Volume 2 – Business Scenarios

Part M – Property

Authored by the IJIS Institute and the Corrections Technology Association
<table>
<thead>
<tr>
<th>Revision History</th>
<th>Date</th>
<th>Details</th>
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<tr>
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1. **BUSINESS FUNCTION: PROPERTY**

This use case describes functions for tracking offender property. Functions include the receipt, transfer, storage, maintenance, release, and disposal of offender personal property and items brought with them during arrival processing, issued by the corrections department/agency, or received from approved sources.

![Property Use Case Diagram](image)

**Figure 1: Property Use Case Diagram**

1.1 **Use Case Specification: Arrival Processing**

Processes associated with the arrival of the offender at the correctional department/agency, including identification processing, receipt and initial inventory of property, clothing issuance, and living assignments.

<table>
<thead>
<tr>
<th>Associated Actor</th>
<th>Relationship</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intake Officer</td>
<td>Performs</td>
<td>In some jurisdictions, the intake officer will perform all the property control tasks. Generally the Intake Officer will search property for contraband, list the property received on a form that is signed by both the offender and staff person for receipt purposes, and placed in temporary storage until the Property Officer can take possession.</td>
</tr>
</tbody>
</table>
The Intake Officer will perform a high-level inventory of offender property upon arrival at the facility. This inventory may be the verification of a property list sent with the Transportation Officer. In some instances, a receipt will be issued for items of value.
1.1.1 Flow of Events

**Identification** - Staff validates the identification of an individual using with appropriate documentation such as sentencing order with demographics. This process may include the matching of pre-existing records with the individual to associate historical commitment information with a new incarceration.

- Data provided: Demographic Characteristics.

**Receive Offender** - An offender is received into a facility either from a correctional facility, county jail, or other external jurisdiction. The offender will be immediately placed on the facility count, but may not yet have a bed assignment. An offender may also be shown on temporary status, if the facility is only a temporary stop on the way to a permanent facility assignment.

- Data provided: Facility Count, Offender Profile Data.
- Special Requirements:

<table>
<thead>
<tr>
<th>Special Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASCA Performance Measures: Contextual Information Offender Profile Content Indicator IV.3.a Demographics</td>
<td>Demographics of the prisoner population on June 30 by gender, age category, and race/ethnicity adjusted for the number of prisoners held by the agency on June 30 and reported as a percentage.</td>
</tr>
</tbody>
</table>

**Evaluate Transportation Order** - When the offender is transported there will be supporting documentation that provides authorization and instructions regarding the transport.

In instances where the offender is undergoing an inter-facility transfer, there will be a transfer order document. Instances where an offender is received by the sentencing agency there will be a sentencing order document received to support the incarceration.

**(If Transfer Order) Verify Transfer Order** - This will include inter-facility transfers, parole/community returns, and returns from temporary custody with other agencies, where a transfer order is required to accept the offender into the facility.

- Data provided: Transfer Date, Transportation Voucher, Facility Identifier.

**(If new commitment) Verify Sentence Order** - New commitment and sentence orders are verified to ensure the correct individual has been sent to the department/agency for the correct reasons.

- Data provided: Sentences Imposed.

**Booking** - The initial processing of all offenders to include photograph, fingerprinting, and documenting physical characteristics including scars, marks, and tattoos. The fingerprints may be live-scanned, sending them directly to the state Automated Fingerprint Identification System (AFIS) for immediate positive identification. The repository may return a criminal history rap sheet upon receiving the prints.

- Data provided: Offender Identifiers, Criminal History, Conviction Offenses.
Special Requirements:

<table>
<thead>
<tr>
<th>Special Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASCA Performance Measures: Contextual Information Offender Profile Content Indicator IV.2.a</td>
<td>Number of prisoners serving a sentence for a Part I violent crime, other violent crime, property crime, drug offense, other public order offense, or other crime on June 30 adjusted for the number of prisoners held by the agency on June 30 and reported as a percentage.</td>
</tr>
</tbody>
</table>

Utilize Inventory Property - Accounting for offender property is an ongoing process during the incarceration period. Offenders are often moving to other living assignments. In most instances, the movement will result in a search of their property to ensure they have no contraband items. Intra-facility movement will definitely involve a search of offender property, and either listing the items on an inventory form or a check against an existing inventory record. Contraband items will be confiscated and turned over for disposition. If a property record has not been produced, one will be in order to begin tracking their property items.

