



Institution Property Matrix - Females						
Item	Description	SHU=Special Housing Unit; JI=Jail Intake				
		W/1	2	3	SHU	JI
State Issue - Minimum State Issue						
Identification Card		1	1	1	1	
Shirt	Outside Workers, Orange Collar	3	3	3		3
Pants	Outside Workers, Orange Stripe	3	3	3		3
Boots	As needed for work assignments	1	1	1	0	
Shoes, pair		1	1	1	1	1
Undershorts	White (RH/SHU - personal may be allowed at Facility Unit Heads discretion)	3	3	3	1	3
T-Shirts	Orange	3	3	3		
Bras	White (RH/SHU - personal may be allowed at Facility Unit Heads discretion)	3	3	3	1	3
Socks	White	3	3	3	1	3
Pajamas/Gown	SL - 3, Navy only	1	1	1	1	1
Robe	Not allowed in RH/SHU at Level 3	1	1	1	1	1
Cap	Institution Option	1	1	1	0	1
Jacket or Coat	Seasonal	1	1	1		1
Long Underwear	White, Outside Workers, Institution Option	2	2	2		2
Shower Shoes	As needed	1	1	1	1	1
Coverall	Institution Option, As needed for work assignment	1	1	0	0	
Jacket	Outdoor exercise only, seasonal				1	
Clothing	Jump suit or scrubs				1	
Security toothbrush					1	
Security writing pen					1	
Security razor	Issued during shaving only				1	
Linens and Blankets - Minimum State Issue						
Mattress		1	1	1	1	1
Pillow		1	1	1	1	1
Sheets	White	2	2	2	2	2





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Pillow Case	White	1	1	1	1	1
Bath towel	White	2	2	2	1	2
Wash cloth	White	1	1	1	1	1
Blanket	Second blanket Institution option	1	1	1	1	1
Laundry bag	White (SL - 2, may issue 2 as needed)	1	1	1	0	1
Commissary bag	Orange (Institution Option) - maintain upon transfer	1	1	1	0	1
Arts/ Crafts Items						
Consumables	As authorized by Security Level on the <i>Approved Arts and Crafts</i> Items list. Reasonable quantity as determined by institution	RQ	RQ	RQ	0	
Paint Brushes	Reasonable quantity as determined by institution	RQ	RQ	RQ	0	
Pencil Sharpener		1	1	1	0	
Plastic Hook	Reasonable Quantity as determined by institution	RQ	RQ	RQ	0	
Ruler	Maximum 12", Flexible plastic	1	1	1	0	
Scissors		1	1	0	0	
Books/Media						
Books	Total authorized does not include books from institution Library	13	13	13	13	13
Magazines		12	12	12	12	
Newspaper		1	1	1	1	
Clothing (Personal) 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)						
Bathrobe	Solid color, Cotton/ cotton blend, no hood (may be terry or flannel) issue	1	1	1	0	1
Belt	Cloth only, no large belt buckles (MH at SL - 3; Not allowed), Commissary only	1	1	1	0	
Coat/Jacket	Blue Jean type	1	1	0	0	





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Cap/Hat/ Sunvisor	Blaze Orange	1	1	1	0	1
Cap (stocking or watch)	Blaze Orange	1	1	1	0	1
Gym Shorts	Gray, Cotton/ cotton Blend	2	2	2	0	2
Handkerchiefs		6	6	6	0	6
Jeans	Blue	6	6	6	0	
Long Underwear, set	White, Cotton/cotton blend, one piece of thermal top and thermal bottom. As sold in commissary	2	2	2	0	2
Pajamas/Gown	As sold in commissary, Previously approved items may be retained	3	3	3	0	3
Poncho	Clear plastic	1	1	1	0	
Shirts	Denim/Chambray	6	6	6	0	
Shower Shoes, pair		1	1	1	0	1
Bedroom Slippers, pair	No longer approved for order. Previous approved items may be retained.	1	1	1	0	0
Socks	White, Pink, Light Blue (Total to include state issue)	9	9	9	0	9
Sweatband	Terry, White or navy only	1	1	1	0	1
Sweatpants	Gray, Cotton/ cotton Blend	2	2	2	0	2
Sweatshirt	Solid purple or gold, Cotton/ cotton Blend. (Previously approved gray sweatshirts may be retained)	2	2	2	0	2
Personal Shoes	Commissary only To include tennis shoes, low quarter tie-up (non-athletic) 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
T-Shirts	Purple or Gold (Total to include	6	6	6	0	6





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	state issue)					
Undershorts	Full Coverage, Boxers, or Briefs, White, Black, Cream (Total to include state issue) Previously approved items may be retained	15	15	15	0	15
Bras	White, Black, Cream (Total to include state issues) Previously approved items may be retained	10	10	10	0	10
Work Gloves, pair	Brown	1	1	1	0	
Educational/Study Materials						
Other	As authorized by institution					
Electronics						
AM/FM Radio (with earphones, antenna, adapter)	Inmate may possess a radio only if they do not possess a listening device with AM/FM capability.	1	1	1	1	
Media device/ Cassette/CD Player (with earphones, antenna, adapter)	Media Device is electronically encoded, not to be engraved.	1	1	1	1	
Batteries	Sufficient to operate authorized equipment plus 1 extra set.	Suf	Suf	Suf	Suf	
Calculator	Pocket, Solar or battery.	1	1	1	0	
Cassette Head or CD Cleaner	Dry Type	1	1	1	0	
Clip-on Reading Lamp		1	1	1	0	
Clock	Alarm, Mechanical or battery	1	1	1	0	
Cassette Tapes or CDs	Only if inmate has a player (No longer authorized for purchase, previously approved items may be retained)	12	12	12	0	
Fan	Maximum 8", As authorized by institution. (Previously approved fans may be retained)	1	1	1	0	
Headphones/Earbuds	In addition to those supplied with TV or other devices	1	1	1	0	





