

Department of State Hospitals – Napa Patient Personal Property “Allowables List”

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The following guidelines apply to all items listed on the Allowables List:

1. All electrical devices and/or equipment must be double insulated (must be so labeled by the manufacturer), or equipped with an additional conductor in the cord and have a 3 pin U-Ground hospital grade plug; (refer to NSH AD # 288). Electrical appliances and/or equipment delivered to the Hospital must be assessed for electrical safety by the NSH Electric Shop prior to delivery to the Patient or the unit. Electrical appliances and/or equipment in non-compliance shall be returned to sender/vendor.
2. The hospital will not be liable for any item valued over \$160.00. A liability waiver is available for items in excess of \$160, up to \$300. The value of any item purchased must not exceed \$300.
3. Electronic equipment with possible internet access capabilities will be evaluated by Information Systems Department staff, utilizing the Patient Owned Electronic Equipment Risk Assessment Form.
4. Unless otherwise indicated, the limit for all items on the Allowable List is one (1).
5. **PATIENTS ARE RESPONSIBLE FOR LIMITING PURCHASES OF FOOD ITEMS TO AMOUNTS THAT WILL FIT INTO APPROVED CONTAINERS. THIS INCLUDES BOTH OUTSIDE PURCHASES AND ITEMS PURCHASED FROM THE COMMISSARY. ITEMS IN EXCESS WILL BE TREATED AS CONTRABAND, AND CONFISCATED.**
6. Electronic devices with the capability to connect to a wireless communications network (Internet/GPS/Etc) are contraband.
7. Electronic devices with removable data card slots (e.g., SD card slots) are contraband.
8. All Data Storage Devices (i.e., IPOD Shuffle, MP3 players, thumb drives, etc.) are subject to random inspections for inappropriate materials.
9. Regarding items only allowed on the OPEN UNITS: If a patient is transferred from an open unit to a locked unit, those items **NOT ALLOWED ON LOCKED UNITS** must be either: put in the patient's property box; mailed out; donated to Volunteer Center; or disposed of. The patient must inform staff of his/her decision before they are transferred, as the items cannot accompany the patient to the locked unit.
10. This list is in effect for all patients at NSH. Additions for patients who are conserved (LPS patients) AND who reside outside the Secured Treatment Area (STA) in Program 4 are noted under “Program 4” column and explained in “Comment” section. (Note: Any conserved patients who reside within the STA are subject to the same restrictions as those for forensic patients. “Forensic Patients” refers to patients who are under a penal code hold, and the restrictions apply regardless of where they reside.)
11. Additions or changes to the list are **LARGE FONT, IN BOLD and may be HIGHLIGHTED.**

1. Asterisk (*) indicates that the item must be received “factory” sealed.

2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)

3. ** Alcohol-based products are supervised items

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ELECTRICAL APPLIANCES AND ENTERTAINMENT DEVICES:

ITEMS	PKGS. REC'D BY MAIL (1)	PROGRAM 4 LPS PATIENTS	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
ANTENNA, Digital flat antenna	X*		X*		Limit is one (1). Telescoping antennas not allowed. Must be similar to type offered via Walkenhorst's.
AUDIO-VISUAL CABLES/AC ADAPTORS			X*		Replacement of cables and AC Adaptors that come with electronic equipment are allowed only if cables were not rendered inoperable by the owner. Cable length is limited to 8 feet.
BATTERIES	X*		X*		Limit at unit discretion to accommodate need. Excess batteries to be under staff control, and used batteries are to be turned in to staff for replacement.
BOOK LIGHT, CLIP ON.			X		Limit is one (1), plastic construction only, transparent/translucent, battery operated, no larger than 5 oz. No metal springs.
BOOMBOX	X*		X*		Maximum size limit is 12x22x15-inch. No detachable speakers, or detachable cord without prior approval of the Program Director/designee; no external recording devices; however, audio equipment which can record directly from an internal source (radio or CD to tape only), is acceptable. No CB or police band. Alarm function is acceptable. Telescoping antennas will be removed.
CALCULATOR	X*		X*		Calculator, translator, organizer, dictionary, etc. hand held with up to four (4) modules/cartridges.
CD/DVD CASE	X*		X*		Plastic or Cloth/Mesh material with plastic zipper only.
CHARGER, BATTERY	X*		X*	C	Cordless; Program Director approval required. Chargers with cord require staff supervision.
COMPACT DISKS (Including Cassette and VCR tapes, DVDs and CDs)	X*		X*		Limit of fifty - (Any combination totaling 50, including game cartridges). Movie Industry films: non-rated and R-rated films allowed as published on the NSH Approved Movie List for R-rated movies. Unrated movies, documentaries and educational materials require Program Director Approval. Adult or X-rated films not permitted. "Customized" CD's (such as those available from Walkenhorst) not permitted. Videotapes of "significant family events" may be mailed from family members, but must be reviewed and approved by the Tx Team prior to the Patient receiving the tape/disk. CDs with "Parental Advisory" require Program Director Approval. (PC)
CD / DVD PROTECTIVE COVERS	X*		X*		The plastic cover received with the CD or DVD is currently allowed. However, if broken, the cover is contraband and a replacement cover must be of the flexible sleeve type or soft plastic. Limit is fifty (50).
CD / DVD / GLASSES CLEANING CLOTH	X*		X*		Limit is two (2).
CD CLEANER DISK	X*		X*		ONLY CLEANERS <u>WITHOUT LIQUIDS</u> (for example, see item #19027-006 in Walkenhorst catalog).

