

MAINE DEPARTMENT OF CORRECTIONS

ADULT FACILITY RESIDENT PROPERTY INVENTORY

FEMALE RESIDENTS

** Non-Transferable Between DOC Facilities*

OFFICERS CONDUCTING INVENTORY (PLEASE PRINT):	DATE RECEIVED IN PROPERTY AREA:
1.	DATE OF INVENTORY:
2.	DATE COPY SENT TO RESIDENT:
RESIDENT'S NAME:	MDOC #:

REASON: ☐ INITIAL INTAKE ☐ TRANSFER TO ANOTHER FACILITY ☐ TRANSFER FROM ANOTHER FACILITY

☐ PROPERTY PLACED IN STORAGE ☐ PLACEMENT ON A SPECIAL HOUSING STATUS OR IN A HOUSING AREA WHERE PROPERTY IS RESTRICTED

☐ SEARCH OF CELL/ROOM/HOUSING AREA ☐ RETURN TO GENERAL POPULATION ☐ EXIT INVENTORY (RELEASE)

☐ OTHER (SPECIFY REASON): _____

<u>ITEM(S)</u> <u>ALLOWED</u>	<u>MAXIMUM QUANTITY</u> <u>ALLOWED</u>	<u>ADDITIONAL</u> <u>INFORMATION/</u> <u>REQUIREMENTS</u>	<u>AMOUNT IN</u> <u>POSSESSION</u>	<u>DESCRIPTION AND/OR MODEL/SERIAL</u> <u>NUMBER (if applicable)</u>
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BOX LOCK,
COMBINATION

1

State Issue (replacements will be resident's responsibility - exchanged on a 1 for 1 basis).
*Non-Transferable NOTE: Residents required to secure property box. Staff will secure lock upon completion of inventory.

☐

ID CARD

1

State Issue (Replacement at resident's expense) - PROPERTY OF THE STATE

☐

STORAGE BOX OR
LOCKER

1

State Issue *Non-Transferable

☐

BEDDING/LINEN

BEDSHEETS

2

State Issue - *Non-Transferable

☐

BLANKETS

2

State Issue - *Non-Transferable

☐

BLANKET -
CROCHETED

1

Only a total of 3 of any type of blanket is allowed.

☐

<u>ITEM(S)</u> <u>ALLOWED</u>	<u>MAXIMUM QUANTITY</u> <u>ALLOWED</u>	<u>ADDITIONAL</u> <u>INFORMATION/</u> <u>REQUIREMENTS</u>	<u>AMOUNT IN</u> <u>POSSESSION</u>	<u>DESCRIPTION AND/OR MODEL/SERIAL</u> <u>NUMBER (if applicable)</u>
BLANKET - PERSONAL	1	Must be ordered through practices established by the facility. Purchase price may not exceed \$75.00. Only a total of 3 of any type of blanket is allowed. Purchase price may not exceed \$50.00.	<input type="checkbox"/>	
BLANKET - QUILT	1	Only if awarded by the facility for specific program participation, e.g., Veteran Art Contest. Only a total of 3 of any type of blanket is allowed.	<input type="checkbox"/>	
MATTRESS	1	State Issue - *Non-Transferable	<input type="checkbox"/>	
PILLOW	1	State Issue - *Non-Transferable	<input type="checkbox"/>	
PILLOW CASE	1	State Issue - *Non-Transferable	<input type="checkbox"/>	
TOWELS	3	State Issue - *Non-Transferable	<input type="checkbox"/>	
WASHCLOTHS	2	State Issue - *Non-Transferable	<input type="checkbox"/>	
ELECTRONIC EQUIPMENT & COMPONENTS				
AA/AAA BATTERIES		Canteen Purchase. A resident is only allowed to possess batteries if they have a battery operated shaver or a TV remote controller. A resident may only have enough batteries to power the device(s) and 1 set of spare batteries, i.e., 2 batteries plus 2 spares for a shaver.	<input type="checkbox"/>	
AM/FM RADIO - CLEAR CASE - NO SPEAKERS	1	Canteen Purchase	<input type="checkbox"/>	
ANTENNA (AS APPROVED BY FACILITY)	1	Canteen Purchase	<input type="checkbox"/>	

