

ACCEPTABLE INCOMING ITEMS LIST

Reference Administrative Directive: 610.2, 610.3, 805,811

Revision Date 02-20-2020

NOTE: EFFECTIVE DECEMBER 1, 2013, ALL PACKAGES MAY ONLY BE RECEIVED FROM AN APPROVED VENDOR

Only the items and amounts listed will be permitted. ALL ITEMS MUST BE IN FACTORY SEALED CONTAINERS AND REQUIRE NO REFRIGERATION, COOKING OR MICROWAVING.

Items packaged in contraband containers will not be accepted. All acceptable incoming items will be inspected. All incoming packages must have the patient's name and A T number. The unit number of the patient (if known) is helpful to further ensure proper and timely delivery.

Package size may not be any heavier than 30 pounds and box may not be any larger than 24 inches long, 19 inches wide and 12 inches high

Package limitations:

Incoming packages are limited to (3) packages per patient per calendar quarter for the first (3) quarters of the year. These dates are: January 1 – March 31; April 1 – June 30; July 1 - September 30.

During the 4th quarter of the year, incoming packages are limited to (4) vendor packages. These dates are October 1 – December 31.

Category **Food and Drink:**

Beverages and Drink Mixes	Permitted Types: Decaf Tea Chocolate drink mix Fruit flavored drink mixes All items must be bag type, powdered, and sugar free only.	Non-Permitted Type: No liquids No Herbal and or supplemental or enhance drink mixes. No drinking bottles, plastic or glass containers No Kool-aid No Herbal Teas of any kind No Creamer No Caffeine allowed
Decaf Coffee	Permitted Types: Instant powder or teabag only No more than 80 ounces allowed per package	Non-Permitted Type: No caffeinated drinks, food or candy of any kind No plastic or glass containers
Cakes, Cookies and Pastries	Permitted Types: In sealed secondary factory packaging Dried items only	Non-Permitted Types: No fruit cake No real fruit No fruit pies or pastries No tortillas, croissants, bread or bread like items
Chips and Crackers	Permitted Types: In sealed, unopened factory packaging	Non-Permitted Types: No spicy seasoning No chili, picante, flaming hot, habanero, cayenne, chili pepper, wasabi etc No plastic containers with lids

Candy	Permitted Types: In sealed unopened factory packaging	Non-Permitted Types: No liquor filled candy No candy on sticks No candied fruit or gum No candy wrapped in foil No skittles No candy with caffeine
Cereal and Granola	Permitted Types: Dried Cereal Individual hot cereal packets allowed	Non-Permitted Types: No fruit pieces in cereal No containers with lids
Cheeses and Meats	Permitted Types: Dried Meats, Jerky and cheeses that require no refrigeration only. Even if the item states "refrigerate after opening, "the item will not be permitted Individual squeeze cheese packets are permitted For a spicy option, Only the Bushy Creek Hot summer sausage is permitted. Same brand offered within the Canteen.	Non-Permitted Types: No individual cheese/cracker packages that contain a utensil of any kind No wet packs No chili, picante, flaming hot, habanero, cayenne, chili pepper, wasabi etc. No plastic, resealable containers No preservation packets No Velveeta cheese
Nuts, seeds and trail mix	Permitted Types: In sealed unopened factory packaging	Non-Permitted Types: No trail mix with fruit No nuts or seeds that still have their shell No chili, picante, flaming hot, habanero, cayenne, chili pepper, wasabi etc.
Protein Bars	Permitted Types: In sealed unopened factory packaging	Non-Permitted Types: No fruit ingredients No supplements No vitamins
Soups	Permitted Types: Dried soup only Top Ramen style soup only. The soup can be any brand, but all ingredients and instructions must be in English	Non- Permitted Types: No hot, spicy, picante, wasabi or Cajun flavors No soups that require cooking by microwave or stove No wet packed seasoning or wet condiments such as soy sauce, chili oil etc. No cup a noodle No rice No pickles
Sugars and Sweeteners	Permitted Types: Individual sized sugar or sweetener packets. Patients are only permitted 10 packets at a time	Non-Permitted Types: No enhancing ingredients

Category Electric Equipment:

