

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 400.03**

**EFFECTIVE DATE: 29 August 2022**

**SUBJECT: INMATE'S PROPERTY  
(PERSONAL & STATE-ISSUED)**

# **POLICY DIRECTIVE**

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**PURPOSE:**

Governs the control and safeguarding of personal property and specifies the personal property inmates may retain in their possession and provides guidelines for the issuance of state-provided clothing, bedding, and linens.

**REFERENCE:**

WV Code §15A-4-9.

**RESPONSIBILITY:**

Superintendents shall be responsible for enacting Operational Procedures to ensure compliance with this Policy Directive and ensuring the requirements are included in applicable Post Orders.

**CANCELLATION:**

Any previous written instruction on the subject including DCR Policy Directive 400.03, dated 01 December 2021; DCR Commissioner's Instruction #DCR22-01, dated 01 January 2022; DOC Policy Directive 407.00, dated 01 January 2004; DOC Policy Directive 407.01, dated 01 June 2008; and RJA Policy 12001, dated 04 November 1991.

**APPLICABILITY:**

All facilities within the Division of Corrections and Rehabilitation (DCR) that have custody of adult inmates. This Policy is available for general distribution and shall be made available for inmate review upon the effective date.

## **DEFINITIONS:**

**Contraband:** Any item or article which is not specifically authorized in writing by the Commissioner or Superintendent for inmate possession, or an authorized item which has been altered, or which has been obtained from any unauthorized source.

## **POLICY:**

- I. Staff will control and safeguard all inmates' personal property.
  - A. All inmate property shall be searched, inventoried, and properly recorded. The description of items shall be in sufficient enough detail for easy identification to include condition of the item.
  - B. All property shall be carefully and thoroughly searched prior to being placed into storage or allowing the inmate to retain. Searches of all items are critical to ensure that no contraband enters the facility.
    1. All items shall be removed from containers in which they are carried, and each item examined to ensure that it does not conceal contraband or other unauthorized items.
    2. Care must be taken neither to damage nor destroy personal property. If this should happen, an incident report shall be completed by the staff involved.
  - C. An inmate is not permitted to sell, trade, barter, give or receive property to or from other inmates.
  - D. Inmates are not permitted to possess any type of clothing or item with offensive logo or language, profane language, religious statements or slurs, or racial slurs on it anywhere.
- II. Inmates received at jails will have their property searched and inventoried in accordance with DCR Policy Directive 400.01.
  - A. The following items may be retained by an inmate upon his/her arrival at a jail after being thoroughly searched. These items will not be accepted after an inmate's arrival with the exceptions noted below.
    1. Corrective eyeglasses (two pair) – may also receive from medical department or purchase through commissary.
    2. Contact lens (one pair & case) – may receive replacement contacts through the mail from the supplier or inmate's family; however, package must be thoroughly searched and then delivered to the facility medical department for appropriate distribution to the inmate. Cannot be colored or tinted that would change the inmate's eye color. Any type of liquid needed for contact care (e.g., solution,

rewetting drops, disinfectant, etc.) must be purchased through the commissary or provided by the medical department.

3. Wedding ring/band (one, if legally married, no stones) – Inmates who are approved to marry their spouse through approved methods while in the facility may also receive a wedding ring or band on the day of the nuptials. The ring or band will be searched and approved by the Chief of Security/Chief Correctional Officer/designee.
4. Legal materials (active case(s) only; reasonable quantities, not to exceed 2” in depth) – may also receive through legal mail procedures and from court officials while out to court. In this case, the legal materials will be relinquished to the transporting officer(s) and remain in their possession until copied upon arrival back at the facility with copies given to inmate and originals destroyed.

**B. All items placed in storage will not be approved for the inmate to possess at any time during his/her incarceration.**

1. If approved by jail personnel, an inmate may arrange for a family member or friend to pick up specific item(s) from storage.
2. Any person authorized by an inmate to pick up personal property will show proper ID and sign a receipt with a copy of the receipt being forwarded to the inmate and original attached to the Inventory Form.
3. Jail inmates who receive a felony prison sentence have thirty (30) days from the date of sentence notification to dispose of personal property from storage by scheduling pickup by a person from the community, shipping at the inmate's expense, donating to an approved local charity or authorization for the destruction of item(s).
  - a. If the inmate fails to dispose of unauthorized items on the thirty-first (31<sup>st</sup>) day, the item(s) will be destroyed.
  - b. Staff will not appropriate, or otherwise take for their personal use, abandoned property.