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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.	1	1	1	0	
Surge Protector						
Adapter						
Headphone Extension						
Coax Cable						
Hygiene						
Battery Razor/Beard Trimmer	May have built-in charger if applicable	1	1	1	0	
Curling Iron/Electric Brush/ Straightening Comb		1	1	1	0	
Blow Dryer		1	1	1	0	
Ear/Nose Trimmer		1	1	1	0	
Shaver	Level 3, Battery powered only	1	1	1	0	
Comb	Plastic shower comb lg. tooth	1	1	1	1	
Disposable Razor, 5/pack	Level 3, Security Razor only	1	1	1	0	
Ear Plugs		1	1	1	0	
Hair Pick		1	1	1	0	
Hairbrush	No handle	1	1	1	1	
Nail Clippers	2" max. length, No file	1	1	1	0	
Tweezers	Plastic (No longer authorized for purchase, previously approved items may be retained)	1	1	1	0	
Soap Dish		1	1	1	0	
Toothbrush		2	2	2	0	
Toothbrush Case		1	1	1	0	





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Wave Cap	Black	1	1	1	0	
Hair Rollers	Foam (Black/Pink)	30	30	30	0	
Scarf	For hair rollers	1	1	0	0	
Cosmetics	Blush, Eye Shadow, , Eye Liner, Eye Brow Pencil, Foundation, Face Powder, Lip Stick/Balm, Mascara	10	10	10	0	
Fingernail Polish	(No longer authorized for purchase, previously approved items may be retained)	10	10	10	0	
Insoles		4	4	4	0	
Jewelry						
Earrings	Matching pair must be worn in ears only, only 1 matching pair may be worn at a time, not to exceed 1” diameter. (2” may be retained if already in possession)	2	2	2	0	2
Sunglasses	Prescription or non-prescription, Not mirrored	1	1	1	0	1
Watch	Mechanical/electronic, sold through commissary only	1	1	1	1	1
Rings	To include wedding set and one other ring, no stones except in wedding set. DS wedding set only	2	2	2	2	2
Linens/Blankets						
Bath Towels	As sold in commissary, Previously approved colors may be retained	2	2	2	0	
Commissary Bag	Orange, Institution Option	1	1	1	0	
Hand Towels	White, or as sold in the commissary	2	2	2	0	
Laundry Bag	White	2	2	2	0	
Wash Cloth	As sold in commissary, Previously approved colors may be retained	2	2	2	0	





Medical						
Contacts, Pair	With Medical Approval	2	2	2	1	2
Contacts Lens Case		1	1	1	1	1
Dentures, Dental Prosthesis	As prescribed	AP	AP	AP	AP	AP
Denture Cup		1	1	1	1	1
Eyeglasses, pair	Prescription	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
Hearing Aids	As prescribed	AP	AP	AP	AP	AP
Prosthetic Devices	As prescribed	AP	AP	AP	AP	AP
Crutches/Canes	As prescribed	AP	AP	AP	AP	AP
Bandages/Wraps/Braces	As prescribed	AP	AP	AP	AP	AP
Reading Glasses, pair	Non-prescription	1	1	1	1	1
Other						
Board Games *Wooden Tile Rack not authorized at SL - 3	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)	2	2	2	0	
Bowl	Plastic, With lid	1	1	1	0	
Coffee Mug	Plastic	1	1	1	0	
Drinking Cup/ with lid	Plastic, Maximum 22 oz.	1	1	1	0	
Padlock	Combination only	2	2	2	0	
Playing Cards. Sets		2	2	2	0	
Spork, Fork, Spoon	Plastic, Different color from dining hall	2	2	2	0	
Mirror	Plastic, Maximum 4" by 6" Paper Mirror, SL - 3 (Paper Mirror is no longer authorized for purchase, previously approved items may be retained)	1	1	1	0	
Magnifying Sheet		1	1	1	AR	AR
Other Commissary Goods						
Consumable	Reasonable quantity as determined by institution	RQ	RQ	RQ	0	





Non-consumable	Reasonable quantity as determined by institution	RQ	RQ	RQ	0	
Hygiene/OTC Medications Only					10	
Religious (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 Special 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					
Stationery (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
Calendar	Maximum 8 ½" by 11"	1	1	1	1	
Greeting Cards	Maximum 6 1/8" by 11" no musical/recorded and must be easily searched					
Pencils					0	
Pens					0	
Photo Album	Maximum 8½"by 11", No metal	1	1	1	0	
Picture Frames	Max. 6" x 8" No metal or glass 8" by 10" acquired prior to 11/1/98, only	2	2	2	0	
Stamps, Postcards (Pre Stamped)		Total value equivalent to 40 first class stamps				

