

CLIENT PROPERTY

Minnesota Sex Offender Program

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POLICY: To maintain a therapeutic environment and ensure the safety and security of clients, staff, and the public, Minnesota Sex Offender Program (MSOP) clients may possess personal property consistent with the parameters set by this policy.

AUTHORITY: Minn. Stat. § 246.014, subd. (d)

APPLICABILITY: MSOP program-wide, excluding Community Preparation Services (CPS)

PURPOSE: To maintain procedures governing client property within MSOP facilities.

MSOP does not require a client to purchase items for which MSOP is eligible for reimbursement and does not use client funds to purchase items for which the program is already receiving public or private payments.

Within MSOP's overall property and personal funds guidelines as articulated in this policy and MSOP Policy 125-5300, "Client Social Welfare," clients are not further restricted from the use and availability of personal funds or property allowed at MSOP unless restrictions are justified in the client's treatment record.

DEFINITIONS:

Admitting property – client items received into MSOP from the Minnesota Department of Corrections (DOC) or another correctional facility.

Approved vendor – vendors approved for durable goods, hygiene, and herb and mineral purchases. Items purchased from an approved vendor must be shipped directly from the vendor and/or manufacturer. See Approved Vendor List and Approved Herbs and Minerals List (420-5250k and 420-5300d).

Bar code – an identifying sticker placed on each durable good with a unique number corresponding to a particular client and item. (Note: as of 12/3/19, bar codes are no longer applied to new durable goods, but existing bar codes remain.)

Client tier system – see MSOP Division Policy 215-5014, "Client Tier Level System."

Durable good – any item listed on the durable goods section of the MSOP Property List (420-5250d).

Excess property – an overage in approved client property and/or property not fitting into the provided storage bins.

Garbage – food waste, food containers, paper products, or other items identified by a client for disposal. Perishable food waste or dirty food containers/bottles identified by staff as creating or potentially creating unsanitary conditions.

Immediate family – see MSOP Division Policy 420-5100, "Visiting."

Information technology (IT) items – programmable devices or software having the ability to store a program in memory, or to store, retrieve, transmit and manipulate data (for example, memory cards, video games, allowable video game systems, CDs with executable files, etc.)

Media – see MSOP Division Policy 420-5230, “Media Possession by Clients.”

Personal documents – personal client records, including but not limited to: checkbooks, deposit/savings account slips, debit cards, birth certificates, social security cards, state identification cards, drivers’ licenses, car titles, DOC face sheets, gate passes and marriage certificates. (Credit cards for clients in Phase III only, see MSOP Division Policy 125-5800, “Client Use of Credit Cards and Credit Accounts.”)

Questionable item – an item neither clearly allowed nor defined as contraband upon initial review by staff.

Tamper seal – a security device placed on items capable of being taken apart to conceal contraband.

Vendor – a recognized company or business from which clients may purchase items. A vendor must be a recognized business not outsourcing and not buying or selling products from the general public or providing personalized shopping service to the client (e.g., Amazon, e-Bay, Hi-Score Video, and Elite Paralegal and Professional Services (E.P.S) are not considered vendors from which clients may purchase property).

PROCEDURES:

A. Receiving Client Property

1. Clients may receive property:
 - a) upon admission to the program;
 - b) in the mail per MSOP Division Policy 420-5030, “Client Mail”;
 - c) upon transfer between program sites;
 - d) (St. Peter only) during programming outside the perimeter;
 - e) from the Volunteer Services department, as documented by the facility volunteer services coordinator (VSC); and/or
 - f) from an attorney (paperwork only).
2. All incoming client property must be new and from a vendor, except when receiving property upon initial admission to the MSOP.
 - a) If a client is admitted or transferred to MSOP directly from the DOC or other correctional facility with limited clothing in their admitting property, the client may submit a Client Request (420-5099a) within 14 calendar days of admission to the Special Services supervisor/designee to request additional clothing items.
 - (1) Clients may request up to six sets of new or gently used clothing (a set constitutes a top, pants, underwear, socks, and pajamas) and one jacket, belt, and pair of shoes.