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AUDIO BOOKS	Included in total count of 30 CDs	Must be ordered (DIRECTLY from publisher, commercial distributor or religious catalog).	<input type="checkbox"/>	
AUDIO CDs (NO EXPLICIT LYRICS) AND CD CLEANING DISC (ALL MUST HAVE FACTORY LABEL)	30 (Religious CDs and videogames will be included in total count)	NO HYBRID CDs - NO DVDs (EXCEPT AS SET OUT BELOW) OR COMBINATION AUDIO/ VIDEO CDs, MUST BE MARKED WITH RESIDENT'S NAME & MDOC NUMBER, EXPLICIT LYRICS, EITHER FACTORY LABELED OR DETECTED DURING REVIEW, ARE NOT ALLOWED.	<input type="checkbox"/>	
CABLE SPLITTER, TV CABLES, INCLUDING HD CABLES, ADAPTERS, ETC.	DETERMINE D BY FACILITY	Canteen Purchase IF ITEMS ARE DETERMINED NECESSARY BY FACILITY	<input type="checkbox"/>	
CD PLAYER LENS CLEANER	1	Canteen Purchase	<input type="checkbox"/>	
CD STORAGE CASES	2	Canteen Purchase - Clear Only	<input type="checkbox"/>	
CLEAR ADAPTER	1	Canteen Purchase	<input type="checkbox"/>	
CLEAR EARBUDS	1	Canteen Purchase	<input type="checkbox"/>	
COAXIAL CABLE	1	Unless more, up to 3 cables, if extra is determined necessary by the facility. Canteen Purchase - 3' or 6'	<input type="checkbox"/>	
COMPUTER TABLET & COMPONENTS (EAR BUDS & AC ADAPTER)	1	State Issued	<input type="checkbox"/>	

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COMPUTER TABLET & COMPONENTS (EAR BUDS & AC ADAPTER) (PERSONAL)	1	Canteen Purchase	<input type="checkbox"/>	
COMPUTER TABLET PROTECTIVE COVER	1	State Issued	<input type="checkbox"/>	
COMPUTER TABLET PROTECTIVE COVER (PERSONAL)	1	Canteen Purchase	<input type="checkbox"/>	
DISC PLAYER W/AC ADAPTER & MINI HEADPHONES (CLEAR CASE)	1	Canteen Purchase	<input type="checkbox"/>	
DVDs - EDUCATION/ TREATMENT /PROGRAM		As provided by facility education/treatment/program staff, must be for current education/treatment/program needs.	<input type="checkbox"/>	
DVDs - RELIGIOUS		Must be a group religious DVD provided by facility chaplain, or other designated facility staff.	<input type="checkbox"/>	
HEADPHONE EXTENSION & ACCESSORY KIT	1	Canteen Purchase NOT TO EXCEED 6'	<input type="checkbox"/>	
HEADPHONES W/ADAPTER	1	Canteen Purchase (IN ADDITION TO MINI HEADPHONES W/DISC PLAYER)	<input type="checkbox"/>	
MEMORY CARD FOR VIDEOGAME PLAYER	2	Canteen Purchase	<input type="checkbox"/>	

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REPLACEMENT CUTTER/FOIL SHAVER HEAD	1	Canteen Purchase	<input type="checkbox"/>	
TV (CLEAR CASE)	1	Canteen Purchase - No Speakers, 22" OR LESS (DIAGONALLY MEASURED)	<input type="checkbox"/>	
TV REMOTE CONTROLLER (requires 2 AAA batteries)	1	Canteen Purchase, only if allowed by facility.	<input type="checkbox"/>	
VIDEOGAME CDs	Included in total of 30 (with audio CDs)	Max. Rating "T"	<input type="checkbox"/>	
VIDEOGAME PLAYER BeeLink SERS Ryzen 7 5800H Ram; 16gb or 32gb RAM/500gb M.2ssd. (Chip for internet connectivity must be removed). NO MODEM - W/APPROPRIATE CABLES/ADAPTERS and GAME CONTROLLER.	Only 1 videogame player is allowed.	May be ordered through practices established by the Department.	<input type="checkbox"/>	