<table>
<thead>
<tr>
<th>Pre-Condition</th>
<th>Description</th>
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<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post-Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received</td>
<td>To take control or possession of something.</td>
</tr>
</tbody>
</table>

1.2 Use Case Specification: Inventory Property

Accounting for offender property is an ongoing process during the incarceration period. Offenders are often moving to other living assignments. In most instances, the movement will result in a search of their property to ensure they have no contraband items. Intra-facility movement will definitely involve a search of offender property, and either listing the items on an inventory form or a check against an existing inventory record. Contraband items will be confiscated and turned over for disposition. If a property record has not been produced, one will be in order to begin tracking their property items.

1.2.1 Flow of Events

Receive Property - Property items will be received from a number of sources. This will initiate a process for tracking the property in order to document the items as well as the ownership of them.

Evaluate Property - The act of visually and/or physically inspecting and evaluating property items to accurately identify and determine conformance to policy.

- Data provided: Property Identifiers, Property Disposition Order, Inventory Receipt.

(If Authorized Property) Retrieve Property Record - The property record will be retrieved to provide current information about the property an offender should have in his/her possession.

- Data provided: Property Record.

(If record not found) Create Property Record - The act of establishing the offender property record, listing property identifiers and quantity amounts.

- Data provided: Property Record.
Update Record - When information is obtained for an established record, the pre-existing information in the record is amended or an addendum is added for future reference or communication.

(If Unauthorized Property) Utilize Property Disposition - Processes associated with the disposal of property, removing it, or rendering the inventory record inactive. Disposal includes releasing property items to external entities as part of the chain of evidence, destruction of contraband following established policy and procedures, and packaging and processing for shipping to a destination outside the jurisdiction of the correctional department/agency.
### Pre-Condition | Description
--- | ---
None |  

### Post-Condition | Description
--- | ---
Inventoried | Property will be considered inventoried when a complete and accurate inspection and accounting of the property items has been performed by a staff person.

### 1.3 Use Case Specification: Property Management

The process of tracking property items issued to, or received by the offender. The process includes inspecting, inventory control procedures, receipt issuance, permit issuance, and, in some instances, marking items for identification.

**Property Management Activity Diagram**

![Property Management Activity Diagram](image)

*Figure 4: Property Management Activity Diagram*
### Associated Actor | Relationship | Description
--- | --- | ---
Housing Officer | Performs | The Housing Officer may issue property items as well as inventory and take possession of property as part of their responsibilities, acting as an extension of the Property Officer.
Commissary Officer | Provides | 
Property Officer | Performs | The property record may be maintained by another staff authority.

**Detail**
This is a detailed accounting of property items to establish a property record, evaluate acceptance based on regulations and procedures, and remove items considered to be contraband for disposition processing.

### 1.3.1 Flow of Events

**Log Property Receiving** - The act of receiving property from a delivery source and recording the receipt.
- Data provided: Property Record.

**Utilize Inventory Property** - Accounting for offender property is an ongoing process during the incarceration period. Offenders are often moving to other living assignments. In most instances, the movement will result in a search of their property to ensure they have no contraband items. Intra-facility movement will definitely involve a search of their property, and either listing the items on an inventory form or a check against an existing inventory record. Contraband items will be confiscated and turned over for disposition. If a property record has not been produced, one will be in order to begin tracking their property items.

**Tag Property** - Property items are marked in such a manner to identify the owner.
- Alternatives flows:

**Detail**
Specified property items may not be tagged.

**Check Property Requirements** - Determine if a property item has special requirements defined by policy.

**If Requires Special Use Authorization** Property Override Authorization - The act of issuing a document authorizing the possessor to possess the property item described and identified.
- Data provided: Authorization Data.

