



<b>Institution Property Matrix - Males</b>										
Item	Description	<b>RH=Restorative Housing Unit, Step Down 1, Step Down 2-Unit; JI=Jail Intake</b>								
		W/1	2	3	4	5	6	S	RH	JI
<b>State Issue - Minimum State Issue</b>										
Identification Card		1	1	1	1	1	1	1	1	
Shirt	Outside Workers, Orange Collar	3	3	3	3	3				3
Pants	Outside Workers, Orange Stripe	3	3	3	3	3				3
Shoes, pair	Work, low quarter, or canvas	1	1	1	1	1	1	1	1	1
Undershorts	White	3	3	3	3	3				3
Undershirts/T-shirts	White/ Orange	3	3	3	3	3				
Socks	White	3	3	3	3	3	1	1	1	3
Cap	Institution option	1	1	1	1	1	1	1	0	1
Jacket or coat	Seasonal	1	1	1	1	1				1
Long underwear	White, Institution option	2	2	2	2	2	1	1		2
Belt	Institution option	1	1	1	1	1	0	0	0	1
Clothing	Jump suit or scrubs						1	1	1	
Underwear	Shorts or long, Institution option						1	1	1	
Shower shoes							1	1	1	
Jacket	Outdoor exercise only, seasonal						1	1	1	
Security toothbrush							1	1	1	
Security writing pen							1	1	1	
Security razor	Issued during shaving only						1	1	1	
<b>Linens and Blankets - Minimum State Issue</b>										
Mattress		1	1	1	1	1	1	1	1	1
Pillow		1	1	1	1	1	1	1	1	1
Sheets	White	2	2	2	2	2	2	2	2	2
Pillow case	White	1	1	1	1	1	1	1	1	1
Bath towel	White	1	1	1	1	1	1	1	1	1
Wash cloth	White	1	1	1	1	1	1	1	1	1
Hand towel	White, Institution option	1	1	1	1	0	0	0	0	1
Blanket	Second blanket Institution option	1	1	1	1	1	1	1	1	1
Laundry bag		1	1	1	1	1	1	1	0	1
Commissary bag	Institution option	1	1	1	1	1	1	1	0	1





<b>Arts/ Crafts Items</b>										
Consumables	As authorized by Security Level on the <i>Approved Arts and Crafts</i> Items list. SL - 6 & SL - S as authorized by privilege level. Reasonable quantity as determined by institution	RQ	RQ	RQ	RQ	RQ	RQ	RQ	RQ	0
Paint Brushes	Reasonable quantity as determined by institution	RQ	RQ	RQ	0	0	0	0	0	0
Pencil Sharpener		1	1	1	0	0	0	0	0	0
Plastic Hook	Reasonable Quantity as determined by institution	RQ	RQ	RQ	0	0	0	0	0	0
Ruler	Maximum 12", Flexible plastic	1	1	1	0	0	0	0	0	0
Scissors		1	1	0	0	0	0	0	0	0
<b>Books/Media</b>										
Books	Total authorized does not include books from institution Library	13	13	13	13	13	13	13	13	13
Magazines		12	12	12	12	12	12	12	12	12
Newspaper		1	1	1	1	1	1	1	1	1
<b>Clothing (Personal)</b> Personal clothing will substitute for state issue except for outside workers who should be issued an additional 2 state clothing sets (blue with orange strip pants)										
Athletic Supporter	White	1	1	1	1	0	0	0	0	1
Bathrobe	Any color, Cotton/cotton blend only (may be terry or flannel)	1	1	1	1	0	0	0	0	1
Belt	Commissary only	1	1	1	1	0	0	0	0	0
Jacket	Blue Jean type	1	1	1	0	0	0	0	0	0
Cap (other)	Baseball type, Blaze orange	1	1	1	1	1	1	1	0	1
Cap (stocking or watch)	Blaze orange	1	1	1	1	1	1	1	0	1
Gym Shorts	Gray, Cotton/cotton blend, Navy blue can be retained	2	2	2	2	2	1	0	0	2
Handkerchiefs	White	6	6	6	6	6	6	0	0	6
Jeans	Blue	3	3	3	0	0	0	0	0	0
Long Underwear, set	White, Cotton/cotton blend, one piece of thermal top and thermal bottom. As sold in commissary	2	2	2	2	2	2	0	0	2





