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COMMISSIONER'S DIRECTIVE 566-12

In Effect: 2015-07-02
Last Review: 2012-06-13
Due for Review: 2017-07-02

Personal Property of Offenders

| | |
|--------------------------------------|--|
| PROGRAM ALIGNMENT | Custody |
| OFFICE(S) OF PRIMARY INTEREST | Correctional Operations and Programs Sector |
| ONLINE @ | <ul style="list-style-type: none"> • http://infonet/cds/cds/566-12-cd-eng.pdf • http://infonet/cds/cds/566-12-cd-fra.pdf • http://www.csc-scc.gc.ca/text/plcy/cdshtm/566-12-cd-eng.shtml • http://www.csc-scc.gc.ca/text/plcy/cdshtm/566-12-cd-fra.shtml |
| AUTHORITIES | <ul style="list-style-type: none"> • <i>Corrections and Conditional Release Act</i> (CCRA), section <u>96(p)</u> • <i>Corrections and Conditional Release Regulations</i> (CCRR), sections <u>84</u>, <u>85</u> and <u>96</u> |
| PURPOSE | <ul style="list-style-type: none"> • To establish procedures for the authorization, possession, control and protection of offender property |
| APPLICATION | Applies to staff managing offender personal property at institutions, including Community Correctional Centres |

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RESPONSIBILITIES

1. The Assistant Commissioner, Correctional Operations and Programs, will ensure the National Lists of Personal Property for Men/Women Inmates ([Annexes B](#) and [C](#)) are reviewed annually.

2. The Director General, Security, will consult with regions annually and, if necessary, update the [National Lists of Personal Property for Men/Women Inmates](#). The lists will vary based on the security level of the institution.
3. The Regional Deputy Commissioner will ensure:
 - a. control and consistency of purchasing practices
 - b. issues related to personal property including transportation, receipt, storage, safekeeping, packaging, purchase and disposal are addressed.
4. The Institutional Head/District Director:
 - a. will ensure offender personal property is authorized in accordance with the National Lists
 - b. may, as required, restrict items including those on the National Lists, based on concerns related to institutional security limitations, safety and health of persons, and Fire Code restrictions in accordance with [CD 345 – Fire Safety](#) and the [Fire Safety Manual](#)
 - c. will ensure offenders are informed orally and in writing of policies and procedures relating to personal property.
5. The Institutional Head:
 - a. will establish a list of businesses from which inmate purchases will be made, and where required, a delegate, not below the Assistant Warden level, will approve purchases from any other business
 - b. will authorize purchases from other countries
 - c. or delegate, not below the Assistant Warden level, may authorize an inmate to give personal property to another inmate when there is an immediate family relationship
 - d. may prescribe limits on the entry into a penitentiary and the use by inmates of publications, video and audio materials, films and computer programs in accordance with [section 96](#) of the CCRR.
6. The Deputy Warden, or delegate, not below the Assistant Warden level, will approve non-essential health care items (including medical bracelets), religious, spiritual or cultural articles, educational textbooks or supplies, and arts and crafts raw materials following consultation with the appropriate department.
7. The Manager, Community Correctional Centre, will establish a process to record personal property in storage.

8. The Assistant Warden, Operations/Correctional Manager, Operations, will ensure procedures are in place for the control, recording, storage, transfer and disposal of inmate personal property.
9. The Admission and Discharge Officer will verify, record using the Inmate Personal Property Record in the Offender Management System Renewal – Offender Personal Property module (OMSR-OPP) and store all personal property of inmates.
10. The Correctional Officer/Primary Worker will review and record all personal property of inmates when required.

PROCEDURES

Institutions (Excluding Community Correctional Centres)

Authorized Personal Property

11. Inmates will normally be allowed to retain the following items providing they are consistent with the [National Lists of Personal Property for Men/Women Inmates](#), unless indicated otherwise for reasons of safety, health or security, and the security level of the institution:
 - a. items, which were in the inmates' lawful possession at the time of admission or readmission to their placement institution, or in their lawful possession on transfer
 - b. items, which are received from outside sources within 30 days of admission or readmission to their placement institution (the Institutional Head may authorize, on a case-by-case basis, extension to this time period where warranted)
 - c. items purchased in accordance with [CD 860 – Offender's Money](#), following the 30-day admission or readmission period to their placement institution
 - d. a maximum of 20 computer floppy diskettes (1.4 MB – 3.5 in/90 mm) for inmates who possess approved computers and five computer floppy diskettes for inmates accessing institutional supplied computers
 - e. cross-gender apparel or related items (if these items are authorized following consultations with a Psychologist or Physician, on a case-by-case basis).
12. Where an inmate has escaped lawful custody and is then returned to his/her placement institution, the return to custody will not be considered an admission or readmission. The inmate will not be entitled to 30 days to receive effects from outside sources unless the inmate's personal property items have been disposed of in accordance with [section 85](#) of the CCRR.
13. CSC is not responsible for the costs of delivery of personal property.

14. The Inmate Personal Property Record will be kept current and the inmate will accept responsibility in writing for the safekeeping and reasonable use of the personal property retained in the cell/room.
15. Money is not an authorized item and will be dealt with in accordance with [CD 860 – Offender’s Money](#).
16. Credit and/or debit cards are not authorized. They will not be retained in the institution. The inmate will cover any expense involved in his/her choice to have the cards:
 - a. returned to the issuing firm
 - b. sent to someone outside the institution for safekeeping
 - c. stored in a safety deposit box outside the institution, or
 - d. destroyed.
17. Inmates will be permitted to receive photographs, except Polaroid type, in accordance with [CD 764 – Access to Material and Live Entertainment](#).
18. Authorized items currently in an offender’s possession that are not on the [National Lists of Personal Property for Men/Women Inmates](#) will remain in their possession for the life of the items. However, if any item presents a risk to the security of the institution, staff, or inmates, or is not compliant with [CD 345 – Fire Safety](#) or the [Fire Safety Manual](#), it will be removed and stored with the inmate’s stored effects or disposed of according to policy. The reason for such action will be documented and the inmate will be advised in writing.
19. All electronic items issued for cell use will be properly sealed and marked with a CSC-approved tamper-proof seal and one or more of the following personal identifiers:
 - a. a serial number
 - b. the inmate’s name
 - c. an engraved locator number
 - d. a bar code.
20. Inmates are not permitted to give, trade, loan, rent or sell personal or other property to other inmates directly or indirectly. Unauthorized exchange of property between inmates may result in a disciplinary charge.