- (2) Requests for additional clothing items must be submitted for approval to the Special Services supervisor/designee on a Client Request (420-5099a) prior to shipping the items to MSOP. Items cannot be dropped off during a visit.
 - (3) All property must be received within 30 days from the date of approval.
3. Clients may only purchase property intended for their own personal use.
4. Special Services staff open, inspect, and search any items received/ordered into the facility for contraband.
5. Clients are responsible for managing and retaining all property in their possession and ensuring the integrity of all items. If staff find an unauthorized item in the possession of another client, that item is considered contraband and staff place it on a Contraband Notice (420-5250b) and follow section B.3 below.
6. Staff dispose of items identified as garbage without itemizing on a Notice and Receipt of Secured Items (420-5250a) (Phoenix) and document the disposal via an Incident Report (410-5300a) (Phoenix).
7. The assistant facility director/designee ensures an annual property compliance inspection is completed at minimum annually for all client rooms.
8. Clients may not buy, sell, trade or be in possession of personal property previously owned by another client (see MSOP Division Policy 420-5030, "Client Mail"), except for MSOP Division Policy 420-5400, "Donations" or MSOP Division Policy 220-5300, "Client Clothing Exchange." and media under the following circumstances:
 - a) Exchange of media can only occur on the living unit between clients on that living unit so long as all clients are in tier level 3 or above (see MSOP Division Policy 215-5014, "Client Tier Level System").
 - b) Only one item can be borrowed at a time.
 - c) Exception: media shared/loaned to Moose Lake clients participating in the hospice program (see MSOP Division Policy 310-5226ML, "Helping Hands Volunteers").
9. Client Property – Incoming
 - a) Special Services staff document all property on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix) or a Contraband Notice (420-5250b), and give a copy of the form to the client. Special Services staff may route items to other departments for review, inspection, and/or approval, including:
 - (1) information technology (IT);
 - (2) Health Services;
 - (3) Volunteer Services;
 - (4) Media Review Committee (MRC) (refer to MSOP Division Policy 420-5230, "Media Possession by Clients"); and/or

- (5) Allowable Items Workgroup (AIW) (refer to MSOP Division Policy 420-5252, "Allowable Items Workgroup").
 - b) Special Services staff inspect and document approved durable goods on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix).
 - (1) Durable goods with tamper seals must be attached.
 - (2) All durable goods must be new or manufacturer-refurbished, and come from an approved vendor.
 - (3) A new durable good item is not allowed if the client is still in possession of one of a similar nature, unless duplicates are specified on the MSOP Property List (420-5250d). Disposition of the original item must be completed prior to the receipt of the new item.
 - c) Clients receive incoming property within timelines set forth in MSOP Division Policy 420-5030, "Client Mail."
 - (1) Clients may go to Special Services during posted open hours or during times scheduled in Phoenix.
 - (2) The client must bring his/her copy of the Notice and Receipt of Secured Items form (420-5250a) (Phoenix) to Centralized Distribution within ten business days from the date the item was routed to Special Services Centralized Distribution to receive the property.
 - (3) If a client leaves property in Special Services Centralized Distribution longer than ten business days, staff remove it from the Special Services Centralized Distribution area and place it on a Contraband Notice (420-5250b).
 - (4) (Moose Lake only) Special Services staff deliver incoming property to designated units per posted schedules. To receive property, clients follow sections A.9.c)(1) through (3) above.
10. Receiving Property During a Visit
- a) When visiting a client, visitors may only bring completed checks/money orders.
 - b) To receive these items a visit must occur.
 - c) Visiting staff must itemize all items on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix). Staff ask the client to sign the form to verify receipt of the items.
 - (1) If the client or visitor refuses to sign, a staff documents the refusal on the form, signs, and has a second staff co-sign as witness. If the visitor is still present, the items are returned to the visitor; otherwise staff secure and process the items as excess property/contraband (see Section B below).
 - (2) If the client signs for the items, staff secure the items in the visiting storage area.

