

 <p style="text-align: center;"><b>ALLEGHENY COUNTY BUREAU OF CORRECTIONS</b></p>	<b>APPLICABILITY: All Authorized Personnel</b>	
	<b>POLICY NUMBER: #322</b>	<b>EFFECTIVE: 5/1/08 REVIEWED: 3/12/20</b>
	<b>TITLE: Transfer of Articles Between Inmates</b>	
	<b>AUTHORIZED BY: ORLANDO L. HARPER</b> <b>SIGNATURE: <i>Orlando L. Harper</i></b>	

**POLICY**

It is the policy of the Allegheny County Bureau of Corrections to prohibit any transfer of articles between male and female inmates. This includes but is not limited to commissary items, handmade crocheted afghans, caps, or letters.

**PROCEDURAL GUIDELINES**

- No staff member, officer, volunteer worker or visitor is permitted to transfer any article by any means to circumvent this order.
- No notes or letters, including written or verbal messages will be conveyed to any inmate.
- Writing privileges for incarcerated family members (i.e. parent/child, spouse, or sibling) may only be authorized by the Warden or his/her designee. The request for written communication privileges must be placed in writing by the requesting inmate with the other party identified by name, DOC, and relationship to the inmate. Privileges will be appropriately verified and vetted and determined on a case by case basis.
- Any violation of this policy may result in disciplinary action.