**III. Jail inmates shall be issued institutional clothing that is properly fitted and presentable in the quantities listed below. Inmate's clothing, including uniforms, undergarments and socks will be laundered not less than two (2) times per week on a schedule, and in manner approved by the Superintendent.**

- A. Two (2) uniform shirts; two (2) uniform pants; three (3) underwear; one (1) pair sandals; three (3) pair socks; two (2) brassieres (females only or in accordance with DCR Policy Directive 411.00); and one (1) laundry bag.

- B. For the purpose of security identification, facilities will prominently stamp DCR on state-issued inmate clothing.
  - C. Inmates assigned to work in food service and other special work details may be provided protective clothing as appropriate.
  - D. Inmates shall be issued suitable, clean bedding and linens, including two (2) sheets; one (1) pillow and pillowcase; one (1) mattress; one (1) blanket; two (2) towels; and two (2) washcloths. Linens, including sheets and pillowcases will be exchanged for clean laundered items on a one-for-one basis, once per week on a schedule approved by the Superintendent. Clean towels and washcloths will be exchanged two (2) times per week.
- IV. Personal items approved for jail inmates to possess are listed on **Attachment #1**.
- A. Superintendents may restrict or remove any personal item listed on the approved property items list (**Attachment #1**). Additional items will not be added to the list.
  - B. Appropriate accommodations made in accordance with DCR Policy Directive 411.00 shall be considered approved items.
  - C. Items must be purchased through the commissary vendor unless otherwise specified in Policy Directive, Operational Procedure, or memo. Inmates are not permitted to have any items dropped off or mailed in directly from family/friends unless permitted in a Policy Directive, Operational Procedure, or memo.
  - D. Personal items approved for jail inmates to possess will be recorded on Jail Inmates Personal Items Inventory Form (**Attachment #2**).
    - 1. Expendable items (e.g., food, drink, and personal hygiene/healthcare items) will not be recorded on the inventory form.
    - 2. A copy of the completed inventory form shall be provided to the inmate with the original going to the property office/property officer.
    - 3. Changes to the inmate property will require the completion of a new inventory form (**Attachment #2**) and filing as noted above.
- V. Inmates received at prisons or community corrections will have their property searched, inventoried, and properly recorded on a Prisons and Community Corrections Personal Items Inventory Form (**Attachment #3**). The description of items shall be in sufficient enough detail for easy identification to include condition of the item.
- A. Expendable items (e.g., food, drink, and personal hygiene/healthcare items) will not be recorded on the inventory form.

- B. A copy of the completed inventory form shall be provided to the inmate with the original going to the property office/property officer.
  - C. Changes to inmate property will require the completion of a new inventory form (**Attachment #3**) and filing as noted above.
- VI. Prison and community corrections inmates shall be issued institutional clothing that is properly fitted, climatically suitable, and presentable, to include pants, shirts, belt, shower shoes, socks, t-shirts, underwear and brassieres (females only or in accordance with DCR Policy Directive 411.00). Inmates shall have the opportunity to have three (3) sets of clean clothing per week. This may be accomplished by access to self-serve washer facilities, facility laundry service, central clothing exchange or a combination thereof. Use of wash basins in cells or rooms shall not be utilized for maintaining clean clothing. The limits of allowable state-issued property are listed on **Attachment #4**.
- A. For the purpose of security identification, facilities will prominently stamp DCR on state-issued inmate clothing.
  - B. Additionally, prisons and community corrections facilities will ensure that a clothing label machine is used to produce a label which shows an inmate's name (last name, first name) and OID number. A label will be placed above the inmate's left shirt pocket and above the left rear pants pocket so that it will be readily noticeable for identification purposes.
    - 1. If a label detaches through normal course of wearing or laundering, it is the inmate's responsibility to bring it to the attention of staff so that arrangements can be made to reattach or replace the label.
    - 2. Inmates who purposely remove and/or alter clothing labels will face disciplinary action.
    - 3. When an inmate leaves the custody of DCR, his/her clothing will be turned in and the labels will be removed for reissuing to another inmate.
  - C. Inmates assigned to work in food service, medical/infirmarary, farm, garage, physical plant maintenance, and other special work details may be provided protective clothing as appropriate.
  - D. Inmates shall be issued suitable, clean bedding and linens, including two (2) sheets; one (1) pillow and pillowcase; one (1) mattress; and sufficient blankets to provide comfort under existing temperature controls. There shall be provisions for a linen exchange, including towels, at least weekly. Blanket exchange will be available at least quarterly.