- (3) Special Services staff retrieve the items from the visiting storage area and bring them to Special Services for processing.

11. Purchasing Property While Outside the Secured Perimeter (St. Peter only)

- a) Clients may not purchase used durable goods, CDs or DVDs while participating in programming outside the perimeter.
- b) Security staff itemize all non-consumable items, medications, and durable goods on a Notice and Receipt of Secured Items form upon return from the outing. Items are placed in the Shantz property storage area for processing by Special Services.
- c) Security staff search consumable items prior to the items entering the perimeter. Once consumables have been searched, security staff immediately return the items to the client to take to the client's unit.

B. Contraband

1. Items determined to be contraband according to MSOP Division Policy 415-5030, "Contraband" and secured by staff are inventoried on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix) and routed to Special Services for processing.
2. Special Services staff document on a Contraband Notice (420-5250b) all property deemed to be contraband.
3. Special Services staff route a copy of the Contraband Notice (420-5250b) to the client.
4. The client has 30 calendar days to finalize the disposition of the contraband. By submitting the Contraband Notice to Special Services, the client may choose to:
 - a) mail the contraband out at the client's expense (the facility director or designee may place limitations on where the items can be mailed);
 - b) send the contraband out on a visit;
 - c) dispose of the contraband at the client's expense; or
 - d) have media sent to the MRC for review or, following MRC review, to the clinical director or designee for appeal (see MSOP Division Policy 420-5230, "Media Possession by Clients").
5. If the client does not choose a disposition within 30 calendar days, Special Services staff dispose of the item(s). (See MSOP Division Policy 415-5030, "Contraband.")
6. Clients who disagree with a Contraband Notice (420-5250b) attempt to resolve the issue with their primary property staff either via Client Request (420-5099a) or going to centralized distribution.
 - a) If the client cannot resolve the concern with primary property staff and still disagrees with the Contraband Notice (420-5250b), he/she may submit an appeal via a Client Request (420-5099a) to the Special Services supervisor/designee.

- b) Clients who disagree with the appeal decision may submit a Client Request (420-5099a) following the MSOP Communication Chain per MSOP Division Policy 420-5099, “Client Requests and Grievances.”
 - c) Appeals do not delay or stop the requirement for disposition within the 30 calendar days (except for media appeals (see MSOP Division Policy 420-5230, “Media Possession by Clients”) which extend the deadline until a decision is made).
7. Within 10 days of receiving a Contraband Notice (420-5250b), clients may submit a Client Request (420-5099a) to the Special Services Supervisor to request an expiration date extension of up to two weeks. The request must explain why the extension is necessary.
8. Clients are subject to MSOP Division Policy 420-5010, “Client Behavioral Expectations” (or, for a client subject to the Positive Support Rule, refer to MSOP Division Policy 210-5020, “Positive Supports”) for property overages or when durable goods are misused. Clients also receive a Property Restriction Notice (420-5250l) when property is:
- a) used for, or as contraband in violation of MSOP Division Policy 415-5030, “Contraband;”
 - b) used to view contraband;
 - c) borrowed or given to another client (except as outlined in Section A.5 above);
 - d) found in possession of another client;
 - e) found with intentional tampering/removal of barcodes/tamper seals or manufacturer serial/model numbers;
 - f) used to conceal items;
 - g) found in excess of durable goods defined limits;
 - h) items not disposed of per section G.1 below;
 - i) involved when a client receives three Behavioral Expectations Report - Notifications (420-5010b-3520) (Phoenix) related to unit disruption due to music volume within three months;
 - j) found to have property limit overages; or
 - k) an game system/Xbox 360 used to store music, photos, or videos.
9. If a client misuses durable goods as described in Section B.8 above, Special Services staff issue a Property Restriction Notice (420-5250l).
- a) first violation results in removal of this type of item(s) from the client for six months from the date that the item was secured;
 - b) second violation results in removal of this type of item(s) from the client for one year from the date that the first restriction expires; and

