

PERSONAL PROPERTY RULES

All property (intake, exchanges, releases or disposals) must be processed through the Property Office (PO). Failure to communicate incoming/exchange property with the PO may result in a discrepancy between your property inventory and the items in your possession. Such discrepancies will result in confiscation and possible disposal of said items.

PROPERTY LIMITATIONS:

SHIRTS (EX: t-shirts with graphics, button-up shirts, sweaters, polo's)	4 TOTAL
PANTS (EX: jeans, dress pants, knee-length skirts, sweat pants, sleeping pants, shorts. NO "SHORT" shorts.)	4 TOTAL
UNDERSHIRTS/SOLID-COLOR T-SHIRTS/TOPS OR TANKS (long or short sleeve t-shirts/tops. Tanks cannot be worn without cover)	5 TOTAL
JACKETS, COATS, SWEATSHIRTS	3 TOTAL
SOCKS, UNDERWEAR, BRAS	5 EACH
SHOES (No open toe or heel)	4 TOTAL
ELECTRONICS (EX: small fan, flat iron, blow dryer, alarm clock/radio, arm-band radio. No USB capability items, fitbit, etc.)	3 TOTAL
WALLET	1 TOTAL
JEWELRY (wedding ring set and/or watch. NO OTHER JEWELRY)	2 TOTAL
BELTS/TIES	3 TOTAL
GLOVES, SCARVES, HATS	3 TOTAL
THERMAL WEAR	5 TOTAL
WORK CLOTHES (Additional pieces of property upon verification of employment)	5 TOTAL
<u>BASIC HYGIENE/MAKE UP</u> (Basic hygiene includes lip balm, general lotion, soap, basic facial wash, deodorant, shampoo/conditioner, hairspray, hair moisturizer, floss, denture products, toothbrush/paste, medicated foot powder, saline solution, shaving cream/razors, perfume/cologne, sunscreen, tampons/pads, tissues, Q-tips. NO AEROSOL PRODUCTS)	2 EACH

New clients/inmates within their first 3 weeks at ARC may exchange property through PO as necessary. After 3 weeks, excess/contraband items will follow property removal procedures – the primary rule being that property should not be dropped off for clients/inmates without verifying there is room on their inventory. If clients/inmates do not have room on inventory, the incoming property automatically becomes contraband.

PROPERTY/CONTRABAND INFORMATION

4/29/2016

CONTRABAND:

CLOTHING:

bandanas
see through
>3" above knee
altered
open toe/heel shoes
disruptive/gang related
jewelry (excl watch, wedding set)
wallet chains

ELECTRONICS:

lamps/lights (reading, night)
videos/CDs/cassettes/disks
USB capability
computers/laptops/digital devices
(i.e., fitbits, blue tooth)
cell phones/pagers
lg fans/radios/(de)humidifiers

MISC:

bedding/pillows
food in rooms/common areas*
games/toys/cards/dice

CARDS/PAPERWORK:

gift cards
expired cards/ID's
checks/counter checks
disruptive/gang related
pornography
personal info of others
probationer pics/info

OFFICE SUPPLIES

markers/hi-lighters*
non-clear pens*
pencils
pen caps*
magnets*
glue (any kind)*

CLEAR cigarette lighters

PERSONAL/GROOMING:

hair trimmers
hair dyes
perm/relaxer kits
hair pieces/wigs
mirrors (larger than compact size)
nail polish/remover
unidentified/unlabeled containers
(excl JCADC deo, balm)*
condoms*

MEDICATIONS:

over the counter
vitamins
prescriptions
med-like in appearance
band-aids
wraps

HAZARDOUS/ILLEGAL

bleach/starch
mini lighters*
flammable/toxic/aerosol
straight edge blades
box cutters
drugs/paraphernalis
alcohol
illegal substances
tobacco, cloves e-cigs
rolling paper
flowers, herbs, potpourri*
locking devices
tattooing materials
weights
glass picture frames
bath salts/beads
laundry soap

ITEMS THAT MAY BECOME CONTRABAND:

Sleeveless shirts/tanks
leggings worn as primary
clothing revealing waists, excess cleavage
inappropriate clothing
pants - sagging below waistband
hats/sunglasses inside facility/transpo
shower shoes outside room/bathroom
cigs/lights inside facility*
exchanged property

LIMITS:

cards/mail: combo of 10 (excl legal)
pics: 10 or 1 album (counts as 1 book)
mags/books: 6 (excl TC)
makeup/hygiene: 1-2 ea
clothing/property: limited to
Personal Inventory allowances

APPROVED HYGIENE: (1-2 each)

(Front label must clearly identify product/purpose. Any hygiene product not on list requires medical approval)

lip balm	dental floss	shaving cream/razors
lotion/cream (general)	denture products	perfume/cologne
soap	toothbroth/toothpaste	sunscreen
facial wash	foot powder	tampons/pads
deodorant (non aerosol)	saline solution/Visine	tissues/Q-tips
shampoo/conditioner		
hair spray (non aerosol)		
hair moisturizer/gel/grease/mousse/pomade (excluding AXE hair gel in round container)		

* Items marked with * (asterisk) MAY BE AUTOMATICALLY DISPOSED!

***Any staff may question/seize any item they consider to be contraband
Item will be documented, forwarded to Property Office for final approval/denial of item.***