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ELECTRICAL APPLIANCES AND ENTERTAINMENT DEVICES (continued):

ITEMS	PKGS. REC'D BY MAIL (1)	PROGRAM 4 LPS PATIENTS	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
DVD PLAYER, PORTABLE	X*		X*		1 Portable DVD Player, maximum 12" screen. No models w/removable data (e.g., SD) card slots, no wireless capabilities.
DVD/VIDEO TAPE PLAYERS	X*		X*		1 DVD Player, or, 1 VCR Player, or, 1 Combination VCR/DVD Player. Program Director approval required.
FAN, PLASTIC	X		X		Maximum 8" diameter, battery operated, requires Program Director approval.
HDMI CABLE	X		X		Maximum length, 3 ft.
HEAD PHONES			X*		Headphone cord length, maximum 8 ft. No metal. No wireless capabilities.
HEAD PHONE LINK, DOUBLE HEAD/MALE	X*		X*		Limit is one (1). Allows linkage of IPOD to stereo unit. Maximum length, 3 ft.
IPODS/MP3 PLAYERS	X*		X*		10GB; 12-hour rechargeable battery. (Including factory-supplied connecting cable). No viewing screen; no photo, video downloading capabilities. Recommended models that meet criteria: IPOD Shuffle; COBY MP550-2G; COBY MP315-2G.
KEYBOARD (Casio Type)			X*		Approved by Program Director required. Must fit within Personal Locker. No outside recording capabilities.
MEMORY STICK (THUMB OR FLASH DRIVES)	X*		X*		Limit is 3. No larger than 1 (one) gigabyte. All Memory Sticks subject to inspection for inappropriate materials. Flash drives larger than 1 GB will be grandfathered in, if patient can provide proof that it was purchased before February 2012.
NOSE HAIR TRIMMER	X*		X*	C	Limit is one (1).
POWER CORD/ SURGE PROTECTOR			X*		1 each (no daisy-chaining allowed); up to 8 plug variety; 8" X 2" X 2". Program Director approval required.
RADIO, WALKMAN TYPE	X*		X*		Voice-over feature not allowed. No recording capabilities.
REMOTE CONTROL DEVICES (Including Universal)			X*		May have one for each approved electronic appliance owned.
TELEVISION, 13" TV/VCR or 13" TV/DVD or 15" Flat Screen (LCD type)	X*		X*		Must fit within Personal Locker. TV/VCR, 14 ¼"X15 ¾"X15", TV/DVD, 14 ½"X 15"X15". Flat Screen LCD, 17"H x 16"W max. Program Director approval. Note: two prong plugs are allowed if TV model has a non-metal exterior. No detachable cords. No models w/removable data card slots.
VIDEO GAME PLAYER/GAMES	X*		X*		Hand-held devices only. Limit of ten (10) video games. (Video game cartridges are counted as Games. Games not rated, or rated "Teen", "Adult" or "Mature" require Program Director approval). No photo, video viewing capabilities. No removable data card slot allowed. Recommended models: Nintendo Game Boy Advance, Game Boy Color. If used or refurbished, must come directly from vendor, with identifying invoice.
NEO WORD PROCESSOR	X*		X*		Battery operated only, carrying case also allowed.