- c) third violation results in the indefinite removal of this type of item(s) from the client at the discretion of the assistant facility director/designee.
 - d) Clients who disagree with the removal of their durable good upon the first or second violation (or a property restriction) may submit a Client Request (420-5099a) to the Special Services supervisor/designee to appeal the durable good restriction.
 - (1) Clients disagreeing with the decision of the Special Services supervisor/designee may submit a Client Request (420-5099a) to the assistant facility director to appeal the removal of the item.
 - (2) Clients disagreeing with the decision of the assistant facility director may submit a Client Request (420-5099a) to the facility director to appeal the removal of the item.
10. If a client is found to have property overages as described on the MSOP Property List (420-5250d), he/she is placed on a 90 day property ordering restriction (does not include items ordered from Health Services or canteen). Special Services staff issue a Property Restriction Notice (420-5250l).

C. Personal Spiritual Items

- 1. Spiritual items must meet the requirements outlined in MSOP Division Policy 420-5300, "Spiritual Practices."
- 2. The facility VSC documents approved spiritual items on the client's Approved Spiritual Items Inventory (420-5300c) and presents any questionable items to the AIW for approval.
- 3. The facility VSC completes a Notice and Receipt of Secured Items (420-5250a) (Phoenix) for any donated items given to a client. (Refer to MSOP Division Policy 420-5400, "Donations" and/or MSOP Division Policy 220-5300, "Client Clothing Exchange.")

D. Personal Documents

- 1. Personal documents of clients without off-campus liberties are stored by the facility in a locked file cabinet located in a non-client access area.
- 2. Clients requesting access to personal documents submit a Client Request (420-5099a) in accordance with MSOP Division Policy 420-5099, "Client Requests."
- 3. (St. Peter only) Banking staff process the Client Request (420-5099a) and make the requested item(s) available to the client.
 - a) Clients must review these documents at the Banking Office in the presence of staff. Upon completion of client's review of personal documents, banking staff verify all items are returned and secured.
 - b) Clients requesting personal checks may pick them up at the Banking Office.
- 4. (Moose Lake only) Special Services staff process the Client Request (420-5099a) and make the requested items available to the client.
 - a) Clients must review these items at Centralized Distribution during posted distribution times, in the presence of staff. They cannot remove the items from the

designated area. Upon completion of the client's review of personal documents in the designated area, staff verify all items are returned and secured.

- b) Clients writing personal checks must do so in the Centralized Distribution area, and place the item in the appropriate mailbox.
5. If a client chooses to have personal documents sent out through a visit, the items are secured, documented on a Notice and Receipt of Secured Items (420-5250a) (Phoenix) and routed to Visiting Storage.

E. Client Property – Admissions

1. Staff inspect, search and process client property and inventory all items on a Notice and Receipt of Secured Items (420-5250a) (Phoenix), unless all client property is received in zip-tied bins, in which case the ties are cut in the presence of the client. Staff document on a Contraband Notice (420-5250b) all items deemed to be contraband and give a copy of the Contraband Notice (420-5250b) to the client.
2. An Admissions staff gives the client an MSOP Property List (420-5250d) during intake.
3. The Special Services supervisor/designee assigns the client a primary property staff to answer property-related questions.