- VII. Personal items approved for prison or community corrections inmates (other than work release status inmates) to possess are listed on **Attachment #4**.
- A. Items must be purchased through the commissary vendor unless otherwise specified in Policy Directive, Operational Procedure, or memo. Inmates are not permitted to have any items dropped off or mailed in directly from family/friends unless permitted in a Policy Directive, Operational Procedure, or memo.
  - B. Superintendents may restrict or remove any personal item listed on the approved property items list (**Attachment #4**). Additional items will not be added to the list.
  - C. Appropriate accommodations made in accordance with DCR Policy Directive 411.00 shall be considered approved items.
  - D. Any item approved for inmate retention, as outlined on **Attachment #4**, will not exceed one hundred dollars (\$100.00) in value, with the exception of approved game systems, televisions, corrective eyeglasses, and musical instruments.
  - E. An inmate will be limited to possess the approved items in combinations that can be stored in two (2) standard issued storage/locker boxes, measuring approximately 33 7/8 inches long x 22 inches wide x 11 inches deep as provided by the facility.
  - F. Superintendents of facilities with work release status inmates will issue a list of approved personal property items.
- VIII. Prisons and community corrections facilities will maintain a secure, short-term storage area for inmate property which is unauthorized for the inmate to possess or is in excess of allowable limits. This storage will not exceed thirty (30) calendar days.
- A. The inmate's name and OID number will serve as an inventory control for property.
  - B. The Superintendent will assign a supervisory employee to ensure accountability of stored property and maintain appropriate records.
  - C. An inmate will be provided thirty (30) calendar days to dispose of unauthorized property (with the exception of contraband) by scheduling pickup by a person from the community, shipping at the inmate's expense, donating to an approved local charity or authorization for the destruction of item(s).
    - 1. Any person authorized by an inmate to pick up personal property will show proper ID and sign a receipt with a copy of the receipt being forwarded to the inmate and original attached to the Inventory Form.
    - 2. Items mailed out will not be permitted to be returned to the inmate.

- D. If the inmate fails to dispose of unauthorized items on the thirty-first (31<sup>st</sup>) day, the Superintendent/designee may, at his/her discretion, ship the unauthorized items to the person listed as being the point of notification for the inmate or destroy the items.
    - 1. If items are shipped to the point of notification, the Trustee Clerk will debit shipping costs against the inmate's spending account.
    - 2. In order to facilitate this process, there needs to be a minimum of fifty dollars (\$50.00) in the inmate's spending account.
  - E. Staff will not appropriate, or otherwise take for their personal use, abandoned property.
  - F. Driver's Licenses, Social Security Cards and other forms of identification/licenses will be placed in the inmate's legal file, pending release.
- IX. When an inmate is being processed for transfer from one facility to another, the sending facility will secure and inventory all property.
- A. Superintendents will provide notice to all DCR facilities of items restricted from the Commissioner's approved property items list for their facility.
  - B. Personal items approved for the inmate to possess shall be packaged and transferred with the inmate to the receiving facility. The inmate shall not have access to their property before or during a transport.
  - C. Food/beverages will not be transferred under any circumstances.
  - D. It is the responsibility of the inmate and staff at the sending facility to remove all items not authorized at the receiving facility and make disposition as listed below:
    - 1. Schedule pickup by a person from the community by the inmate. Any person authorized by an inmate to pick up personal property will show proper ID and sign a receipt with a copy of the receipt being forwarded to the inmate and original attached to the Inventory Form.
    - 2. Mail at the inmate's expense.
    - 3. Donate to an approved local charity.
    - 4. Authorization for the destruction of item(s).
  - E. Upon arrival at the receiving facility, staff will search the property, verify the inventory, and issue authorized items.
- X. Any inmate assigned to special or restricted housing units, such as segregation or behavior modification, medical or mental health units will be subject to additional property limits due to the security and program considerations inherent in the operation of such units.

