

**Prison or Dual Function Institutions (including designated living units for long-term prisoners)*
AUTHORIZED PROPERTY LIST**

Reason: () Segregation () Intake
() Hospital () Escape () Other: _____

Prisoners Name: _____

Offender Number: _____

Institution: _____

Property Box Number: _____

ITEM	AUTH	QUAN	ITEM	AUTH	QUAN	ITEM	AUTH	QUAN	ITEM	AUTH	QUAN
CLOTHING & LINEN			HYGIENE ITEMS, ETC.			Soap Dish -- plastic	1		Magazine	5	
Belt		1	Air Freshener, solid	1		Toothbrush	1		Newspaper	2	
Belt Buckle - 2" max		1	Athlete's Foot Powder	1		Toothpaste	1		Paper - notebook sheets	200	
Cap - knit (grey or orange)		1	Blusher	1		Toothbrush Tube	1		Paper Tablet	2	
Handkerchief - no red/blue		1	Brush - 6" max length	1		APPLIANCES & ACCESSORIES			Paper Tablet - Legal	2	
Jacket (light)		1	"Care Free" activator	1		Battery Charger	1		Pen (black)	6	
Jacket (heavy)		1	"Care Free" moisturizer	1		Battery - dry cell	6		Pencil - wood	6	
Shirts/Blouses		5	Comb - Plastic	1		Calculator, pocket (non-electric)	1		Personal Letters	20	
Shoes personal-work/dress		2	Contact lens solution	1		Clock	1		Photo Album - no metal	2	
Shoes institutional		1	Contact disinfecting solution	1		Curling Iron	1		Photos - loose	25	
Shoes shower (thong)		1	Contact lens daily cleaner	1		Fan - 1" to 12" plastic blades	1		Postage Stamps	25	
Shorts (Gym)		1	Dental Floss - unwaxed/PIX	1		Hair Dryer	1		Sketch Pad - 9" x 12"	1	
Socks - pair		5	Deodorant	1		Headphones - pair	1		Writing Tablet - letter	2	
Gloves (Cotton)		2	Denture Cream	1		Media Discs	10		JEWELRY & PERSONAL ACCESSORIES		
Sweat Suit - shorts/pants/shirt		1	Eyeliners pencil (women only)	1		Musical Instrument	**		Bible/Koran	1	
Thermal Underwear - Top/Bottom		2	Eye Shadow (women only)	1		Radio, MP3 player - 1 each	2		Cup/Mug - plastic 12 oz.	1	
Trousers/pants - no khaki or grey		3	Eye wash	1		Reading Lamp	1		Ear Rings (Females)	1 pr	
Undershirts/T-shirts		5	Hair Dressing	1		Typewriter - without memory	**		Hangers - plastic	10	
Undershorts/panties		5	Hair Spray - no aerosol	1		PHASE III ONLY			Plastic Bowl - with lid	2	
Bras		2	Hair Tie	5		TV - up to 13" with remote no			Spork	1	
Towels		1	Hair pick - plastic	1		VCR/DVD	**		Religious Medallion/Necklace	1	
Wash Cloth		1	Razor - disposable	5		Magic - The Gathering	4		Ring - wedding (no stones)	1	
Robe		1	Magic Shave	1		STATIONARY			Watch	1	
REC & ENTERTAINMENT			Mirror - plastic handle	1		MEDICAL ITEMS					
Athletic Supporter		1	Mouthwash - non alcoholic	1		Address Book	1		Contacts - with case	1	
Board games		2	Nail Clipper - no file	1		Book - paperback	5		Dentures - with case	1	
Chess Set		1	Plastic Hair Bags	2		Colored Pencil set (10)	1		Eyeglasses - with case	**	
Cards (deck)		2	Poli-Grip - denture cream	1		Dictionary - pocket	1		Other	**	
Ping Pong Ball		**	Remover - makeup	1		Educational Material	**		Prosthetics	**	
Handball		**	Sanitary Napkin/Tampons - box	**		Envelopes - Large	10				
Softball Mitt		1	Shampoo/Conditioner	1		Envelopes - pack (50 ct.)	1				
			Shaving Cream	1		Expandable File	1				
			Skin Cream/Oil	1		File Folders	10				
			Soap - bar	1							

- ** Indicates quantities as required, prescribed or permitted by Medical or approved by the Superintendent
- Food/Drink items:** Open or perishable food items will not be transported, transferred or stored.
- Personal property must fit in one institutional property box, unless otherwise approved by the Superintendent.
- Superintendents may limit the amount and type of personal property to meet institutional needs.

Officer (sign) _____ personally inventoried the above list on (date) _____

Prisoner (sign) _____ has checked all personal property items and agrees that all items belong to him/her

Officer (sign) _____ personally received and inventoried the above listed property items and issued listed items to the above named prisoner.

Prisoner (sign) _____ received items listed above on (date) _____

*See P&P 811.05 VII D.

Distribution: Property File; Prisoner Institutional File (original); Prisoner