F. Client Property – Transfers

1. MSOP Facility Transfers
 - a) When the client has a scheduled move within the facility (i.e., room to room, unit to unit):
 - (1) the client packs his/her own property and stays in possession of property while moving;
 - (2) staff on the receiving unit ensures the client's property does not exceed the MSOP Property List (420-5250d) limits and no contraband is present; and
 - (3) staff issue a Contraband Notice (420-5250b) to the client for all contraband or property overages (for any contraband found, refer to Section B above).
 - b) When the client moves from MSOP site to MSOP site:
 - (1) the client packs his/her own property into the storage bins, leaving out all durable goods;
 - (2) Special Services staff/designee at the sending site:
 - (a) secure all bins with zip ties in the client's presence;
 - (b) inventory all durable goods and number of storage bins on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix); and
 - (c) issue a Contraband Notice (420-5250b) for any property overages. All overages remain at the sending site until the client selects disposition.
 - (3) Special Services staff at the receiving site:

- (a) inventory and verify all durable goods; and
 - (b) ensure all property listed on the Notice and Receipt of Secured Items form (420-5250a) (Phoenix) arrived at the facility.
- c) When a client in a dual occupancy room is not on his/her living unit for one overnight or more, but is still in MSOP custody (e.g., infirmary or on a transport):
- (1) MSOP leaves the property unsecured in the client's assigned room unless the client submits a Client Request for Pack-Up (420-5250m) in advance to the unit director, requesting that his/her property be packed up at the time of transport.
 - (a) Upon receipt of the Client Request for Pack-Up (420-5250m), the unit director signs and provides a copy to the client before routing the original to Property.
 - (b) Upon notification of a transport, the client must show staff the client's copy of the Client Request for Pack-Up (420-5250m) in order for client's property to be secured.
 - (c) If the client has not completed a Client Request for Pack-Up (420-5250m), the client's property remains unsecured through the duration of that transport unless the client is unexpectedly out of the facility for longer than seven calendar days.
 - (d) MSOP assumes no liability for any loss, damage, or theft to personal items remaining unsecured in the client's room.
 - (2) If the client submits a Client Request for Pack-Up (420-5250m) ahead of an anticipated transport:
 - (a) two staff secure the client's bins by placing numbered zip ties on them. Staff secure any non-durable goods property not fitting into the client's storage bins in an appropriate sized bag(s), sealing the bag(s) with a zip tie;
 - (b) staff inventory all client property, including the client's bins with zip tie numbers, storage bag(s) with zip tie numbers, and durable goods with bar code number(s) not fitting into the client's storage bins on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix);
 - (c) staff move the client's property, with the Notice and Receipt of Secure Items form(s), to the designated staging area;
 - (d) staff observing the client's property being secured complete an Incident Report (see MSOP Division Policy 410-5300, "Incident Reports"), documenting the Notice and Receipt of Secured Items form (420-5250a) (Phoenix) form number(s), the location of the client's property and the zip tie numbers;
 - (e) upon returning to the living unit, the client and designated staff meet to process property at the receiving unit; and the staff gives the

client a copy of the Notice and Receipt of Secured Items form (420-5250a) (Phoenix); and

- (f) if the client has excess property, the receiving unit allows the client 15 minutes to come into compliance; property the client doesn't bring into compliance becomes contraband.
- (3) MSOP staff pack up client property as outlined in Section F.1.c)(2) (a)-(f) when a client is placed in the Extended Care Unit, East Observation Area, High Security Area for any reason, or has an unanticipated transport; and
 - (4) for single occupant rooms, the client's door is shut and locked. Only the unit director or officer of the day (OD) may grant permission for access. If the property needs to be moved, unit staff complete Section F.1.c)(2) (a)-(f) above.
 - (5) For clients residing on units where certain property is prohibited (refer to MSOP Property List (420-5250d), staff place prohibited items on a Contraband Notice (420-5250b) and store them in the property storage area for no longer than 90 days. The 90 day period starts when the client receives his/her property on that unit.
 - (a) Clients who do not leave the identified unit where the items are prohibited must choose a disposition within 90 days from the date the client initially came into property compliance.
 - (b) Clients who need items in the property storage area for legal or seasonal purposes may have one-time Client Request (420-5099a) approved by unit director to retrieve the items from their bins.
 - (c) The assistant facility director/designee reviews property dispositions for clients placed on these units for more than 90 days on Administrative Restriction Status or due to an incompatibility.
- d) When a client moves from an MSOP site to CPS:
 - (1) the client packs his/her own property into the storage bins, leaving out all durable goods;
 - (2) unit staff:
 - (a) inventory all durable goods and number of storage bins on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix); and
 - (b) issue a Contraband Notice (420-5250b) for any property overages. All overages remain at the sending site until the client selects disposition.
 - e) When a client transfers from CPS to the secure perimeter:
 - (1) staff pack up the client's property and route it to CPS Special Services;
 - (2) CPS Special Services staff ensure the client's property does not exceed secure perimeter property limits and no contraband is present;