Authorization of an item in the admission process does not imply that it may not be limited in some other way, or in a restricted housing status.

- XI. In case of the death of an inmate before authorized release from the facility, the Superintendent or designee shall deliver the property to the inmate's personal representative. In case a conservator is appointed for the inmate while he/she is housed in a facility, the Superintendent or designee shall deliver to the conservator, upon proper demand, all moneys and personal property belonging to the inmate that is in the custody of the Superintendent.
- XII. When conducting cell/living area inspections and searches, staff will not permit an excessive amount of property to accumulate. The accumulation of an excessive amount of inmate property causes a potential life hazard in case of fire and may cause other problems such as, but not limited to, pests, vermin, unauthorized "stores," etc. An employee may order an inmate to dispose of excess property.

**ATTACHMENT(S):**

- #1 Approved Property Items for Jails (3 pages)
- #2 Jail Inmates Personal Items Inventory Form
- #3 Prison and Community Corrections Personal Items Inventory Form (3 pages)
- #4 Approved Property Items for Prisons & Community Corrections Facilities (6 pages)

APPROVED SIGNATURE:

 8/10/22

Brad Douglas, Acting Commissioner

Date



## **APPROVED PROPERTY ITEMS FOR JAILS**

<b>ITEM</b>	<b>LIMIT</b>	<b>Restrictions</b>
<b><u>State-Issued Only</u></b> - These limits are what is permitted in an inmate's possession at any given time.		
Blanket	1	state-issued only
Laundry Bag	1	state-issued only
Mattress	1	state-issued only
Pillow	1	state-issued only
Pillowcase	1	state-issued only
Sandals	1 pr.	state-issued only
Sheets	2 sheets (not 2 sets of sheets)	state-issued only
Towels	2	state-issued only
Uniform Pants	2	state-issued only
Uniform Shirts	2	state-issued only
Wash Cloths	2	state-issued only

**Personal Property** – Items must be purchased through the commissary vendor unless otherwise specified in Policy Directive, Operational Procedure, or memo. Inmates are not permitted to have any items dropped off or mailed in directly from family/friends unless permitted in a memorandum with no exceptions. Nothing to be removed or given to inmates out of property storage.

Appropriate accommodations made in accordance with DCR Policy Directive 411.00 *Gender Nonconforming Inmates/Residents* shall be considered approved items.

### **Clothing**

Athletic Shoes	1 pr.	white only, Velcro closure
Jam Shorts	1 pr.	orange only, either state-issued or personal purchase
Socks	3 pr.	white only, either state-issued or personal purchase
Thermal Tops	3	
Thermal Bottoms	3	
T-Shirts	3	orange only, no pocket
Underwear (boxers or briefs)	3	males– white only, either state-issued or personal purchase

### **Electronics**

Batteries	2	AAA, must have digital radio
Digital Radio AM/FM	1	
Earbuds	1 pr.	clear only, must have digital radio

Female Inmates Only

Brassiere	3	white only, either state-issued or personal purchase
Tampons and/or feminine hygiene pads	2	boxes or packages, either state-issued or personal purchase
Panties	3 pr.	either state-issued or personal purchase

Miscellaneous

Checker Set w/board	1	
Plastic Bowl	1	personal purchase only
Plastic Cup	1	either state-issued or personal purchase
Plastic Spoon	1	white, personal purchase
Playing Cards	1	deck
Wedding Ring/Band	1	if legally married, no stones

Personal Hygiene/Healthcare

Antacid	1	roll
Body Wash or Soap	1	either state-issued or personal purchase
Comb	1	either state-issued or personal purchase
Conditioner	1	
Contact Lenses/Case	1 pr.	cannot be colored or tinted
Contact Solution	1	bottle
Corrective Eyeglasses/Soft Case	2 pr.	prescription lenses or reading glasses; tint restricted to 5%
Cough Drops	1	bag of 30
Denture Adhesive	1	If applicable
Denture Cleaner	1	If applicable
Deodorant	2	either state-issued or personal purchase
Hairbrush	1	
Hairdressing, moisturizer, or pomade	1	
Lip balm	1	
Lotion	1	
Nail Clipper	1	no file
Ponytail Holder	5	
Shampoo	1	either state-issued or personal purchase
Shaving Cream	1	
Soap Dish	1	2 pieces, clear plastic only
Toothbrush	1	either state-issued or personal purchase
Toothpaste	1	either state-issued or personal purchase