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PERSONAL CARE ITEMS:

ITEMS	PKGS. REC'D BY MAIL (1)		PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
AIR FRESHENER			X*		Non metal container, non aerosol spray, non plug-in type.
BEARD TRIMMER	X*		X*	S	Limit is one (1).
BLOW DRYERS, HAIR			X*	S	
CHAPSTICK/LIP GLOSS			X*		Limit: 2. Plastic container only.
COLOGNE, PERFUME			X*	S**	Including after-shaves, Lectric Shave, etc. Reasonable quantities; No glass containers, plastic only. Container size limited to 6 oz. **Alcohol based products are supervised items
COMB, PLASTIC	X*		X*		Combs with handles are no longer permitted. No longer than 6".
COSMETIC/ TOILETRY BAG	X		X		Clear vinyl preferred; no bigger than 12"X5"
COSMETICS, MAKE-UP			X*	C (liner pencils)	No glass, no metal. Compacts may not contain glass mirrors. Eyeliner, lipliner, brow liner pencils: Controlled items, liquid or twist-up only. Limit: 2 each.
CURLING/ STYLING IRON	X*		X*	S	Not allowed on admission units.
DIAPERS, ADULT	X		X		Limit two (2) packs; only one pack in patient's possession, other stored in personal canteen storage container. DOCTOR'S ORDER REQUIRED.
DENTURE ADHESIVE	X*		X*	S	
DENTURE CLEANERS			X*	C	Tablets only.
EMERY BOARDS	X*		X*		No metal, flexible cardboard only, no longer than 5"
HAIR BRUSH	X*		X*	C	Plastic only. Hair brush with handles are no longer permitted.
HAIR COLOR/ STRAIGHTENER	X*		X*	S	Through Package Center only; will go directly from there to the Beauty Shop. Not to be bought by units on grocery store runs.
HAIR GROOMING AIDS			X*	S**	Includes hair spray, gel, etc. Limit 1. Non-aerosol, pump only. Vendor items received in plastic sealed containers. **Alcohol based products are supervised items.
HAIR PICK	X*		X*	C	Plastic only. Must be kept in Patient's grooming supplies and returned to staff immediately after use. No bigger than 6".
HAIR ROLLERS	X*		X*	C	Foam or plastic only. Limit: 24 rollers.
HAIR TIES OR BANDS	X*		X*		Nylon/Rubber: 1" – 2" in Diameter; For use in Grooming of hair, only. Number allowed in patient's possession is up to unit discretion.

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PERSONAL CARE ITEMS (continued):

ITEMS	PKGS. REC'D BY MAIL (1)		PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
HYGIENE PRODUCTS			X*	S**	All Hygiene Products – Limit is three (3): deodorant, Kleenex, sanitary pads, tampons, Lectric Shave, non-aerosol products, pump only for both men and women. No glass containers. ** Alcohol based products are supervised items
LOTION, HAND/BABY OIL/BODY OIL			X*		Plastic container only. Limit: 3. Only one in patient's possession; other stored in personal canteen storage container
POLISH REMOVER, NAIL	X*		X*	S	Reasonable quantity. Non-acetone only. No glass, clear plastic container. To be stored in personal canteen storage container.
POLISH, NAIL	X*		X*	S	Reasonable quantity. Glass container OK. To be stored in personal canteen storage container.
PUMICE STONE	X*		X*	C	Limit: 1. No larger than 4oz. Similar to Walkenhorst item 82187-007. Doctor's order required. Controlled item.
SHAMPOO, NON-MEDICATED			X*		Limit is three (3). Any medicated shampoo requires doctor's order
SHAVER, ELECTRIC	X*		X*	S	Program Director approval required.
SOAP	X*		X*		Limit is six (6) bars. To be stored in Unit personal canteen storage container, issued individually.
SOAP CONTAINER			X		Plastic only.
TOOTHBRUSH LOCKED UNITS	X*		X*	C	State issued or Flexible-type, no larger than 3" (for ex., Walkenhorst item #54666-005). Limit for purchase: three (3); extras to be kept in personal canteen storage container.
TOOTHBRUSH OPEN UNITS	X*		X*	C	Limit is three (3). To be stored in personal canteen storage container, issued individually, in exchange for used item.
TOOTHPASTE			X*		Limit is three (3). To be stored in personal canteen storage container, issued individually, in exchange for used item.
VASELINE			X*		6 oz. size or smaller.

