



Procedure No.: MSP 4-1-3a INMATE PERSONAL PROPERTY INVENTORY
Subject: PROPERTY INVENTORY / MATRIX
EFFECTIVE DATE: December 15, 2021
REVISION DATES:
SIGNATURE: /s/ Jim Salmonsens / Warden
SIGNATURE: /s/ Gayle Butler /MCE Administrator

Inmate Name: _____ Staff Name (print) _____ Date: _____

GENERAL POPULATION PROPERTY INVENTORY			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

CLOTHING & FOOTWEAR			
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Boxer shorts or briefs – white	12 any combination		
Bra	3		
Cap – baseball; cotton; blue	1		
Cap – stocking; blue	1		
Gloves – weightlifting	1 pair		
Gloves – brown jersey cloth – pair	1		
Handkerchief – white	3		
Pajamas – set	2		
Shirt – white for MSP	9 combined		
Shirt – tee; white w/black “sport” silkscreen on front left			
Shoe insole	2		
Shoelaces – black or white – pair	1		
Shoes – white only or black state issue Velcro	2 pair shoes or 1 pair shoes & 1 pair of boots		
Shoes – work boot – 6” Canteen Issue or state issue			
Shoes – shower – pair	1		
Shorts - gym; gray	2		
Slippers – clog – pair	1		
Socks – ankle, no show, quarter, slouch, thermal, tube – pair	12 combined		
Sweatpants – gray; no pockets	2		
Sweatshirt – gray; no hood or pockets	2		
Tank Top – white for MSP	1		
Thermal bottom	2		
Thermal top	2		

ELECTRONICS			
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Alarm Clock – digital; battery; clear (no new sales)	1		
Alarm Clock/Radio Clear	1		
Battery – AA or AAA	24 combined		
Battery – hearing aid	2		
Battery charger	1		
Calculator – GED	1		
Cord – headphone extension; 6 ft.	1		
Ear buds – 3ft. cord	1		
Game device – small; clear; handheld; battery	1		
Headphone – stereo; clear	1		
Y Headphone adapter – 2-way	1		
Light – book reading; small; LED	1		
MP3 player – digital; clear/Radio AM/FM clear	1 only		
MP3 player AC power adapter	1		
MP3 player screen protector sheets (3-pack)	1		
MP3 player protector cover	1		

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ELECTRONICS			
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Radio – AM/FM	1		
Razor – electric	1		
Razor head – electric replacement	1		
TV – 7” or 13”; flat panel/screen	1		
TV cable splitter 2-way	1		
TV cable – coaxial; 6ft maximum	1		
TV remote	1		
Three prong plug adapter	1		
Voltage surge protector strip	1		
Watch band – unisex; fast wrap	1		
Watch battery	1		
Watch wrist band pin	1		
Watch – wrist; analog; unisex; colored or clear	1 only		
Watch – wrist; digital; unisex; colored or clear			

HYGIENE & HEALTH			
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Acetaminophen – 2 count packets	10		
Acne cream – tube	1		
Allergy 24-hour tablets – package	1		
Antacid – generic – package	1		
Antifungal crème – Tolnafatate; ½ oz tube	1		
Anti-gas tablets – Gas-X-package	1		
Antiperspirant/deodorant	2 any combo		
Aspirin – 2 count packets	10		
Baby Powder	1		
Biotene mouth spray	1		
Brush – hair; vent; paddle; or no handle	1		
Bug stick	1		
Calcium tablets	1		
Chapstick	1		
Clipper – fingernail; no file & toenail; no file	2 (one type of each)		
Comb – small; plastic; black, 5” max or large	1		
Conditioner – clear container – bottle	1		
Cough drops – mentholyptus – bag	1		
Dental floss – single use strip	10		
Denture adhesive – box	1		
Denture bath	1		
Denture cleaner - box	1		
Ear plugs – pair	1		
Eucerin cream tube	1		
Emery Board	1		

