
 <p>STATE OF NEW YORK DEPARTMENT OF CORRECTIONAL SERVICES</p> <p><b>DIRECTIVE</b></p>	TITLE		No. 4911
	<p><b>Packages &amp; Articles Sent or Brought to Facilities</b></p>		
SUPERSEDES Dir. #4911 dtd. 03/04/94	DISTRIBUTION A B	PAGE 1 OF 24 PAGES	DATE 08/16/2005 LAST UPDATED 01/01/2001
REFERENCES (includes but are not limited to):	APPROVING AUTHORITY 		

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**I. DESCRIPTION.** This directive establishes the policy of the Department concerning packages and articles sent or brought to facilities and received through facility Package Rooms.

This directive only lists articles which may be received through the Package Room. It does not set forth a comprehensive list of all articles that an inmate may be authorized to have.

**II. APPLICABILITY.**

A. This directive applies to all inmates except for those:

1. assigned to special housing units or in special housing status (see Directive #4933), or to those assigned to the unit for condemned persons (see Directive #0054);
2. in reception or in-transit status; or
3. housed in Shock Incarceration Facilities, Drug Treatment Centers, CASAT or Work Release Facilities except as may be specifically authorized and limited by the Deputy Commissioner for Correctional Facilities.

B. This directive applies to inmates housed in facilities wherein the inmate population has elected under Directive #4921 to possess personal television sets, however, package privileges for such inmates are restricted (see Directive #4921 for package restrictions).

**III. POLICY**

A. General.

1. The Commissioner may, at his discretion, suspend all or any portion of this directive at any or all facilities.
2. This directive lists articles which may be received through the Package Room. **No other articles may be received unless expressly authorized by the Deputy Commissioner for Correctional Facilities in accordance with Section IV-A-2, "Local Permits."** No changes shall be made in the application of the provisions of this directive without the expressed authorization of the Deputy Commissioner for Correctional Facilities.
3. Articles received in a package that are not for the inmate's personal use or which cause the inmate recipient to exceed in-cell limits as determined by this Directive and Directive #4913, "Inmate Personal Property Limits" will not be allowed. When an inmate signs for a package, he or she will attest (a) that the articles are only for personal use, and (b) that receipt will not cause the inmate to exceed personal property limits (see Attachment D for a listing of allowable property). If an inmate refuses to sign for a package, it will be disposed of in accordance with Directive #4913.
4. For the purposes of this directive, the value of an article shall be the actual purchase price, not including any tax, shipping or handling.
5. An article received by an inmate under any previous version of this directive but not listed as allowable under this version may be retained by that inmate for only as long as the inmate remains at his or her current facility, except as provided below. A disallowed article must be disposed of prior to transfer in accordance with Directive #4913. Such article may not be given to or transferred to another inmate.

An inmate will be permitted to retain electronic devices received under a previous version of this directive (i.e. without clear cases) if transferred to a new facility, but may not transfer ownership to another inmate under any circumstances.

6. Where an article received under this or any previous version of this directive is subsequently declared prohibited by order of the Deputy Commissioner for Correctional Facilities, it must be disposed of in accordance with Directive #4913, "Inmate Personal Property Limits." There shall be a three month grace period for articles in an inmate's possession which subsequently become prohibited, unless otherwise specified by the Deputy Commissioner for Correctional Facilities. However, if the prohibited article represents a threat to the safety or security of the institution, the inmate shall be required to dispose of it immediately. In no case shall an inmate be allowed to possess a prohibited article upon transfer to another facility.
7. The Department is not responsible for articles damaged in shipping or received in spoiled condition. Spoiled food articles or items which are contaminated or in broken or leaking containers are considered a health risk and will be destroyed by the facility. Such destruction will be recorded on the inmate's package records (Attachments B and C).
8. All return-to-sender packages must be recorded on the appropriate form #1755, "Package Record," and in the KVPR System.

**B. Searches of Packages.**

1. Packages shall be searched thoroughly to ensure that all articles conform to regulations. Articles will be removed from the original shipping container (box or bag in which the package was shipped or brought into the facility) and inspected visually and/or by use of the x-ray machine. In searching and examining packages, care shall be taken not to damage or destroy the contents. The shipping container (bag or box) will not be given to the inmate.
2. Absent security concerns, original product packaging will not be opened or removed. If there are security concerns, e.g. if abnormalities are detected in x-rays, packaging, feel or texture, weight, labeling, etc., then the contents of individual articles may be removed from the originally sealed packaging for the inspection process. Food articles may be transferred to clear plastic bags or other appropriate containers.

Absent security concerns, original labels that show product information (e.g. expiration date, ingredients, warranty, quantity, etc.) shall be preserved with their related products.

