



DEPARTMENT OF CORRECTIONS
Institutions



| | | |
|------------------------------------|--|----------------------------|
| Title: | Interstate Corrections Compact Property | DOC Policy: 40.3.4 |
| Effective: | 12/19/19 | Supersedes: 6/20/18 |
| Applicability: | Interstate Corrections Compact, All Employees | |
| Directives Cross-Reference: | | |
| Rules: | OAR 291-117 Personal Property | |
| Attachments: None | | |

I. PURPOSE

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

II. DEFINITIONS

- A. Adult in Custody (AIC): Any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision.
- B. ICC AICs: AICs being relocated to or from another state for the purposes of administrative reassignment.
- C. ICC Coordinator: Oregon Department of Corrections employee who manages the ICC program.
- D. ICC Property: Property of ICC AICs being transferred under the ICC program.
- E. Secure, Centralized Storage Location: A safe and secure location designated by the Office of Population Management and the Operations Division for the storage of Interstate Corrections Compact AIC property ensuring AICs 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 AIC Property:
 - a. ICC property for Oregon AICs 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 (AIC)**, (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 AIC's name and SID number; and
 - 5) Notify the ICC Coordinator or designee for pick up.
- b. The ICC Coordinator or designee will notify the DOC transport Unit for pick up.
- c. Once notified of property, DOC Transport staff will:
- 1) Retrieve the property from respective institutions;
 - 2) Ensure the property is properly packaged; and
 - 3) Transport the property to the secure, centralized storage location to be logged for storage or prepared for shipping.
2. Incoming ICC AIC Property:
- a. Responsibility for Initiation of Request for Property Based on Security Concerns:
- 1) For ICC AICs coming into Oregon who have security concerns, the ICC Coordinator will request and receive all property.
 - 2) If no security concerns exist, the AICs will request property from the sending state upon completion of the intake process. Property will be sent to the ICC Coordinator for processing.
- b. Upon receiving property the ICC Coordinator will:
- 1) Log the property;
 - 2) Prepare the property for storage and/or shipping; and
 - 3) Store the ICC property in the secure, centralized storage location.
3. AICs will be responsible for directing all inquiries regarding their property to the ICC Coordinator. If the AIC property is shipped to other states, it will be handled in accordance to the respective state's policies and procedures once it arrives.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: __signature on file _____
Michelle Mooney, Rules Coordinator

Approved: __signature on file _____
Heidi Steward, Deputy Director