21. Inmates who have approved personal computers, peripherals and software, which were authorized as personal effects prior to October 2002, will be permitted to retain this equipment until the time of their release from the institution or violation of the conditions as specified in:
 - a. Technical Requirements for Inmate-Owned Computers and Electronic Games, [Annex D](#), or
 - b. form [Inmate Statement of Consent to Abide by Conditions Governing Inmate-Owned Computers](#) (CSC/SCC 2022), which inmates were required to sign.
22. Televisions purchased by offenders must not have the following: memory card ports or any other types of ports allowing connection to external storage media. They must not have any networking capabilities and must not be capable of wireless communications. They must have a headphone jack and be a maximum of 19 inches screen size. Cathode ray tube (CRT) and flat screens (e.g. LCD, LED or equivalent) technologies are authorized. Televisions purchased must be of models that have been evaluated and deemed compliant.
23. All USB ports on newly purchased electronic items, and on electronic items that are already listed on the Inmate Personal Property Record, must be disabled by using a USB port blocker with a lock and key system and a CSC-approved tamper-proof seal placed on top.
24. Inmates who own personal stereos with detachable speakers, which have been identified on their Inmate Personal Property Record, will be permitted to retain this equipment. However, these items are no longer approved for purchase, in accordance with the [National Lists of Personal Property for Men/Women Inmates](#).
25. Prior to approving non-essential health care, religious, spiritual or cultural articles, educational textbooks or supplies (including a dictionary and/or thesaurus), and arts and crafts raw materials, the Deputy Warden or delegate, not below the Assistant Warden level, will consult with the head of the appropriate department and consider security and fire safety requirements.
26. Chaplains, Elders/Spiritual Advisors will recommend religious, spiritual and cultural items for approval by the Deputy Warden or delegate, not below the level of Assistant Warden. When warranted, consultation will occur with the Interfaith Committee at National Headquarters.
27. The Deputy Warden or delegate, not below the level of Assistant Warden, may disallow religious and cultural items if it is determined, in consultation with Chaplains, Elders/Spiritual Advisors, that the religious or cultural items are being used in a way other than what was intended.
28. Normally, inmates will be allowed to keep canteen and canteen-like items in their cells in accordance with [CD 890 – Inmate Owned Canteens](#). However, the Institutional Head may designate alternate storage areas for certain items providing that the inmate has reasonable access to these items.

Dollar Value of Authorized Items

29. The combined dollar value of allowable items (in cell and in storage) as set out in the [National Lists of Personal Property for Men/Women Inmates](#) will not exceed \$1,500.
30. For inmates participating in the Institutional Mother-Child Program, children's personal effects will be considered separate from the mother's and will not exceed \$750 (not including furniture).
31. Jewellery, medical bracelets approved by Health Services and religious, spiritual or cultural items may be allowed providing they do not exceed a total of \$300. The value of these items is not included in the \$1,500.
32. The combined dollar value of authorized computer hardware, software and peripherals will not exceed \$2,500. The dollar value of these items was assessed at the time of the inmate's admission to the placement institution.
33. The total value of canteen items allowed in an inmate's cell is limited to \$90 including \$20 worth of stamps. This includes canteen-like items purchased through groups approved by the Institutional Head.
34. Holiday canteen items will be added to the \$90 limit in accordance with [CD 890 – Inmate Owned Canteens](#). The holiday canteen items will not be kept in an inmate's cell beyond February 1st of each year.
35. The value of an item registered on the Inmate Personal Property Record will not be reassessed over the course of the item's life.

Inmate Personal Property Record

36. Inmates' personal property items will be registered on the Inmate Personal Property Record contained in OMSR-OPP, or on a hobby craft permit, and will not be issued until a reasonable value, including any applicable taxes, is assigned. Any approved items obtained by purchase following the 30-day period will be listed at the purchase price, including taxes.
37. Jewellery, electronic items, religious, spiritual and cultural items will be recorded on the Inmate Personal Property Record, photographed, and the inmate will sign the Personal Property Record to confirm its authenticity.
38. Prior to assigning a value to an item, the Admission and Discharge Officer will consult with the inmate. Where there is disagreement, the value of the item will be determined and registered by the Admission and Discharge Officer. If the inmate considers that an item has no monetary value, and the Admission and Discharge Officer agrees, the item will be recorded on the Inmate Personal Property Record as having no value (\$0.00).

39. Compensation for items of sentimental value will be considered only for those items to which a monetary value was assigned. The monetary value of an item of sentimental value must be registered on the Inmate Personal Property Record.
40. Where the Admission and Discharge Officer and the inmate cannot come to an agreement on the value of a jewellery item, the inmate will be given the choice of sending the item to someone outside the institution, or of having the item appraised by an expert chosen by CSC. The appraisal will be paid for by the inmate.
41. The Admission and Discharge Officer will retain the original Inmate Personal Property Record and give a copy to the inmate. Any non-perishable items purchased through groups approved by the Institutional Head will also be registered on the Inmate Personal Property Record. All property, including newly purchased items, will be issued through the Admission and Discharge Officers following recording on the Inmate Personal Property Record.

Hobby Craft

42. Raw materials and tools for hobby craft items will be registered on the hobby craft permit. A monetary value will be assigned to the raw materials and tools. This value will not be included in the \$1,500 limit for cell effects.
43. The inmate may be authorized to keep the finished hobby craft item in his/her cell for personal use if it does not present a risk to the safety and health of persons, security of the institution and Fire Code requirements. As well, the assigned value of the item must be within the allowable limit for cell effects.