- (3) CPS Special Services staff issue a Contraband Notice (420-5250b) for any contraband or property overages (for contraband, refer to section B above); and
- (4) secure perimeter Special Services staff notify the client of a time to pick up his/her property at distribution.
- f) Clients must submit a Client Request (420-5099a) to Special Services for the return of property being stored due to restriction or unit placement.

2. Transfers to the Department of Corrections, Detention Facility, or Notification of Transfer to the Forensic Nursing Home (FNH)

- a) Upon facility notification of revocation or sentencing, or FNH transfer:
 - (1) the client is asked to complete a Pre-Departure Form (420-5250f) to determine the disposition of his/her personal property.
 - (2) If the client is not in the custody of the MSOP at the time of notification, Special Services staff send a Pre-Departure Form (420-5250f) to the client via certified mail.
 - (3) Clients have 30 calendar days from the receipt of a Pre-Departure Form (420-5250f) to choose the disposition of their property. If the client has not replied with a disposition within the time period allotted, MSOP disposes of the client's property.
 - (4) The Special Services department disposes of consumables remaining in client's bins.
- b) If the client chooses to have his/her property sent out of the facility:
 - (1) Special Services staff/designee inventory all property on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix).
 - (2) If the client is unable to meet with Special Services staff/designee, Special Services staff/designee secure all the client's property and inventory it on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix).
 - (3) Special Services staff remove all tamper seals after verifying ownership.
 - (4) Special Services staff route a copy of the Notice and Receipt of Secured Items form (420-5250a) (Phoenix) to the client and place all the property in the designated area for disposition.

G. Client Property – Outgoing

1. Disposal of Durable Goods

- a) Clients must bring all durable goods specified on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix) to Special Services during posted open hours for disposal. Special Services staff verify the item(s) on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix).

- (1) The client signs the Notice and Receipt of Secured Items form (420-5250a) (Phoenix) agreeing to the accuracy of the description of the item and the requested disposition. If the client refuses to sign the Notice and Receipt of Secured Items form (420-5250a) (Phoenix), staff document the refusal to sign on the form, and the item is returned to the client unless it is contraband.
 - (2) The client receives a signed copy of the form.
- b) Special Services staff process the item(s) and paperwork. If there is a fee charged for the disposal of the item(s), a Client Funds Transfer Authorization form (125-5300d) must be completed for the amount of the disposal. The Transfer Authorization form must be submitted with the item(s) for disposal. Disposal fees are regulated by public contract and subject to change. Clients may contact Special Services staff about the current disposal fee.
 - c) Special Services staff remove tamper seals from the item(s) after verifying ownership.
 - d) Special Services staff date and initial the Notice and Receipt of Secured Items form after disposing of the item(s) and route a copy of the Notice and Receipt of Secured Items form (420-5250a) (Phoenix) to the client.
 - e) Any item(s) determined to be contraband according to MSOP Division Policy 415-5030, "Contraband" are processed in accordance with Section B above.
2. Mailing Property Out of the Facility
- a) Clients must bring property specified on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix) to Special Services during posted open hours for mailing, along with a completed Client Funds Transfer Authorization Form (125-5300d) indicating "postage." Staff receiving the property document the item(s) in detail on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix).
 - (1) The client signs both lines agreeing to the accuracy of the description of the item and the requested disposition. If the client refuses to sign the Notice and Receipt of Secured Items form (420-5250a) (Phoenix), staff document the client's refusal on the form, and the item is returned to the client.
 - (2) The client indicates the name and address of the mail recipient. (See MSOP Division Policy 420-5030, "Client Mail.")
 - (3) The client receives a copy of the Notice and Receipt of Secured Items form (420-5250a) (Phoenix).
 - b) Special Services staff process the item(s), verify ownership, and remove all barcodes and tamper seals from the item(s), and document the items on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix). After verifying ownership, Special Services staff retire all barcodes and tamper seals.
 - (1) Special Services staff package and address the item(s).