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CLOTHING ITEMS – WEATHER GEAR:

ITEMS	PKGS. REC'D BY MAIL (1)	PROGRAM 4 LPS PATIENTS	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
BATHROBE MEN & WOMEN		X			Forensic Patients: State issue only.
					LPS Patients: May also purchase from outside vendors, any color
BELT LOOP, BLACK, VELCRO					Also known as “Besser Belt”; 6 – 8” Strip of Velcro used to tighten pants. State-issued.
BOOTS, WORK	X		X		Patients assigned to Vocational Services work crews will purchase or be issued a pair of work shoes. The work boots for approved sites shall be black, with mid-length top and “hard toes”—steel toes are not permitted.
BRA	X		X		Limit of ten (10), State issued/Patient purchase; (No under-wire). (May include “Sports Bras”)
CAPS: BEANIE/KNIT/BASEBALL	X		X		Limit is one each: State issue and Patient purchase. Non-offensive, non-gang related logos and no solid blue or red
GLOVES, PLAIN	X		X		Limit one (1) pair. No leather, no studs, jewelry, etc.
GLOVES, WEIGHT LIFTING	X		X		Limit two (2) pairs.
HANDKERCHIEFS	X*	X	X*		Forensic Patients: White only
					LPS patients: Any color
					Limit ten (10).
HAT WITH BRIM		X			Forensic Patients: State Issue only.
					LPS Patients: May purchase through outside vendor, any color
JACKET, MEN & WOMEN		X			Forensic Patients: State Issue only, Khaki-
					LPS Patients: May purchase through outside vendor, any color
NIGHTGOWN/		X			Forensic Patients: State issue only.
					LPS Patients: May also purchase through outside vendor, any color
					Limit two (2)
PAJAMAS/ MEN & WOMEN		X			Forensic patients: State issue only.
					LPS Patients: May also purchase through outside vendor, any color
					Limit two (2)

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CLOTHING ITEMS – WEATHER GEAR (continued):

ITEMS	PKGS. REC'D BY MAIL (1)	PROGRAM 4 LPS PATIENTS	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
PANTS, MEN & WOMEN		X			Forensic Patients: State issue only, Khaki or Brown.
					LPS Patients: May purchase through outside vendor, any color
					Limit four (4) pairs Allotment for Patients who work is six (6).
SANDALS	X*		X		Outdoor Style/type (like Birkenstocks), flip-flops, slides. No metal.
SHIRTS, COLLARED, MEN & WOMEN		X			Forensic Patients: State issue only, Khaki.
					LPS Patients: May purchase through outside vendor, any color
					Limit four (4). Allotment for Patients who work is six (6).
SHOES	X*		X*	C#	Leather or synthetic material, no metal. Velcro OK. #Shoes with laces (i.e., athletic shoes or work boots) are controlled items and may be signed out for sports league activities or if required for work only. Otherwise use to be specified via MD order. Limit: 3 pairs
SHORTS, Regular or Gym		X			Forensic Patients: State issued only, Khaki or Brown.
					LPS Patients: May purchase through outside vendor, any color
					Limit six (6).
SLIPPERS, SOFT			X		Flexible, foldable.
SOCKS, PAIR	X		X		Limit of ten (10), no nylon. No higher than mid-calf.
SUSPENDERS	X*		X		Requires Physician' Order.
SWEAT BANDS, HEAD AND WRIST	X*		X*	C	For use in exercise and sporting activities, controlled item. Limit: 2 headbands; 2 pair wristbands; White only.
SWEATPANTS		X			Forensic Patients: State issued only, Khaki or Brown
					LPS Patients: May purchase through outside vendor, any color
					Limit three (3) Allotment for Patients who work is five (5).