Repair of Electrical Property

44. Following a written request by the inmate, repairs to inmate-owned electrical items will be performed out of the institution, by a licensed repair facility approved by the Institutional Head or delegate, at the inmate's expense.
45. Stereos with detachable speakers, which are no longer functioning, may be repaired or replaced with an approved stereo on the [National Lists of Personal Property for Men/Women Inmates](#).

Security

46. To ensure the safety of the public, staff and inmates as well as the security of the institution, all items entering or leaving the institution will be thoroughly searched for contraband and unauthorized items.
47. Inmates are not permitted to send any form of electronic media (e.g. CDs, diskettes) through the mail to destinations outside of CSC institutions.

48. If an inmate uses personal property in a manner that could jeopardize the safety of any person or the security of the institution, the Institutional Head or designate may confiscate the item. The reasons for such action will be documented and the inmate will be advised accordingly in writing. The confiscated item may be returned to the inmate if the safety of persons and the security of the institution are no longer jeopardized.
49. When a personal property item has been tampered with, it will be considered an unauthorized item and dealt with in accordance with [CD 568-5 – Management of Seized Items](#).
50. Where a personal property item is deemed to contravene fire and/or safety policies, the item will be seized and disposed of in accordance with [CD 568-5 – Management of Seized Items](#). The reason for such action will be documented and the inmate will be advised in writing.
51. In accordance with [CD 764 – Access to Material and Live Entertainment](#), personal property items containing the following will be seized and disposed of in accordance with [CD 568-5 – Management of Seized Items](#) (the reason for such action will be documented and the inmate will be advised in writing):
- a. material which contains detailed information on the fabrication of any type of weapons or the commission of criminal acts
 - b. material which advocates or promotes genocide or hatred of any identifiable group that may be distinguished by colour, race, religion, ethnic origin, sex, sexual orientation, or by other specific traits
 - c. sexually-oriented material involving violence, coercion, compulsion, force, bodily harm or threats or fear of bodily harm, or other similar acts
 - d. sexually-oriented material involving children
 - e. material which advocates or promotes activities of criminal organizations, gangs, and/or terrorist groups.
52. Inmates in shared accommodation may be charged under [section 40\(e\), \(i\) or \(j\)](#) of the CCRA, when it is believed that both offenders committed an offence relating to possession of stolen property, contraband and/or unauthorized items.
53. All routine cell searches and search plans will require verification of personal property within the inmate's cell against the Inmate Personal Property Record, his/her hobby craft permit and this directive.
54. Items not on the Inmate Personal Property Record or hobby craft permit may be seized as unauthorized items (as distinct from contraband) in accordance with [CD 566-9 – Searching of Cells/Rooms, Vehicles and Other Areas](#).

Storage of Personal Property

55. Personal property held in storage will be recorded and updated when items are added to or retrieved from storage.
56. Property accepted for storage will be restricted to 0.085 cubic metre. The Institutional Head may provide extra storage for double-bunked inmates.
57. Personal property exceeding the storage limit will be removed/disposed of by:
- a. shipping the item to a location indicated, in writing, by the inmate, at his/her expense
 - b. if the inmate refuses, the Institutional Head will authorize the removal/disposal of the items and either donate the items to a charitable organization, destroy unusable items or send the item(s) to Crown Assets Distribution Centre in accordance with Treasury Board policy.
58. Valuables and important documents (not exceeding \$1,000) will be recorded on the Inmate Personal Property Record and will be securely stored in a fireproof cabinet or safe. Items stored in this manner will be photographed and the inmate will sign the Inmate Personal Property Record to confirm its authenticity. The photograph and the Inmate Personal Property Record will be stored electronically in OMSR-OPP and will remain in the Admission and Discharge file.
59. Personal item(s) that exceed \$1,000, or that cause the \$1,000 limit to be exceeded, will be sent out of the institution at the inmate's expense.
60. Personal property such as knives, other dangerous items, cell phones, pagers, other communication devices, medication, passports, and other items deemed unauthorized within the institution will not be stored in the Admission and Discharge area. These items will be sent out of the institution at the inmate's expense, sent back to the issuing office/department or disposed of in accordance with [CD 568-5 – Management of Seized Items](#).

Removal and Transfer of Personal Property

61. When possible, prior to transfer or release, the inmate will pack his/her personal property within their cell and take it to the Admission and Discharge area.
62. Normally, the inmate's personal property will accompany him/her at the time of the transfer, with consideration given for essential items.
63. For interregional and intraregional transfers, property accompanying the inmate may be restricted to 0.085 cubic metre.

64. When the inmate takes his/her effects to the Admission and Discharge area prior to transfer or release, the Admission and Discharge Officer will:
- a. verify the personal property against the Inmate Personal Property Record, including stored property. Unauthorized items will be recorded and managed in accordance with [CD 568-5 – Management of Seized Items](#)
 - b. verify and record the general working condition of electronic items on the Inmate Personal Property Record upon admission and at the time of transfer or release from the institution
 - c. record the number of boxes
 - d. seal the boxes in the presence of the inmate
 - e. complete the Admission and Discharge portion of the [Inmate Clearance Form](#) (CSC/SCC 1012).
65. When the inmate is unable to pack his/her personal property or when the inmate is to be absent temporarily, the cell will be immediately secured. The date and time at which the cell was secured and subsequently opened will be duly noted in the Unit Log Book. Where the cell cannot be secured as a result of shared accommodation, a secure area will be assigned to protect personal property.
66. Where the packing is not done by the inmate, two staff members will pack and, without delay, list all effects on the form Offender Personal Property – Cell Property Removal (CSC/SCC 2053) contained in OMSR-OPP. The effects will be checked against the Offender Personal Property system and the hobby craft permit, and discrepancies noted. Both staff members will sign the list and forward a copy to the inmate as soon as possible.
67. When commercial shipping is required, the sending institution or parole office will retain copies of the invoices and packing slips. Commercial shipping will be paid by the sending institution. The receiving institution will ensure that the property delivered corresponds to records and will notify the sending institution of any loss or damage to inmates' personal effects. The sending institution will file a claim to the commercial shipping company for the damage or loss of shipped effects.
68. Following the arrival of the inmate, the Admission and Discharge Officer will:
- a. verify the personal property against the Inmate Personal Property Record, including stored property. Unauthorized items will be recorded and managed in accordance with [CD 568-5 – Management of Seized Items](#)
 - b. verify and record the general working condition of electronic items on the Inmate Personal Property Record
 - c. note broken seals on any boxes on the document transmittal and receipt notice.