Pajamas	Light Blue, Cotton/cotton blend only (may be terry or flannel). Previously approved items may be retained	1	1	1	1	0	0	0	0	1
Poncho	Clear plastic, Commissary only	1	1	1	1	0	0	0	0	
Shirts	Denim/Chambray	3	3	3	0	0	0	0	0	
Shower Shoes, pair		1	1	1	1	1	1	1	0	1
Socks, pair	White/gray, athletic or as sold in commissary	6	6	6	6	6	6	0	0	6
Sweatband	Terry, White or navy only	1	1	1	1	0	0	0	0	1
Sweatpants	Solid light gray, Cotton/cotton blend or acrylic fleece	2	2	2	2	0	0	0	0	2
Sweatshirt	Solid purple or gold, Crew neck, No hood, Cotton/cotton blend or acrylic fleece (Previously approved gray sweatshirts may be retained)	2	2	2	2	0	0	0	0	2
Personal Shoes (Combination of Personal Boots and Tennis Shoes)	Commissary only To include tennis shoes and work boots in any combination. Tennis shoes must be primarily white. Work boots are no longer authorized for purchase (Previously approved tennis shoes and work boots may be retained)	2	2	2	0	0	0	0	0	
Tennis Shoes	Commissary only. Tennis shoes must be primarily white (Previously approved tennis shoes may be retained)				1	1	1	1	0	0
Undershirts/T-shirts	White, Purple or Gold, Cotton/cotton blend, No pockets	6	6	6	6	6	6	0	0	6
Undershorts	White, Jockey, boxer, or Briefs; Cotton/cotton blend	6	6	6	6	6	6	0	0	6
Work Gloves, pair	Brown	1	1	1	1	0	0	0	0	





Educational/Study Materials										
Other	As authorized by institution									
<b>Electronics</b>										
AM/FM Radio (with earphones, antenna, *adapter) *Adapter not authorized at SL - 4 and above	Inmate may possess a radio only if they do not possess a listening device with AM/FM capability. SL - S as authorized by privilege level	1	1	1	1	1	1	1	1	1
Media device/ Cassette/CD Player (with earphones, antenna, *adapter) *Adapter not authorized at SL - 4 and above	No CD player SL - 4 and above. Media Device is electronically encoded, not to be engraved. No Cassette Player at SL - 6 & SL - S.	1	1	1	1	1	1	1	1	1
Batteries	Sufficient to operate authorized equipment (rechargeable batteries and battery recharging units are authorized)	Suf	Suf	Suf	Suf	Suf	Suf	Suf	Suf	Suf
Calculator	Pocket, Solar or battery	1	1	1	1	1	0	0	0	
Cassette Head or CD Cleaner	Dry type, SL – 5 Cassette Head Cleaner, only	1	1	1	1	1	0	0	0	
Clip-on Mini Reading Lamp		1	1	1	0	0	0	0	0	
Clock	Alarm, Mechanical or battery	1	1	1	1	1	1	1	0	
Cassette Tapes or CDs *CDs not authorized at SL - 4 and above	Only if inmate has a player (No longer authorized for purchase, previously approved items may be retained)	12	12	12	12	12	0	0	0	
Fan	Maximum 8”, Plastic only, Non-climate controlled facilities only, Some facilities may specify a smaller size. (Previously approved 12” fans may be retained)	1	1	1	1	0	0	0	0	
Headphones/Earbuds	In addition to those supplied with TV or other devices	1	1	1	1	1	1	1	0	





TV	Max. 13" screen (diagonal), color or B&W, may have AM/FM radio only (no cassette player) and manufacturer supplied earphones, VHF and UHF antennas (only at facilities that do not have cable/satellite TV service), adapter if needed, sold through the commissary only. SL - S as authorized by privilege level	1	1	1	1	1	1	1	0	
Surge Protector	SL - 5 and above, must be clear					1	1	0		
Adapter										
Headphone Extension										
Coax Cable	SL - 5 and above, 6' max. length					1	1	1		
<b>Hygiene</b>										
Battery Razor/Beard Trimmer	May have built-in charger if applicable; SL L - 5 battery only. *No Beard Trimmers at SL - 5 and above	1	1	1	1	1	0	0	0	
Ear/Nose Trimmer		1	1	1	1	0	0	0	0	
Comb	Plastic, No handle	1	1	1	1	1	1	1	1	
Cosmetics *Security Level 5 & above-may impose additional security restrictions to require exchange of like items, and issuance through staff for accountability	Blush, Eye Shadow, Eye Liner, Eye Brow Pencil, Foundation, Face Powder, Lip Stick/Balm, Mascara	10	10	10	10	10	10	10	0	
Disposable Razor, 5/pack		1	1	1	1	1	0	0	0	
Ear Plugs		1	1	1	1	1	1	1	0	
Hair Pick		1	1	1	1	0	0	0	0	
Hairbrush	No handle, Plastic only	1	1	1	1	1	1	1	1	
Hair Rollers	Foam (Black/Pink)	30	30	30	30	30	30	30	0	0
Nail Clippers	2" max. length, No file	1	1	1	0	0	0	0	0	
Soap Dish		1	1	1	1	1	1	1	0	
Toothbrush	SL - 6 & SL - S; Security Toothbrush	2	2	1	1	1	1	1	0	