Reading/Correspondence/Legal Material

Books	2	soft back only, must come directly from publisher (may include additional religious texts)
Dictionary (Pocket)	1	
Greeting Cards	5	
Legal Material		limited to 2", personal only, active case(s) only
Magazines/Word Search Books	5	
Manila Envelopes	5	no clasp
Newspapers	5	must come directly from publisher
Pens	5	flex pens
Personal Letters	12	copies only, including cards
Personal Pictures	30	copies only, no larger than 5"x 7"
Stamps	20	unused, purchased from commissary
White Envelopes	5	
White Writing Pad	1	no larger than 8 ½ x 11"

Religious Items

Bible or Religious Text	1	
Religious Medallion w/Chain/Beads	1	obtained through Chaplain or commissary only
Religious Pamphlets/Study Guides	5	received from authorized source

### JAIL INMATES PERSONAL ITEMS INVENTORY

Inmate Name \_\_\_\_\_ OID # \_\_\_\_\_

Reason for inventory \_\_\_\_\_ Date of Inventory \_\_\_\_\_

<u>Item</u>	<u>Amount</u>	<u>Description in Sufficient Detail</u>	<u>Condition</u>
Athletic Shoes (1) pr			
Bible or Religious Text (1)			
Bowl (1)			
Checker Set (1)			
Comb (1)			
Contact Lenses/Case (1) pr			
Corrective Eyeglasses/Case (2) pr			
Cup (1)			
Dictionary (1)			
Hairbrush (1)			
Nail Clipper (1)			
Playing Cards (1) deck			
Ponytail Holder (5)			
Radio with Earbuds (1)			
Religious Medallion (1)			
Shorts (1)			
Soap Dish (1)			
Socks (3) pr			
Spoon (1)			
T-Shirts (3)			
Thermal Tops (3)			
Thermal Bottoms (3)			
Toothbrush (1)			
Underwear (3)			
Wedding Ring or Band (1)			
<b>BOOKS</b>			
1			
2			
<b>FEMALES ONLY</b>			
Brassieres (3)			
Panties (3)			

Signatures of inventory staff and inmate:

Inmate \_\_\_\_\_ OID# \_\_\_\_\_

Staff \_\_\_\_\_

#### Return of Property

I have checked my property and accept it as complete and correctly itemized. Furthermore, I release the WVDCR from any and all liability pertaining to the loss or damage of the above listed property

Inmate \_\_\_\_\_ OID# \_\_\_\_\_

Staff \_\_\_\_\_

**PRISON & COMMUNITY CORRECTIONS PERSONAL ITEMS INVENTORY**

Inmate Name \_\_\_\_\_ OID # \_\_\_\_\_

Reason for inventory \_\_\_\_\_ Date of Inventory \_\_\_\_\_

<u>Item</u>	<u>Amount</u>	<u>Description in Sufficient Detail</u>	<u>Condition</u>
Address Book (1)			
Alarm Clock (1)			
Athletic Shoes (2) pr			
Ball Caps (2)			
Baseball or Softball Glove (1)			
Beard Trimmer (1)			
Bible or Religious Text (1)			
Binder (1)			
Boom Box (1)			
Boots (1) pr			
Boots for Outside Work Crew (1) pr			
Bowl (2)			
Cooler (1)			
Comb (1)			
Contact Lenses/Case (1) pr			
Corrective Eyeglasses/Case (2) pr			
Cup (1)			
Denture Brush (1)			
Denture Container (1)			
Dictionary (1)			
Doo Rag (3)			
Electric Razor (1)			
Extension Cord (1)			
Fan (1)			
Fork (1)			
Game System & Controller (1)			
Hairbrush (1)			
Hand Wraps/Straps (1)			
Handkerchiefs (3)			
HDMI Cable (1)			
Headphones (1)			
Headphone Adapter (1)			
Medical/Dental Prostheses			
Memory Card (2)			
Nail Clipper (1)			
Pajamas (2) pr			
Photo Album (2)			
Plate (1)			
Playing Cards (1) deck			
Ponytail Holder (5)			
Program Workbooks (5)			
Reading Lamp (1)			
Religious Medallion (1)			
Robe (1)			