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VIDEOGAME PLAYER BOSGame AMD Ryzen 3 3200U. Up to 3.5Ghz, 2 core/12 threads, 8gb RAM, 256gb hard drive (Chip for internet connectivity must be removed). NO MODEM - W/APPROPRIATE CABLES/ADAPTERS and GAME CONTROLLER.	Only 1 videogame player is allowed.	May be ordered through practices established by the Department.	<input type="checkbox"/>	
VIDEOGAME PLAYER PLAYSTATION 2 - NO MODEM - CD TYPE ONLY W/APPROPRIATE CABLES/ADAPTERS and GAME CONTROLLER. (Only "grandfathered" PlayStation 2s are allowed & no new purchases).	Only 1 videogame player is allowed.	MAY ONLY BE USED TO PLAY VIDEO GAMES OR AUDIO CDs. Cables/adapters, game controllers may be ordered through practices established by the facility.	<input type="checkbox"/>	
VIDEOGAME PLAYER WITH BUILT-IN GAMES: NINTENDO, SUPER NINTENDO, OR SEGA-GENESIS	Only 1 videogame player is allowed.	Must be ordered through practices established by the facility.	<input type="checkbox"/>	

FOOTWEAR/CLOTHING

<u>ITEM(S)</u> <u>ALLOWED</u>	<u>MAXIMUM QUANTITY</u> <u>ALLOWED</u>	<u>ADDITIONAL</u> <u>INFORMATION/</u> <u>REQUIREMENTS</u>	<u>AMOUNT IN</u> <u>POSSESSION</u>	<u>DESCRIPTION AND/OR MODEL/SERIAL</u> <u>NUMBER (if applicable)</u>
Refer to Policy (AF) 10.1, Resident Allowable Property on purchase of personal clothing items by residents at minimum security facilities and in minimum security housing units			<input type="checkbox"/>	
ATHLETIC SUPPORTERS, i.e., ANKLE, KNEE, WRIST	2 EACH	Canteen Purchase	<input type="checkbox"/>	
BALL CAP	1	Gray Only - Canteen Purchase	<input type="checkbox"/>	
BALL CAP (WHITE)	1	Food Service Worker Only, if allowed by facility. Replacement is resident's responsibility.	<input type="checkbox"/>	
BATHROBE	1	State Issue - Blue Only	<input type="checkbox"/>	
BELT OR SUSPENDERS	1	Belt or Suspenders - Approved Color Only - State Issue	<input type="checkbox"/>	
BRAS	7	White only - Canteen purchase or up to 4 that are state issue for a total of 7. Underwire bras are allowed.	<input type="checkbox"/>	
COAT HANGERS	If allowed at facility	State Issue * Non-transferable	<input type="checkbox"/>	
GLOVES/MITTENS (SEASONAL)	1 PAIR	State Issue	<input type="checkbox"/>	

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GYM SHORTS (NO CUT OFFS) WORN IN LIVING AREA AND TO AND FROM REC ONLY	2 PAIR	7" - 9" inseam - Gray Only. Canteen Purchase	<input type="checkbox"/>	
INSOLES	1 SET PER FOOTWEAR	Canteen Purchase	<input type="checkbox"/>	
JEANS	4 PAIR	State Issue	<input type="checkbox"/>	
LAUNDRY BAGS	2	State Issue - White Only (IF REQUIRED BY FACILITY). *Non-Transferable	<input type="checkbox"/>	
NIGHTGOWN	1	State Issue - Gray only	<input type="checkbox"/>	
ODOR EATERS	1 SET PER FOOTWEAR	Canteen Purchase	<input type="checkbox"/>	
SHIRTS	4	Blue Only - State Issue	<input type="checkbox"/>	
SHOELACES	1 SET PER FOOTWEAR	Received with footwear	<input type="checkbox"/>	
SHOWER SHOES	1 PAIR	State Issue or Canteen Purchase	<input type="checkbox"/>	
SNEAKERS/SHOES /BOOTS	3 PAIR	One pair of sneakers/shoes allowed in at Intake, otherwise State issue or Canteen purchase. Total of 3 pairs allowed at transfer. No steel toe, steel shank or composite toe footwear.	<input type="checkbox"/>	
SOCKS OR	7 PAIR	White Only - State Issue for a non-cotton blend or canteen purchase. Canteen purchase for 100% cotton socks. Only a total of 7 pairs of any type of sock is allowed.	<input type="checkbox"/>	
SOCKS (DIABETIC)		Canteen Purchase or Issued by Medical. Only a total of 7 pairs of any type of sock is allowed.	<input type="checkbox"/>	