3. Promotional materials (e.g. prizes, informational discs, etc.) or other non-product items or substances sealed within original packaging or attached to an allowed article will be removed prior to issue. These materials will be disposed of in accordance with Directive #4913.
4. Inspection and processing of religious articles shall be conducted in such a manner as to respect their religious significance. If an article's religious significance is in doubt, the facility chaplain shall be consulted. If an article is suspected of being contraband, it may be tested as appropriate. Articles which are considered or suspected of being contraband or which are under evaluation for authenticity or religious significance shall be secured by the Deputy Superintendent for Security pending disposition and notification of the affected inmate. If the inmate files a grievance within 21 days of receipt of a notice that an article has been denied, such religious article shall be retained by the facility pending the final resolution and closing of the grievance.
5. Contraband. Contraband articles shall be confiscated and the Superintendent or designee notified. Contraband will include any article:
  - a. which possession of is prohibited under any law applicable to the general public;
  - b. which is readily capable of being used to cause death or serious physical injury, including but not limited to handguns, shoulder guns, cartridges, knives, explosives, or dangerous drugs; or
  - c. which has been introduced into a correctional facility with the intent to transfer it to an inmate without the permission of the Superintendent or his or her designee.

6. Articles not permitted (other than contraband).
  - a. When any article which is not permitted is brought by a visitor, it will be returned to the visitor, if possible, upon the visitor's departure from the facility.
  - b. In the case of other articles not permitted, except for any article brought by a visitor and returned to the visitor upon departure from the facility, general confinement inmates (non-restricted inmates) will be given the opportunity to view the disallowed article and then choose a disposal option by signing form #2068, "Authorization for Disposal of Personal Property." If the choice is to ship the article, the inmate will fill out a disbursement form for the cost of the shipping. The package room will send out the package and forward the disbursement form to the business office for processing. If funds are available, the facility business office will deduct the amount of the disbursement from the inmate's account. If funds are not available, the business office will establish an encumbrance for the amount of the disbursement.
  - c. Articles not disposed of or articles brought by a visitor but not returned to a visitor within 14 days will be destroyed or donated to a charity by the facility. It is clearly not the Department's intent to give each inmate 14-days (except as provided in section III-B-6 above) to choose a disposal option, requiring storage by the facility. It is the intent that an inmate be given a clear notice that an article is not permitted and a clear opportunity to choose how such an article will be disposed of.
7. Articles will not be altered or modified by the manufacturer or vendor, except for removal of external radio antennas. Articles will not be altered or modified once they arrive at the facility in order to comply with the specifications set forth in this Directive.
8. If an item is not listed as allowable in Attachment D, the item will not be issued to the inmate and the decision to withhold it is not reviewable under this Directive. However, if an item is listed as allowable but was not issued because, in the opinion of processing staff, it did not meet applicable specifications regarding size, cost, ingredients, property limits, color, etc., the inmate may request a review of that decision. The inmate must first complete form #2068, and a disbursement form if appropriate, identifying the item to be reviewed and the disposal option desired. The area supervisor shall then review the item in question during the course of scheduled rounds. The inmate's presence is not required. Upon completion of the review, the supervisor shall sign and date the form #2068 and indicate whether the item is to be allowed and issued to the inmate or disallowed and processed for disposal. A copy of the completed form #2068 will then be forwarded to the inmate. Note: If the inmate refuses to complete and sign the form #2068, no review will be conducted and the item will be disposed of as disallowed property in accordance with Directive #4913.
- C. Food Packages. Inmates may receive two packages a month containing foodstuffs, as listed in Attachment D, the combined weight of which shall not exceed 35 pounds. Food packages received both from visitors and through the mail shall be included in the two package limit.
- D. Packages by Mail (U.S. Postal Service, UPS, FedEx, etc.).
  1. Incoming.
    - a. An inmate may receive a package through the mail from anyone who is not on a negative correspondence or vendor list.
    - b. A package which does not have a return address will not be delivered to the inmate. The unopened package will be first x-rayed for contraband. The package will then be opened. If any contraband is found, it will be processed in accordance with Directive #4910 and any remaining contents disposed of as directed by the Deputy Superintendent for Security. If no contraband is found, the inmate will be given the option to send the package out at his or her expense or to have it destroyed. In all cases, the disposition of the package will be recorded on Form #2068 and the inmate's package record.
    - c. A package from a commercial vendor must bear the return address as affixed or printed (not handwritten) by the vendor.

2. Outgoing.
- a. All packages sent from a facility at an inmate's request, including surplus, non-allowed or transferred articles, shall be processed through the package room. All expenses shall be borne by the inmate.
  - b. All packages sent from a facility shall be receipted by the carrier. If a receipted carrier is not used, the inmate must insure the package in order to get a receipt.
  - c. The inmate may also be required to pay for a shipping container approved by the U.S. Postal Service.
  - d. Articles which require repair or service may only be sent to a vendor or business which is not on a negative vendor or correspondence list and which is recognized as providing the needed repair or service. Repairs and service will not be done in the facility except where authorized by the Superintendent (e.g. at a State-run repair shop) and strictly controlled.
  - e. An inmate wishing to send a package or gift to a relative incarcerated in another Department facility must obtain authorization from his or her assigned correction counselor and approval of the facility Superintendent, contingent upon agreement by the receiving facility Superintendent. Note: The transfer of funds and art and craft products between inmates is governed by Directive #4761, "Inmate Charitable Contributions and Gifts."
- E. Art and Handicraft Supplies. Art and handicraft supplies may only be received through a facility package room where a specific list of approved articles has been posted by the Superintendent of that facility. Such materials will only be admitted under local permit and made available for the inmate's use through the hobby shop or other system of control. See Directive #4913, "Inmate Personal Property Limits."
- F. Packages from Visitors.
1. A visitor may bring a package only for the inmate he or she is visiting. It must be presented at the gate prior to the visit. The visitor must successfully complete visitor processing before a package will be processed. Visitors that have been denied visiting privileges will not be allowed to leave packages.
  2. Visitors to correctional camps shall normally be permitted to share foods brought into the facility with the inmates they are visiting, at the discretion of the Superintendent.
  3. Packages shall not be accepted from visitors during their attendance at special events or upon completion of family reunion visits.
- G. Package Records.
1. All articles received shall be recorded on package forms, Attachments A and B, with the sender's name and address and the name and Department Identification Number (DIN) of the inmate recipient.
  2. The inmate shall be requested to sign a Departmental form (see Attachment C) listing any single article received which has a verified value of more than \$20.00. Any article priced or valued at over \$20 must be accompanied by the seller's original receipt or bill. A copy of this form will be filed in the Package Room folder and a copy given to the inmate. These articles include but are not limited to the following:
 

