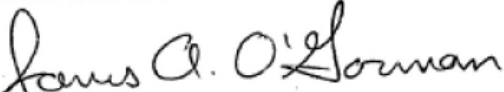
	<b>Corrections and Community Supervision</b>	TITLE  <b>Transferring Inmate Property</b>		NO. 4917
<b>REVISION NOTICE</b>				
REVISES  DIR# 4917 Dtd. 04/25/2019		DISTRIBUTION A B	PAGES PAGE 1 OF 1	DATE 10/14/2020
REFERENCES (Include but are not limited to) Directives #3081, #4911, #4913, #4918, 4919; Inmate Records Coordinator (IRC) Manual		APPROVING AUTHORITY 		


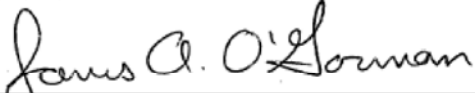
Added new material double underlined. Delete material ~~lined out.~~

☐ Section II-C; Revise as follows:

C. Draft Bag~~Baggage~~ Tags

1. Standard, preprinted, color-coded tags are to be used on all inmate personal property bags being transported. Care should be taken by the Officers packing the inmate's property 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 inmate property bags packed with legal materials.
3. *It is imperative that inmates not be permitted to see bag tags so they don't get advance notice of their destinations.*
4. Ordering: Draft bag T-tags may be ordered directly by each facility from the Elmira Print Shop~~requisitioned from the Transportation Unit at Downstate Correctional Facility, by written request.~~

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

	<b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>		TITLE  <b>Transferring Inmate Property</b>	NO. 4917
				DATE 04/25/2019
SUPERSEDES DIR# 4917 Dtd. 02/05/16	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 inmate personal property upon transfer to another facility.

## II. INFORMATION

### A. Property Limits/Requirements

1. Inmates 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 inmate will often be paroled within 90 days, inmates 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, "Inmate Property," [Form #2068](#), "Authorization for Disposal of Personal Property."

Exception: An inmate 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. In preparation for transfer, an inmate 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 inmate'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, "Inmate Health Care During Transfer."

2. Inmates transferred to another facility must have a full set of State issued clothing transferred with them per Directive #3081, "Inmate Clothing Issue." When the inmate 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 inmate's departure from that facility.
3. Inmates 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 inmate greens and appropriate personally-owned civilian or State issue release clothing, as outlined in Directive #3081. This clothing will be transported with the inmate.



4. Property limits/requirements for inmates who are moved to another facility for intransit purposes is 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 inmate State issue and personal property shall be purchased from Corcraft. Draft bags measuring approximately 22" x 43" 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 inmate's property is unpacked, the facility receiving the inmate shall ensure that the property bags are collected and stored in a secure area for future use.
- C. Baggage Tags
1. Standard, preprinted, color-coded tags are to be used on all inmate personal property bags being transported. Care should be taken by the Officers packing the inmate's property 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 inmate property bags packed with legal materials.
  3. *It is imperative that inmates not be permitted to see bag tags so they don't get advance notice of their destinations.*
  4. Tags may be requisitioned from the Transportation Unit at Downstate Correctional Facility, by written request.

**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 inmate 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 inmates transferred to another facility is:

1. The receipt of the Transfer Order;
2. A check of the records to verify that the inmate is eligible for transfer;
3. Notification of facility departments of the transfer;
4. The collection and packaging of inmate 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 inmate so requests, ensure that express mail is sent;
7. Notification by electronic mail or telephone to the receiving facility; and
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 inmate, the inmate's Department Identification Number (DIN), and the facility to which each inmate is being transferred. The form is provided to the facility supervisor assigned to oversee the packing of the inmate's property. This supervisor will list the number of bags of personal property (and musical instrument or typewriter) to be shipped with the inmates. When the Officers assigned to transport the inmates arrive to pick up the inmates 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 inmate 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 inmate has been informed that he or she should possess all of his or her legal materials in the property being transferred (unless inmate 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 inmate and remain with the inmate 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 inmate 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 inmate's records. Correction Officers assigned to pack an inmate'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.)

