

# POLICY AND PROCEDURES

NUMBER: 811

SUBJECT: Authorized In-Cell Items

ACA STANDARDS: 4-ALDF-2A-26, 56, 58; 4B-02, 03, 05; 6A-07

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 2/28/94 REVISION DATE: 9/97, 9/98,  
10/99, 11/00, 10/04, 11/11, 5/15,  
11/17



## I. POLICY

The St. Louis County Department of Justice Services shall issue uniforms, linen and other jail items for the inmates' use and allow inmates to retain a reasonable amount of personal property and jail issued items in their cells consistent with the institutional safety and security requirements. Inmates will be accountable for the upkeep of all jail issued items.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Corrections and Property Room staff are responsible for the following procedures.

## III. DEFINITIONS

**Contraband:** Any authorized item(s) found in an inmate's cell which is altered, in excess of the authorized amount or items not authorized.

## IV. PROCEDURES

### A. General Information

1. Each inmate will be given a standard issue of uniforms, linens and personal hygiene supplies, by the Property Room staff, before moving to the inmate's housing assignment.

2. Inmates will receive an Inmate Handbook that contains information on what inmates may keep in their cells.
3. Inmates are responsible for keeping their jail issued items in good condition. Failure to do so may result in disciplinary action.
4. Items placed in the housing unit for general use (i.e., games, cleaning supplies, condiments, etc.) will be kept in the Dayroom area. These items shall not be stored in an inmate's cell.
5. Inmates will be held accountable for all items in their cell. Any contraband found in an inmate's cell will be confiscated and may result in disciplinary action. (See Policy #841 Contraband Control for Inmates)
6. All items not in use will be kept in the inmate's box, with the following exceptions:
  - a. One (1) uniform, one (1) towel and face cloth, which may be placed on the hooks provided.
  - b. Books/magazines may be stored on the shelf.
  - c. Shoes may be stored neatly under the inmate's bed.

**NOTE:** Any item(s) not kept in the inmate's property box will be considered contraband and will be confiscated.
7. Personal property transactions between inmates are prohibited. This includes selling, loaning, trading, or giving property as a gift to another inmate.

B. Authorized Items

1. Jail Issued Items:
  - a. 1 blanket (seasonal)

*[NOTE: Inmates on the 8<sup>th</sup> floor and Pre-Classification male inmates receive a security blanket and a safety sleeping bag instead of sheets and blanket.]*

  - b. 2 sheets
  - c. 1 property box

- d.** 1 cup
  - e.** 2 towels
  - f.** 2 face cloths
  - g.** 1 inmate hygiene kit (soap, toothbrush, toothpaste)
  - h.** 1 handbook
  - i.** 1 mattress (remains in cell)
  - j.** 1 mesh laundry bag (remains in cell)
  - k.** 1 pair of sandals
  - l.** 2 sets of uniforms
- 2.** Authorized Male Items
- a.** 5 pairs of socks
  - b.** 5 pairs of underpants (boxers or briefs)
  - c.** 5 undershirts
  - d.** 2 sets of thermal underwear
  - e.** 10 pictures (no Polaroid, larger than 5x7 or nudes)
  - f.** 3 paperback books
  - g.** 3 magazines
  - h.** 2 current newspapers (subscription)
  - i.** 1 paperback Bible/Koran
  - j.** 1 religious symbol (plastic)
  - k.** personal mail
  - l.** legal material

m. crafts

**(NOTE: Stickers are not allowed)**

n. class material (AA, GED)

o. commissary items (authorized amounts)

**3. Authorized Female Items:**

a. 5 pairs of socks

b. 5 pairs of underpants (panties or boxers)

c. 5 undershirts

d. 2 sets of thermal underwear

e. 10 pictures (no Polaroid, larger than 5x7 or nudes)

f. 3 paperback books

g. 3 magazines

h. 2 current newspapers (subscription)

i. 1 paperback Bible/Koran

j. 1 religious symbol (plastic)

k. personal mail

l. legal material

m. crafts

**(NOTE: Stickers are not allowed)**

n. class material (AA, GED)

o. Commissary items (authorized amounts)

- p. 3 brassieres
- q. 4 sanitary pads

**NOTE:** Inmates on Writs in the St. Louis County Jail are allowed to have any of the above item(s) in their cell. No personal items from other facilities other than legal material are allowed without authorization from the Administration.

- 4. All medical items (i.e., glasses, hearing aids, etc.) allowed in cells are subject to the approval of the Corrections Medicine staff. Corrections Medicine staff will place any ointments, creams or liquids in a labeled plastic container before giving the item(s) to an inmate for in-cell use.
- 5. Limited purchased commissary items allowed in-cell at one time:
  - a. 1 radio
  - b. 1 set of batteries (inmate will give old set to Commissary Clerk before receiving new)
  - c. 3 pens
  - d. 2 bars of soap
  - e. 1 soap dish
  - f. 1 doo rag
  - g. 1 shower cap
  - h. 1 plastic comb
  - i. 1 plastic brush
  - j. 1 plastic pik
  - k. 1 book of stamps
  - l. 24 foam rollers (female)

- m.** 1 toothbrush
  - n.** 1 toothbrush holder
  - o.** 1 cup
  - p.** 1 deck of cards
  - q.** 2 containers of any deodorant, toothpaste, creams, powders, shampoos, conditioners, gels or lotions
- 6.** When an inmate is moved to a disciplinary cell, the housing unit supervisor on the floor in which the violation occurred will separate the inmate's property. The inmate will receive his/her jail issued items and personal property, including hygienic items. All other commissary, personal radios and other property that the inmate is not allowed to have in disciplinary segregation will be itemized on a property inventory form and delivered to the 8th floor for storage.