Art and handicraft supplies	Hair dryer/blow dryer/curling iron
Authorized religious apparel	Footwear
Audio equipment	Jewelry
Bedsread	Musical instruments
Calculator	Rug/prayer rug
Clothing articles	Sun glasses
Electric shaver/razor	Typewriter
Electronic devices	Watch & Watch band
Gloves (baseball mitt, handball, bag)	

3. A current listing of "local permits" issued per section IV below shall be maintained by the facility in the package room.
4. Special Watch Notations. A notation shall be made on an inmate's package room record if:
  - a. a sender to that inmate attempts to transmit contraband within a package;
  - b. an inmate has been found in possession of contraband that was determined to have been received within a package; or
  - c. an inmate has been found guilty of drug-related misbehavior.

These notations shall alert staff to take appropriate precautions to prevent smuggling of drugs, drug paraphernalia, or other contraband in subsequent packages. However, any notations which correspond to disciplinary proceedings against an inmate or his or her visitor but which are later dismissed or reversed must be expunged from the inmate's package room records.

#### H. Loss of Package Privileges.

1. Packages received for an inmate serving a disciplinary disposition which includes "loss of package privileges" will be handled as follows:
  - a. Packages Brought By Visitors - shall be returned to the visitor.
  - b. Packages Received By Mail.
    - (1) From a Publisher - shall be given to the inmate subject to the provisions of Directive 4572, "Media Review."
    - (2) From Other Commercial Sources
      - (a) If ordered by the inmate and approved by the business office prior to the disciplinary disposition, the package shall be issued to the inmate. Otherwise, the package shall be returned to sender.
      - (b) If ordered by family or a correspondent, the package shall be handled as set forth in subparagraph (3) below.
    - (3) From All Other Sources
      - (a) If received during first 5 days of "loss of packages" - shall be delivered to the inmate unless the inmate has been confined in a special housing unit.
      - (b) If received after first 5 days of "loss of packages," - shall be returned to sender unopened.
2. An inmate who orders a package while under a loss of package disposition will have the package returned to sender and will be responsible for any expense associated with return of the package.

#### I. Packages received for inmates in SHU.

1. Pending disciplinary action, or during first 5 days of a "loss of packages" disposition: Package items, except for books, periodicals, legal materials and perishables, shall be placed in the inmate's property and added to the inmate's property inventory on Form #2064; books, periodicals and legal materials may be given to the inmate subject to the limitations in Directive #4933, but perishables shall be disposed of in accordance with Directive #4913.
2. Serving a disciplinary disposition, or after the first 5 days of a "loss of packages" disposition: The inmate will be afforded package privileges in accordance with Directive #4933.

#### J. Packages received for inmates transferred or temporarily absent from the facility.

1. Transfer.
  - a. During processing for transfer, the inmate will be directed to indicate on the Form #2064 whether he or she will pay for postage to forward any package received within fourteen days at the sending facility. If the inmate elects to pay for package forwarding, he or she shall also sign a disbursement form marked "Postage Due." If the inmate fails or refuses

to indicate his or her choice or hasn't signed a disbursement form, packages received will be returned to sender.

- b. The Goldenrod copy of the Form #2064 and signed disbursement form, shall be maintained in a file at the sending facility. Whenever a package is received for an inmate no longer at the facility, package room staff shall check the Form #2064 to determine the inmate's choice.
  - c. Any package received after fourteen days from the inmate's date of transfer will be returned to sender. Where a package is received within fourteen days and the inmate has indicated that he or she will pay forwarding postage and has signed a disbursement form, the shipping facility will absorb the cost of shipping from its postage appropriation and ship the package, and send a copy of the inmate's #2064 form and the signed disbursement form to the office of inmate accounts at the inmate's new facility.
  - d. Upon receipt at the inmate's new facility, the forwarded package will be issued in accordance with the provisions of this Directive. If funds are not available to process the disbursement, the inmate's account will be encumbered for the owed amount. When any encumbrance is fully collected, the collecting facility will use the funds collected to refund its own postage appropriation.
  - e. Packages must not be forwarded to inmates at Work Release facilities but returned to sender.
2. Temporary absence (out-to-court or at a hospital).
- a. A package for an inmate who is temporarily absent shall be x-rayed. If the package contains perishables, it shall be returned to sender. If no perishables are found, the package shall be stored by the facility unless it is determined that the inmate is likely to be absent in excess of 14 days.
  - b. Where the inmate is expected to be or has already been absent in excess of 14 days, the matter shall be referred to the Deputy Superintendent for Security to determine if the package should be held longer or returned to sender.