**GENERAL DISTRIBUTION**

Rug (1)			
Shaving Kit or Cosmetic Bag (1)			
Shelf Set (1)			
Shorts (3)			
Shower Shoes (2) pr			
Signal Splitter (1)			
Slippers (1) pr			
Soap Dish (1)			
Socks (12) pr			
Spoon or Spork (1)			
Storage Case (cassette/CD) (1)			
Storage or Locker Box (2)			
Sunglasses (1)			
Surge Protector (1)			
Sweatpants (3)			
Sweatshirts (3)			
T-Shirts (12)			
Television (1)			
Thermal Tops (2)			
Thermal Bottoms (2)			
Toothbrush (1)			
Toothbrush Holder (1)			
Trash Can (1)			
TV Firecracker (1)			
Tweezers (1)			
Typewriter (1)			
Underwear (12)			
Walkman (1)			
Wallet (1)			
Watch (1)			
Wedding Ring or Band (1)			
Weightlifting Gloves (1) pr			
Word Processor (1)			
<b>BOOKS</b>			
1			
2			
3			
4			
5			
6			
<b>CASSETTES/CD's</b>			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

11			
12			
13			
14			
15			
<b>GAME SYSTEM GAMES</b>			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>FEMALES ONLY</b>			
Brassieres (7)			
Curling or Flat Iron (1)			
Hair Barrette (5)			
Hair Dryer (1)			
Hair Rollers (24)			
Hair Scrunchies (5)			
Panties (12) pr			
T-Shirts (gray) (12)			
<b>MUSICAL INSTRUMENTS</b>			
Amplifier (1)			
Banjo (1)			
Fiddle (1)			
Guitar (1)			
Guitar Capo (1)			
Guitar Case (1)			
Guitar Digital Tuner (1)			
Guitar Picks (5)			
Harmonica (1)			
Keyboard (1)			
Mandolin (1)			

Signatures of inventory staff and inmate:

Inmate \_\_\_\_\_

OID# \_\_\_\_\_

Staff \_\_\_\_\_

### **Return of Property**

I have checked my property and accept it as complete and correctly itemized. Furthermore, I release the WVDCR from any and all liability pertaining to the loss or damage of the above listed property

Inmate \_\_\_\_\_

OID# \_\_\_\_\_

Staff \_\_\_\_\_



**APPROVED PROPERTY ITEMS FOR PRISONS  
 & COMMUNITY CORRECTIONS FACILITIES**

<b>ITEM</b>	<b>LIMIT</b>	<b>Restrictions</b>
<b><u>State-Issued Only</u></b> - These limits are what is permitted in an inmate's possession at any given time.		
Blanket	2	
Mattress	1	
Pillow	1	
Pillowcase	2	white only
Sheets	2	white only; 2 sheets (not 2 sets of sheets)
Towels	5	white only
Wash Cloths	5	white only
Belt	1	web military trouser type
Coat/Jacket	1	red
Gloves	1 pr.	brown jersey type
Laundry Bags	2	if consistent with unit security
Pants	5	
Shirts (Long Sleeve)	3	
Shirts (Short Sleeve)	5	
Toboggan	1	blaze orange
Combination Pad Locks	2	

\*State issued undergarments and socks are eligible for exchange after 6 months; sheets, pillowcases, towels, and wash cloths after 1 year; shirts, pants, jacket/coats, and blankets after 2 years and mattresses after 3 years, or when no longer serviceable.

**Personal Property** – Items must be purchased through the commissary vendor unless otherwise specified in Policy Directive, Operational Procedure, or memo. Inmates are not permitted to have any items dropped off or mailed in directly from family/friends unless permitted in a memorandum with no exceptions. Inmates are not authorized to possess each item listed below. They are only authorized to have in their possession items in combination and quantities that can be stored in the two (2) state standard issued storage/locker boxes and do not exceed the quantities listed below.

