

**GREEN BAY CORRECTIONAL INSTITUTION
APPROVED ARTICLES**

All personal property items must meet the criteria established by the Department of Corrections Internal Management Procedures (IMPs). If you have any questions regarding property criteria or limitations, please consult the Internal Management Procedures (DOC 309, IMPs 1-4, 6-7) available in the institution library, or appropriate staff prior to ordering or purchasing an item. Items inappropriately mailed or delivered to the institution will be rejected.

All items are subject to inspection and approval, prior to delivery to inmates.

Please check with the inmate, prior to purchasing items; there are limits on his property.

The cost of individual or combination electronic items, typewriters, or musical instruments may not exceed \$350.00. The cost of all others may not exceed \$75.00. This does not include tax and shipping.

The following personal property items may be received from retail outlets. Items must be shipped by the retail outlet from which they were purchased. Each package must have the store's printed, stamped label clearly identifying the store's name and address. Handwritten return addresses will not be accepted.

**ALL INCOMING ITEMS MUST BE ACCOMPANIED BY A SALES RECEIPT.
ITEMS ARRIVING WITHOUT A SALES RECEIPT WILL BE REJECTED.**

Personal Clothing - Maximum \$75.00 per Item

All clothing limits include state-issued clothing and footwear (Ex.: Six pair of personal socks and one pair of state-issued socks = seven pair limit on socks). V-neck or sweater-like shirts are not allowed. Camouflage design or fur clothing is prohibited. Trademarks and logos may not exceed 2" x 4". Leather clothing, except belts and footwear, is prohibited. Mesh, fishnet, or see-through clothing is not allowed. No clothing with pictures, writing, or appliques is allowed.

Bathrobe: Solid or multicolor; no pictures, writing, or hood - limit 1.

Belts: Single color, black or brown only; max. width 2"; single thickness only; no beads, studs, snakeskin conches, other attachments, nicknames, trademarks, gang symbols, or gang colors; no two piece belts - limit 1.

Belt buckles: Max. size 2-1/2" x 3-1/2"; max. weight 3 oz. Face must be one solid piece of material, no more than 1/4" thick, no leather or leather - covered buckles, no sharp edges. Buckle must be attached to belt. Limit 1.

Gloves/Mittens: No leather - limit 1 pair.

Gym shorts: No built-in supporter or lining; solid gray color only; elastic or draw-string waistband only; 2" – 6" inseam; cotton or cotton blend only; no pockets, snaps, zippers, mesh or buttons; single thickness only - limit 1 pair.

Handkerchiefs: With or without initial monograms; max. size 16" x 18", not to be worn/used as an outer garment - limit 7.

Pajamas: Solid or multicolor, no pictures or writing - limit 2 sets.

Shoes/Boots: Max. heel height 2"; Max. sole thickness 1"; max. boot height (from floor) 14"; removable inner soles for athletic shoes only; no steel plate attachments, steel toes, pump athletic shoes, or removable straps. Clear plastic windows or compartments that can be visually inspected will be allowed. One pair of shoe strings per pair of shoes; shoe strings for a pair of shoes must match. Limit 1 pair personal and 1 pair state issue. Check with inmate for approved vendors.

Slippers/Soft soled moccasins or shower shoes – Either or . Limit 1 pair.

Socks: - limit 6 pair personal / 1 pair state.

Sweatpants: For recreation use only; solid gray color; cotton or cotton blend material with elastic or drawstring waistband; no pictures, writing, plastic, spandex, rubber, zippers, buttons, pockets, or snaps; logos not to exceed 2" x 4" - limit 1 pair.

Sweatshirts: Solid gray color only; cotton or cotton blend material; no hoods, pictures, writing, snaps, pockets, zippers, buttons, collars, V-neck, short sleeves, or sweater-like appearing material; logo's not to exceed 2" x 4" - limit 2.

Undershorts: Solid color only, cotton or cotton blend; no writing or pictures - limit 6 pair personal / 1 pair state.

Underwear/T-shirts: Shortsleeve or sleeveless; solid gray color & crew neck only; cotton or cotton blend only; no pictures, pockets, writing, mesh, fishnet, or see-through fabrics. Athletic shirts/half-shirts with 3/4 length sleeves or long-sleeve T-shirts are prohibited; logos not to exceed 2" x 4" - limit 6 pair personal / 1 pair state.

Winter outerwear scarf: Max. size 12" x 54", single ply only – limit 1.

Winter underwear: One or two-piece solid cotton / cotton blend or thermal knit, single ply - limit 2 sets.

