I. **Authority**
   In accordance with 22 AAC 05.155, the Department will maintain a manual composed of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. **References**
   - **Alaska Statutes**
     - AS 11.56.375
     - AS 11.56.380
     - AS 11.56.390
     - AS 33.30.261
   - **Alaska Administrative Code**
     - 22 AAC 05.065
     - 22 AAC 05.070

III. **Purpose**
   Employee personal property represents a threat to the safe and secure operation of a correctional facility if the item(s) fell into inmate hands. For this reason, employees are strongly discouraged from bringing any personal property to work. Realizing some employee personal property will enter the correctional facility, this policy limits the employee personal property and establishes guidelines to be followed.

IV. **Application**
   The personal property and food guidelines established in this policy
   - A. Are not intended to modify or limit prosecution for the introduction of contraband as defined in AS 11.56.390, AS 11.56.375, AS 11.56.380.
   - B. Apply to all employees, including part-time employees; contractors, interns and volunteers.
   - C. Apply to all secure areas of a facility and any other areas as specified by the superintendent.
   - D. Apply to administrative areas where indicated.

V. **Definitions**
   As used in this policy, the following definitions shall apply:
   - **Electronic Device**
     Any electronic device not specifically authorized by the superintendent to include any device capable of wireless communication, picture/audio/video recording or playback, games, or devices of similar capability.
VI. Policy
Superintendents shall ensure no item is allowed onto facility grounds that may pose a threat to the security of the institution. The superintendent may assign security staff to entrance and exit points of an institution and units to inspect all items entering and exiting the area.

VII. Procedure
A. The State of Alaska Department of Corrections is not liable for any employee personal property carried into the secure perimeter by an employee.
B. Employees shall
1. Maintain possession of approved personal property.
2. Immediately report the loss of any item to their supervisor and complete an incident report.
3. Be liable for the misuse of any unauthorized lost or stolen personal property.
C. Supervisors shall routinely inspect employee work areas to ensure all personal property is authorized and appropriate for a prison/jail environment.
D. All items carried into an institution shall be subject to search anywhere on institutional grounds and at all entry/exit points.
E. PROHIBITED PERSONAL PROPERTY
The following prohibited items shall not be possessed on facility grounds or while supervising inmates off facility grounds, such as work crews, transports, or hospital duty:
1. Books, magazines, newspapers, or other reading materials not associated with the completion of any employee’s assigned duties.
2. Any apparatus intended for use during confrontations, examples: come-alongs, batons, gouges, mace, etc.
3. Electric and battery operated appliances of any kind, including personal gaming devices, CD players, Ipods/Ipads, etc.
4. Two way radios.
5. Cameras of any sort, and any device that has a camera as part of its make-up or structure.
6. Personal telephonic communication equipment including
   a. Personal wireless communication devices (i.e. pagers, cell phones, multimedia devices and blackberry equipment, or any device also known as a “smart phone.” )
   b. Mobile Hot Spot devices used in providing wireless Wi-Fi service.
   c. Separate components used in the operation of wireless devices and/or multimedia storage devices. This includes but is not limited to cell phone chargers, mobile chargers, cell phone batteries, blue tooth devices of any sort or any device that could be used to aid in the use of a wireless device and/or a multimedia storage device.
      (1) Employees may bring personal telephonic communication equipment onto prison grounds provided it is secured either in their personal vehicle or in a locker designated by the
superintendent for use by employees to store their personal property.

d. Tools or knives of any kind, unless approved by the superintendent.

e. Tobacco products of any kind and associated smoking accessories i.e. lighters, matches and pipes.

F. Permitted Personal Property

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

1. Apparel and jewelry consistent with departmental policies 201.07, Correctional Staff Uniform, Appearance & Rank Insignia; 201.11, Dress Code for Support Staff Assigned to an Institution; 201.12, Division of Institutions Probation/Parole Officer Dress, duty assignment and weather conditions inclusive of
   a. Utility belt and accessories.
   b. Cold weather clothing and rain gear (coat, hat, gloves, etc.) necessary for movement between facility buildings or off site work details.

2. Over the counter and prescription medications for use with current conditions, such as cold medications, antacids and headache pills shall be limited to include enough medication for a single shift. The employee is to notify their supervisor of any prescription medications carried onto prison grounds.

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

4. Confectionary products, such as candy, gum or breath mints.

5. Orthopedic/auxiliary assistance devices/hearing aids.

6. Items that may be carried in a pocket or a wallet, billfold, or purse/handbag not to exceed 12” x 18”.

   Example: Emery boards, tissues, small fingernail clippers, hair pick/comb/brush, feminine hygiene products, house and vehicle keys, cosmetics and contact lenses and accessories.

7. Personal property items not specifically authorized in previous sections require written approval by the superintendent or designee to be introduced on a one time basis. Items intended to be maintained on facility grounds shall be registered with the Lieutenant or Security Sergeant before the item may be introduced onto facility grounds. These items include, but are not limited to the following:
   a. Office decorations
   b. Excess clothing
   c. Personal effects

8. Employee’s personal property such as personal furniture, couches, table lamps, microwaves, refrigerators, etc. are not permitted inside any office or staff common area without prior authorization from the superintendent or designee. The items are to be documented to ensure title so as not to be confused with property belonging to the State of Alaska.
9. Exceptions to this policy will be addressed by superintendents in a Standard Operating Procedure.

G. Food and Drink
   Introduction of food items onto prison grounds is discouraged. Meals are provided at a minimal cost to employees. Introduced food shall
   1. Be eaten during scheduled breaks off unit.
   2. Not be disposed of within the secure sections of the facility without the authorization of the employee’s supervisor.
   3. Not require cooking, but may require warming.
   4. Be wrapped in clear plastic, and carried in clear plastic wrap or clear plastic containers.
   5. Any food item brought onto prisoner grounds is subject to search.

VIII. Implementation
   This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local Standard Operating Procedures. All local Standard Operating Procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the appropriate Division Director.

May 5, 2011

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Date                               Joseph D. Schmidt, Commissioner

Department of Corrections