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CLOTHING ITEMS – WEATHER GEAR (continued):

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THERMAL UNDERWEAR TOPS/BOTTOMS	X*	X	X		Forensic Patients: Must be white or off white in color. LPS Patients: Any color Limit two (2) pair.
T-SHIRTS, MEN & WOMEN	X*	X	X		Forensic Patients: State issued or purchased by Patient (khaki-colored only). Short sleeve, crew neck only. No V-neck, logos, long sleeves or tank tops. White T-Shirts no longer allowed. LPS Patients: May purchase through outside vendor, any color Limit of seven (7). Allotment for Patients who work is ten (10).
TURTLENECK	X	X	X		Forensic Patients: Must be cotton or light, knit-type fabric. No heavy wool or heavy knit, Khaki-colored only. LPS Patients: May purchase through outside vendor, any color Limit of two (2).
UNDERPANTS; LADIES	X*		X		Limit ten (10), Any Color. State issued or purchased by patient.
UNDERSHORTS, UNDERWEAR; MEN	X*	X	X		Forensic Patients: Any color briefs allowed. Boxers or Boxer briefs – white only. LPS Patients: May purchase through outside vendor, any color Limit ten (10).
WAVE CAP / DO RAG	X*		X		Limit is (2) two. Black color only. Not to be worn off unit at any time (exception - unit courtyard/dining room).

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EDUCATIONAL / STATIONERY / RECREATIONAL EQUIPMENT AND SUPPLIES:

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ADDRESS BOOK	X		X		No metal binding.
ALBUM, PHOTO	X		X		Limit is two (2). No metal binding.
ART SUPPLIES	X*		X*		No colored pencils. Chalk pastels,-1 box, 12 sticks. Crayons-1 box, 16 colors. Art paper is limited to 1 pad, no more than 125 sheets.
BICYCLE	X		X		Open units only. Program Director approval required.
BINDER (THREE RING)/FILE FOLDERS			X		No metal binding or rings. Long cord fasteners (over 3-4 in.) must be removed. PD Approval
BOOK LIGHT WITH CLIP	X*		X*		Limit is one (1), plastic only, transparent/translucent, battery operated, no larger than 5 oz. No metal springs.
CALCULATOR	X*		X*		Calculator, translator, organizer, etc. hand held with up to four (4) modules/cartridges.
CALENDAR; POCKET, PAPER	X		X		No wire or hard plastic in binding.
CARDS GREETING	X*		X*		Unit Supervisor to determine appropriate limits.
CARDS, PLAYING	X*		X*		Regular and Pinochle card decks only. If Pinochle, 2 decks allowed.
CHESS SET	X*		X*		Plastic Game pieces only, maximum height of game pieces is 4".
CLOCK, ALARM			X*		Plastic; 3" X 5" or smaller. No cords. Battery type only, 1-2 AA batteries.
CRAFT PROJECTS	X*		X*	S	Through Package Center only; will go directly from there to OT Shop or Mall Services, with prior approval. Not allowed on units.
GUITAR PICK	X		X		Limit is three (3). Must have appropriate music instrument. Plastic only.
GUITAR STRINGS	X*		X*	C	Nylon/gut only (metal-wrapped nylon strings OK). Program Director approval required.
GUITAR TUNER	X*		X*	C	Plastic construction, no metal. Battery-operated only.
INSTRUMENTS, MUSIC	X		X	C	No metal. Program Director approval required. <u>Stringed instruments:</u> Guitars, ukuleles. Nylon/gut strings only (metal-wrapped nylon strings OK). <u>Others:</u> Recorders, flutes, harmonicas : plastic only. Limit: 1 of each (subject to storage availability)

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JIGSAW PUZZLES	X		X		Completed puzzle size no larger than 20"X30". Limit two (2).
PEN, BALL POINT			X		State issued plastic "SHORT" pen, 3.5 inches long, with non-removable tube. Long Pens/standard size pens are approved for Patients <u>residing on Open-Units</u> pending approval of PD; LIMIT: 3.
PENCIL					State issued only.
PHOTOGRAPHS	X				No photos of patients that might pose a threat to security such as being used to make an employee I.D. badge.
PLASTIC BAG – ZIPLOCK					3 Each (3): One Gallon size; 12" X 12"
PUBLICATIONS (Books, catalogs, posters, etc., including religious materials)	X		X		One (1), current newspaper, may be "local" news paper; Ten (10) books or magazines. Requires prior Tx Team approval before ordering. Must be able to be stored in locker or nightstand. Any publication that depicts or encourages sexual acts with children or behavior that may result in tissue damage will be considered contraband. Any publication may be denied for clinical reasons following Hospital policy and procedures for denial of rights for cause. No maps showing streets or identifying details (maps of the world OK). Posters no larger than 18"X24". Final approval contingent on review by Program Director after receipt.
RELIGIOUS ITEMS (other than publications)	X		X		Items should not pose a safety or security risk. No long cords or laces. Items such as rosaries, etc. must also meet limits and specifications as described under "Jewelry".
STAMPS			X*		Two (2) Books of first-class stamps in possession at any time. Pre-stamped embossed envelopes may be substituted for stamps.
STATIONERY			X*		Envelopes, writing paper. Unit Supervisor to determine appropriate limits. PADDED MAILING ENVELOPES: LIMIT 3. No metal clasps.
TYPEWRITER	X*		X*	C	Program Director approval required.
TYPEWRITER CORRECTION TAPE	X*		X*	C	Includes ribbon cassette.
YARN	X		X	S	Through Package Center only; will go directly from there to OT Shop or Mall Services. Not allowed on units.
YOGA MAT	X		X		No larger than 6' X 2' X ¼". Must be stored in locker or nightstand.

