PERSONAL PROPERTY

Incarcerated individual – complete section 1, sections 2, 3, and 4 as applicable and sign at 5. _____ Correctional Facility

1. Incarcerated Individual Name	DIN	Location
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2. I hereby (authorize disposal) (request review) of item (s) not permitted/surplus personal property in the following manner:

Quantity	Article/Bag	Reason not permitted	Circle choice
_____ - _____	_____	_____	A - B - C - D
_____ - _____	_____	_____	A - B - C - D
_____ - _____	_____	_____	A - B - C - D
_____ - _____	_____	_____	A - B - C - D
_____ - _____	_____	_____	A - B - C - D

A* - Ship at my expense to _____
NAME ADDRESS

* If option A is chosen, the incarcerated individual must choose a second disposal option in the event that they do not have sufficient available spendable funds for instances of excess personal property disposal (Directive #4913) only.

Circle your second choice for disposition.

B** - Send out via visitor _____
VISITOR'S NAME ADDRESS

** The item will be held a maximum of 14 days pending arrival of a visitor. Circle your second choice for disposition in case visitor does not come or accept the item.

C - Donate to charitable org. _____
NAME ADDRESS

D - Destroy at facility

3. I request to transfer my clear-case ___ radio, ___ headphone-radio, ___ tape player, ___ radio/ tape combo per Dir. #4920

To incarcerated individual: Name _____ DIN _____ Date _____
Mfg. _____ Type _____ Ser. # _____

4. Incarcerated individual with clear-case televisions must complete BOTH PARTS A & B of this section (See Dir. #4921)

A. If I am transferred to a TV facility, I request my TV be shipped to the new facility at my expense Y ___ N ___

B. If "NO" in Part "A" above – OR – if I am not transferred to a TV facility, I request that my TV: (check 1)

___ Be disposed of as specified in section 2 above OR

___ Be transferred to incarcerated individual: Name _____ DIN _____

Mfg. _____ Ser. # _____

5. _____ DIN _____ Date _____
(Incarcerated individual's signature)

___ Incarcerated individual refused to make a choice after being informed by employee witness.

(Witness's signature) Title _____ Date _____

Items (s) reviewed as requested and ___ allowed ___ disallowed Reason _____

(sign) _____ Title _____ Date _____

6. ___ Disposition ordered by DSS, FDS, SUPT ___ Destroy ___ Donate to _____
(sign) _____ Title _____ Date _____

___ The above articles were disposed of as indicated by: (sign) _____ Date _____

Comments: _____

___ Radio/tape player transfer is ___ Approved ___ Denied

(sign) _____ Title _____ Date _____

___ Received by visitor (visitor's signature): _____

___ Shipped at the incarcerated individual's expense as requested on _____

INCARCERATED INDIVIDUAL CLOTHING ISSUE - PACK-UP FOR TRANSFER

INCARCERATED INDIVIDUAL'S NAME _____ DIN _____ LOCATION _____

TRANSFERRED FROM _____ TO _____ DATE PACKED _____

STANDARD ISSUE: NOTICE: A full set of standard issue must be transferred with the incarcerated individual. The packing officer must contact the State Shop if the incarcerated individual is short any of the following:

A Standard Male Issue

B. Standard Female Issue

- _____ 1 Winter Coat (clicker coat), green
- _____ 4 Trousers, pairs, green
- _____ 4 Work Shirts, green, S/S
- _____ 1 Dress Shirt, white, L/S
- _____ 1 Sweatshirt (no hood), green
- _____ 6 Undershorts
- _____ 6 T-shirts
- _____ 6 Pairs of Socks
- _____ 1 Pair of Work Shoes (black)
- _____ 1 Pair of Sneakers
- _____ 3 Handkerchiefs
- _____ 1 Knit Hat, green

- _____ 4 Slacks/Skorts/Jumpers (or Combination of incarcerated individual's choice), green
- _____ 1 Blouse, White, L/S
- _____ 3 Shirts, green, S/S
- _____ 1 Pair of Work Shoes (black)
- _____ 1 Pair of Sneakers
- _____ 2 Sweatshirts (no hood), green
- _____ 1 Winter Coat (clicker coat), green
- _____ 6 Panties
- _____ 6 Bras
- _____ 6 T-shirts
- _____ 6 Knee Socks, pairs, white
- _____ 2 Pajamas/Nightgowns (incarcerated individual's choice)
- _____ 1 Bathrobe, flannel
- _____ 3 Handkerchiefs
- _____ 1 Scuff, pair
- _____ 1 Knit Hat, green

NOTES ON DISCREPANCIES:

EXCESS RETURNS: The following items have been picked up and are being returned to the State Shop with the original of this form

_____	_____ <u>State Issue Towels</u> _____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

RELEASE CLOTHING: The following items of State-issue release clothing have been packed separately:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

INCARCERATED INDIVIDUAL'S SIGNATURE

PACKING OFFICER'S SIGNATURE

PACKING OFFICER'S CHECKLIST

FOLLOW THIS CHECKLIST AND USE THESE FORMS:

Form #2063, "Cert. of Search/Personal Property/Body Receipt"
Form #2075, "Incarcerated Individual Clothing Issue - Pack-Up for Transfer"

Form #2064, "Personal Property Transferred"
Form #3607, "Incarcerated Individual Property Transfer"

NAME: _____ DIN: _____

A correction officer will search & pack all property. Incarcerated individuals will not pack property. The destination is not to be listed on Form #2064, nor are destination tags to be placed on property bags in the incarcerated individual's presence.