#### IV. LOCAL PERMITS

- A. Certain articles cannot be approved Department-wide because of programmatic and physical plant characteristics of individual facilities. In order that those locations which can accommodate special articles are not governed by those which cannot, each facility may consider the issuance of "local permits" in accordance with the following:
1. Local permits for articles so marked and listed in this directive require the approval of the facility Superintendent, but do not require the approval of the Deputy Commissioner for Correctional Facilities.
  2. Local permits for articles not listed in this directive require the recommendation of the facility Superintendent and the approval of the Deputy Commissioner for Correctional Facilities. Such recommendations shall include:
    - a. Identification of the article for which a local permit is recommended;
    - b. The Superintendent's rationale for the recommendation; and
    - c. Specific terms and conditions regarding the use of the article as prescribed in subsection A-5 below.
  3. Any article approved by local permit shall be clearly identified by mark or label and a record of such identification maintained by the facility. The original permit shall be maintained in the inmate's package records and a copy given to the inmate. The inmate must retain his or her copy of the permit to protect the privilege of retaining this article.
  4. By signing the local permit, the inmate shall indicate his or her understanding that the permit is valid only in his or her current facility and, in the event that he or she is transferred and cannot

obtain a local permit for the article at his or her subsequent location, the article must be disposed of at his or her expense.

5. The local permit shall specify the terms and conditions regarding the use of the article (with respect to program and periods or locations in which the article may be used) and indicate that failure to adhere to such terms and conditions may result in the revocation of the permit. If a permit is revoked, the article will be confiscated and disposed of at the inmate's expense in accordance with Directive #4913. The inmate's signature shall indicate his or her agreement with these terms and conditions.

B. Each Superintendent is required to maintain a current list of all approved local permits to include:

1. Identification of inmate;
2. Identification of the article;
3. Identification of the approving authority; and
4. Date of approval by the Deputy Commissioner for Correctional Facilities.

#### V. ALLOWABLE ARTICLES.

Attachment D identifies the only articles which may be allowed through facility package rooms.

Articles will only be accepted through the package room subject to the conditions and restrictions set forth in this Directive and specified on each article listing.

Conditions and restrictions set forth on the attached lists cover sources, content ingredients, packaging, quantities, colors, sizes, composition, cost or value, etc., and whether local permit is required.

All articles must be new (unused), except for musical instruments, and not exceed the price or value limits set forth for various articles on the attached lists.





This record must accompany this inmate's records when he or she is transferred.

**FOOD PACKAGE RECORD**

\_\_\_\_\_ Correctional Facility

SHEET/PAGE NO. \_\_\_\_\_

Name: \_\_\_\_\_ DIN#: \_\_\_\_\_ Date Received at this Facility: \_\_\_\_\_

No.	Date	From	Lbs.	Rec'd (Visit/Mail/UPS etc.)	ISSUED BY	INMATE'S SIGNATURE*
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

\* Signer acknowledges receipt of items checked under the same package number on the reverse side of this form.



ATTACHMENT "C"

\_\_\_\_\_ CORRECTIONAL FACILITY

The below described article(s) were received through the package room for:

Inmate Name: \_\_\_\_\_ DIN: \_\_\_\_\_

<u>Description of Article(s) (Serial #, if avail.)</u>	<u>Received Value*</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

I certify that the value of each article identified above is its true value as stated in the receipt(s) I have provided or that accompanied the package, and as transcribed on this form. In addition, I do for myself, my heirs, executors, administrators and assigns, release and discharge the State of New York, its officers, agents and employees from any claim exceeding the value stated herein when such loss, damage or theft arises wholly or in part through the negligence of the State of New York.

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DIN

\_\_\_\_\_  
Package Room Officer

Original - Package Room File

Duplicate - Inmate

\*Received value shall not include tax or shipping and handling costs.

Value may not exceed established Departmental limits per article.

## ATTACHMENT D

### NEW YORK STATE - DEPARTMENT OF CORRECTIONAL SERVICES

#### DIRECTIVE #4911, "PACKAGES AND ARTICLES SENT OR BROUGHT TO FACILITIES"

The attached lists identify the only articles which may be allowed through facility package rooms.

Articles will only be accepted through the package room subject to the conditions and restrictions set forth in this Directive and specified on each article listing.

Conditions and restrictions set forth on the attached lists cover sources, content ingredients, packaging, quantities, colors, sizes, composition, cost or value, etc., and whether local permit is required.

All articles must be new (unused), except for musical instruments, and not exceed the price or value limits set forth for various articles on the attached lists.

#### Approved Lists:

A. Food Items	Pg. D-1
B. Food Utensils	D-2
C. Tobacco Products	D-3
D. Toilet Articles/Cosmetics	D-4
E. Clothing	D-5
F. Educational Supplies	D-7
G. Miscellaneous	D-9
H. Recreational Supplies	D-11
I. Art & Hobby Supplies	D-11
J. Religious Articles	D-12

## A. FOOD ITEMS

### General restrictions

#### Contents

- No alcoholic content or ingredients.
- No poppy seeds.
- No frozen foods.
- No USDA or Government surplus food.
- No home, bakery, restaurant, or delicatessen prepared foods.