69. The receiving institution will normally issue personal items to the inmate within 10 working days after the effects have been received in the institution's Admission and Discharge area.

Removal/Disposal of Personal Property

70. At the inmate's written request, personal property will be removed/disposed by:

- a. deleting the item from the Inmate Personal Property Record or from his/her hobby craft permit, ensuring that the inmate signs to confirm the transaction, and
- b. shipping the item to a location indicated, in writing, by the inmate, at his/her expense, or
- c. using the form [Inmate Personal Property Transfer](#) (CSC/SCC 0175) to transfer ownership to the institution, which may then donate the item to a charitable organization, destroy unusable items or send the item(s) to Crown Assets Distribution Centre in accordance with Treasury Board policy.

71. Where the inmate has escaped or is at large without lawful excuse pursuant to [section 145](#) of the *Criminal Code*, the Institutional Head will dispose of the inmate's personal property in accordance with [section 85](#) of the CCRR.

72. When an inmate dies while in custody, his/her personal property will be searched and verified against the Inmate Personal Property Record and hobby craft permit after the cell is released by police. The Institutional Head may authorize the release of the inmate's effects. The effects will then be packaged and stored in a secure area until they are released to the next of kin, or disposed of in accordance with [section 119](#) of the CCRR.

Loss or Damage

73. Compensation for loss of or damage to items in institutions, including unfinished hobby craft projects, will be made in accordance with [CD 234 – Claims for Staff Personal Effects and Inmate Personal Effects and the Offender Accident Compensation Program](#).

74. Following compensation for the loss or damage to an item, this item will be promptly removed from the Inmate Personal Property Record.

Community Correctional Centres

Authorized Personal Property

75. Offenders are permitted authorized items contained in the [National Lists of Personal Property for Men/Women Inmates](#). In addition, mobile phones (including those with cameras and video

recorders), debit and credit cards may be authorized at the discretion of the Manager, Community Correctional Centre.

76. Offenders are not permitted to give, trade, loan, rent or sell personal or other property to other offenders directly or indirectly.
77. If an offender uses personal property in a manner that could jeopardize the safety of any person or the security of the institution, the Manager, Community Correctional Centre, or designate may confiscate the item. The reasons for such action will be documented and the offender will be advised accordingly in writing. The confiscated item may be returned to the offender, or placed in their stored effects, if the safety of persons and the security of the institution are no longer jeopardized.

Loss or Damage

78. CSC is responsible for items stored at a Community Correctional Centre and recorded on the form [Inmate Personal Property \(Cell Property Removal\)](#) (CSC/SCC 0872). Any loss or damage to stored property can be claimed by the offender in accordance with [CD 234 – Claims for Staff Personal Effects and Inmate Personal Effects and the Offender Accident Compensation Program](#).
79. Following compensation for the loss or damage to an item, this item will be promptly removed from the form [Inmate Personal Property \(Cell Property Removal\)](#) (CSC/SCC 0872).
80. Offenders will be advised that CSC is not responsible for personal property kept in areas other than stored effects.

Storage of Personal Property

81. Offenders will be provided with an individualized locked storage space to securely store their personal property. For security reasons, staff will have access to these storage spaces.
82. Personal property stored by the Community Correctional Centre will be kept in a secure locked room or secure storage units and will be recorded and tagged while stored.
83. Personal property which exceeds the allowable limit of 0.085 cubic metre and any other personal property will be stored by the offender outside of the Community Correctional Centre. Additional space may be provided at the discretion of the Manager, Community Correctional Centre.
84. Items removed from storage will be recorded as removed, and will not be returned to storage, unless it is a result of a new release or cancellation of suspension, or a seasonal item (e.g. bicycle).

Removal/Disposal of Personal Property

85. When an offender's conditional release, statutory release or long-term supervision is suspended, two staff members or a staff member and a contractor will remove and catalogue all effects and will verify and record the general working condition of electronic items using the form [Inmate Personal Property \(Cell Property Removal\)](#) (CSC/SCC 0872), including those effects held in storage on behalf of the offender.
86. In the case of an offender unlawfully at large, the District Director may dispose of the offender's personal effects, in accordance with [section 85](#) of the CCRR, and subject to [subsections \(2\) to \(4\)](#).
87. Within 30 days of revocation, staff will ensure that the offender's effects are transported to the offender's assigned institution.
88. When an offender dies while in custody, upon the release of the room by the investigating police, two staff members or a staff member and a contractor will remove and record the personal property using the form [Inmate Personal Property \(Cell Property Removal\)](#) (CSC/SCC 0872) and will verify and record the general working condition of electronic items. Recording of property will also include those effects held in storage. The District Director may authorize the release of the offender's effects. The effects will then be packaged and stored in a secure area until they are released to the next of kin, or disposed of in accordance with [section 119](#) of the CCRR.