Appropriate accommodations made in accordance with DCR Policy Directive 411.00 *Gender Nonconforming Inmates/Residents* shall be considered approved items.

**Clothing**

Athletic Shoes	2	personal purchase only – no black or camouflage
Athletic Shoestrings	1 pr.	in addition to pair in shoes
Ball Caps	2	no black, camo or navy blue

Boot Strings	1 pr.	in addition to pair in boots
Boots	1 pr.	state-issued or personal purchase
*No weather-proof membrane, no steel toes, no thinsulate (except authorized workers), no cowboy boots, 8" height limit (from ground to top)		
**An inmate working on an outside facility work crew may purchase 1 additional pair if already issued a state pair with same stipulations as above.		
Doo Rags	3	no black or camouflage
Handkerchiefs	3	white only
Pajamas	2 pr.	cotton or flannel, state-issued or personal purchase, white or gray only
Robe	1	cotton or flannel; state-issued or personal purchase, white or gray only, no hoods
Shorts	3	white or gray only, non-lined, non-reversible
Shower Shoes	2 pr.	state-issued or personal purchase
Slippers	1 pr.	
Socks	12 pr.	white only, state-issued or personal purchase
Sweatpants	3	white or gray only
Sweatshirts	3	white or gray only, no hoods, no zippers
Thermal Tops	2	white only
Thermal Bottoms	2	white only
T-Shirts	12	males - white only, state-issued or personal purchase
Underwear	12	males - white only, state-issued or personal purchase

### Electronics

Alarm Clock	1	
Batteries		only what is needed for devices, based on 1-for-1 exchange
Boom Box	1	MOCC only, 18"x10"x12"
Cassette Tapes/CD's	15	combined total
Extension Cord	1	no longer than 6' in length (PCC, DCC, & NCC only)
Game System Console	1	approved by facility - personal purchase from retailer (MOCC, HCC, NCC, LCC & PCC only) cannot have Wi-Fi capability
Game System Controller	1	per game system
Game System Games	10	approved by facility – personal purchase from retailer rated EA or Teen only
HDMI Cable	1	as required per game system
Headphones	1 pr.	
Headphone Adapter	1	not to exceed 6' in length
Memory Card	2	
Reading Lamp	1	also allowed 1 four pack of replacement bulbs MOCC only, purchased from commissary
Signal Splitter	1	
Storage Case - Cassette/CD	1	clear plastic only
Surge Protector	1	

GENERAL DISTRIBUTION

Television	1	15" maximum size, flat panel only, with remote (DCC, MOCC, NCC, PCC, and LCC only)
TV Firecracker	1	
Walkman	1	radio/CD/cassette/adaptor with headphones
Watch	1	wrist or pocket, cannot be smart watch that can connect to cellular device or internet via cellular phone or wireless access point (Wi-Fi)
Watch Battery	1	in addition to 1 in watch

Female Inmates Only

Bras or Concealer Chest Binders	7	white only, no metal, state-issued or personal purchase
Compact Powder	1	
Curling or Flat Iron	1	
Eye Shadow	1	
Eyeliners	1	
Feminine Hygiene Pads or Tampons	2	boxes
Hair Barrette	5	plastic only
Hair Color	1	
Hair Dryer	1	
Hair Rollers	24	sponge only
Hair Scrunchies	5	
Lipstick	1	
Liquid Foundation	1	
Mascara	1	
Panties	12 pr.	white only, state-issued or personal purchase
Perm	1	
T-Shirts	12	gray only, state-issued or personal purchase

Miscellaneous

Ajax Dishwashing Liquid	1	
Baseball or Softball Glove	1	
Cooler	1	6 pack size
Hand Wraps/Straps	1	
Liquid Fabric Softener	1	
Liquid Laundry Detergent	1	
Personal Pictures		not larger than 5"x 7" – must be kept in photo albums
Photo Album	2	no metal
Plastic Utensils -		
Bowl	2	plastic only
Cup	1	plastic only
Fork	1	plastic only
Plate	1	plastic only

Spoon or Spork	1	plastic only
Playing Cards	1	deck
Rug	1	no larger than 3' x 5' - no rubber backing
Shelves	1	set per inmate, MOCC only
Small Personal Fan	1	MOCC, PCC, DCC, and NCC only
Storage/Locker Box	2	state-issued or personal purchase
Sunglasses	1 pr.	non-prescription only
Trash Can	1	small
Wallet	1	
Wedding Ring/Band	1	if legally married, no stones
Weightlifting Gloves	1 pr.	