#### Packaging

- No glass containers.
- Items, except for fresh fruits and vegetables, must be received commercially packaged in airtight hermetically sealed containers impervious to external influence (e.g., sealed cans, heat sealed plastic bags, vacuum sealed pouches, vacuum sealed plastic jars, glue sealed paper or cardboard boxes with the inside product being hermetically sealed, etc.).
- All items must have a commercially printed ingredients list on the packaging.

### Individual items

### Specific restrictions and conditions

a. Beverages/Liquid	including concentrates, must be in cans, pouches or boxes only; max. size 32 oz. ea.
b. Beverages/Mixes.....	dry, max. size 32 oz. ea.
c. Bread .....	
d. Canned food.....	max. size 16 oz. ea.; products must not require cooking (as designated on the manufacturer's label)
e. Candy .....	
f. Cheese .....	sliced or chunk
g. Coffee	
h. Dried coffee cream	16 oz. max.
i. Fruit	no dried
j. Meats.....	must be ready to eat (i.e., pre-cooked, cured, smoked, cold-cuts)
k. Nuts .....	without shells
l. Pastry	
m. Raisins .....	max. 2 oz. per food pkg.
n. Seafood .....	cooked, cured or smoked only; no shells
o. Snacks .....	potato chips, pretzels, cheese twists, crackers, cookies, and other similar items (or combinations of approved food items, except for those combinations/mixes containing raisins)
p. Tea .....	herbal and flavored tea allowed; no loose tea; no tea labeled as being for any treatment or cure, "for medicinal purposes" or "as a dietary supplement," etc. is allowed
q. Vegetables .....	fresh, that do not require cooking (except in facilities that permit cooking)

## **B. FOOD UTENSILS**

### **General restrictions**

- Plastic only (except where metal cooking utensils are permitted by the Superintendent under local permit.
- No double-wall (e.g. foam core or insulated) containers.

<b><u>Individual items</u></b>	<b><u>Specific restrictions and conditions</u></b>
a. Bowls	2 quart max.
b. Can opener .....	manual only; short handle
c. Cups	no larger than 16 oz.
d. Drinking Containers	no larger than 16 oz.
e. Saucers	
f. Food Storage containers ...	2 quart max.
g. Spoons,	pliable only
h. Forks/"sporks"	pliable only
i. Plates	
j. Thermos bottle	2 qt. max; molded plastic only

## C. TOBACCO PRODUCTS

### General restrictions

- Tobacco products must be in the original commercially sealed containers.
- Cigarettes must bear New York State Tax Stamps - no exceptions.

<u>Individual items</u>	<u>Specific restrictions and conditions</u>
a. Cigarettes .....	Max. 2 cartons per month
b. Cigarette roller .....	Limit 1; plastic only
c. Cigarette papers	
d. Cigars .....	Max. 50 per month
e. Pipes and pipe cleaners	
f. Tobacco, chewing ..	
g. Tobacco, loose	Max. 12 oz. per month
h. Snuff	

**D. TOILET ARTICLES/ COSMETICS**

**General restrictions**

- No item may be received which lists alcohol as an ingredient.
- No skin tanning or coloring or hair coloring products.
- Maximum size of any single item is 16 oz.
- No glass, except when approved toiletries cannot be obtained in plastic containers or cans then one ounce glass containers may be permitted when received directly from an approved store or manufacturer as packaged by them. The containerized items listed below are acceptable if received in commercially-sealed non-pressurized cans or commercially-sealed plastic containers.
- No hemp oil or derivatives of hemp in contents.

1. All Facilities	Specific restrictions and conditions
<ul style="list-style-type: none"> <li>a. Afro pick .....</li> <li>b. Aftershave lotion</li> <li>c. Baby oil</li> <li>d. Caustic sticks/styptic pencils</li> <li>e. Comb .....</li> <li>f. conditioner</li> <li>g. Denture adhesive</li> <li>h. Denture cleanser .....</li> <li>i. Denture cup</li> <li>j. Deodorant .....</li> <li>k. Emery boards</li> <li>l. Fingernail clipper .....</li> <li>m. Hair brush .....</li> <li>n. Hair dressing .....</li> <li>o. Hairnet</li> <li>p. Hand/face cream or lotion</li> <li>q. Mirror</li> <li>r. Mouthwash</li> <li>s. Shampoo</li> <li>t. Shaving items - brush, cream, cup, soap</li> <li>u. Soap .....</li> <li>v. Soap dish .....</li> <li>w. Stick cologne</li> <li>x. Toenail clipper .....</li> <li>y. Toothbrush</li> <li>z. Tweezers</li> </ul>	<ul style="list-style-type: none"> <li>plastic</li> <li>plastic; max. length 6"; no handle</li> <li>tablets only</li> <li>plastic; transparent only</li> <li>stick-type only</li> <li>non-metal</li> <li>2 ½" max.; no file</li> <li>plastic; no removable handle or compartment</li> <li>non-medicated; incl. cream.</li> <li>8" x 10" max. size; plastic only</li> <li>standard size bar; no soap-on-a-rope</li> <li>plastic</li> <li>3 ½" max.; no file</li> <li>non-electric</li> </ul>
2. Female Facilities only	Specific restrictions and conditions
<ul style="list-style-type: none"> <li>a. Facial makeup</li> <li>b. Hair fasteners</li> <li>c. Hair spray</li> <li>d. Perfume/cologne</li> </ul>	<ul style="list-style-type: none"> <li>eye makeup, face powder, lipstick, rouge, etc.</li> <li>barrettes, bobbie pins, hair bands, hair rollers, hair rubber bands, no stones</li> <li>non-aerosol</li> <li>non-aerosol; 3 oz. max. per month</li> </ul>



## E. CLOTHING

**General restrictions (all clothing items):** No quilted clothing or snorkel-type hoods, except where indicated. No leather. No mesh materials. No spandex-type material. No denim. No removable linings.