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FOOD AND BEVERAGE / STORAGE / SUPPLIES: IT IS EACH PATIENT’S RESPONSIBILITY TO LIMIT PURCHASES OF FOOD ITEMS TO AMOUNTS THAT WILL FIT INTO APPROVED CONTAINERS. THIS INCLUDES BOTH OUTSIDE PURCHASES AND ITEMS PURCHASED FROM THE COMMISSARY. ITEMS IN EXCESS WILL BE TREATED AS CONTRABAND, AND CONFISCATED.

ITEMS	PKGS. REC'D BY MAIL (1)		PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
BEVERAGES (other than coffee & tea)			X		All plastic containers (no metal or glass). No larger than 32 oz.
CANDY			X		Paper wrapped or plastic container only. May not contain any pharmaceutically active substance or caffeine (i.e., “energy” type)
CANNED FOODS	X		X	C	Only allowed on Open Units, brought in by staff as part of Grocery Shopping privileges. Empty cans to be discarded by staff.
CHEESE			X*		Plastic wrapped or in plastic container.
COCOA MIX			X*		Not to exceed 2 lbs.
COFFEE INSTANT OR IN PACKETS			X*		Not to exceed 3 lbs. Decaffeinated Only.
CREAMER, COFFEE			X*		Not to exceed 2 lbs.
CUP / TUMBLER / MUG	X*		X*		Sports container is permitted. May be thermal cups, tumblers, must be plastic (no metal or glass, or ceramic). Mugs/Cups limited to 20 oz., limit two (2) only.
FRESH FRUIT OR VEGETABLES			X*	C	Non-contraband container. Not requiring refrigeration; can be stored in personal canteen storage container for up to 3 days. No fruit or vegetables allowed in locker/bed area at any time. For shipped fruit, TxTeam and PD Approval required prior to ordering.
MILK, DRY or SOY			X		Not to exceed 2 lbs.
NUTS			X*		Plastic container only. Limit 2 lbs.
PACKAGED FOODS			X		Amount is limited to that which can easily fit into the Patient's plastic storage container, as provided by the Hospital. Bagels, beef jerky, cake, cereal, chips, cookies, crackers, doughnuts, pastries, pop-corn, pretzels, instant soup, top ramen, not requiring refrigeration, to be kept in plastic container in Unit Canteen used for Patients to maintain food goods. Reasonable amounts (defined as “to be consumed in a single day”) of non-perishable items may be stored in personal canteen storage container in proper container or Zip Lock Bag. No fruits or vegetables may be stored in personal canteen storage container s. Protein powder not allowed.

1. Asterisk (*) indicates that the item must be received “factory” sealed.
2. C = Controlled Item (must be checked in/out by staff) and S = Supervised Item (requires direct staff supervision when in use)
3. **Alcohol-based products are supervised items

4. “X” under Program 4 column: see “Comments” section

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FOOD AND BEVERAGE / STORAGE / SUPPLIES (continued): IT IS EACH PATIENT’S RESPONSIBILITY TO LIMIT PURCHASES OF FOOD ITEMS TO AMOUNTS THAT WILL FIT INTO APPROVED CONTAINERS. THIS INCLUDES BOTH OUTSIDE PURCHASES AND ITEMS PURCHASED FROM THE COMMISSARY. ITEMS IN EXCESS WILL BE TREATED AS CONTRABAND, AND CONFISCATED.