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SWEATPANTS	2 PAIR	Gray Only - State Issue	<input type="checkbox"/>	
SWEATSHIRTS	2	Gray Only - State Issue	<input type="checkbox"/>	
TANK TOPS - APPROVED TYPE WORN IN LIVING AREA AND TO AND FROM REC ONLY	3	Gray only - Canteen Purchase	<input type="checkbox"/>	
THERMAL UNDERWEAR (IF MEDICALLY REQUIRED OR ISSUED DUE TO WORK ASSIGNMENT)	2 PAIR	State Issue or Canteen Purchase	<input type="checkbox"/>	
T-SHIRTS	4	Blue Only - Canteen Purchase - 4 of which are state issued	<input type="checkbox"/>	
UNDERWEAR (BRIEFS)	7	White Only - State Issue or canteen purchase for a non-cotton blend. Canteen purchase for 100% cotton underwear (briefs). Only a total of 7 of any type of underwear is allowed.	<input type="checkbox"/>	
UNDERWEAR (BOXER BRIEFS) OR		White Only - State Issue or canteen purchase for a non-cotton blend. Canteen purchase for 100% cotton underwear (boxer briefs). Only a total of 7 of any type of underwear is allowed.	<input type="checkbox"/>	
UNDERWEAR (BOXERS)		White Only - Canteen purchase. Only a total of 7 of any type of underwear is allowed.	<input type="checkbox"/>	
WEIGHTLIFTING BELT	1	Canteen Purchase	<input type="checkbox"/>	
WEIGHTLIFTING GLOVES	1 PAIR	Canteen Purchase	<input type="checkbox"/>	

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WEIGHTLIFTING STRAPS	1 SET	Canteen Purchase	<input type="checkbox"/>	
WINTER COAT	1	State Issue	<input type="checkbox"/>	
WINTER HAT	1	State Issue	<input type="checkbox"/>	
HYGIENE ITEMS				
(Refer to Policy (AF) 10.1, Resident Allowable Property on what items are transferable).			<input type="checkbox"/>	
BARRETTES (PLASTIC)	2 PAIR	Canteen Purchase	<input type="checkbox"/>	
BATTERY OPERATED SHAVERS (requires 2 AA batteries)	1	Canteen Purchase or issued by medical, only if allowed by facility	<input type="checkbox"/>	
BEESWAX HAIR PRODUCT	1	Must be acquired through practices established by the facility	<input type="checkbox"/>	
BODY OILS	2	Canteen Purchase - exchanged on a 1 for 1 basis	<input type="checkbox"/>	
COMB	1	State Issue or Canteen Purchase	<input type="checkbox"/>	
COSMETIC ITEMS (MAKE-UP)	6	Canteen Purchase	<input type="checkbox"/>	
CURLING IRON	1	Canteen Purchase at minimum security facilities and in minimum security housing units	<input type="checkbox"/>	

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DENTAL FLOSS	1	SHORT LENGTHS ONLY - Canteen Purchase	<input type="checkbox"/>	
DENTURE CUP	1	Canteen Purchase	<input type="checkbox"/>	
DENTURE ITEMS (CLEANING TABLETS/DENTURE ADHESIVE, ETC.)	1 EACH	Canteen Purchase	<input type="checkbox"/>	
DEODORANT	2	State issue or Canteen Purchase	<input type="checkbox"/>	
DISH SOAP, LIQUID	2 (AT ANY ONE TIME)	Canteen Purchase.	<input type="checkbox"/>	
DISPOSABLE RAZOR	1	State Issue - NOTE: exchanged on a 1 for 1 basis - Permitted in State storage as allowed by facility.	<input type="checkbox"/>	
ELECTRIC RAZOR	1	Canteen Purchase	<input type="checkbox"/>	
EMERY BOARDS	2	State Issue - NOTE: exchanged on a 1 for 1 basis	<input type="checkbox"/>	
FEMININE HYGIENE ITEMS	AS DETERMINE D BY FACILITY	State Issue or Canteen Purchase	<input type="checkbox"/>	
HAIR BRUSH	1	Canteen Purchase	<input type="checkbox"/>	
HAIR CARE PRODUCTS (TO INCLUDE SHAMPOO & BEESWAX)	6 (AT ANY ONE TIME)	Canteen purchase or as established by facility practice	<input type="checkbox"/>	
HAIR DRYER	1	Canteen Purchase at minimum security facilities and in minimum security housing units	<input type="checkbox"/>	