During the transferring process, inmate ID cards shall be handled as set forth in Section III-D of this directive.



1. All personal property legally owned by the inmate 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 inmate's property be available to him or her at the time he or she is being packed for transfer. If the inmate indicates that some portion of his or her 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 his or her property so that it can be properly packed or disposed of.

Containers of foodstuffs may be transferred as part of the inmate'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 inmate. Each bag containing legal material will be marked with a red tag as well as the normal transfer tag (but see Section II-A-1, Exception). The inmate will be instructed by the Packing Officer not to leave any active legal materials behind, and the inmate will sign an acknowledgment on the completed [Form #2064](#). If the inmate 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 inmate is a practicing Native American and has a ceremonial ribbon shirt held in the Native American religious community locker, the inmate 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 inmate'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 inmate's property is being packed, the Officer supervising the packing must instruct the inmate that he or she will only be allowed the following items on their person during transit:
  - a. Wedding band;
  - b. Handkerchief;
  - c. Prescription eye glasses;
  - d. Approved religious head cover (yarmulke, kufi, tsalot kob, khimar, etc.);
  - e. Talit katan (Jewish inmates only; must not be visible under State issue clothing);
  - f. Native American medicine bag (Native American inmates only, must not be visible under State issue clothing);
  - g. False teeth; and



h. Hearing aid(s) with battery(ies).

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

4. When packing, the first bag (#1 of \_\_) is used to pack the inmate's State clothing (see [Form #2075](#), "Inmate Clothing Issue – Pack-Up for Transfer") along with any other personal property that will fit. Officers packing must see that each inmate has his or her 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 inmate'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 inmate's personal items being packed.
5. Each bag or carton must be tagged. There should be no exceptions to this rule (see Sections 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](#), "Inmate Property Transfer," is to be completed by the Officer packing the inmate 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. Inmates 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 inmate.
7. Each inmate'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 Section 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 inmate that will be transportable via Departmental centralized transportation (but see Section 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 inmate.
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 inmate 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 inmate's associated [Form #4919C](#). Inmates 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 his or her 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 inmate'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 inmate's legal folder.



If the personal property is not checked and given to the inmates immediately, it shall be stored in a secure area close to the place where the transportation vehicle was unloaded and not accessible to inmates, 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 inmate (unless security concerns are explained on [Form #4919C](#)).

7. The baggage list will be handled as follows upon completion of the trip:
  - a. Inmates 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 inmate files a claim for lost or damaged property.
  - b. Inmates 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 inmate claims.
8. Baggage to be transported later:

- a. If the vehicle used to transport the inmates and their property is unable to accommodate all property bags, the Transportation Officer shall prepare [Form #3608](#), "Extra Inmate 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 inmate. Bags containing legal property and Corcraft Court Bags must be transported with an inmate 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 inmate that are not being delivered with the inmate, 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 Inmate 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. Inmate Identification Cards

1. The Officer assigned to pack the inmate's personal property for transfer shall examine the inmate's ID card for likeness and proceed as follows:



- a. If the ID card bears a good likeness, return it to the inmate.
  - 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 inmate 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 "Inmate 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 "Inmate Misbehavior Report" and a digital photograph of the inmate shall be given to the transporting supervisor.
2. The transporting supervisor shall collect the ID card from each inmate prior to leaving the facility.
3. Upon arrival at the receiving facility, the transporting supervisor shall give the ID cards, digital photographs, and misbehavior reports to the receiving supervisor.
4. As the receiving supervisor checks in the arriving inmates, he or she shall return the ID cards to the inmates at that time.

NOTE: If a digital photograph is received in lieu of an ID card, action shall be taken to provide the inmate with a new ID card as soon as possible.