Community-Based Residential Facilities – Loss or Damage (Excluding Community Correctional Centres)

89. Offenders will be advised that CSC is not responsible for personal property kept in the offender's room or in any area other than the stored effects location in a Community-Based Residential Facility.
90. Where loss or damage to personal property takes place in a contracted facility:
- a. the offender will submit a claim to the facility operator
 - b. the facility operator will investigate the claim and render a decision
 - c. if the offender is not satisfied with the decision, a grievance may be submitted in accordance with [CD 081 – Offender Complaints and Grievances](#).
91. Should the grievance be upheld and CSC determines that the Community-Based Residential Facility operator has not fulfilled contractual obligations, the Service will pay the claim and withhold the amount of the claim from the contract payment, as specified in the contract.

ENQUIRIES

92. Strategic Policy Division

National Headquarters

Email: Gen-NHQPolicy-Politi@CSC-SCC.gc.ca

Commissioner,

Original Signed by:
Don Head

ANNEX A**CROSS-REFERENCES****CROSS-REFERENCES**

[CD 081 – Offender Complaints and Grievances](#)

[CD 225 – Information Technology Security](#)

[CD 234 – Claims for Staff Personal Effects and Inmate Personal Effects and the Offender Accident Compensation Program](#)

[GL 234-1 – Claims Administration Instructions](#)

[CD 259 – Exposure to Second Hand Smoke](#)

[CD 345 – Fire Safety](#)

[CD 550 – Inmate Accommodation](#)

[CD 566-7 – Searching of Offenders](#)

[CD 566-9 – Searching of Cells/Rooms, Vehicles and Other Areas](#)

[CD 568-5 – Management of Seized Items](#)

[CD 573 – Control of Items Critical to the Security and Safety of Institutions](#)

[CD 580 – Discipline of Inmates](#)

[CD 702 – Aboriginal Offenders](#)

[CD 737 – Inmate-Operated Business Enterprises](#)

[CD 760 – Leisure Activities](#)

[CD 764 – Access to Material and Live Entertainment](#)

[CD 767 – Ethnocultural Offenders: Services and Interventions](#)

[CD 768 – Institutional Mother-Child Program](#)

[CD 860 – Offender’s Money](#)

[CD 890 – Inmate Owned Canteens](#)

Treasury Board [Directive on Disposal of Surplus Material](#)

ANNEX B**NATIONAL LIST OF PERSONAL PROPERTY FOR MEN INMATES**

| | MAX | MED |
|---|------------|------------|
| All authorized personal effects are permitted at minimum security institutions and Community Correctional Centres. | | |
| The total value of all effects will not exceed \$1,500 as stated in paragraph 29 of this directive. | X | X |
| Jewellery, medical bracelets and religious, spiritual or cultural items (maximum value of \$300 in addition to the \$1,500) | | |
| Bracelet, small loops or studs, wedding band, neck chain (6 mm maximum and without heavy pendants), low relief decorative ring | X | X |
| Musical Instruments (one only) | | |
| Stringed instrument, wind instrument or keyboard (maximum of 1 metre in length and no amps) and instrument accessories (stringed and wind instruments at the Institutional Head's discretion in maximum security) | X | X |
| Electrical Items | | |
| 1 - Clock radio/alarm clock | X | X |
| 1 - Desk fan (plastic only) | 12" max | 12" max |
| 1 - Power bar (maximum four (4) outlets) | X | X |
| 1 - Reading lamp (non-halogen, 60 W maximum, CSA approved, no goose necked or weighted base) | X | X |
| 2 - Light bulbs | X | X |
| 1 - Typewriter (electric/manual) | X | X |
| Miscellaneous Items | | |
| 2 - Tupperware type containers (maximum 1 litre (2 X 500 ml), cooking) | X | X |
| 1 - Footlocker (in accordance with CD 345 , or more as permitted by institution) | X | X |

| | MAX | MED |
|--|-----|-----|
| 1 - Scissors (blunt ends only and maximum 6" long depending on security level) | No | X |
| 1 - Mug (maximum 16 ounces and non-ceramic) | X | X |
| 7 - Photo albums with pictures | X | X |
| 1 - Stapler (non-electric) | X | X |
| Cassette tape holder and/or compact disc holder (maximum capacity of 40) | X | X |
| Assorted games, puzzles and board games | X | X |
| Assorted books (in accordance with CD 345) | X | X |
| 8 - Batteries (rechargeable and charger) | X | X |
| 1 - Combination lock (approved CSC type) | No | No |
| 20 - Clothes hangers (plastic only) | No | X |
| 1 - Water bottle (maximum 16 ounces) | X | X |
| 1 - Hand held calculator with no communication capability | X | X |
| 1 - Geometry set | No | No |
| 1 - Wallet | No | No |
| 2 - Picture frames (no glass) for tack board or desk top | X | X |
| Photographs (no Polaroid) | X | X |
| 1 - Floor mat/praying mat (maximum size of 52" x 34" or as provided by the local community faith leader and in accordance with CD 345). The mat is not to be suspended on walls or windows as a drape or decoration, nor used on the floor as a general floor covering, but shall be stored when not in use for religious activity. | X | X |
| Audio-Visual Equipment | | |
| 1 - One piece stereo system (10 W RMS or 50 W PMP, no condenser microphones, microphones, shortwave capability, loud-hailer capacity, recording capacity or detachable speakers permitted) | X | X |
| 1 - Walkman type radio/CD player (non-recording) | X | X |
| 40 - Audio cassettes, audio CDs or CD-ROM disks (combined) No CD-RW, CD-R-Write, MP3 Players, iPods, DVD or "burned" permitted (with the exception of digital media of a known origin, containing material that the inmate is reasonably required to review for the preparation of a legal matter) | X | X |
| 10 - Video game cartridges/discs (in accordance with CD 764) | X | X |
| 1 - TV converter | X | X |
| 1 - Cassette/CD cleaner (dry type) | X | X |
| 1 - Walkman type radio/cassette player (non-recording) | X | X |
| 2 - Headphones (no wireless and maximum 10' long) | X | X |

