



SUBJECT: Infant Property for Participants of the Mother-Infant Program	PAGE <u> 1 </u> OF <u> 4 </u>
	NUMBER: 71-SOC-07
RULE/CODE REFERENCE: 5120-9-33	SUPERSEDES: 71-SOC-07 dated 11/17/05
RELATED ACA STANDARDS:	EFFECTIVE DATE: January 19, 2017
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to set forth guidelines regarding personal property items for infants residing with their mothers in the residential Mother-Infant Program within the Ohio Department of Rehabilitation and Correction (DRC).

III. APPLICABILITY

This policy is applicable to all employees, vendors, approved visitors, and inmates under the jurisdiction of the Ohio Department of Rehabilitation and Correction (DRC).

IV. DEFINITIONS

Approved Source - An infant may receive money or packages from those individuals on their mother’s approved visiting list, his or her father, even if not an approved visitor, the institution commissary, vendors, or any other source approved by the Warden.

Approved Visitor - A person who has been approved to visit pursuant to DRC policy 76-VIS-01, Inmate Visitation.

Commissary - An area in the institution where inmates may purchase items for their personal use.

Contraband - Any item not permitted to law or that is expressly prohibited by the DRC and/or institutional policy. (Administrative Rule 5120-9-55.)

Emergency Contact Person - Person or agency that is approved to take custody of an inmate's baby in the event of an emergency, or the inmate is terminated from participation in the Mother-Infant Program. This person is authorized to take possession of the infant's property when the baby leaves the institution.

Infant Package - Any item(s) of personal property for an infant received by an inmate from a vendor, an approved visitor, or other approved source.

Infant Personal Property - Any item(s) of personal property for an infant received by an inmate from a vendor, an approved visitor, or other approved source.

Mother-Infant Residential Program - A program which permits infants to reside with mothers within the confines of an institution.

Titled Proper - Certain items of personal property used for infant care which the institution and inmate shall maintain a record of ownership using DRC Form 4063, Certificate of Ownership.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to provide infants residing with their inmate mothers at the residential Mother-Infant Program to possess a reasonable amount of personal property in order to provide for their proper care and comfort.

VI. PROCEDURES

A. Personal Property for Infants

1. The infants of inmates participating in the Mother-Infant Program may receive personal property through their inmate mothers. This property may only come from approved sources. Approved sources may include, but are not limited to:
 - a. Commissaries;
 - b. Vendors;
 - c. Approved visitors;
 - d. The infant's father, even if he is not an approved visitor;
 - e. Authorized community sources that have received advanced authorization from the managing officer to make donations.
2. Information on the amount of personal property permitted for an infant shall be made available to the inmate mothers in the Mother-Infant Program Manual.
3. The property designated for use by the infant shall not be included in the 2.4 cubic feet of personal property permitted for the inmate mother. However, all infant property must be contained in the crib drawer of the baby crib in the living area, except for large titled items.
4. Any property located in the crib drawer which does not belong to the infant, exceeds the allowable amounts, or it otherwise contraband as defined in section IV of this policy shall be disposed of in accordance with Administrative Rule 5120-9-55, Contraband.

5. Inmates shall not trade, sell, barter, loan, or give away any item of their infant's personal property at any time.
6. Inmates may be required to provide proof of ownership for any item of their infant's personal property at any time.
7. Titles shall be issued for certain items of personal property needed for infants, using Certificate of Ownership (DRC4063). The inmate mother's institutional number shall not be permanently affixed to such titled items.

B. Eligibility to Receive Packages

1. All infants have a particularly urgent need to receive property due to their fast growth rate and the inaccessibility of needed items in the institution. They shall be eligible to receive packages from approved sources four (4) times a year as needed for the baby. Any package over this allotted amount must have prior approval by the managing officer/designee.
2. Infant packages shall not be counted as part of the inmate mother's yearly allotment of packages as permitted in DRC policy 61-PRP-01, Inmate Personal Property.

C. Packages from Vendors

1. Specific information regarding the approved vendors, available items and how to make a purchase from a vendor shall be provided to inmate participants in the Mother-Infant Program.
2. Packages ordered from approved vendors or other approved sources may contain any items listed on the Approved Infant Package List (DRC2623).

D. Packages from Approved Visitors

1. Packages from approved visitor sources may contain only those items listed on the Approved Infant Package List (DRC2623). Food items cannot be contained in any infant box.
2. Packages from approved visitor sources may only be received through the mail. The package must be wrapped and the inmate recipient's name and number, as well as the sender's complete name and address, must be clearly written on the outside of the package.
3. An itemized list of the package contents with specific values for each items, signed by the sender, shall accompany packages from approved visitor sources or they will not be accepted. The inmate recipient will be required to sign the list of contents prior to receiving the package for the infant. There should also be a list on the outside of the box.

4. Packages from approved visitor sources may not weigh more than twenty-five (25) pounds. In addition, because packages must be processed through a fluoroscope, the institution may limit the dimensions of packages they will accept.
5. Inmates shall advise their approved visitor source that both the sender and the inmate recipient of packages will be held personally responsible for package contents. Criminal disciplinary action will be pursued as appropriate, which may include termination of the inmate from the Mother-Infant Program.

E. Processing Packages

1. The institution shall maintain a log(s) of packages received by each inmate and shall ensure the total allowable number of packages is not exceeded, unless the managing officer/designee has given prior approval. Such log(s) shall include the source of the package, the date a package is received, the recipient's name and number, the date the package was distributed, and the signature of the issuing staff member.
2. Copies of the package inventories and other relevant documents for each infant's box shall be maintained in the recipient's visiting file of the inmate mother. The inmate mother shall be given a copy of the inventory list upon receipt of the package. The inmate will be expected to maintain the inventory list as proof of ownership and future verification of property values and limits.
3. If an infant is sent a package from an unauthorized source or if the infant has already received four (4) boxes permitted each year and prior approval has not been given, the package shall be returned to the sender.

F. Transfer of Infant Property

1. Whenever the inmate mother is released, the property of the infant will be released to the mother.
2. In the event the inmate mother is terminated from the Mother-Infant Program or there is an emergency situation which requires the temporary removal of the infant from the institution, the infant's property shall be inventoried and documented on the infant property form and released to the emergency contact person, with the infant. The infant property record shall be maintained in the infant's visiting file and a copy of said form shall be given to the inmate and the emergency contact person.

Related Department Forms:

Approved Infant Package List	DRC2623
Certificate of Ownership	DRC4063