**Colors:** Except as indicated below, blue, black, gray or orange colors are not permitted. Any shades of colors such as melon, peach, aqua, etc. that are not readily distinguishable from blue, black, gray or orange are not permitted. Solid colors only, except where indicated.

**Value:** Except as indicated, no item may exceed \$50 in value.

**Footwear (#1, below):** No hollow or platform heels or soles. No camouflage design. No metal shanks/ supports or toes. No pointed toes, spiked heels, pockets, compartments, clog-type or pump (air-inflation) footwear. No metal/stone or clip-on decorations. Max. height of heels: males 2"; females 3". Measure boot height from bottom of heel. Size must be within 1 size of that being worn by inmate.

**Outerwear (#2, below):** Natural fabrics only (e.g. cotton, wool).

<b>1. Footwear</b>	<b>Color</b>	<b>Additional restrictions and conditions</b>
a. Baseball/soccer shoes	any but blue	non-removable rubber cleats only, 3/8" max.
b. Boots .....	any but blue	total height 8"
c. Rubber galoshes, overshoes	any color	total height 10"
d. Sandals	any but blue	must be secure to the foot (i.e. use ankle strap)
e. Shoes .....	any but blue	
f. Shower shoes	any color	
g. Slippers	any but blue	
h. Sneakers .....	any color combination but blue	
<b>2. Outerwear</b>	<b>Color</b>	<b>Additional restrictions and conditions</b>
a. Earmuffs .....		plastic band (no metal)
b. Gloves/mittens	black permitted	wrist length
c. Jacket .....	solid green only .....	3/4 max. length; military-style field jackets are allowed but short-waisted lke-style jackets are not allowed; no hood; no patches, insignia or decals. None labeled "chemical protective."
	(including lining)	
d. Rain hat .....	clear transparent plastic	
e. Rain jacket/ poncho....	clear transparent plastic	hood permitted; max. value \$20
f. Scarves .....		
g. Winter knit watch cap	black permitted	
<b>3. Male Inmates Only</b>	<b>Color</b>	<b>Additional restrictions and conditions</b>
a. T-shirts .....		
b. Briefs, boxer, ..	solid colors only (except for the waistband)	
c. Thermal underwear	solid colors only (except for the waistband)	

<b>4. Sportswear</b>	<b>Color</b>	<b>Additional restrictions and conditions</b>
a. Athletic supporter ... b. Baseball caps ..... c. Shorts ..... d. Sweatshirts, ..... sweatpants	..... ..... ..... .....	no metal or plastic cups; males only no logos, no military style gym or bermuda style; not to extend below the knee or higher than mid-thigh; no cargo style pockets; no form-fitting or spandex type; no denim; no logos or lettering cloth only; hoods permitted; may have a multiple or solid vertical stripe down leg or arm only not to exceed 2" in width; no logos; no zippers; no cargo style pockets
<b>5. Miscellaneous</b>		<b>Additional restrictions and conditions</b>
a. Shirts/sweaters ..... b. Bathrobe ..... c. Belts d. Bow ties ..... e. Handkerchiefs ..... f. Neckties ..... g. Pajamas ..... h. Socks .....	solid colors inside and out  black permitted ..... white only ..... black permitted .....	includes turtleneck, mock turtleneck, and polo styles; manufacturer's logo (e.g. fox, alligator, etc.), not to exceed 2" x 2" permitted  non-elastic; max. 1 ½" wide, with buckle (max. 1 ½"x1 ½") cloth only; clip-on style only  cloth only; clip-on style only  no pockets
<b>6. Female Inmates Only</b>	<b>Color</b>	<b>Additional restrictions and conditions</b>
a. Blouses ..... b. Boots ..... c. Nightgowns ..... d. Shawls ..... e. Shoes ..... f. Stockings/ panty hose g. Bras ..... h. Panties ..... i. Slips ..... j. Girdle k. Thermal underwear l. T-shirts	..... no blue..... ..... ..... no blue ..... ..... ..... ..... ..... ..... solid colors only (except for the waistband)	no see-through, midriff or short-cut total height 18" no see-through 1 yard square max. size (incl. fringe)  stocking or hose requiring garter belts are not allowed no metal underwire no thong style, crotchless, front opening or see-through full and half  Crew or v-neck only

