

Allowable Property/Contraband

Any item that constitutes safety or security concerns can be denied and confiscated. Those items received that are not listed are subject to return to sender or donation to charity. All items need to be from an approved source. (**EXCEPTION** – Personal property received upon admission from a DMH State Hospital may be considered allowable from an approved source after thorough inspection by hospital staff.)

Approved Items	SOURCE			Monitoring Requirements US = Unit Supervisor Review prior to access C = Controlled Item S = Direct Supervision	Comment (Information on limits, containers, etc.)
	Package Received by mail *Factory Sealed	Purchased Through Canteen	Purchased Through Vendor *Factory Sealed		
ADDRESS BOOK	X	X	X		No metal binding
ALBUM, PHOTO	*X	X	*X	<u>US</u>	No metal binding, limit one (1)
APPLIANCES, ENTERTAINMENT					Appliances MAY be battery operated, come with an attached cord, or come with a detachable cord.
Alarm clocks		X	*X		Wind up or Battery operated only.
Calculators, Translator, Hand Held Organizer (e.g. Palm Pilot)		X	X	<u>US</u>	Hand held. No wireless or remote internet capability or camera capability. <u>Limit of one (1) each</u>
Detachable Cords		X	*X	<u>US/C</u>	<u>Individual must have system requiring the detachable cord.</u> <ul style="list-style-type: none"> <u>Prior to the Individual ordering and/or receiving the item as personal property, the WRT shall assess the Individual's ability to access the item as a controlled item. If item is denied the WRT will document the reason for the denial on PSH 7130.</u>
<u>Detachable Antennas</u>			<u>X</u>	<u>US/C</u>	<u>Individual must have system requiring the detachable cord.</u> <ul style="list-style-type: none"> <u>Prior to the Individual ordering and/or receiving the item as personal property, the WRT shall assess the Individual's ability to access the item as a controlled item. If item is denied the WRT will document the reason for the denial on PSH 7130.</u>

(US) Reviewed Items – These items must be reviewed by the Unit Supervisor prior to purchase and/or access regarding limit and contraband issues.

(S) Supervised Items – Items which will only be used under the direct supervision of treatment staff.

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Liability Waiver is required for all items valued at \$100.00 or more.

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<u>MP3 Player</u>		<u>X</u>	<u>*X</u>		<u>The only allowed MP3 player is the Archos Gmini XS 100 (does not have wireless or remote internet capability).</u>
Radio, Audio CD/ tape player		X	*X	<u>US</u>	Limit of one (1) each (max. size limit of 12x20x12 inches) without detachable speakers, external-recording devices (however, audio equipment which can record directly from an internal source-radio or CD to tape only is acceptable).
Remote Controls		X	*X	<u>US</u>	<u>Must have own system(s) requiring the remote control.</u>
Television/ <u>LCD DVD Player</u>		X	*X	<u>US</u>	Individuals must sign a Liability Waiver. Limit one (1) solid state TV <u>with no larger than a</u> 13-inch diagonal screen. May have built in radio/DVD player. No built in VHS player. No individual VHS Players allowed. <u>Limit of one (1) LCD DVD player.</u>
Typewriter/word processor		X	*X	<u>US</u>	<u>Limit of one (1).</u>
<u>USB Memory sticks/cards</u>			<u>X</u>		
Video games system <u>(XBOX 360 has been approved)</u>		X	*X	<u>US</u>	Limit of one (1) each of a hand held and/or console system. Must have own system and TV (if required) to utilize games. <u>No wireless or remote internet capability.</u>
Walkman/Discman/ <u>DVD</u> type radio/player		X	*X	<u>US</u>	Limit of one (1) of each Walkman, Discman/ <u>DVD</u> and/or Walkman Satellite type radio that must not include voice over feature. No CB amateur radio, walkie-talkie or police band, but alarm functions are acceptable.
Walkman type Satellite radio			*X	<u>US</u>	
BATTERIES	*X	X	X		No 6-volt batteries will be allowed. Only the required number of batteries needed for the appliance will be allowed in the Individual's possession. One extra set may be kept in the Nurses station.

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<u>BEANIES (Knit cap)</u>	<u>STATE ISSUE ONLY</u>				
BELTS OR BELT BUCKLES			X	<u>US</u>	Belt - Not to exceed one and one-half inches in width, limit one (1) Buckles - 2X3 inch limit, no sharp edges
BEVERAGES		X	X		Ice tea, juice, nectar, and soda. All plastic containers (no metal lid or tops)
CALENDARS	*X	X	X		Without metal binding
CARDS, GREETING	*X	X	X		No foil wrappers or parts. Includes boxes that are factory sealed. No musical cards.
CARDS, PLAYING	*X	X	*X		Regular, Pinochle, Old Maid, Uno, etc.
CHAP STICK		X	X		
CHARGER, BATTERY (With or Without Cords)	*X	X	X		Kept in Nursing Station and controlled by Nursing Staff.
<u>CLOTHING (Shirts/Blouses, Pants, Shorts, Jackets/sweatshirts, etc.)</u>	<u>STATE ISSUE ONLY</u>				<u>Uniform is provided by the state (see undergarments below for clothing items which can be purchased)</u>
COFFEE/TEA, DECAF, INSTANT, &/OR INDIVIDUAL PACKET/BAGS		X	*X		Not to exceed three (3) pounds or 100 bags. Decaffeinated only in non-contraband containers. May not contain any pharmaceutically active substance.
COLOGNE, PERFUME, AFTERSHAVE		X	X		No alcohol will be permitted. Plastic containers only.

