

PERSONAL PROPERTY RULES

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

PROPERTY LIMITATIONS:

SHIRTS (combination of t-shirts with graphics, button-up shirts, sweaters, polos)	5 TOTAL
PANTS (combination of jeans, dress pants, sweat pants, sleeping pants, shorts-3" from knee)	5 TOTAL
UNDERSHIRTS/SOLID-COLOR T-SHIRTS/TOPS (long or short sleeve t-shirts/tops)	5 TOTAL
JACKETS, COATS, SWEATSHIRTS (combination)	5 TOTAL
SOCKS, UNDERWEAR, BRAS	5 EACH
SHOES (no open toe or heel; includes provided shower shoes)	5 TOTAL
ELECTRONICS (EX: small fan, flat iron, alarm clock/radio. No charging cords)	5 TOTAL
WALLET	1 EACH
JEWELRY (wedding ring set and/or watch. NO OTHER JEWELRY)	1 EACH
BELTS/TIES (combination)	5 TOTAL
GLOVES, SCARVES, HATS (combination)	5 TOTAL
THERMAL UNDERWEAR (combination of tops/bottoms)	5 TOTAL
WORK CLOTHES (Additional pieces of property upon employment)	5 TOTAL
BASIC HYGIENE – includes lip balm, general lotion, soap, basic facial wash, deodorant, shampoo/conditioner, hairspray, hair moisturizer, floss, denture products, toothbrush/toothpaste, medicated foot powder, saline solution, shaving cream/razors, perfume/cologne, sunscreen, tampons/pads, tissues, Q-tips. NO AEROSOL PRODUCTS.	2 EACH
MAKE UP – per category (mascara, blush, lipstick etc.)	2 EACH

New clients/inmates within their first 3 weeks at ARC may exchange property through PO as necessary. After 3 weeks, excess/prohibited property 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 prohibited property (contraband).

PROHIBITED PROPERTY

Prohibited Property - unauthorized, undocumented, unprocessed item(s) or in excess of guidelines that is brought into the facility or found on grounds or transportation. Found within facility will result in "Do Not Release" status until client releases from facility.

CLOTHING:

bandanas
 see thru/tight/altered/revealing/face covering
 >3" above knee
 leggings/jeggings
 open toe/heel shoes/crocs
 disruptive/gang related
 jewelry/piercings (excl watch, wedding set)
 wallet chains
 tanks/sleeveless

ELECTRONICS:

videos/CDs/cassettes/disks
 E-cigs, oils/liquids
 computers/laptops/digital devices
 (ie, fitbits, blue tooth, smart watch)
 lg fans/radios/(de)humidifiers/heaters
 "Smart" watch/cell phone capability
 charging cords

MISC:

bedding/pillows
 food in room/common areas*
 games/toys/cards/dice
 locking devices
 flowers, herbs, potpourri

CARDS:

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

OFFICE SUPPLIES:

markers/hi-lighters*
 non-clear pens*
 plain/colored pencils*
 pen caps*
 magnets*
 glue*

MEDICATIONS:

over the counter
 vitamins/supplements
 caffeine pills
 prescriptions
 med-like in appearance
 wraps/bandages
 mind-altering drugs

PERSONAL/GROOMING:

petroleum/vaseline
 hair dyes/perm/relaxer kits
 hair pieces/wigs
 mirrors (lgr than compact size)
 nail polish/remover
 unidentified/unlabeled containers*
 (excl JCADS hygiene)
 wire hangers*
 facial/makeup/body wipes
 condoms
 dryer sheets
 hemp-content products
 teeth whitening products
 laundry soap >100oz, non HE
 fabric softener/dryer sheets
 Anti-aging/beauty treatment products
 non-clear water bottles
 removable piercings

HAZARDOUS:

bleach, starch
 flammable/toxic/aerosol
 straight edge blades/sharps/tools
 box cutters/scissors
 glass picture frames
 tattooing materials
 non-clear lighters*

ITEMS THAT MAY BECOME PROHIBITED PROPERTY:

exchanged property	sagging pants - below waist	shower shoes -outside room/restroom
inappropriate clothing fit	hats, sunglasses - inside	

LIMITS:

clear pens: 12	mags/books: 6	clothing/property: limited to inventory
Incentives: 12 (8 pts ea)	makeup/hygiene: 1-2 each	allowances (per rules sheet)

APPROVED HYGIENE: (1-2 each)

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

*Automatic disposal

- **Any staff may question/seize any item they consider to be prohibited.**