Musical Instruments (MOCC and NCC Only)

Amplifier	1	small – headphone jack & headphones must be used at all times
Banjo	1	
Fiddle	1	
Guitar	1	
Guitar Capo (plastic only)	1	
Guitar Case (soft-sided only)	1	
Guitar Digital Tuner	1	
Guitar Picks	5	
Harmonica	1	
Keyboard (Musical)	1	small – headphone jack & headphones must be used at all times
Mandolin	1	

Personal Hygiene/Healthcare

Acid Reducer/Antacid Tablets	3	packs
Acne Treatment	1	
Anti-Diarrheal	1	
Aspirin/Acetaminophen/Ibuprofen	1	box
Band Aids	1	box
Bar Soap	2	
Beard Trimmer	1	electric, either corded or rechargeable
Body Lotion	2	
Comb	1	
Conditioner (including pomade)	2	
Contact Lenses/Case	1 pr.	may receive replacement contacts by mail from supplier or inmate's family; package must be searched & delivered to medical department for appropriate distribution to inmate; cannot be colored or tinted

Contact Solution	1	if applicable
Corrective Eyeglasses	2	state-issued or personal purchase; prescription lenses or reading glasses; tint restricted to 5%
Cotton Swabs	1	pack
Cough Drops	1	pack
Dental Picks	1	pack
Denture Adhesive	1	if applicable
Denture Brush	1	if applicable
Denture Cleaner	1	if applicable
Denture Container	1	if applicable
Deodorant	2	
Glasses Case	2	soft case
Hairbrush	1	
Hairspray or Hairstyling Cream	1	pump or tube, non-alcoholic
Hemorrhoid Ointment	1	tube
Hydrocortisone Cream	1	tube
Lip balm	1	
Medical/Dental Prostheses		as medically required
Medicated Powder	1	container
Medicated Skin Cream	1	
Mouthwash	1	non-alcoholic
Multivitamins	1	bottle
Nail Clipper	1	no file, if consistent with unit security
Nasal Strips	1	
Pepto-Bismol	5	tablets only
Ponytail Holder	5	
Razor	5	disposable or 1 reusable with up to 5 cartridges or 1 electric razor
Shampoo	2	
Shaving Cream	2	
Shaving Kit/Cosmetic Bag	1	clear soft plastic only
Soap Dish	1	clear plastic only
Styling Gel	1	
Sunscreen Lotion	1	
Tissues	1	
Tolfanate Cream	1	tube
Toothbrush	1	
Toothbrush Holder	1	clear plastic only
Toothpaste	1	
Triple Antibiotic Cream	1	tube
Tweezers	1	plastic only

Reading/Correspondence/Legal Material

Address Book	1
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Binder	1	plastic only
Books	6	general interest (may include additional religious texts)
Colored Pencils	1	12 count box
Dictionary (Pocket)	1	
Envelopes	1	box
Greeting Cards	5	
Legal Material		limited to 2", personal only; active case(s) only
Legal Pads	2	
Magazines/Newspapers/Periodicals	5	total
Notebook (No Wire)	2	
Pencil Eraser	1	
Pencils	5	
Pens	5	
Personal Letters	12	including cards
Program Workbooks	5	DCR, DOE, and college only
Stamped Envelopes	20	
Stamps	20	unused, purchased from commissary
Typewriter	1	MOCC, LCC, and NCC only
Typewriter Correction Tape	1	MOCC, LCC, and NCC only
Typewriter Ribbon	1	MOCC, LCC, and NCC only
Typing Paper	1	ream – MOCC, LCC, and NCC only
Word Processor	1	MOCC only

**Religious Items**

Bible or Religious Text	1	
Religious Medallion w/Chain/Beads	1	obtained through Chaplain or commissary only
Religious Pamphlets/Study Guides	5	received from authorized source