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HAIR EXTENSIONS	8	Canteen Purchase or as established by facility practice	<input type="checkbox"/>	
HAIR PICK	1	Canteen Purchase	<input type="checkbox"/>	
LIP BALM	2	Canteen Purchase	<input type="checkbox"/>	
MOUTHWASH	2	Canteen Purchase	<input type="checkbox"/>	
NAIL CLIPPER (TOENAIL OR STANDARD)	1	Canteen Purchase	<input type="checkbox"/>	
PONYTAIL HOLDERS	1 PKG.	Canteen Purchase	<input type="checkbox"/>	
SHAMPOO	2	State Issue or Canteen Purchase	<input type="checkbox"/>	
SHAVING CREAM	2	Canteen Purchase	<input type="checkbox"/>	
SKIN CARE PRODUCTS (IN ADDITION TO SHAVING CREAM & SOAP) - INCLUDES LOTIONS, FOOT POWDER, SUNBLOCK, ETC.	3 (AT ANY ONE TIME)	Canteen Purchase	<input type="checkbox"/>	
SOAP AND/OR BODY WASH	2	State Issue or Canteen Purchase	<input type="checkbox"/>	
SOAP BOX, CLEAR	1	Canteen Purchase	<input type="checkbox"/>	
TOOTHBRUSH	1	State Issue or Canteen Purchase	<input type="checkbox"/>	

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TOOTHBRUSH HOLDER	1	Canteen Purchase - Clear Only	<input type="checkbox"/>	
TOOTHPASTE	2	State Issue or Canteen Purchase	<input type="checkbox"/>	
TRIMMER, HAIR/BEARD	1	Canteen purchase or as established by facility practice	<input type="checkbox"/>	
TRIMMER, NOSE HAIR OR NOSE HAIR TRIMMER ATTACHMENT	1	Canteen purchase or as established by facility practice	<input type="checkbox"/>	

JEWELRY

24 INCH BREAK AWAY CHAIN OR IF A 24 INCH BREAK AWAY IS TOO SMALL TO GO AROUND THE NECK, UP TO A 36 INCH BREAK AWAY CHAIN, IF SO APPROVED.	1	Canteen Purchase or if the resident is approved for a larger chain, ordered through an approved vendor pursuant to facility practices.	<input type="checkbox"/>	
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JEWELRY

WEDDING RING, BAND TYPE, WITHOUT STONE - NO OTHER PERSONAL JEWELRY ALLOWED	1	MAY BE BROUGHT IN AT INTAKE OR RECEIVED AS PART OF APPROVED MARRIAGE CEREMONY OR AS OTHERWISE APPROVED BY THE CAO.	<input type="checkbox"/>	
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MISCELLANEOUS ITEMS

ART SUPPLIES (DRAWING PAPER PADS, COLORED PENCILS)	1 PAD - 1 SET PENCILS (not to exceed 36 pencils)	Canteen Purchase	<input type="checkbox"/>	
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MISCELLANEOUS ITEMS

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(Refer to Policy (AF) 10.1, Resident Allowable Property on what items are transferable).			<input type="checkbox"/>	
ACCORDION FOLDER (LETTER SIZE) TO HOLD PERSONAL MAIL	1	State Issue - Replacement will be resident's responsibility - exchanged on a 1 for 1 basis.	<input type="checkbox"/>	
ACCORDION FOLDERS (LEGAL SIZE) TO HOLD LEGAL MATERIALS	2	State Issue - Replacement will be resident's responsibility - exchanged on a 1 for 1 basis.	<input type="checkbox"/>	
ADDRESS BOOK SOFTCOVER - NO WIRE	1	Canteen Purchase	<input type="checkbox"/>	
ASPIRIN, TYLENOL, ADVIL, COUGH DROPS, ANTACIDS, MULTI-VITAMINS, FISH OIL AND OTHER NON-PRESCRIBED MEDICATIONS	DETERMINE D BY FACILITY	State Issue or Canteen Purchase	<input type="checkbox"/>	
CALCULATOR, CLEAR	1	Canteen Purchase	<input type="checkbox"/>	
CALENDAR - NO WIRE	2	Regular calendar (DIRECTLY from publisher or commercial distributor). Second calendar allowed only if religious calendar (DIRECTLY from publisher, commercial distributor or religious catalog). Max. 12" x 12"	<input type="checkbox"/>	
CARD STORAGE BOX	1	Canteen Purchase. No more than 16" long and 3" wide. ALL cards must fit in the card storage box.	<input type="checkbox"/>	

