



<b>Institutional Property Matrix - Females</b>						
<b>Item</b>	<b>Description</b>	<b>RH=Restrictive Housing Unit, Step Down 1, Step Down 2; SHU=Special Housing Unit; JI=Jail Intake</b>				
		<b>W/1</b>	<b>2</b>	<b>3</b>	<b>RH/SHU</b>	<b>JI</b>
<b>State Issue - Minimum State Issue</b>						
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	Facility Option	1	1	1	0	1
Jacket or Coat	Seasonal	1	1	1		1
Long Underwear	White, Outside Workers, Facility Option	2	2	2		2
Shower Shoes	As needed	1	1	1	1	1
Coverall	Facility 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	
<b>Linens and Blankets - Minimum State Issue</b>						
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 Facility option	1	1	1	1	1
Laundry bag	White (SL - 2, may issue 2 as needed)	1	1	1	0	1
Commissary bag	Orange (Facility Option) - maintain upon transfer	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. Reasonable quantity as determined by facility	RQ	RQ	RQ	0	
Paint Brushes	Reasonable quantity as determined by facility	RQ	RQ	RQ	0	
Pencil Sharpener		1	1	1	0	
Plastic Hook	Reasonable Quantity as determined by facility	RQ	RQ	RQ	0	
Ruler	Maximum 12", Flexible plastic	1	1	1	0	
Scissors		1	1	0	0	
<b>Books/Media</b>						
Books	Total authorized does not include books from facility Library	13	13	13	13	13
Magazines		12	12	12	12	
Newspaper		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)						
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	



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Coat/Jacket	Blue Jean type	1	1	0	0	
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 (Previously approved tennis shoes 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 (Panties)	Full Coverage or Women's Boxer 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	
<b>Educational/Study Materials</b>						
Other	As authorized by facility					
<b>Electronics</b>						
AM/FM Radio (with earphones, antenna, adapter)	Offender 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 offender has a player (No longer authorized for purchase, previously approved items may be retained)	12	12	12	0	
Fan	Maximum 8", As authorized by facility. (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						
<b>Hygiene</b>						
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	
Wave Cap	Black	1	1	1	0	



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Hair Rollers	Foam (Black/Pink)	30	30	30	0	
Scarf	For hair rollers	1	1	0	0	
Cosmetics	Blush, Eye Shadow, Foundation, 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	
<b>Jewelry</b>						
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
<b>Linens/Blankets</b>						
Bath Towels	As sold in commissary, Previously approved colors may be retained	2	2	2	0	
Commissary Bag	Orange, Facility 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	
<b>Medical</b>						
Contacts, Pair	With Medical Approval	2	2	2	1	2
Contacts Lens Case		1	1	1	1	1



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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
<b>Other</b>						
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 offender 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	1	1	1	0	
Magnifying Sheet		1	1	1	AR	AR
<b>Other Commissary Goods</b>						
Consumable	Reasonable quantity as determined by facility	RQ	RQ	RQ	0	
Non-consumable	Reasonable quantity as determined by facility	RQ	RQ	RQ	0	



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Hygiene/OTC Medications Only					10	
<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> .) Offenders in Restrictive/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					
<b>Stationery</b>						
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				