- (2) The Financial Services Department processes the Client Funds Transfer Authorization Form (125-5300d) for the amount of the postage.
 - c) Any items determined to be contraband according to MSOP Division Policy 415-5030, "Contraband" are processed in accordance with Section B above.
 - d) Clients requesting to mail property for warranty repairs must provide written proof to Special Services from the manufacturer that the agency completing the repairs is under contract to do so.
 - e) MSOP mails items out of the facility within 72 hours of receipt, excluding weekends, holidays, or safety/security situations causing an unanticipated disruption in services.
 - f) Special Services staff route a Notice of Final Disposition (420-5250n) to the client.
3. Sending Property Out of the Facility with Visitors
- a) Clients must bring a Notice and Receipt of Secured Items form (420-5250a) (Phoenix) regarding personal property to Special Services during posted open hours to send it out on a visit. Staff document the item(s) on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix). Clients must have property at distribution 72 hours prior to the visit.
 - (1) The client signs both lines agreeing to the accuracy of the description of the item(s) and the requested disposition. If the client refuses to sign the Notice and Receipt of Secured Items form (420-5250a) (Phoenix), staff document the refusal to sign on the form and return the item(s) to the client.
 - (2) The client receives a copy of the Notice and Receipt of Secured Items form (420-5250a) (Phoenix).
 - (3) Special Services staff process the item(s), verify ownership, and remove all barcodes and seals from the item(s), documenting the item(s) on a Notice and Receipt of Secured Items form (420-5250a) (Phoenix).
 - (4) Clients cannot send outgoing mail through visiting and must route all mail through the facility mail system as outlined in MSOP Division Policy 420-5030, "Client Mail."
 - b) Special Services staff place the property in the area designated for visitors to pick items up.
 - c) (Moose Lake only) the client receives a property tag, brings the property tag to the visit, and gives it to his/her visitor. Following the visit, the visitor gives the tag to visiting staff, who retrieve the property. MSOP does not provide property to visitors without a tag.
 - d) (St. Peter only) the client informs unit staff of the Notice and Receipt of Secured Items form (420-5250a) (Phoenix) and informs visiting staff that the client has property going out after the visit.

- e) The visiting staff ask the visitor to sign the Notice and Receipt of Secured Items form (420-5250a) (Phoenix) to verify the accuracy of the information.
 - (1) If the visitor refuses to sign, the staff documents the refusal on the form and has a second staff co-sign as witness. The staff then returns the property to the designated storage area with the Notice and Receipt of Secured Items form (420-5250a) (Phoenix). The client receives a Contraband Notice (420-5250b).
 - (2) Visiting staff give the property to the visitor if the visitor has signed the form. The client receives a Notice and Receipt of Secured Items form (420-5250a) (Phoenix).

H. Disposal of Client Property

- 1. MSOP disposes of client property within two business days of a Contraband Notice (420-5250b) or Pre-Departure Form (420-5250f) expiration date, or from the date the client authorizes disposal of the property.
 - a) At least two Special Services staff must be present for disposal of client property as a result of an expiration date.
 - b) The Special Services supervisor/designee verifies the property disposal and initials/dates on the corresponding form, confirming disposal.
- 2. Disposal of client property occurs as follows: Special Services staff remove tamper seals, and render the item unusable prior to recycling and/or disposal. Special Services staff shred all paperwork and photographs containing private data or protected health information, or which identifies a client.