<b>F. EDUCATIONAL SUPPLIES</b>	
<b>1. Office Materials</b>	
a. Mini-calculator	hand-held only; \$30 max. value
b. Carbon paper	
c. Clip board	9" x 15" max.; no metal components
d. Composition/ Notebooks	no metal components
e. Crayons	
f. Dictionaries	non-electronic
g. Drafting pens	no sharp points; no internal or refillable ink reservoirs
h. Erasers	
i. File folders	no metal components
j. Masking tape	1" maximum width
k. Paper	writing or drawing; no envelopes
l. Pens	ball point (non-retractable-style) or felt tip only - no fluorescent type
m. Pencils	standard wooden type only
n. Pencil sharpener	manual (hand-held); non-removable blade
o. Rulers	12" maximum; non-metal
p. Transparent tape	1" maximum width
<b>2. Audio Equipment</b>	<b>General restrictions and conditions.</b> Except as indicated, may only be received directly from manufacturer or established dealer. See Directive #4920 for specifics. Not to be altered in any way to meet specifications (except that an external antenna must be removed by the manufacturer or vendor). No detachable components. An inmate may possess and use only 1 audio unit (excluding TV).
	<b>Specific restrictions and conditions.</b>
a. Cassette Tapes .....	commercially made and sealed in cellophane or similar material, no screws, received directly from a distributor, retailer, or manufacturer only. Subject to Media Review. Religious tapes may be received from a bonafide religious organization. These tapes must be in clear packaging and be reviewed by the chaplain's office or the Media Review
b. Cassette type cleaner/ automatic demagnetizer	
c. Headphone Radio .....	local permit only; max. value - \$50.00
d. Headphones ..... (earphones)	local permit only; max. value - \$50.00
e. Radio .....	local permit only; max. value - \$150.00; clear (see-through) case only; no larger than 8"x14"
f. Radio/tape Player ..... combination	local permit only; max. value - \$150.00; clear (see-through) case only; no larger than 8"x14"; no microphone, talk switch or recording device
g. Tape player .....	local permit only; max. value - \$150.00; clear (see-through) case only; no larger than 8"x14"; no microphone, talk switch or recording device

<p><b>3. <u>Printed Materials</u></b></p> <p>a. Books, magazines ... and periodicals</p> <p>b. Calendar .....</p> <p>c. Greeting cards/with matching envelopes..</p> <p>d. Posters .....</p>	<p><b>General restrictions and conditions.</b> Paper only (no laminates). All material subject to Directive #4572, "Media Review Guidelines." Newspapers may only be received from the publisher or an approved distributor via the correspondence unit.</p> <p><b>Specific restrictions and conditions.</b></p> <p>may be delayed through the Package Room up to 6 days for close security inspection if received from other than publisher or approved distributor</p> <p>max. size 18"x14" when opened; no metal components</p> <p>max. size 18"x14" when opened; maximum of 50; no electronic cards</p> <p>max. size 18"x14"; no metal components</p>
<p><b>4. <u>Typewriters/ Supplies</u></b></p> <p>a. Portable Typewriter ....</p> <p>b. Electric adapter or ..... converter</p> <p>c. Typewriter correction paper</p> <p>d. Correction ribbon</p> <p>e. Typewriter print wheel</p> <p>f. Typewriter ribbons</p>	<p><b>General restrictions and conditions.</b> Typewriter - 1 only; max. value - \$350 w/case (if case is purchased, it must be a hard case); the typewriter body must be made of clear, see-through material.</p> <p><b>Sources:</b> Items listed below may only be received directly from an approved commercial source. New only.</p> <p><b>Specific restrictions and conditions.</b></p> <p>manual or electric; local permit only; no discs or permanent storage memory exceeding 7K, except for "correction memory" and internal spell-check and/or dictionary; no memory upgrade or internal or external ports usable for data transfer. The Department assumes no liability for information loss due to searches, power surges or outages, etc.</p> <p>local permit only</p> <p>replacement only</p> <p>1 only, on an exchange basis</p> <p>max. of 6</p>
<p><b>5. <u>Musical Instrument</u></b></p>	<p><b>General restrictions and conditions.</b> local permit only; 1 only; max. value - \$200 w/case; a musical instrument, new or used, may be received from home - otherwise it may only be received directly from an approved commercial source. A keyboard, if permitted, may not have recording capability, or any disc or other removable storage device, or any plug or adapter to connect with a personal computer.</p>