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COMPACT DISKS/DVD'S, FLOPPY DISKS, CARTRIDGE OR CASSETTE TAPES (Audio, Computer, or Video Game) *For the purpose of this directive these items are considered to be media		X	*X	<u>US</u>	Limit of thirty (any combination totaling 30). Any media, which depicts or encourages sexual acts with children or sexual acts with tissue damage (including penetration of any body cavity) will be considered contraband. Any publication that does not depict or encourage the above behavior may only be denied following procedures for denial of rights for cause.
BLANK CASSETTE TAPES/ RE-WRITABLE CD's		X	*X	<u>US</u>	
CONTAINERS, PLASTIC	X	X	X		Must be able to fit in 1' x 1' x 1' locker.
CONVERTERS FOR RADIOS, TV'S, GAMES, ETC.		X	*X	<u>US</u>	<u>Must have own system to utilize item</u>
COSMETIC, MAKE-UP		X	X		Compacts may <u>NOT</u> contain glass mirrors.
CRAFT PROJECTS			*X	S	Non-contraband containers.
CUP OR TUMBER, SOFT PLASTIC	X	X	X	<u>US</u>	Limit of two (2). Sport containers are permitted. Thermal cups/tumblers must be plastic with no false bottoms.
CURLING/STYLING IRON			X	US/S	Limit of one (1).
DENTAL FLOSS	<u>STATE ISSUE ONLY</u>				Staff will issue out one length of floss, as needed and Individual shall return floss when finished.
DENTURE ADHESIVE		X		S	
DENTURE CLEANSERS		X		S	Tablets only.
EMERY BOARDS	X	X	X		No metal nail files.
<u>EYE GLASSES</u>	<u>X</u>	<u>X</u>	<u>X</u>		<u>Limit one (1) pair. Wire frames permitted.</u>

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FOOD, PACKAGED					Must be in <u>Non-Contraband Container</u> and cannot require refrigeration after opening. All items sold by Canteen are allowed.
Cheese/Cheese Spreads		X	*X		Can Not Require Refrigeration after opening
Creamer, Cocoa Mix, Honey		X	*X		Creamer not to exceed 2 pounds.
Vegetables, Beans, Chili, Rice		X	*X		Non-contraband container (no cans)
Dry Meats, Dry Milk, <u>Dry Fruit</u>		X	*X		Dry milk not to exceed 2 pounds.
Nuts, Cereal		X	*X		No shells (exception for Sunflower seeds).
Cake, Candy, Chips, Cookies, Jerky, Popcorn, Ramen Noodles, Gum		X	*X		
Punch Mix, Soda		X	*X		Punch Mix not to exceed 3 pounds. Soda in plastic bottles only.
Sauces, Condiments		X	*X		Non-contraband container/can not require refrigeration after opening.
Sugar/Substitute Packets		X	*X		Sugar or substitute not to exceed 1 pound.
MISCELLANEOUS GAMES AND SPORTS EQUIPMENT (Board Games, Chess, Checkers, Hacky Sacs, etc.)	*X	X	*X		For electronic games see appliances.
GLOVES, PLAIN (includes mittens)	X		X	<u>US</u>	One (1) pair only. Cloth only - No leather or simulated leather, studs, jewelry, etc. Must be only single thickness (one layer).
GLOVES, WEIGHT LIFTING			X	<u>US</u>	Two (2) pairs only. <u>Leather is allowed.</u>
GUITAR STRINGS			X	<u>US/S</u>	<u>Must have own guitar to utilize item.</u>

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HAIR CARE/<u>GROOMING</u> PRODUCTS					Limit one (1) of each item. No metal parts. Items in glass/metal containers will be transferred to small plastic containers by canteen staff prior to purchase. Vendor items must be received in non-contraband containers. Hair spray must be non-aerosol, plastic container only
Hair - Brush, Pick, Plastic Comb Grooming Aids (<u>Baby Powder,</u> <u>hand lotion</u>)		X	X		
Hair Dryer, Rollers & Spray		X	X	S	
HATS		X	X	<u>US</u>	Limit two (2). No offensive logos, wire parts, head wraps, do rag, bandanas, or scarves are allowed. <u>Beanies are state issued ONLY</u>
HAT PINS	X	X	X		Logo type pins (e.g. Veterans pins).
HEAD PHONES	*X	X	X	<u>US</u>	Limit two (2). No longer than six (6) foot cord. Non-metal banded only.
HYGIENE PRODUCTS Soap, Deodorant, Toothpaste, Kleenex, Tampons, Sanitary Napkins		X	X		Non-aerosol products, plastic container only.
INSTRUMENTS, MUSICAL		X	X	<u>US/C</u>	<u>Prior to the Individual ordering and/or receiving the item as personal property, the WRT shall assess the Individual's ability to access the item as a controlled item. If item is denied the WRT will document the reason for the denial on PSH 7130.</u>
<u>GUITAR</u>				<u>S</u>	<u>Due to the guitar strings being a supervised item.</u>
JEWELRY	X	X	X		Requires a Liability Waiver when valued at \$100 or more
Chains, necklaces	X	X	X		Single strand only. No sharp edges or lockets.