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CARDS, STANDARD 52- CARD DECK	2 DECKS	Canteen Purchase. ALL cards must fit in the card storage box.	<input type="checkbox"/>	
CARDS, COLD CASE		State Issue. ALL cards must fit in the card storage box.	<input type="checkbox"/>	
CARDS, OTHER (Dungeon & Dragons, Magic: The Gathering, Scrabble, etc.)		Must be acquired through practices established by the facility, approved sets only. ALL cards must fit in the card storage box.	<input type="checkbox"/>	
CARDS, TAROT	1 DECK	Canteen Purchase. ALL cards must fit in the card storage box.	<input type="checkbox"/>	
CELL FAN 6"	1	Not allowed at MSP - upon transfer to MSP, will be processed as non-allowable.	<input type="checkbox"/>	
CELL LAMPS	1	Canteen Purchase	<input type="checkbox"/>	
CEREAL/SOUP BOWL W/LID	2	Canteen Purchase	<input type="checkbox"/>	
CIGARETTES	10 PACKS/ 1 CARTON	Canteen Purchase at minimum security facilities and in minimum security housing units. Cannot be transferred to a higher security facility or housing unit, cannot be mailed out, must be picked up, or disposed of.	<input type="checkbox"/>	
CLEAR HOT POT	1	Canteen Purchase, only if allowed by facility. *Non-Transferable	<input type="checkbox"/>	
COFFEE CUP WITH LID	1	Canteen Purchase at minimum security facilities and in minimum security housing units	<input type="checkbox"/>	
DRINKING CUP, NOT INSULATED	1	State Issued	<input type="checkbox"/>	

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GAME DICE	6 - Maximum size of 3/4"	Must be acquired through practices established by the facility	<input type="checkbox"/>	
HANDKERCHIEFS	3	Canteen Purchase - May not be worn on head, altered or marked. White Only.	<input type="checkbox"/>	
HIGHLIGHTERS	2	Provided by facility education/program staff, must be for current education/program needs. Only color allowed is yellow.	<input type="checkbox"/>	
INDIVIDUAL SIZE PERSONAL COOLER	1	Canteen Purchase - Work release worker only, if allowed by facility.	<input type="checkbox"/>	
LEGAL MATERIALS	Must fit in the two (2) legal size accordion folders provided. All other legal materials will be stored by facility	May be brought in at intake, received through mail, or via Library.	<input type="checkbox"/>	
MEDICAL DEVICES, E.G., DENTURES, PROSTHETICS		May be brought in at intake. All new devices will be provided by Medical. Any item creating a safety or security risk must be approved by Chief Administrative Officer, or designee.	<input type="checkbox"/>	
MEDICATIONS		Other than OTC medications sold in Canteen and allowed in amounts specified by the facility, all medications will be provided by Medical.	<input type="checkbox"/>	
MESH BAG FOR CANS	1	State Issue (if used by facility). exchanged on a 1 for 1 basis. Residents will be charged for replacements. *Non-Transferable	<input type="checkbox"/>	
PERSONAL CORRESPONDENCE		Must fit in the letter size accordion (provided)	<input type="checkbox"/>	