<b>G. MISCELLANEOUS</b>	
<b>1. Appliances</b>	<b>General restrictions and conditions.</b> For in-cell use only.
	<b>Specific restrictions and conditions.</b>
a. Beard trimmer .....	local permit only; electric, cord or cordless; no attachments max. 1" blade
b. Coffee pot	local permit only; non-electric; 9 cup max.
c. Curling iron .....	females only; local permit only; U.L approved
d. Hair dryer/blow dryer...	local permit only; U.L approved
e. Shaver/electric razor....	local permit only; electric, cord or cordless
<b>2. General</b>	<b>Specific restrictions and conditions.</b>
	9' max.; U.L approved; 1 only
a. Extension cord	9' max.; U.L approved; 1 only
b. Key ring	
c. Magnifying glass .....	plastic; no handle; 2" x 3" or 3" diam. max.
d. Matches	book only
e. Needles .....	sewing; 2" max. size
f. Pins - safety .....	2" max.
g. Rug .....	solid color only - no blue, black, orange or gray; max. size 3'x5'; not braided; label must indicate "fire retardant"; 1 only (does not include prayer rug)
h. Saddle soap .....	
i. Shoe laces .....	no leather
j. Sponges .....	
k. Sunglasses w/case....	std. size; non-reflector; max. value \$25 per pair (2 pair only)
l. Thread .....	no blue, black, orange or gray
m. Tissues .....	eyeglass and facial
<b>3. Linens</b>	<b>General restrictions and conditions.</b> Colors: No blue, black, orange, gray, green or white permitted. Solid color only.
	<b>Specific restrictions and conditions.</b>
a. Sheets.....	twin size only; 2 sets only per inmate
b. Blanket.....	twin size only; 1 only per inmate; label must indicate "fire retardant"
c. Pillow cases.....	std. size; 2 only per inmate
d. Towels .....	std. size bath towel (3' x 5' max.)
e. Washcloths .....	
<b>4. Jewelry, etc.</b>	<b>General restrictions and conditions.</b> No stones; no protrusions
	<b>Specific restrictions and conditions.</b>
a. Wrist Watch/..... watchband	time-day-date-audible alarm only permitted; 1 only; max. combined value - \$50
b. Watch battery .....	subject to exchange on one-for-one basis
c. Wedding band .....	max. value - \$150; verified married person only
. . . . .	
<b>5. Jewelry - Females Only</b>	<b>Specific restrictions and conditions.</b> Max. combined value of female-only items - \$150. No stones.

a. Bracelets .....	wrist or ankle; limit 2; no charms
b. Earrings .....	pierced or clip; limit 3 pr.; 1" max. size
c. Necklaces .....	limit 2; max. length 18"
d. Rings	Other than wedding; limit 2; no protrusions

## H. RECREATIONAL SUPPLIES

### General restrictions

- Dice are not permitted

	<b>Specific restrictions and conditions.</b>
a. Athletic Gloves	baseball (mitt), handball or bag; no metal inserts; no boxing-type; max. value \$50
b. Checkerboards and checkers	folding cardboard board or vinyl; plastic or wood pieces; max. value \$50
c. Chess sets	folding cardboard board or vinyl; plastic or wood pieces; max. value \$50
d. Dominos	plastic or wood pieces; max. value \$50
e. Handballs .....	in original sealed container only
f. Jigsaw puzzles .....	in original sealed container only
g. Playing cards	in original sealed container only
h. Tennis balls	in original sealed container only

## I. ART & HOBBY SUPPLIES

A list of articles approved by an employee designated by the Superintendent must be submitted to the Package Room before they may be received by an inmate.

<b>J. Religious Articles</b>	
	<p><b>General restrictions and conditions.</b></p> <ul style="list-style-type: none"> <li>- Purchase, receipt or use of religious articles is subject to the provisions of Directive #4202, "Religious Programs and Practices."</li> <li>- No color restrictions apply unless specified. Where multi-colored items are permitted, black, blue, gray or orange must not be predominant.</li> <li>- Clothing items may not exceed \$50 in value.</li> <li>- Questions on the identity or authenticity of a religious item shall be referred to the facility chaplain.</li> </ul>
	<p><b>Specific restrictions and conditions.</b></p>
a. Fez .....	a brimless, cone-shaped, flat-crowned hat that usually has a tassel and is usually made of red felt; male only
b. Kufi .....	a hemispheric head cap that can be made of cloth, knitted or crocheted; may have a peak on top; must fit close to the head; no protrusions (visor, tassels, etc.); male only; may be multi-colored
c. Yarmulke .....	a close-fitting skull cap that can be made of cloth, knitted or crocheted; may be multi-colored
d. Tsalot-kob .....	a hemispheric head cap that can be made of cloth, knitted or crocheted; may have a peak on top; may be multi-colored; approx. 12" at longest point; must fit close to the head; male only
e. Khimar .....	a cloth item; female only; 4' x 4' max.; solid black, blue, gray, or orange not permitted; may be multicolored
f. Talit Katan .....	fringed underwear
g. Tefillin .....	phylacteries (small square leather prayer boxes with long leather ties)
h. Talit (prayer shawl)	max. size - 66" x 66"; solid black, blue, gray or orange not permitted; may be multi-colored
i. Guthra (prayer shawl)	1 yard square; solid black, blue, gray or orange not permitted; may be multi-colored
j. Prayer robe .....	solid black, blue, gray or orange not permitted; may be multi-colored
k. Prayer beads .....	Rosary; Dhikr; black only; other beads - see Directive #4202
l. Prayer rug .....	one only; may be possessed in addition to rug permitted under miscellaneous; 3'x5' max.; solid blue, black, gray, or orange not permitted; may be multi-colored
m. Religious books (Bible, Koran, etc.)	subject to the restrictions on printed materials covered in section F-3, above
n. Religious pendant ..... w/chain or fabric cord attached	max. value - \$50.00; no stones; max. 2" diameter; eg. medal, crucifix, cross, pentacles, Thor's hammers, Stars of David, chais, crescent with stars and/or moons, scapular.
<b>Native American Items</b>	<b>General restrictions and conditions.</b>
a. Native American ..... Rosette and cord	beaded pendant; attached to a leather or fabric cord
b. Native American ..... personal smoking pipe	not to exceed six inches in length
c. Native American ..... ashtray or shell	for smudging; less than 3" in diameter
d. Native American ..... medicine bag	may include sacred herbs and items needed for Native American ceremonies under the procedures set forth in Directive #4202