| | MAX | MED |
|---|---------------------------------|---------------------------------|
| 1 - Game system – Game Boy, PlayStation 1, Nintendo or any other game computer (console or hand-held) that does not have data or other communication capability and is available commercially on the market | X (CD 764) | X (CD 764) |
| 1 - TV with remote control (maximum 19" model only, with headphone jack) | X | X |
| 1 - Coaxial cable (10' maximum) | X | X |
| | | |
| Health and Personal Care Items | | |
| | | |
| 3 - Combs | X | X |
| 10 - Disposable razors | X | X |
| 2 - Nail clippers | X | X |
| 2 - Hair brushes | X | X |
| 1 - Blunt end cuticle scissors | No | X |
| 2 - Tweezers | X | X |
| 1 - Electric razor | X | X |
| 1 - Hair cutting kit | X | X |
| 1 - Beard/moustache/nose hair trimmer | No | X |
| 1 - Oral irrigation appliance | No | No |
| 1 - Toothbrush (electric) with maximum of four replacement heads | Manual Only | X |
| 1 - Hair dryer/blower (hand held, 2000 W maximum) | No | X |
| 1 - Toiletry bag | X | X |
| 3 - Joint supports | X | X |
| | | |
| Sports Equipment | | |
| | | |
| 2 - Racquets in total (tennis, squash, badminton, racquet ball, ping pong or broom ball) | No | X |
| 1 - Pair of skates (not stored in cell) | No | No |
| 1 - Set of lifting straps | No | X |
| 1 - Golf glove | No | X |
| 1 - Ball glove | No | X |
| 1 - Pair of bag gloves (no metal inserts) | No | X |
| 1 - Handball glove | No | X |
| 1 - Batting glove | No | X |
| 2 - Pairs of weight gloves | No | X |
| 1 - Weight belt | No | X |
| 1 - Pair of cleats (non-metallic and no toe guard) | No | X |
| 1 - Pair of wrist supports/wraps | No | X |
| 1 - Jump rope | 8' max | X |
| 2 - Sweat head bands | No | X |

| | MAX | MED |
|---|-----|-----|
| 2 - Athletic supports | X | X |
| 1 - Mouth guard (fitness) | X | X |
| 1 - Aerobic stepper | No | X |
| | | |
| Clothing | | |
| | | |
| 3 - Sweatshirts (pullover or zippered, no hood or inside pockets) | X | X |
| 12 - T-shirts/muscle shirts | X | X |
| 2 - Sweaters | X | X |
| 2 - Ribbon shirts | X | X |
| 10 - Pairs of socks | X | X |
| 3 - Golf shirts | X | X |
| 3 - Coats | X | X |
| 1 - Bathrobe | X | X |
| 2 - Pairs of winter gloves or mitts | X | X |
| 1 - Scarf | No | No |
| 6 - Jeans or casual pants | X | X |
| 4 - Sweatpants | X | X |
| 4 - Shorts | X | X |
| 1 - Bathing suit | No | No |
| 3 - Belts (maximum buckle size 2"x2") | X | X |
| 3 - Pyjamas | X | X |
| 10 - Underwear | X | X |
| 3 - Ball caps | X | X |
| 1 - Pair of boots (no steel inserts) | No | No |
| 1 - Pair of shoes (not runners, no steel inserts) | No | X |
| 2 - Pairs of running shoes | X | X |
| 2 - Pairs of sandals | X | X |
| 2 - Pairs of slippers | X | X |
| 1 - Toque | X | X |
| 1 - Pair of suspenders | No | X |
| 1 - Analog watch (value to be included in \$1,500 maximum) | X | X |
| 2 - Sunglasses (non-mirrored only) | X | X |
| | | |
| Exceptions | | |
| | | |
| Where items are issued or supplied by the CSC, individuals are not permitted to duplicate the items for personal or group use. | | |

ANNEX C**NATIONAL LIST OF PERSONAL PROPERTY FOR WOMEN INMATES**

| | MAX |
|---|------------|
| All authorized personal effects are permitted at medium and minimum security institutions, Community Correctional Centres and Healing Lodges/Healing Villages. | |
| The total value of all effects will not exceed \$1,500 as stated in paragraph 29 of this directive. | X |
| Jewellery, medical bracelets and religious, spiritual or cultural items (maximum value of \$300 in addition to the \$1,500) | |
| Bracelet, small loops or studs, wedding band, neck chain (6 mm maximum and without heavy pendants), low relief decorative ring | X |
| Musical Instruments (one only) | |
| Stringed instrument, wind instrument or keyboard (maximum of 1 metre in length and no amps) and instrument accessories (stringed and wind instruments at the Institutional Head's discretion in maximum security) | X |
| Electrical Items | |
| 1 - Clock radio/alarm clock | X |
| 1 - Desk fan (12-inch maximum diameter in maximum security institution and 12-inch maximum diameter in medium security institution) (plastic only) | X |
| 1 - Power bar (maximum four (4) outlets) | X |
| 1 - Reading lamp (non-halogen, 60 W maximum, CSA approved, no goose necked or weighted base) | X |
| 2 - Light bulbs | X |
| Miscellaneous Items | |
| 2 - Tupperware type containers (maximum 1 litre [2 X 500 ml]), cooking) | X |
| 1 - Footlocker (in accordance with CD 345 , or more as permitted by institution) | X |
| 1 - Scissors (blunt ends only and maximum 6" long depending on security level) | No |
| 1 - Mug (maximum 16 ounces and non-ceramic) | X |
| 7 - Photo albums with pictures | X |
| 1 - Stapler (non-electric) | X |
| Cassette tape deck holder and/or compact disc holder (maximum capacity of 40) | X |
| Assorted games, puzzles and board games | X |