NEW YORK STATE  
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

**OUT-TO-COURT PROPERTY PROCESSING FORM**

**A.**

**INMATE NAME:** \_\_\_\_\_

**INMATE DIN:** \_\_\_\_\_

**DATE INMATE PACKED FOR COURT:** \_\_\_\_\_

**INMATE IS BEING PROCESSED FOR A DAY / OVERNIGHT (CIRCLE ONE) COURT TRIP.**

**TYPE OF COURT** (*court of claims, criminal, civil, etc.*): \_\_\_\_\_

**INMATE 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.

**INMATE'S SIGNATURE:** \_\_\_\_\_

**PACKING OFFICER'S SIGNATURE:** \_\_\_\_\_

---

**B.**

If the inmate elects **NOT** to take any legal papers, he/she is to be interviewed by the draft/area supervisor and the reason(s) are to be noted below:

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**DRAFT/AREA SUPERVISOR  
NAME & SIGNATURE:** \_\_\_\_\_

**DISTRIBUTION:**

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



The undersigned hereby certify that they have personally searched the inmate(s) whose name(s) and Department Identification Number(s) appear(s) below on \_\_\_\_\_ and who left at \_\_\_\_:\_\_\_\_ a.m./p.m. on \_\_\_\_\_ and that, with the exception noted under "Search Results," no instruments or weapons by means of which escape may be affected or contraband articles were found.

## PERSONAL PROPERTY

[illegible]

TOTALS

SIGNATURE

<b>TOTALS</b>	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/> NO.OF INMATES	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/> NO. BOXES OF RECORDS	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/> NO. OF ENVELOPES	<b>#1 RECEIVED BY</b>	NAME _____
	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/> NO.BAGS OF PERS. PROP.	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/> NO. OF MUSIC INSTRUMENTS	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/> NO. OF TYPEWRITERS		SIGN _____
	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/> NO.OF COURT/ PAROLE BOXES	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/> NO.OF BAGS MEDICATIONS	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/> NO.OF COURT BAGS		DATE _____ TIME _____
Dist:      WHITE (Superintendent of Transferring Facility) CANARY (Officer in Charge of Transfer) PINK (Receiving Facility) GOLDENROD (Intermediate Receiving Facility)				<b>#2 RECEIVED BY</b>	NAME _____
					SIGN _____
					DATE _____ TIME _____



PERSONAL PROPERTY TRANSFERRED

Facility: \_\_\_\_\_

Name: \_\_\_\_\_

DIN: \_\_\_\_\_

Transferred to: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Property Shipped Via: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SEAL NUMBERS

Baggage	
Musical Instr.	Typewriter

	CLOTHING	**	MAX
	ATHLETIC SUPPORTER		
	BATHROBE	1	
	BELT	2	
	BOOTS *		
	BOW TIES	2	
	EAR MUFFS		
	GLOVES - MITTENS	2	
	HANDKERCHIEF (WHITE ONLY) (3)		
	HAT (WINTER)		
	JACKET - WINTER	1	
	JACKET - SUMMER	1	
	JACKET - RAIN	1	
	NECKTIES		
	PAJAMAS	2	
	SANDALS *		
	SCARVES (SOLID COLOR ONLY)	2	
	SHIRTS (PERSONAL)	6	
	SHIRTS ("T")	6	
	SHOE (LACES)		
	SHOE (PAIR) *		
	SHOE (SHOWER)	1	
	SHOE (OVERSHOE - ARCTIC)		
	SEW KIT - NEEDLES		
	SLIPPERS	1	
	SHORTS - BERMUDA	2	
	SHORTS - GYM	2	
	SNEAKERS *		
	SOCKS (NO POCKETS) (2)		
	SWEAT PANTS	2	
	SWEAT SHIRTS (NO HOODS)	3	
	SWEATER	2	
	THREAD		
	UNDERWEAR - BOXER (2)		
	UNDERWEAR - JOCKEY		
	UNDERWEAR - THERMAL BOTTOMS	2	
	UNDERWEAR - THERMAL TOPS	2	
	YARN		
	EDUCATIONAL SUPPLIES		
	BOOKS	25	
	BOOKS - LEGAL		
	BOOKS - PRAYER		
	BOOK - DICTIONARY		
	BOOK - ADDRESS		
	BOOK - RULE		
	CRAYONS		
	ENVELOPES		
	ERASERS		
	LEGAL PAPERS +		
	LETTERS		
	MAGAZINES	14	
	NEWSPAPERS	7	
	PAPER - WRITING PADS		
	PENCILS		
	PENCIL - MECHANICAL		
	PENCIL - SHARPENER, MECHANICAL		
	PENS		
	PAINT BRUSHES		
	PHOTOS		
	PHOTO ALBUMS		
	POSTER		
	RULER		
	STAMPS	50	
	TAPE (TRANSPARENT MASKING)		
	TAPES - CASSETTE	25	
	TAPE CASSETTE CONTAINER		
	FOOD ITEMS		
	CANS		
	BOXES		
	POUCHES/BAGS		