- 1. Advise the incarcerated individual that all State and personal property that is transferred must be contained in 4 State-issued draft bags. One musical instrument OR 1 typewriter may be taken in addition to the 4 bags. See Directive #4917, "Transferring Incarcerated Individual Property". Exception: An incarcerated individual with excessive legal material may possess one additional draft bag of legal materials upon demonstrating that such material pertains to active legal cases by providing court names and case numbers. The facility administration is advised to consult with the office of counsel when considering the exception. If approved for one additional bag of active legal documents the incarcerated individual will have the option of selecting from their personal property, the bag to be shipped at their own expense. Bag #1, containing state clothing is exempt from selection and any bag containing active legal materials is exempt from this selection. (NOTE: If both typewriter and musical instrument are possessed, one will be shipped at the State's expense and the other at the incarcerated individual's expense.) Incarcerated individuals owning personal televisions may have the TV shipped, at their own expense, to their new facility, ONLY IF the new facility is a TV facility (Directive #4921).
2. All surplus or disallowed property shall be disposed of as indicated on "Authorization for Disposal of Personal Property" (Form #2068). The incarcerated individual must complete Form #2068 and must choose the available option(s) in Section 2. If the incarcerated individual chooses option A, the incarcerated individual will sign a disbursement form that is clearly marked "Excess Property." The disbursement form and the excess property will be sent to the package room.
3. If the incarcerated individual is not present or refuses to comply with disposal of property procedures, pack the property as per the following priority: all State property, legal work, items listed with quantity limits on Form #2064, and religious articles will be packed into the 4 bags (legal work is to be placed into a 5th bag as stated in #1).
4. Foodstuffs must be in their original, commercially sealed containers. Open containers of food stuffs must be disposed of.
5. Complete Form #2075, following instructions on the form and place the NCR copy in Bag #1. Ensure that the incarcerated individual has a complete standard issue of State clothing as listed on Form #2075. If there are missing or altered items, take action (physically obtain the necessary item(s), obtain voluntary restitution, and/or issue a misbehavior report as appropriate).
6. Return any excess and special State issue to the State Shop along with the original of Form #2075. Confiscate all library books & schoolbooks, or other loaned State property. Notify a supervisor if contraband is recovered.
7. Complete Form #2064, list all personal property as it is being packed. Property exceeding the 4-bag limit (or 5 bags as cited in #1 above) must be separately inventoried using a separate Form #2064.
8. Ensure that all personal property is listed on Form #2064, that the number of bags is listed, and that copies are readable.
9. Check the appropriate box concerning express mail notification on Form #2064.
10. Pack the incarcerated individual's copy of the complete, signed Form #2064 in Bag #1 and forward the extra copies to the IRC. Pack a separate, complete and signed Form #2064 in each bag in excess of the 4 transported by the Department.
11. If applicable, pack release clothing, musical instrument, or typewriter separately.
12. Prepare and sign the proper tag for each bag, clearly marking the tags for release clothing, musical instrument, or typewriter so that they are not counted against the 4-bag limit.
13. Prepare Form #3607, "Incarcerated Individual Property Transfer" and place a copy in each bag.
14. Tag and seal each bag, make sure bags are not torn, and take them to a secure area.
15. Make sure the incarcerated individual is wearing only green State clothing. They must wear State pants, green State shirt, State undershirt and under shorts, State socks and State boots. NO CIVILIAN CLOTHING; No personal undergarments. NOTE: During transit, identified members of the Muslim, Jewish, or Rastafarian faith may wear an approved kufi or tsalot-kob or khimar, or yarmulke and talit katan (fringed undergarment) following an examination of the item for contraband. The talit katan must NOT be visible under the State clothing.
16. Possessed personal items are restricted to ONLY the following: 1 wedding band, 1 handkerchief, hearing aid(s) with Battery(ies), prescription eyeglasses, & dentures. No religious medals, watches, or jewelry.
17. During winter make sure incarcerated individual has winter coat on their person.
18. Frisk the clothing the incarcerated individual will wear in transit, ensuring there is no contraband. Advise the incarcerated individual that possession of any jewelry, I.D., or medication, etc. will result in a disciplinary report.
19. Bag all medications in the incarcerated individual's possession for hand carry to the draft bus.
20. COMPLETE AND SIGN THIS CHECK LIST! When complete, turn it into the assigned Security Supervisor. NOTE: Packing officer should be sure all copies are readable.

Packing Officer Name (Print)

Packing Officer's Signature

Date

NEW YORK STATE
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

OUT-TO-COURT PROPERTY PROCESSING FORM

A.

Incarcerated Individual Name: _____

Incarcerated Individual DIN: _____

Date Incarcerated Individual Packed for Court: _____

Incarcerated Individual is being processed for a **DAY / OVERNIGHT** (circle one) court trip.

Type of Court (*court of claims, criminal, civil, etc.*): _____

Incarcerated Individual Initials: _____

In addition to the Out-To-Court personal clothing/hygiene items as listed in Directive #4919, "Transportation for Court Appearances," I am **ELECTING** / **NOT ELECTING** (CHECK ONE) to take legal papers pertaining to this court case within the allowable 1 bag limit.

Incarcerated individual's Signature: _____

Packing Officer's Signature: _____

B.

If the incarcerated individual elects **NOT** to take any legal papers, they are to be interviewed by the Draft/Area Supervisor and the reason(s) are to be noted below:

Draft/Area Supervisor Name & Signature: _____

- DISTRIBUTION:
- Court Bag
 - Attached to Form #2064 (then forwarded to IRC)
 - Transferring facility records