ITEMS	PKGS. REC'D BY MAIL (1)		PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
PEPPERS, HOT (DRIED & HOT SAUCE; INCLUDING CHILI POWDER, ETC.)			X	C	Limit is one (1) container of hot sauce, no larger than 18 oz.; 10 small packets; 1 small packet of dried peppers. To be kept in Unit Canteen as a CONTROLLED item.
PUNCH MIX, POWDERED			X*	C	In sealed container or envelope; Not to exceed three (3) pounds. Must be stored in personal canteen storage container.
SEASONING/SPICES (excluding chili pepper, chili powder – see “Peppers, Hot”)			X	C	Plastic container only, controlled item. Limit 4. OK on locked units in personal canteen storage container . On open units with patient kitchens, must be stored in patient kitchen.
SUGAR, INDIVIDUAL PACKETS			X*	C	Not to exceed 1 lb. Includes sugar substitutes. Controlled item – stored in personal canteen storage containers only. May not be stored in locker/bed area.
TEA, INSTANT OR BAGS			X*	C	Not to exceed three (3) pounds or 100 bags (May not contain any pharmaceutically active substance or caffeine). Stored in personal canteen storage container only.
TUPPERWARE, CONTAINERS	X		X		Must be able to fit in a 1 x 1 cubic ft. locker.

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MISCELLANEOUS ITEMS:

ITEMS	PKGS. REC'D BY MAIL (1)	PROGRAM 4 LPS PATIENTS	PURCHASED THROUGH VENDOR (1)	SUPERVISED ITEMS (2)	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
BED THROW, BLANKET OR COMFORTER			X		Can be made by the Patient or purchased. Must be washable. Maximum size is 50" X 90" . May have 1 blanket <u>and</u> either a comforter or bed throw.
DISH SOAP	X		X	C	One (1) 10 oz. bottle. OPEN UNITS ONLY. CONTROLLED ITEM
JEWELRY	X		X		Chains/Necklaces/Bracelets (limit 2 - single strand only), rings (limit 2 - No sharp edges). Earrings (Limit 4 pair) must be flat and no larger than a quarter. All others must be breakaways. NO ID BRACELETS ALLOWED. MED ALERT BAND OK.
LANYARD					State issued only.
LAUNDRY PRODUCTS			X*	S	Sealed packages only. No bleach.
MEDICAL NEED, (DME)	X		X		Prescription Eyeglasses, dentures, hearing aids, artificial eyes, limbs, braces, etc., requires physician's approval. NSH purchased Durable Medical Equipment (DME) requires a doctor's order and is processed by Medical Ancillary Services or Rehabilitation Therapy Services. Medicated soap and shampoo require Doctor's order. Protein Powder no longer allowed.
MEDITATION CUSHION			X		Limit is one (1). From vendor only.
PHONE CARDS	X		X		Limited to \$30.00 value of cards.
PILLOW SHAMS	X		X		Limit is one (1), Standard Size pillow Sham, no metal.
PRAYER RUG	X		X		Size limit: 2' X 4'. Must be stored in wardrobe or nightstand.
PURSE, CLUTCH	X		X		No metal frame or wire, no strap.
SHEETS: COTTON/FLANNEL	X		X		Limit one (1) set (including pillowcase), twin size. OPEN UNITS ONLY.
SUNGLASSES/NON- PRESCRIPTION READING GLASSES	X		X		Wire frames permitted.
TOTE BAG	X		X		Limit is one (1). Single or Double Strap, canvas or cotton or mesh cloth material, straps no longer than 18".
WALLET	X		X		No metal.
WATCHES	X		X		No sharp edges. Alarm feature is allowed.
WATCH BAND, REPLACEMENT	X		X		No metal. Requires PD Approval.

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COMPUTERS – COMPUTER PRODUCTS:

NOTICE TO PATIENTS: The Department of State Hospitals has implemented a moratorium on the purchase of computers and computer equipment. Computer related equipment will remain allowed for those Patients who have these items; no additional items will be processed for Patients by the Package Center.

CASH / COINS / MONEY:

See AD 491, Personal Deposit Fund.

Patients on units that are part of the “Cashless Society” are not allowed access to any cash (i.e., paper money). All funds received through visits, the mail, social security, etc., will be placed directly in the Patient’s Trust account.

Patients are limited to a maximum of **\$18** in coins (quarters only) per week.

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