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rings	X	X	X	<u>US</u>	Limit two (2).
Earrings	X	X	X		Must be no larger than a quarter or must be breakaways.
watch	X	X	X	<u>US</u>	Limit one (1). Alarm and stop watch features and all band types (including metal) are allowed.
LOTION/CREAMS, BODY/HAND		X	X		
MONEY (this does not include checks or money orders)		X			Individuals served may only be in possession of a maximum of \$15.00 in coin (quarters, dimes, nickels, and pennies only; no paper money)
PEN & PENCIL	STATE ISSUE ONLY				Limit one (1) each.
PLASTIC SPOON	STATE ISSUE ONLY				Individuals shall receive approved plastic spoon with each sack lunches. This spoon is to be thrown away once the lunch is consumed.
PLASTIC SPORK	STATE ISSUE ONLY				Individuals shall be issued one spork upon admission for use with snack items purchased by the Individual.
PIPE, SMOKING		X	X		No ceramics
POLISH REMOVER, NAIL		X	X	S	Clear plastic container only. ACETONE FREE ONLY.
POLISH, NAIL		X	X	S	Limit three (3). Glass containers allowed.

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PUBLICATIONS (Includes newspapers and religious publications)			X	<u>US</u>	Any publication, which depicts or encourages sexual acts with children or sexual acts with tissue damage (including penetration of any body cavity) will be considered contraband. Any publication that does not depict or encourage the above behavior may only be denied following procedures for denial of rights for cause. Limit of ten (10) total for all publications (exception - clipping are not counted in regards to limit).
<u>newspaper clippings</u>	X				
Books, magazines, or <u>catalogs</u>			X	<u>US</u>	
PHOTOS	X				No photos of Individuals served that might pose a threat to security, such as being used to make an employee ID badge. No Polaroid Photos allowed.
PURSE, BOOK BAG, CLUTCH, FANNY PACKS , OR WALLETS		X	X	<u>US</u>	Limit one (1). No metal frame, chains, clasps, or detachable straps on purses/book bags/ fanny packs allowed.
RAZORS, ELECTRIC		X	X	S	
RELIGIOUS ITEMS	X		X		Includes items allowed on A.D.#15.36 – Native American Spiritual Items and other religious items such as prayer beads.
SHAMPOO/ CONDITIONER, NON-MEDICATED		X	X		
SHAVING CREAM AND POWDERS		X	X	S	
SHOES/ FOOTWEAR		X	X	<u>US</u>	Limit four (4) pairs of shoes including tennis shoes. Limit one (1) pair wedge shoes not to exceed one (1) inch in height. No boots, pointed toe, or heel over one (1) inch. No steel shanks or hollow heels. No magnetic components allowed in any shoe.

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<u>SHOE LACES</u>		<u>X</u>	<u>X</u>	<u>US</u>	<u>Must have personally owned shoes requiring laces as state issued shoes do not have laces (except work boots - these laces are supplied by the state)</u> <u>Limit of one (1) set per pair of shoes</u>
SOAP BOX		X	X	<u>US</u>	Soft plastic only. <u>Limit of one (1)</u>
STAMPS		X	X		Equivalent of 20 first-class stamps in possession at any one time. Pre-stamped embossed envelopes may be substituted for stamps. Stamps may not be mailed from family member or friend only from vendor.
STATIONERY Note Cards, Envelopes, Writing Paper, etc.	*X	X	*X		Includes boxes that are factory sealed.
SUNGLASSES	X	X	X	<u>US</u>	Limit one (1) pair. Wire frames permitted.
SUSPENDERS	STATE ISSUE ONLY				
TOBACCO PRODUCTS		X	X		<u>Chewing tobacco is prohibited.</u>
Cigars		X	X		Limit fifty (50) per month.
Cigarettes		X	X		Limit three (3) cartons per month
Loose Tobacco		X	X		Limit three (3) pounds per month
TOOTHBRUSH		X	X		Limit one (1) upon exchange
TOOTHPASTE		X	*X		

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UNDERGARMENTS Bras	*X		*X	<u>US</u>	Limit of ten (10), no under wires.
Men's Underwear or Women's Panties	*X		*X	<u>US</u>	Limit of ten (10), non-white is acceptable.
Socks	*X		*X	<u>US</u>	Limit of ten (10), no women's nylons/knee highs.
Tee Shirt (includes Tank Top type)	*X		*X	<u>US</u>	Limit of ten (10), KHAKI COLOR ONLY
Thermal Underwear	*X		*X	<u>US</u>	Limit of two (2), natural color only.
VASELINE		X	X		

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