	UTENSILS	MAX
	BOWLS	2
	CAN OPENER	1
	CUPS	2
	DRINKING CONTAINER	2
	COFFEE POT	
	FOOD STORAGE CONTAINER	
	FORKS - PLIABLE	
	HOT POT	1
	SPOONS - PLIABLE	
	THERMOS BOTTLE	1
	GLASSES	
	GLASSES - EYE (1)	
	GLASSES CASE - EYE	
	GLASSES - SUN, NON-REFLECTIVE	
	PERSONAL LINEN	
	BLANKET	1
	PILLOW CASE	2
	RUG, 3 x 5	1
	SHEETS	4
	TOWELS (1)	
	WASH CLOTHS (1)	
	TOBACCO PRODUCTS	
	CIGARETTES - PACKS	30
	CIGARETTE - PAPER	
	CIGARETTE - ROLLER	
	CIGARS	80
	LIGHTERS - BUTANE	2
	PIPE - SMOKING	
	PIPE - CLEANERS	
	SNUFF	30oz.
	TOBACCO - CHEWING	30oz.
	TOBACCO - POUCH	18oz.
	TOILETRIES / COSMETICS	
	BRUSH - HAIR (1)	
	COCOA BUTTER	
	COLOGNE - STICK TYPE	
	COMB - AFRO (1)	
	COMB - REGULAR	
	NAIL CLIPPERS	1
	CREAM - SHAVING	
	CREAM RINSE	
	DEODORANT - STICK TYPE (1)	
	DENTURE ADHESIVE	
	DENTURE CLEANSER (1)	
	EMERY BOARD	
	HAIR CREAM OR LOTION (1)	
	HAIR NET	
	LOTION - AFTERSHAVE	6
	LOTION - BABY	
	LOTION - HAND	
	LOTION - OIL MINERAL	
	MIRROR (PLASTIC ONLY, 8" x 10")	
	MOUTHWASH	
	PENCIL - STYPTIC	
	POWDER - FOOT	
	POWDER - TALCUM	
	SAFETY PINS	
	SHAMPOO (1)	
	SHAVING BRUSH	
	SOAP BAR (1)	
	SOAP DISH	
	SOAP LAUNDRY	
	SOAP SHAVING	
	TOOTHBRUSH (1)	
	TOOTH BRUSH CASE	
	TOOTH PASTE (1)	
	TOOTH POWDER	
	TWEEZERS	1
	SCENTED OILS	

	RECREATIONAL SUPPLIES	MAX
	BASEBALL CAP	4
	BASEBALL SHOES w/rubber cleats*	
	CHECKERBOARD	
	CHECKERS	
	CHESS SET	
	COMBINATION LOCK	
	DOMINOS	
	GLOVES - BASEBALL	
	GLOVES - HANDBALL	
	HANDBALLS	
	JIGSAW PUZZLE	
	PLAYING CARDS	
	TENNIS BALLS	
	RELIGIOUS ARTICLES	
	REL. BOOKS (BIBLE, KORAN, ETC.)(1)	
	(DESCRIBE)	
	RELIGIOUS HEADCOVERING (1)	
	(DESCRIBE)	
	RELIGIOUS PENDANT (1)	
	(DESCRIBE)	
	RELIGIOUS BEADS (1)	
	(DESCRIBE)	
	TEFILLIN (Phylacteries) (1)	
	PRAYER RUG	1
	FEMALE ITEMS	
	BLOUSES (1)	
	BRAS (2)	
	FACIAL MAKE-UP	
	GIRDLE	
	HAIR FASTENERS	
	HAIR SPRAY (NON AEROSOL)	
	HOSIERY/STOCKING/PANTY HOSE	
	NIGHT GOWNS	
	PANTIES (2)	
	PERFUME/COLOGNE (NON AEROSOL)	
	SHAWLS (1 YD)	