Publications/ Reading Materials

Inmates may possess a total of 25 publications (books, magazines, newspapers, periodicals, pamphlets, and all other publications including musical, legal, religious, educational materials). New books, newspapers and magazines may be sent to inmates, providing they are sent directly from the publisher or approved retail outlet. Publications with pornography, obscene or inflammatory nature are not allowed. If in doubt, please contact the institution for approval prior to ordering. Books or other materials associated with an education program must have prior approval from the Education Director.

Miscellaneous

Calendar: Max. size 18" x 24", no wire bounding. - limit 1.

Sunglasses: No mirror sunglasses or wrap around sunglasses - limit 1.

Picture frames: Non-metal, no glass/Plexiglas. max. size 8" x 10" - limit 2.

Electronics note: Limit 2 electronic units (or if a Radio/TV combination unit - limit 1); duplication of a unit is not allowed; no remote speakers or remote control devices; **all must be equipped and used with earphone jack, headset, or ear plugs;** maximum value of individual or combination unit \$350.00. No police or short wave bands.

Television: Black/white or color; no remote control; max. screen size 13". No TVs that require programming or operation with remote controls are allowed. Power input not to exceed 2 amps or 200 watts. Clear plastic case only.

Radio: AM/FM and AC usage only, no batteries, max size 1000 cubic inches. Stereo receivers not allowed.

Radio/TV Combination unit: Clear case max. size 18" x 18" x 18".

A/C Adapters: Can only be single level voltage; adjustable voltage setting not allowed.

Internet copies: Downloaded Internet materials only on 8½" x 11" paper; no personal Web pgs. Must meet property limits of DOC 309, IMP 1 (Inmate Personal Property).

Headphones: Clear plastic only, no volume controls, power boosters, detachable cords, control boxes, or radio headsets; max. cord length 12'; max. cost \$75.00 - limit 1.

Hobby: For hobby-related items, contact the Property Department for the proper procedure.

Photo albums: Non-metal type binder album or inserts for a 3 ring binder - limit 1.

Prayer rug or Throw rug: Single thickness, no obscene or gang pictures or writing, max. 24" x 40" inc. fringe -limit 1.

Button batteries: Not allowed other than through canteen - limit 1 per unit.

Typewriter: New manual/electric, no memory bank or text storage, max. cost \$350.00.

Chess and Checker set: New, no false bottoms, two player sets only - limit 1 set each.

Cribbage board: Wood or plastic; Max. size 3¾" x 13½" - limit 1.

Dominoes: New, no false bottoms - limit 1 set.

Jigsaw puzzles: Max. 1000, single layer only. Limit 4.

Personal letters: Stickers are not allowed on envelopes or letters; No drawing on envelopes, we will allow address labels, return address labels and authorized postage stamps.

Personal Hygiene

Electric razor: Corded; no trim kits or rechargeable units. Limit 1.

Hair pick/Hair brush: Non-metal, rounded handle, max. length 7", max. width 3" - limit 2.

Hair curlers/Perm rods: Non-metal - limit 50.

Towels (Bathtowels, handtowels, and washcloths): No solid blue or white colors allowed. Bathtowel/handtowel: Max. size 30"x 50". Towels - limit 2; Washcloth - limit 2.

Writing Supplies

Greeting cards: Max. size 8" x 10" - Limit 25.

Typing paper: Limit 500 sheets (1 ream).

Embossed envelopes: Retail outlet – limit 20.

Typewriter ribbon: Limit 3 for manual typewriter.

Typewriter print wheel: Limit 1. **Typewriter correction ribbon/lift off cassettes/lift off tapes:** Limit 3 each.

Stationary paper: Limit 100 sheets or 1 tablet.

Carbon paper: Limit 30 sheets.

Inmates can receive the following items through the mail, from family and friends, or through retail outlets:

Glasses: Prescription, approval by HSU, in a soft case with a receipt. Eyeglass frames may not exceed \$75.00, excluding the cost of lenses.

Musical instruments: Must have prior approval from Recreation Dept. Max. value \$350.00, receipt required. Used musical instrument value limit is \$75.00. If no receipt available, must include a statement of value. Guitars / Harmonicas only.

Photographs: No Polaroids, gang / disruptive group-related handsigning or nudes photos allowed, max. size 8" x 10", max. at one time is 20. Digital photos max. 8½" x 11" - limit 8 sheets. Total Possession Limit 50.

Wristwatch/Pocketwatch: Clear plastic only; with time and date functions only. Watch bands must be metal or single thickness without stitching, max 1" wide, max. cost of \$75.00, sales receipt required - limit 1.

Wedding ring: Married or widowed inmates only, max. width 3/8", total thickness of band, setting, and object mounted therein not to exceed 3/16"; max. value \$75.00. Limit 1.

****NO JEWELRY ALLOWED, EXCEPT AS LISTED ABOVE****