

## **Z-DORM APPROVED PROPERTY LIST**

These items will be accepted for inmates housed in the Class-D Z-Dorm Wing (Females)

### **THE FOLLOWING ITEMS MAY BE REPLACED EVERY 3 MONTHS**

- 6 White, plain short-sleeve t-shirts (NO tank tops, NO writing, NO V-neck, POCKETS ARE O.K.)
- 6 Pairs of underwear (may be boxers or briefs) (plain, white or color – NO thongs)
- 6 Pairs of white socks (gray/pink on toe or heel is permitted)
- 6 Sweatpants and Sweatshirts (white, or gray, NO hoods, NO drawstrings)
- 6 bras (plain, white or color, NO underwire)
- 12 Colored plain short-sleeve t-shirts (NO tank top, NO writing, NO V-neck; POCKETS ARE O.K.)

**\*\*\* Items listed above must be new and in the package or with tags attached. \*\*\***

- 5 CDs **\*MUST HAVE CD PLAYER LOGGED ON PROPRTY SHEET\* No extreme violence/obscene language**
- 6 paperback books (no nudity or extreme violence)
- 2 magazines (no nudity or extreme violence, no weapons, no gang symbols)
- 6 photos (maximum size 5x7, computerized picture may be 8x10, **NO polaroids, no nudity, alcohol, drugs, gang signs, etc.**)

### **THE FOLLOWING ITEMS MAY BE REPLACED EVERY 2 WEEKS**

- 12 Batteries (AA only unless prior approved)\***MUST HAVE RADIO/CD PLAYER LOGGED ON PROPERTY SHEET\***
- 1 Book of 20 postage stamps
- 1 Package of Lined paper or 1 notepad (NO spiral bound, must have lines, NO construction, typing, or computer paper)
- 1 Box of envelopes – letter or legal size only (NO brown, clasp type)
- 2 Pencils (NO ink pens, NO mechanical pencils)

**\*\*\**Inmates are not permitted to receive ANY property/money for another inmate*\*\*\***

### **THE FOLLOWING ITEMS MAY BE REPLACED EVERY 6 MONTHS**

- 2 pair of tennis shoes

### **THE FOLLOWING ITEMS MAY ONLY BE REPLACED WITH PRIOR APPROVAL FROM THE CHIEF DEPUTY OR HER DESIGNEE**

- 1 Bible (soft back – new or gently used)
- 1 plain religious bookmark (NO tassels, ribbons, lamination, etc.)
- 1 Pair Prescription eyeglasses OR reading glasses (not tinted without prior medical approval)
- 1 Eyeglass case (may be refused due to material for security reasons)
- 1 clear plastic CD carrying case
- 1 personal, handheld CD player, or CD/Radio player, or Radio with headphones **\*MUST BE NEW & IN THE PACKAGE\* (No Adaptors)**
- 1 Watch (Value < \$50)
- 1 plain (no stones) wedding band (Value < \$50)
- 10 Ponytail holders (plain, NO metal)

### **ADDITIONAL PROPERTY INFORMATION**

\*\*\* All other items, if permitted, must be purchased through commissary.

\*\*\* All mail must have both a return name & address and the inmate's correct full name or it shall be refused.

\*\*\* Any items mailed in that are either not permitted or over the limit will not be accepted, returned, or placed in the inmate's property.

They will be disposed of/discarded at the Jailer's discretion. It is the inmate's responsibility to advise friends/family of limits.

**\*\*\* Items will be removed from package by staff/deputies prior to giving to inmate.**

\*\*\* Property/Money may be left for inmates at the office during regular business hours only (closed on holidays).

\*\*\*The only property permitted to be released from an inmate's cell is legal mail.

\*\*\*Inmates may only have 10 newspaper clippings in their cell at any given time. (NO full pages, articles only)

\*\*\*Inmates are responsible for making sure they have the permitted amounts in their cell at all times.

Any other clothing items that are required for work release must be pre-approved and will be locked in the work release cabinet. Residents will have access to these items when dressed out for work or job search. Residents are not permitted to bring any items back into the facility without prior approval. Residents who are given permission to bring in clothing, etc. are required to sign them in at the front office during regular business hours.