Cassette tapes	Permitted Types: Factory sealed only Maximum 20 tapes in possession	Non-Permitted Types: No homemade or blank tapes
Headphones and Earbuds	Permitted Types: Vendor purchase only	Non-Permitted Types: No steel in headbands No noise canceling equipment Cord thickness will not be greater than 16 gauge. Cord length will not exceed 4 feet long The headphone or earbud may not cup the ear Coby style 130 or 160 headphones or earbuds are not permitted.
Personal electronics and games	Permitted Types: Vendor purchase only Calculators, dictionary or thesaurus may not exceed 6 inches wide, 6 inches high and 3 inches in depth Battery operated only Video game system, My Arcade, is the only approved game system currently All personal electronics must be clear plastic	Non-Permitted Types: No accessories, AV cords or excess cords allowed No rechargeable batteries No equipment or games with USB connectors No items that re-cord voice or data No electronic devices that have data sharing capabilities from one device to another No Gameboys No graphing calculators
Radios, Walkman's, and clocks	Permitted Types: May not exceed 5 inches wide, 5 inches high and 2 inches in depth Clocks must be digital Battery operated only Must be clear plastic	Non-Permitted Types: No radio accessories No antennas No CD-Players or CD's No Televisions or Television accessories No equipment that plays sound over an external speaker

Category Personal Care Products:

Soap, Body wash, Shampoo, Conditioner, Deodorant, Lotion, Hair products	Permitted Types: Vendor Purchased only Shampoo, Conditioner, Body Wash and Deodorant must be in Clear packaging only. Only 2 of each item may be purchased at a time If Body Wash and soap is being purchased in the same order, only 1 bar of soap and 1 bottle of Body wash may be purchased	Non-Permitted Types: No cologne or perfume No alcohol-based products No makeup products No medications No mineral enhanced products No cough drops No medicated products No flammable products No hair ties allowed Lotion and Hair Grease brands sold by the Canteen are the only acceptable items for purchase through Vendor.
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Toothpaste	Permitted Types: Toothpaste may not exceed 2.5 ounces and can only be Colgate brand	Non- Permitted Types: No bleaching toothpaste.
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Category **Personal Attire:**

Hats and Clothing	Permitted Types: Patients are permitted only one Kufi cap, one straw hat, one yarmulke and three baseball caps at a time Kufi caps, Yarmulkes and baseball caps may only come in white, gray or khaki beige One wave cap is allowed and may only be used on the unit. Wave caps may only come in white or grey	Non-Permitted Types: No metal in hats No patterns No logos, sports team insignia, lettering or pictures of any kind Nothing gang related will be permitted No Du-rags
Jewelry	Permitted Types: Patients are permitted only one neckless, one pendant and one watch. 2 pairs of stud and post earrings only 2 wedding bands only	Non-Permitted Types: No beaded necklaces allowed Necklaces may not exceed 1mm thickness Pendant may not exceed the size of a 25-cent quarter Watches are not to exceed 1.5 inches in diameter and .25 inches in thickness. The watch cannot exceed 3 ounces No jewelry should have protruding, sharp or cutting edges and may not exceed 75 dollars in value.
Shoes	Permitted Types: Shoes will only be Velcro or slip on and low top style only. May not exceed 75 dollars in value. Gym shoes must be predominantly white, contain no metal and cannot have shoelaces. Shower Shoes must be rubber, single layer with a thickness that does not exceed 1 inch and can only be black, khaki or white Slipper or house shoes may only be black, grey or white.	Non-Permitted Types: No K-Swiss, Bugle Boy, Joy Walkers, British Knights, Pumps, Gels, Airlifts or similar items. No zippers, eyelets or support that contains metal in any shoe types. No enhanced or excess cushioning. No air pocket types of soles No forefoot straps or sandals. No shoes with any structure that could be used for hidden compartments. No cleats or shoes with tread greater than ¼ inch.

Sunglasses and Eyeglasses	Permitted Types: Plastic sunglasses only Eyeglasses must be a plastic frame. Eyeglasses will be reviewed by Unit Supervisor.	Non-Permitted Types: No metal in any glasses. No mirrored Lenses No lenses that are too dark impeding the ability to assess the Patients eyes. No wrap around glasses.
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Category Items:

Batteries	Permitted Types: Battery types Double and Triple A only Limited 12 per package	Non- Permitted Types: No rechargeable batteries or rechargeable battery accessories
Books and Magazines	Permitted Types: Limited to 10 per package	Non- Permitted Types: No hard-bound books. No material with Martial Arts, hunting or violence. Maxim, Stuff, Shot Gun News and Wired magazines are not permitted
Hobbies	Permitted Types: Playing cards allowed. Tarot cards allowed but must not exceed 5.25 inches by 3.75 inches.	Non-Permitted Types: No dominos No toys of any kind No board games No art supplies No arts and crafts No magic Cards or collectible trading cards No stickers No adhesive labels.
Photos and Albums	Permitted Types: Photo album without metal only Photos will be reviewed by the Patient Packaging Officer and Unit Supervisor.	Non-Permitted Types: No photos of patient alone. No photos of patient's victims No pictures of crime scenes Photos containing the patient are subject to review and refusal by DPS
Plastic Ware	Permitted Types: 20-ounce Cups and tumblers made of flexible plastic only. 12-ounce bowl of flexible plastic only Patients are only allowed 2 tumblers and 2 bowls	Non- Permitted Types: No thermo cups Not to exceed 6 inches in diameter. No lids No utensils of any kind.