I. MSOP Property List (420-5250d) Additions and Deletions – MSOP may remove items from the MSOP Property List (420-5250d) when new items are added or when an item poses safety/security concerns. Any item previously allowed under an earlier MSOP property policy and subsequently disallowed (contraband) under a new MSOP Property List (420-5250d) and/or media list may be sent out as described above or mailed out at program expense.

- 1. Disposition must occur within the first 30 calendar days of the policy effective date and/or media list posting on the client network in order to be mailed out at program expense.
- 2. After 30 calendar days, staff process the item according to MSOP Division Policy 415-5030, “Contraband.”

J. Donating Property – clients may donate items according to MSOP Division Policy 420-5400, “Donations” or MSOP Division Policy 220-5300, “Client Clothing Exchange.”

K. Lost and Found

- 1. When staff cannot verify that property is owned by any specific client, staff place it in a designated “lost and found” area.
- 2. Clients wishing to claim ownership of an item held in “lost and found” must do so by providing facility paperwork (such as a Notice and Receipt of Secured Items form (420-5250a) (Phoenix) or Contraband Notice (420-5250b)) showing when the item was first received. If the client does not have said paperwork, the client can review the facility

records pertaining to the client's property by following MSOP Division Policy 135-5170, "Data Request and Copy Costs."

3. Property placed in "lost and found" is held for 30 calendar days. After the 30 calendar days, staff dispose of the item(s).

REVIEW: Annually

REFERENCES: MSOP Division Policy 415-5030, "Contraband"
MSOP Division Policy 225-5310, "CPS Contraband"
MSOP Division Policy 420-5253, "Client Jewelry"
MSOP Division Policy 420-5252, "Allowable Items Workgroup"
MSOP Division Policy 420-5230, "Media Possession by Clients"
MSOP Division Policy 420-5099, "Client Requests and Grievances"
MSOP Division Policy 420-5010, "Client Behavioral Expectations"
MSOP Division Policy 420-5300, "Spiritual Practices"
MSOP Division Policy 420-5021, "Grievances"
MSOP Division Policy 420-5100, "Visiting"
MSOP Division Policy 125-5300, "Client Social Welfare"
MSOP Division Policy 225-5300, "CPS Client Property"
MSOP Division Policy 420-5400, "Donations"
MSOP Division Policy 220-5300, "Client Clothing Exchange"
MSOP Division Policy 125-5800, "Client Use of Credit Cards and Credit Accounts"
MSOP Division Policy 135-5170, "Data Request and Copy Costs"
MSOP Division Policy 410-5300, "Incident Reports"
MSOP Division Policy 210-5020, "Positive Supports"
MSOP Division Policy 420-5030, "Client Mail"
MSOP Division Policy 310-5226ML, "Helping Hands Volunteers"
MSOP Division Policy 215-5014, "Client Tier Level System"
Minn. Stat. § 144.651, subd. 22
Minn. Stat. § 253B.185, subd. 7
Minn. Stat. § 245A.04 subd. 13

ATTACHMENTS: Notice and Receipt of Secured Items (420-5250a) (Phoenix)
Notice and Receipt Reference form (420-5250a-2)
Contraband Notice (420-5250b)
MSOP Property List (420-5250d)
Client Equipment Record (420-5250e)
Pre-Departure Form (420-5250f)
Approved Vendor List (420-5250k)
Property Restriction Notice (420-5250l)
Client Request for Pack-Up (420-5250m)
Notice of Final Disposition (420-5250n)

Client Funds Transfer Authorization form (125-5300d)
Approved Herbs and Minerals List (420-5300d)
Approved Spiritual Items Inventory (420-5300c)
Client Request Form (420-5099a)
Incident Report (410-5300a) (Phoenix)

Behavioral Expectations Report - Notification (420-5010b-3520) (Phoenix)

SUPERSESSSION: MSOP Division Policy 420-5250, "Client Property," 8/4/20.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/

Nancy A. Johnston, Executive Director
Minnesota Sex Offender Program