



**DEPARTMENT OF CORRECTIONS
Institutions**



Title:	Interstate Corrections Compact Property	DOC Policy: 40.3.4
Effective:	7/1/13	Supersedes: N/A
Applicability:	Interstate Corrections Compact, Institutions, CDC, and Transport staff	
Directives Cross-Reference:	Personal Property – Div 117	
Attachments:	None	

I. PURPOSE

The purpose of this policy is to establish a standard for packaging, storing, and shipping Interstate Corrections Compact (ICC) inmate property.

II. DEFINITIONS

- A. ICC Coordinator: Oregon Department of Corrections staff who manages the ICC program.
- B. ICC Inmates: Inmates being relocated to or from another state for the purposes of administrative reassignment.
- C. ICC Property: Property of ICC inmates being transferred under the ICC program.
- D. Secure Centralized Storage Location: A safe and secure location designated by the Office of Population Management and Operations Division for the storage of Interstate Corrections Compact inmate property ensuring inmates do not have access.

III. POLICY

- A. It is the policy of the Department of Corrections to safely and securely package, label, store and ship ICC property from a centralized location.
- B. Responsibilities:
 - 1. Outgoing ICC Inmate Property:
 - a. ICC property for Oregon inmates transferring to other states will be identified by the institution. Institution staff will:
 - 1) Inventory all property; any contraband or the alteration of property will be confiscated in accordance with the DOC rule on **Personal Property (Inmate)**, (OAR 291-117);
 - 2) Separate property by legal and personal into bags or legal totes;
 - 3) Place perishables in separate boxes and labeled perishables;
 - 4) Label property with the inmate's name and SID number;

- 5) Notify the ICC Coordinator or his/her designee for pick up.
- b. Once notified of property, ODOC Transport staff will:
 - 1) Retrieve the property from respective institutions;
 - 2) Ensure the property is properly packaged;
 - 3) Transport the property to the secure centralized storage location to be logged for storage or prepared for shipping.
 - c. Upon receiving property from the Transport Unit, the ICC coordinator will:
 - 1) Log the property;
 - 2) Prepare the property for storage and/or shipping;
 - 3) Store the ICC property in the secure centralized storage location.
 - 4) Incoming ICC Inmate Property: For those ICC inmates coming into Oregon who have security concerns, the ICC coordinator will request and receive all property.
2. If no security concerns exist, the inmate will request property from the sending state upon completion of the intake process.
 3. Inmates will be responsible for directing all inquiries regarding their property to the ICC Coordinator. If the inmate property is shipped to other states, it will be handled in accordance to the respective states policies and procedures once it arrives.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
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