APPROVED VENDOR LIST

Access Securepak	P.O. Box 50028, Sparks, NV 89435 Telephone Number 800-546-6283. For more information, please visit Access securepak
Mikes Better Shoes	1256 Haddonfield-Berlin Road, Voorhees, NJ 08043 Telephone Number 856-767-1300 Mikes Better Shoes can be ordered through Golden State Packages Catalog. For more information, please visit Mikes Better Shoes
East Bay	P.O. Box 8066 Wausau, WI 54402 Telephone Number 800-826-2205. For more information, please visit Eastbay
Hamilton Booksellers	P.O. Box 5010, Falls Village, CT 06031 No Telephone Number Available. For more information, please visit Hamilton Book
Golden State Care Package. Also known as Package R Us	212 East Rowland Street Number 424, Covina, CA 91723 Telephone Number 866-387-9030. For more information, please visit Golden State Care Package
Union Supply Direct	Dept.100, P.O. Box 9018, Rancho Dominguez, CA 90224 Telephone Number 866-404-8989. For more information, please visit Union Supply Direct
Walkenhorst's	540 Technology Way, Napa CA 94558 Telephone Number 800-660-9255 or 707-255-4412. For more information, please visit Walkenhorst's

Not all items listed in Approved Vendor Catalogs will be permitted into the Hospital.

All items ordered must comply with current hospital policies.

No upgraded items will be allowed as replacements by the Vendor providing goods.

Items will only be accepted if shipped directly to DSHA - Atascadero from one of the approved Vendors. Patients or their families and friends can order approved items from these Vendors only.

Prior to submitting orders, for Vendor purchase, orders will be reviewed by the Unit Supervisor or designee for appropriateness and compliance with policy.

It is the responsibility of the individual to order approved items only. All items will be opened in the Package Room, in accordance with existing policies and procedures.

Items that have "refrigerate after opening" and/or are received in contraband containers will NOT be accepted. Inappropriate, non-approved, or contraband items will be returned to the Vendor at the patient's expense by appointment only

Patient will have 45 days to mail the non-allowable items back to the Vendor, a family member or a friend outside the State Hospital System. Patients have the option to donate non-allowable items or to discard them into the contraband trash.

Remember, only items on the DSHA – Atascadero Incoming Approved Items List may be sent into DSHA – Atascadero by an Approved Vendor.

Approved Vendor list for Religious Items

The following religious vendors have been approved to accommodate the needs of the various religious denominations at DSH-Atascadero.

Native American Vendor: Crazy Crow	P.O. Box 847, Pottsboro, TX 75076 Telephone Number 800-786-3210 For more information, please visit Crazy Crow
Islamic Vendor: Islamic Bookstore	3840 Bank Street, Baltimore MD 21224 Telephone Number 410-675-0040 For more information, please visit Islamic Bookstore
Jewish Vendor: Aleph Institute	9540 Collins Avenue, Surfside, FL 33154 Telephone Number 305-864-5553 For more information, please visit Aleph Institute
Catholic Vendor: Autom	1013 Veterans Drive, Lewisburg, TN 37091 Telephone Number 800-521-2914 For more information, please visit Autom
Christian Vendor: Christian Book Distributor	P.O. Box 7000, Peabody, MA 01961 Telephone Number 800-247-4784 For more information, please visit Christian Book
General Religious: Union Supply Direct Religious Items Catalog	P.O. Box 9018, Rancho Dominguez, CA 90224 Catalog orders may be placed by postal mail or by Telephone Number 866-404-8989

Note: Only “allowable religious items” may be ordered by patients (See AD 618.1 Religious and Spiritual Items). No contraband items may be ordered or received

Steps in ordering a religious Item:

1. A patient who wants to purchase a spiritual item will need to contact his religious leader and or Chaplin. Together they will review the item in their approved Catalogs.
2. When an item is selected, the order form is completed. The Chaplin then gives the form to the Chief of Recovery and Mail Services.
3. The order will be reviewed, sent to the patients Unit Supervisor, who will then assist the Patient in the completion of the order. The patient will need to fill out a Withdrawal of Client's Funds form, which will then be forwarded to the DSH-Atascadero Trust Office. Staff will notify the Patient Packaging Room Officer to expect the order.
4. When the item arrives, it will be sent to the Patient Packaging Room. The Patient Packaging Officer will notify the Unit for pickup of the item.