**Issue Property** - Property will be handed over to the offender for their control. The offender will generally sign a document to record the receipt of the property and acknowledge their responsibility for maintaining the property item.
<table>
<thead>
<tr>
<th>Pre-Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post-Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Issued</td>
<td>Property will be handed over to the offender for his or her control. The offender will generally sign a document to record the receipt of the property and acknowledge his or her responsibility for maintaining the property item.</td>
</tr>
</tbody>
</table>

### 1.4 Use Case Specification: Property Disposition

Processes associated with the disposal of property, removing it, or rendering the inventory record inactive. Disposal includes releasing property items to external entities as part of the chain of evidence, destruction of contraband following established policy and procedures, and packaging and processing for shipping to a destination outside the jurisdiction of the correctional department/agency.

**Property Disposition Activity Diagram**

![Property Disposition Activity Diagram](image-url)

*Figure 5: Property Disposition Activity Diagram*
There are jurisdictions that allow offenders to receive property through the mail from approved sources. In these instances, the Mailroom Officer becomes the recipient who will screen for contraband and may either route the property to the Property Officer or issue the property item and send documentation to the Property Officer for use in updating the property record for the offender.

The Mailroom Officer handles mailing and shipping of property items out of the facility once the Property Officer has obtained authorization and shipping information.

### 1.4.1 Flow of Events

**Repossess Property** - Actions taken whereby possession and control of property items are returned to the Property Officer.

**Review Property Disposition Order** - Verify property identifiers with items and determine disposition action.

(If No Evidentiary Value) **Check Available Balance** - The act of obtaining the trust account available balance to insure sufficient monies are available to support an elective withdrawal.

- Data provided: Account Available Balance.

(If Available Balance) **Utilize Account Transaction Processing** - Account transaction processing involves posting deposits and withdrawal transaction records to a trust account, and ensuring an accurate balance results from the transaction. In a correctional setting, the offender rarely has contact with the accounting office and is required to conduct their financial business through a third party that validates, and, in some instances, authorizes the transaction. When monies are received, the existence of the offender trust account is verified. If one is not found, an account will be opened to process the transaction request. The posting process will collect monies and apply them towards debt or other financial requirements established by law or policy. Withdrawals will be processed when sufficient monies are available to cover the requested amount. The transaction request will result in either a posted transaction or a denial of the request.

(If Insufficient Available Balance) **Determine Storage Qualification** - Apply established policy or rule to determine if an item can be placed in a designated storage location.

- Data provided: Notice of Disposition.

- Special Requirements:

<table>
<thead>
<tr>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA Standard: Programs and Services 4-4164 Personal Property</td>
<td>Space is provided for storing the personal property of inmates safely and securely.</td>
</tr>
</tbody>
</table>

(If Physical Evidence) **Classify Evidence** - Determine if physical evidence is to be used in a criminal prosecution or an administrative proceeding.
- Data provided: Property Record, Evidence Identifiers.

**Property Storage** - Storage of property items during temporary transitionary periods in a secured location. Transitionary periods include when offenders are away from their assigned facility for court appearances or for medical treatment, or when temporarily assigned to a segregation area where designated property items are not permitted.

Processes included in this activity will depict the return of the property to the offender at some point.

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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Post-Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipped</td>
<td>The state of having been processed for mailing or shipping; no longer in the control of the correctional department/agency.</td>
</tr>
<tr>
<td>Destroyed</td>
<td>Rendered useless or completely altered beyond any usefulness.</td>
</tr>
<tr>
<td>Evidence</td>
<td>Authority and control are relinquished by the correction department/agency and handed over to another law enforcement entity.</td>
</tr>
<tr>
<td>Stored</td>
<td>Property items will be stored in secured locations until the owner takes possession.</td>
</tr>
</tbody>
</table>