| | MAX |
|--|---------------------------------|
| Assorted books (in accordance with CD 345) | X |
| 8 - Batteries (rechargeable and charger) | X |
| 1 - Combination lock (approved CSC type) | No |
| 20 - Clothes hangers (plastic only) | X |
| 1 - Water bottle (maximum 16 ounces) | X |
| 1 - Hand held calculator with no communication capability | X |
| 1 - Geometry set | No |
| 1 - Wallet | No |
| 2 - Picture frames (no glass) for tack board or desk top | X |
| Photographs (no Polaroid) | X |
| 1 - Floor mat/praying mat (maximum size of 52" x 34" or as provided by the local community faith leader and in accordance with CD 345). The mat is not to be suspended on walls or windows as a drape or decoration, nor used on the floor as a general floor covering, but shall be stored when not in use for religious activity. | X |
| 1 - Typewriter (electric/manual) | X |
| Audio-Visual Equipment | |
| 1 - One piece stereo system (10 W RMS or 50 W PMP, no condenser microphones, microphones, shortwave capability, loud-hailer capacity, recording capacity or detachable speakers permitted) | X |
| 1 - Walkman type radio/CD player (non-recording) | X |
| 40 - Audio cassettes, audio CDs or CD-ROM disks (combined) No CD-RW, CD-R-Write, MP3 Players, iPods, DVD or "burned" CD permitted (with the exception of digital media of a known origin, containing material that the inmate is reasonably required to review for the preparation of a legal matter) | X |
| 10 - Video game cartridges/discs (in accordance with CD 764) | X |
| 1 - TV converter | X |
| 1 - Cassette/CD cleaner (dry type) | X |
| 1 - Walkman type radio/cassette player (non-recording) | X |
| 2 - Headphones (no wireless and maximum 10' long) | X |
| 1 - Game system – Game Boy, PlayStation 1, Nintendo or any other game computer (console or hand-held) that does not have data or other communication capability and is available commercially on the market | X (CD 764) |
| 1 - TV with remote control (maximum 19" model only, with headphone jack) | X |
| 1 - Coaxial cable (maximum 10' long) | X |
| Health and Personal Care Items | |
| 1 - Nail file | X |
| 1 - Cuticle pusher | |
| 3 - Combs | X |
| 20 - Hair clips or barrettes | X |
| 50 - Curlers/curler accessories | X |

| | MAX |
|--|-----|
| 15 - Hair ties | X |
| 1 - Electric curling iron or flat iron | X |
| 10 - Disposable razors | X |
| 2 - Nail clippers | X |
| 2 - Hair brushes | X |
| 50 - Bobby pins | X |
| 1 - Set of electric curlers | X |
| 1 - Make-up bag | X |
| 1 - Blunt end cuticle scissors | X |
| 2 - Tweezers | X |
| 1 - Electric razor | X |
| 1 - Hair cutting kit | X |
| 1 - Beard/moustache/nose hair trimmer | X |
| 1 - Oral irrigation appliance | X |
| 1 - Hair dryer/blower (hand held, 2000 W maximum) | X |
| 1 - Toothbrush (electric) with maximum four replacement heads | X |
| 1 - Toiletry bag | X |
| 3 - Joint supports | X |
| Make-up (value to be included in the \$90 canteen purchase) | X |
| | |
| Sports Equipment | |
| | |
| 2 - Racquets in total (tennis, squash, badminton, racquet ball, ping pong or broom ball) | No |
| 1 - Pair of skates (not stored in cell) | No |
| 1 - Weight belt | X |
| 1 - Set of lifting straps | No |
| 1 - Golf glove | No |
| 1 - Ball glove | No |
| 1 - Pair of bag gloves (no metal inserts) | No |
| 1 - Handball glove | No |
| 1 - Batting glove | No |
| 2 - Pairs of weight gloves | X |
| 1 - Pair of cleats (non-metallic and no toe guard) | No |
| 1 - Jump rope | X |
| 1 - Pair of wrist supports/wraps | X |
| 2 - Sweat headbands | X |
| 1 - Aerobic stepper | X |
| 2 - Athletic supports | X |
| 1 - Mouth guard (fitness) | X |
| | |

| | MAX |
|---|------------|
| Clothing | |
| <u>PART A</u> | |
| <u>(A MAXIMUM COMBINED TOTAL OF 35 TOPS AND BOTTOMS ARE PERMITTED)</u> | |
| Sweaters | X |
| Sweatshirts (pullover or zippered, no hood or inside pockets) | X |
| Casual pant/slacks/jeans | X |
| Golf shirt/T-shirt/tank top | X |
| Sweatpants | X |
| Shorts | X |
| Blazer/dress jacket | X |
| Shirt/blouse | X |
| Skirt | X |
| Dress | X |
| Turtlenecks | X |
| 2 - Ribbon Shirts | X |
| <u>PART B</u> | |
| 10 - Sports bras/bras | X |
| 20 - Pairs of socks | X |
| 3 - Pyjamas | X |
| 2 - Pairs of slippers | X |
| 2 - Pairs of winter gloves or mitts | X |
| 20 - Underwear | X |
| 10 - Pantyhose (regular or knee high) | No |
| 3 - Ballcaps | X |
| 1 - Toque | X |
| 3 - Coats | X |
| 1 - Scarf | No |
| 1 - Swimsuit | X |
| 3 - Bathrobes | X |
| 5 - Belts (maximum buckle size 2"x2") | X |
| 2 - Pairs of sandals | X |
| 3 - Pairs of boots (winter/seasonal, no steel inserts) | X |
| 8 - Pairs of shoes (moccasins, runners and dress shoes) | X |
| 2 - Sunglasses (non-mirrored only) | X |
| 1 - Analog watch (value to be included in \$1,500 maximum) | X |
| | |
| Exceptions | |
| | |
| Where items are issued or supplied by the CSC, individuals are not permitted to duplicate the items for personal or group use. | |

ANNEX D

TECHNICAL REQUIREMENTS FOR INMATE-OWNED COMPUTERS AND ELECTRONIC GAMES

1. The following requirements are based on CSC's ability to reasonably assess and regulate various risks associated with inmate-owned computers and electronic games in a correctional setting.