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PHOTO ALBUM (ONLY 1 PHOTO PER SLEEVE)	2	Canteen Purchase. A total of 96 photos are allowed in up to 2 photo albums. Albums do not count toward book total.	<input type="checkbox"/>	
PHOTOGRAPHS (GROUP)	1 on display & others in photo album	FOR RESIDENTS IN GENERAL POPULATION. As set out in Policy 24.6, Recreational Programming.	<input type="checkbox"/>	
PHOTOGRAPHS (NO POLAROID)	96	Received via mail or approved commercial distributor - Max. 4" x 6" - MUST NOT BE PROHIBITED UNDER POLICY 21.2 Resident MAIL – ALSO NO NUDE PHOTOS, (i.e., NO EXPOSED GENITALS, ANUS OR FEMALE BREASTS) MUST BE KEPT IN PHOTO ALBUM AND ONLY 1 PHOTO PER SLEEVE, except that if allowed by facility practice, photos may be displayed in designated location in cell or room, provided they do not obstruct any window and are not fixed to the wall.	<input type="checkbox"/>	
POSTAGE STAMPS	2 BOOKS	Canteen Purchase	<input type="checkbox"/>	
PRESCRIPTION EYEGLASSES	1 PAIR	May be brought in at intake. All new eyeglasses will be provided by Medical.	<input type="checkbox"/>	
REPLACEMENT BULBS FOR LAMP	1	Canteen Purchase - 1 for 1 basis	<input type="checkbox"/>	
REPLACEMENT RIBBON/TYPEWRIT ER RIBBON	1	Canteen Purchase	<input type="checkbox"/>	
RUBBER SECURITY MIRROR	1	Canteen Purchase, if available	<input type="checkbox"/>	
SUNGLASSES (NON- MIRRORED/NON- METAL)	1	Canteen Purchase	<input type="checkbox"/>	

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SURGE PROTECTORS	1	If allowed for sale at the facility. *Non-transferable	<input type="checkbox"/>	
TYPEWRITER	1	Canteen Purchase - Clear Plastic	<input type="checkbox"/>	
WATCH BAND REPLACEMENT	1	Canteen Purchase	<input type="checkbox"/>	
WATCH BATTERY	1	In watch - 1 for 1 exchange	<input type="checkbox"/>	
WATER JUG	1	Canteen purchase - Work release worker only, if allowed by facility.	<input type="checkbox"/>	
WRIST WATCH	1	Canteen Purchase Only - Not allowed to be brought in at intake (Watch battery must be in watch).	<input type="checkbox"/>	
WRITING SUPPLIES (PAPER, JOURNAL, ENVELOPES, ETC.) PENS (BLUE - CLEAR BARREL ONLY), GREETING CARDS	1 journal for personal use and other items as specified by facility	Canteen Purchase	<input type="checkbox"/>	
YOGA MAT	1	Dimensions: 24" x 72". Thickness: up to 3/32 inch (3 mm) Plum color only - Canteen Purchase only if allowed in housing unit. Only 1 yoga mat is allowed.	<input type="checkbox"/>	

MUSICAL INSTRUMENTS - MUST BE ORDERED THROUGH PRACTICES ESTABLISHED BY FACILITY

GUITAR W/FOLLOWING ACCESSORIES: Guitar Strings (exchanged on a 1 for 1 basis, as established by Facility). Soft case, plastic guitar picks, plastic key winder, guitar strap.	1		<input type="checkbox"/>	
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<u>ITEM(S)</u> <u>ALLOWED</u>	<u>MAXIMUM QUANTITY</u> <u>ALLOWED</u>	<u>ADDITIONAL</u> <u>INFORMATION/</u> <u>REQUIREMENTS</u>	<u>AMOUNT IN</u> <u>POSSESSION</u>	<u>DESCRIPTION AND/OR MODEL/SERIAL</u> <u>NUMBER (if applicable)</u>
GUITAR EFFECTS PEDAL	1	Storage and use of guitars and guitar effects pedals will be determined by each facility based on space constraints etc., (e.g., stored in cells/rooms, stored in music room, stored in recreation - allowed for use in cells/rooms, in music room, in recreation, etc.).	<input type="checkbox"/>	
HARMONICA	1		<input type="checkbox"/>	
PIANO KEYBOARD	1 - Only if allowed by facility	Storage and use of piano keyboard will be determined by each facility based on space constraints etc., (e.g., stored in cells/rooms, stored in music room, stored in recreation - allowed for use in cells/rooms, in music room, in recreation, etc.). *Non-Transferable	<input type="checkbox"/>	
PUBLICATIONS				
HARDCOVER/SOFT COVER BOOKS, NEWSPAPERS, MAGAZINES	20	Newspapers or magazines DIRECTLY from publisher or commercial distributor, books DIRECTLY from publisher or APPROVED commercial distributor. Packing list/invoice must be included with shipment for books. Not allowed to be brought in at intake.	<input type="checkbox"/>	
HARDCOVER BOOKS (INCLUDING TEXT BOOKS)	Part of the 20 included above	Hardcover book must be no more than 9" x 12" x 3", except for hardcover textbooks used in an authorized education class & must be disposed of after class completion, unless approved by the CAO. *Non-transferable if exceeds size limits.	<input type="checkbox"/>	
RELIGIOUS HARDCOVER/SOFT COVER BOOKS, NEWSPAPERS, MAGAZINES	Part of the 20 included above	In addition to the above, these religious publications may be received directly from religious catalogs available from the facility chaplain, or other designated facility staff. Hardcover religious book(s) must be within size limits, unless CAO approves. Not allowed to be brought in at intake.	<input type="checkbox"/>	
DICTIONARY	1	Canteen Purchase - will be counted in total book count	<input type="checkbox"/>	
EDUCATION/TREAT MENT/ PROGRAM MATERIALS		As provided by facility education/treatment/program staff, must be for current education/treatment/program needs.	<input type="checkbox"/>	