	SPECIAL PERMIT ITEMS	MAX
	CALCULATOR	1
	SERIAL #	
	BRAND	
	ELECTRIC RAZOR/TRIMMER	1
	FAN	1
	HAIR DRYER/BLOWER	1
	SERIAL #	
	BRAND	
	HEADPHONES	1
	SERIAL #	
	BRAND	
	LAMP 20" MAX. U.L.	1
	LAMP SHADE	1
	MUSICAL INSTRUMENT	1
	RADIO/TAPE PLAYER/COMBO	1
	SERIAL #	
	BRAND	
	STRAINER - COOKING	
	TYPEWRITER	1
	SERIAL #	
	BRAND	
	MISCELLANEOUS	
	BATTERIES	
	BUCKET (PLASTIC) 3 GAL.	1
	CALENDAR	
	EXTENSION CORD	
	HANGERS (PLASTIC)	
	WATCH (1)	1
	SERIAL #	
	BRAND	
	WATCH BAND	
	WATCH BATTERY	
	WEDDING BAND (1)	1
	ADAPTER (AC/DC)	
	NET BAG	
	WALLET	
	OUT TO COURT - STATE ISSUE	
	KHAKI TROUSERS (MALE) (1)	
	KHAKI SLACKS (FEMALE) (1)	
	WHITE SHIRT (MALE) (1)	
	WHITE BLOUSE (FEMALE) (1)	
	SNEAKERS (1)	
	JACKET (1)	
	BELT (1)	

WHEN PROCESSING OUT-TO-COURT INMATES, THE GRAY BACKGROUND AND CORRESPONDING NUMBERS DENOTE OUT-TO-COURT PROPERTY LIMITATIONS. NO OTHER PROPERTY SHALL BE LISTED ON THIS FORM FOR OUT-TO-COURT INMATES.

NO STATE PROPERTY SHALL BE LISTED ON THIS FORM

NUMBER OF BAGS ☐ TYPWTR ☐ INSTRU ☐ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

PACKED AT: \_\_\_\_\_

PACKED BY (Print): \_\_\_\_\_

☐ I HAVE COMPLETED EXPRESS MAIL REQUEST & DISBURS. FORM

☐ I DON'T WANT EXPRESS MAIL

☐ I HAVE COMPLETED CHANGE OF ADDRESS FORM

☐ I WILL PAY POSTAGE TO FWD. PACKAGES (Except Work Release)

☐ I WILL NOT PAY POSTAGE TO FORWARD PACKAGES

☐ I AM NOT LEAVING ACTIVE LEGAL CASE MATERIAL BEHIND AND I HAVE BEEN INSTRUCTED TO INCLUDE ALL ACTIVE LEGAL MATERIAL IN MY 4-BAG LIMIT.

☐ INMATE DID NOT HAVE OPPORTUNITY TO CHECK BOXES

OFFICER (Sign): \_\_\_\_\_

INMATE (Sign): \_\_\_\_\_

RECEIVED AT: \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

CHECKED BY: (Print): \_\_\_\_\_

(Sign): \_\_\_\_\_

INMATE

ACKNOWLEDGEMENT (Sign): \_\_\_\_\_

**AUTHORIZATION FOR DISPOSAL OF PERSONAL PROPERTY**

Inmate complete section 1, sections 2, 3, and 4 as applicable and sign at 5. \_\_\_\_\_ Correctional Facility

1. Inmate Name	DIN	Location
----------------	-----	----------

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 inmate 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 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 inmate: Name \_\_\_\_\_ DIN \_\_\_\_\_ Date \_\_\_\_\_

Mfg. \_\_\_\_\_ Type \_\_\_\_\_ Ser. # \_\_\_\_\_

4. Inmate 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 inmate: Name \_\_\_\_\_ DIN \_\_\_\_\_

Mfg. \_\_\_\_\_ Ser. # \_\_\_\_\_

5. \_\_\_\_\_ DIN \_\_\_\_\_ DATE \_\_\_\_\_  
(Inmate's signature)

\_\_\_\_\_ Inmate refused to make a choice after being informed by employee witness.