Toothbrush Case		1	1	1	1	1	1	1	0	
Wave Cap	Black	1	1	1	1	1	1	1	0	
<b>Jewelry</b>										
Sunglasses	Prescription or non-prescription, Not mirrored	1	1	1	1	1	0	0	0	1
Watch (Security Level 1-3 only)	Mechanical/electronic, sold through commissary only	1	1	1	0	0	0	0	1	1
Wedding Band		1	1	1	1	1	1	1	1	1
<b>Linens/Blankets</b>										
Bath Towels	White, or as sold in the commissary	2	2	2	2	0	0	0	0	
Commissary Bag	Orange, Institution Option	1	1	1	1	0	0	0	0	
Hand Towels	White, or as sold in the commissary	2	2	2	2	0	0	0	0	
Laundry Bag	White	2	2	2	1	0	0	0	0	
Wash Cloth	White, or as sold in the commissary	2	2	2	2	0	0	0	0	
<b>Medical</b>										
Contacts, Pair	With Medical Approval	2	2	2	2	2	2	2	1	2
Contact Lens Case		1	1	1	1	1	1	1	1	1
Dentures, Dental Prosthesis	As prescribed	AP	AP	AP	AP	AP	AP	AP	AP	AP
Denture Cup		1	1	1	1	1	1	1	1	1
Eyeglasses, pair	Prescription	2	2	2	2	2	2	2	2	2
Medic Alert Bracelet/Necklace	(No longer authorized for purchase, previously approved items may be retained)	1	1	1	1	1	1	1	1	1
Hearing Aids	As prescribed	AP	AP	AP	AP	AP	AP	AP	AP	AP
Prosthetic Devices	As prescribed	AP	AP	AP	AP	AP	AP	AP	AP	AP
Crutches/Canes	As prescribed	AP	AP	AP	AP	AP	AP	AP	AP	AP
Bandages/Wraps/Braces	As prescribed	AP	AP	AP	AP	AP	AP	AP	AP	AP
Reading Glasses, pair	Non-prescription	1	1	1	1	1	1	1	1	1
<b>Other</b>										
Board Games *Wooden Tile Rack not authorized at SL - 3 and above	Commissary, No dice (Dice from board games that were previously sold in the commissary may be retained by the inmate for use with the applicable game, only); SL - 6 as authorized by privilege level	2	2	2	2	2	2	0	0	





Bowl	Plastic or Flex, With Lid ( Lid optional at SL - 3 and below, No lid at SL - 4 and above) Flex only at SL - 4 and above SL - S as authorized by privilege level	1	1	1	1	1	1	1	0	
Coffee Mug	Plastic or Flex Flex only at SL - 4 and above	1	1	1	1	1	1	1	0	
Drinking Cup	Plastic or Flex, Maximum 22 oz. Flex only at SL - 4 and above SL - S as authorized by privilege level	1	1	1	1	1	1	1	0	
Padlock	As required to secure assigned locker(s) (purchased from commissary only)	AR	AR	AR	AR	AR	0	0	0	
Mirror	Plastic, Maximum 4" by 6", Paper Mirror, SL - 3 and above (Paper Mirror is no longer authorized for purchase, previously approved items may be retained)	1	1	1	1	1	0	0	0	
Playing Cards. Sets		2	2	2	2	2	1	0	0	
Spork, Fork, Spoon	Plastic, Different color from dining hall	2	2	2	2	2	0	0	0	
Magnifying Sheet	Security Level - 3 and below only, Security Level - 4 and above, requires ADA approval.	1	1	1	AR	AR	AR	AR	AR	
<b>Other Commissary Goods</b>										
Consumable	Reasonable quantity as determined by institution	RQ	RQ	RQ	RQ	RQ	RQ	RQ	0	
Non-consumable	Reasonable quantity as determined by institution	RQ	RQ	RQ	RQ	RQ	RQ	RQ	0	
Hygiene/OTC Medications Only									RQ	
<b>Religious</b> (Approved Items and Quantities authorized are listed on the <i>Approved Religious Items List</i> , Attachment to Operating Procedure 841.3, <i>Offender Religious Programs</i> .) Inmates in Restorative Housing will be allowed to keep their religious items as listed on <i>Approved Religious Items</i> .										
Religious Text or holy book	Counted with other books									





<b>Stationery</b> (Maximum size limits for items that open and close are as measured when closed)										
Address Book	Maximum 5" by 8"	1	1	1	1	1	1	1	1	1
Calendar	Maximum 8 ½" by 11"	1	1	1	1	1	1	1	1	
Greeting Cards	Maximum 6 1/8" by 11" no musical/recorded and must be easily searched									
Pencils						0	0	0	0	
Pens	SL - 5 and above security writing pens					RQ	RQ	RQ	0	
Photo Album	Maximum 8 ½" by 11", No metal, SL 5 - 5" by 8"	1	1	1	1	1	1	1	0	
Pictures Frames	Max. 6" x 8" No metal or glass, 8" x 10" acquired prior to 11/1/98, only	2	2	2	2	0	0	0	0	
Stamps, Postcards (Pre Stamped)		Total value equivalent to 40 first class stamps								