<u>ITEM(S) ALLOWED</u>	<u>MAXIMUM QUANTITY ALLOWED</u>	<u>ADDITIONAL INFORMATION/ REQUIREMENTS</u>	<u>AMOUNT IN POSSESSION</u>	<u>DESCRIPTION AND/OR MODEL/SERIAL NUMBER (if applicable)</u>
POLITICAL MATERIALS, E.G., BROCHURES, PAMPHLETS, CATALOGS	MUST FIT IN THE LETTER SIZE ACCORDION FOLDER PROVIDED	Received through the Mail	<input type="checkbox"/>	
RELIGIOUS MATERIALS, e.g., BROCHURES, PAMPHLETS, CATALOGS	MUST FIT IN THE LETTER SIZE ACCORDION FOLDER PROVIDED	May be acquired in accordance with Policy 24.3, Religious Services.	<input type="checkbox"/>	
RELIGIOUS ITEMS				
		May be acquired in accordance with Policy 24.3, Religious Services, except that allowable religious headwear may be brought in at Intake.	<input type="checkbox"/>	
CRAFT SUPPLIES				
CRAFT PROJECTS IN PROGRESS	2		<input type="checkbox"/>	
CROCHET HOOKS	4 PLASTIC	Maximum length of 6 inches	<input type="checkbox"/>	
KNITING NEEDLES	2 PAIR PLASTIC	Maximum gauge of 9mm.	<input type="checkbox"/>	
MDOC ISSUED CRAFT TOTE	1 - If approved for participation in craft projects	All craft property items shall fit in the craft tote to be considered allowable to include projects being worked on, yarn supplies, needles and hooks.	<input type="checkbox"/>	

<u>ITEM(S)</u> <u>ALLOWED</u>	<u>MAXIMUM QUANTITY</u> <u>ALLOWED</u>	<u>ADDITIONAL</u> <u>INFORMATION/</u> <u>REQUIREMENTS</u>	<u>AMOUNT IN</u> <u>POSSESSION</u>	<u>DESCRIPTION AND/OR MODEL/SERIAL</u> <u>NUMBER (if applicable)</u>
YARN	A quantity that will fit into the MDOC issued craft tote		<input type="checkbox"/>	<input type="text"/>

NOTES: Mink Oil may only be maintained by crew bosses and provided for use on an as needed basis.

~~NO~~ items shall be added to Canteen/Commissary Inventory or purchased through special order arrangements without review by the Department's Property Committee and approved by the Commissioner, or designee.

PROPERTY RECEIVED: ☐ UPON INTAKE ☐ UPON TRANSFER ☐ FROM STORAGE ☐ PRIOR TO RELEASE

I hereby acknowledge receipt of the property listed above. I agree that the property has been examined by me and found to be in acceptable condition.

ORIGINAL TO RESIDENT'S PROPERTY FILE AND ONE COPY TO RESIDENT

Resident's Signature

Date

Signature of Issuing Officer

Date