\_\_\_\_\_ Title \_\_\_\_\_ DATE \_\_\_\_\_  
(Witness's signature)

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 inmate's expense as requested on \_\_\_\_\_



**INMATE CLOTHING ISSUE - PACK-UP FOR TRANSFER**

INMATE'S NAME \_\_\_\_\_ DIN \_\_\_\_\_ LOCATION \_\_\_\_\_

TRANSFERRED FROM \_\_\_\_\_ TO \_\_\_\_\_ DATE PACKED \_\_\_\_\_

**STANDARD ISSUE:** NOTICE: A full set of standard issue must be transferred with the inmate. The packing officer must contact the State Shop if inmate is short any of the following:**A. Standard Male Issue**

\_\_\_\_\_ 1 Winter Coat (clicker coat), green  
 \_\_\_\_\_ 4 Trousers, pairs, green  
 \_\_\_\_\_ 4 Work Shirts, green, S/S  
 \_\_\_\_\_ 1 Dress Shirt, white, L/S  
 \_\_\_\_\_ 1 Sweat Shirt (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

**B. Standard Female Issue**

\_\_\_\_\_ 4 Slacks/Skorts/Jumpers (or  
 Combination of inmate'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 (inmate 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

\_\_\_\_\_ State Issue Towels \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
INMATE'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, "Inmate Clothing Issue - Pack-Up for Transfer"

Form #2064, "Personal Property Transferred"  
Form #3607, "Inmate Property Transfer"

NAME: \_\_\_\_\_

DIN: \_\_\_\_\_

A correction officer will search & pack all property. Inmates 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 inmate's presence.

- \_\_\_ 1. Advise the inmate 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 Inmate Property". Exception: An inmate 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. The one additional bag of approved active legal documents may be shipped at the inmate's expense; however, the inmate will have the option of selecting from their personal property the bag to be shipped. Bag #1, containing state clothing is exempt from selection. (**Note:** If both typewriter and musical instrument are possessed, one will be shipped at the State's expense and the other at the inmate's expense.) Inmates 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 inmate must complete Form #2068 and must choose the available option(s) in Section 2. If the inmate chooses option A, the inmate 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 inmate 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 inmate 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 & school books, 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 & that copies are readable.
- \_\_\_ 9. Check the appropriate box concerning express mail notification on Form #2064.
- \_\_\_ 10. Pack the inmate'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, "Inmate 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 inmate is wearing only green State clothing. He/She 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 inmate has winter coat on his or her person.
- \_\_\_ 18. Frisk the clothing the inmate will wear in transit, ensuring there is no contraband. Advise the inmate that possession of any jewelry, I.D., or medication, etc. will result in a disciplinary report.
- \_\_\_ 19. Bag all medications in the inmate'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



STATE OF NEW YORK  
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

**INMATE PROPERTY TRANSFER**

FROM: \_\_\_\_\_ CORRECTIONAL FACILITY

TO: \_\_\_\_\_ CORRECTIONAL FACILITY

INMATE NAME: \_\_\_\_\_

INMATE NUMBER: \_\_\_\_\_

FORM 3607 (5/11)

STATE OF NEW YORK - DEPARTMENT OF CORRECTIONS  
AND COMMUNITY SUPERVISION  
INMATE TRANSPORTATION SYSTEM**EXTRA INMATE PERSONAL PROPERTY LIST**

The property as described below has been deleted from the trip of \_\_\_\_\_.  
(date)

Arrangements have been made to have this property transported via \_\_\_\_\_;

Date: \_\_\_\_\_ Total Number of Bags: \_\_\_\_\_

Inmate's Name	Number	Bag(s)	Destination
_____	_____	_____	_____

Transportation Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** All packages sent from a facility at the inmate's expense shall be receipted by the carrier. This may require insuring the item if it is mailed. All insurance expenses will be borne by the inmate.

- ( ) White - Forward to receiving facility
- ( ) Canary - Transportation Officer
- ( ) Pink - Retained by IRC at originating facility