Additional Cross-References

2. [CD 225 – Information Technology Security](#)

[CD 573 – Control of Items Critical to the Security and Safety of Institutions](#)

[CD 764 – Access to Material and Live Entertainment](#)

Conditions

3. Inmates who have approved personal computers, peripherals and software, which were authorized as personal effects prior to October 2002, will be permitted to retain this equipment until the time of their release from institution or violation of the conditions specified in this annex or form [Inmate Statement of Consent to Abide by Conditions Governing Inmate-Owned Computers](#) (CSC/SCC 2022). These inmates were required to sign this form.
4. The combined dollar value of authorized computer hardware, software and peripherals will not exceed \$2,500. The dollar value of these items is assessed at the time of the inmate's admission to the placement institution. Any repairs will be valued at the purchase price.
5. The value of authorized computer, hardware, software or peripherals registered on the Inmate Personal Property Record will not be reassessed over the course of its life, including at the time of transfer.
6. All inmate computers and peripherals will be properly sealed and identified, in accordance with paragraph 19 of this directive.
7. If the seal has been tampered with or unauthorized software or hardware is found in the inmate's cell or on the computer, it will be considered unauthorized use. The computer, the hardware and/or software will be immediately seized and the computer will be detained for a more detailed examination.
8. Any confirmed unauthorized software, hardware or illicit usage or indication of tampering with security seals may result in the permanent removal of the inmate-owned computer and peripherals.

Allowable Computer Configurations and Related Peripherals

9. All approved inmate-owned computers must fall within the conditions outlined in these technical requirements and will not exceed the following standards:
- One IBM™ or IBM™ compatible “stand-alone” desktop computer or other previously authorized computer (e.g. Apple, Commodore, Amiga, Macintosh, Atari) which does not exceed the following standards:
 - a central processing unit (CPU) with an unlimited processor speed
 - unlimited random access memory
 - one 1.44 Mb floppy drive
 - one compact disk (read-only memory) drive
 - 20 CD-ROM disks obtained only from approved vendors (“homemade” CDs and CDs offered as promotional items are not acceptable)
 - up to two hard drives with unlimited storage capacity
 - one sound card
 - video card (capable of displaying a computer signal only)
 - one keyboard (wired)
 - one mouse or cordless mouse
 - two serial ports
 - one parallel port
 - joysticks
 - one colour monitor not to exceed 15"
 - two external speakers
 - headset and microphone required for voice recognition software
 - one printer of the dot-matrix or inkjet type (black ribbons or cartridges only)
 - a maximum of 20 floppy diskettes
 - hardware, software, and peripherals required to provide computer accessibility for those with visual or physical impairment, when reviewed and approved by the Regional Deputy Commissioner.
10. All other items, including hardware, software, or computer peripherals not listed in this directive or in these technical requirements, are prohibited.

Prohibited Computer Peripherals and Electronic Games

11. All items that meet the following restrictions and/or standards are prohibited:
- laser printers
 - scanners
 - modems (including null modems and fax modems), network cards, wireless hardware devices that can be used to communicate with other computers or peripherals of any type, either in the institution or outside of the institution
 - removable or portable mass storage devices

- portable computing devices, including laptops, notebooks, palmtops or other miniaturized computing devices
- add-on FireWire (1394) or USB ports that are not part of the motherboard
- TV tuner cards
- electronic game consoles with communication capabilities such as, but not limited to, PlayStation 2, GameCube, X-Box, Plug and Play preloaded game controllers and DreamCast
- wireless keyboards or any other wireless devices which can electronically transmit information or data (e.g. wireless networking, Bluetooth, paired USBs, etc.)
- any other computer peripherals or electronic games that have been identified as a security threat by the Information Technology Security
- any USB device other than a keyboard or a mouse.

Approved Software or Operating Systems

12. Inmates may possess licensed or registered software for which satisfactory documentation establishing ownership and/or legal acquisition is available. The following types of software that meet the conditions outlined within these technical requirements and do not exceed the following standards, are permitted:
- a. any version of Microsoft DOS™, Microsoft Windows up to and including Windows 98™, Windows 98 SE and ME
 - b. standard, entry level Office Suites (e.g. Microsoft Office 97, WordPerfect, Microsoft Works), but not including those versions containing prohibited software such as database programs capable of altering or manipulating SQL databases
 - c. any type of graphics program
 - d. voice recognition software.
13. All other software or operating systems not listed in this directive or in these technical requirements are prohibited.

Restrictions on Software

14. All software that meets the following restrictions and/or standards are prohibited:
- a. technical utilities designed specifically to alter or manipulate executable program or system files (e.g. Norton Utilities™, PC Tools™ and Mace™), but diagnostic and repair utilities normally included in the operating system (OS) are excluded from this prohibition
 - b. utilities capable of creating computer “viruses” or other “infections”
 - c. programs designed specifically to create, modify or compile executable files or program codes

- d. programs designed specifically to allow connectivity to computer networks, but software connectivity capabilities included in the operating system are excluded from this prohibition
- e. any program or file that is in violation of [CD 225 – Information Technology Security](#), [CD 764 – Access to Material and Live Entertainment](#), and [CD 573 – Control of Items Critical to the Security and Safety of Institutions](#) or the Treasury Board policy on the [Prevention and Resolution of Harassment in the Workplace](#)
- f. programs providing “phone book” type data that will provide inmates with access to information that may enable them to locate victims, perpetrate frauds or which may result in the release of sensitive information within the institution that could jeopardize the safety of any individual
- g. software that enables the hiding of information with or without the use of encryption (e.g. Partition Magic, etc.)
- h. security defeating software or software that enables the defeating of copyright protection
- i. any other software that has been identified as a security threat by the Information Technology Security.

Repairs to Inmate-Owned Computers

15. Inmates may have their computers repaired when required, but all repairs must meet the following conditions:
- a. be completed in accordance with this annex
 - b. be in accordance with paragraph 44 of this directive.