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HYGIENE & HEALTH - CONTINUED			
Excedrin migraine 24 count bottle	1		
Eye drops – saline; optive; or Systane - bottle	1		
Eyewear – pair	2		
Facial moisturizer - conditioner	1		
Facial scrub	1		
Facial tissue	1		
Fiber Powder	1		
Fiber tablets	1		
Foot powder – bottle	1		
Hair cream/moisturizer - conditioner	1		
Hair dress – bergamot blue	1		
Hair gel - container	1		
Hair pick – afro; plastic	1		
Hair removal cream – 6ox tube	1		
Hair spray	1		
Hair ties – 12 count packet	1		
Headband - white	1		
Hemorrhoid ointment - tube	1		
Hydrocortisone 1% ointment – 1-ounce tube	1		
Ibuprofen – 2 count packets	10		
Insoles – Dr. Scholl’s	1		
Lotion – any type from canteen – bottle	1		
Luster pink lotion	1		
Magic cream	1		
Mirror – shaving; acrylic; 6: X 4 ½”	1		
Mouthwash – non-alcohol	1		
Muscle rub – tube	1		
Nasal spray – bottle	1		
Nasal Strips- box	1		
Orajel - ¼ ounce	1		
Pads- Incontinence- pack	1		
Pepto Bismol – tablets- box	1		
Preparation H – suppositories- box	1		
Razor- disposable; disallowed HSU1/HSU2	5		
Relaxer kit – 7.7oz relaxer crème; 2oz neutralizing shampoo; 2-.4oz conditioner; 2-.5 oz crème activator; wood spatula; plastic gloves- kit	1		
Shampoo – clear container- bottle	2		
Shaving cream – brushless; 7 ounce - tube	1		
Soap – Ivory, Deodorant, Moisturizing- bars	2 any combination		
Soap dish – soft plastic	1		

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HYGIENE & HEALTH - CONTINUED

Stool softener	1		
Sunblock – generic, 8-ounce bottle	1		
Toilet paper – 4 roll pack- package	1		
Toothbrush – flexible – 4-inch max	1		
Toothbrush holder (clear tube)	1		
Toothpaste	1		
Triple antibiotic ointment – 1-ounce tube	1		
Tweezers	1		
Tylenol 500mg- bottle	1		
Vitamin – glucosamine- bottle	1		
Vitamin – leutine- bottle	1		
Vitamin – Multiple- bottle	1		
Vitamin C - bottle	1		
Vitamin- D3 400IU- bottle	1		
Vitamin- Fish Oil- bottle	1		
Vitamin- Folic Acid- bottle	1		
Vitamin- Melatonin- bottle	1		
Vitamin- Probiotics- bottle	1		
Zinc - bottle			
Washcloth	1		
Zantac 75 – tablets – box	1		

FOOD & BEVERAGE ITEMS

BBQ Sauce – pack	10		
Bread – wheat - loaf	1 of either		
Bread- white - loaf			
Candy bar – assorted	5 any combination		
Candy bag (gummi, licorice mix, reese’s pieces, fireballs, M&M’s (assorted,) saltwater taffy, sugar free)	2 any combination		
Cheese – squeeze tube; cheddar or jalapeno	2 any combination		
Chips/pork rinds/popcorn – assorted bags	2 any combination		
Cocoa/hot chocolate mix; 8-ounce bag	2		
Coffee – instant; regular or decaffeinated – pouch	2 any combination		
Coffee creamer – liquid; packet	10		
Cookies – (assorted package, chocolate chip, crème wafer-sugar free, fig bar assorted, sandwich assorted flavors)	2 any combination		
Crackers – assorted	2 any combination		
Donuts	1 bag		
Drink mix – crystal light – individual packets – box	1		
Drink mix assorted – fruit, lemonade, Gatorade, tang, iced tea, powdered milk – pouch	5 any combination		
Granola bar - assorted	8		

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FOOD & BEVERAGE ITEMS - CONTINUED			
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Honey - squeeze	1		
Honey buns	6		
Jelly - grape; packet	20 combined		
Jelly - strawberry; packet			
Ketchup - packet	10		
Margarine - packet	10		
Mayonnaise - packet	10		
Meat snacks (sausage, tub of jerky, beef stick)	3 any combination		
Mustard - packet	10		
Nuts - mixed or peanuts	2 any combination		
Nutty bars - box	1		
Oatmeal - hot instant; assorted - box	1		
Peanut butter - creamy - packet	20		
Pie - apple - 4 ounces	5		
Pie - cherry - 4 ounces	5		
Pop or bottled water	8		
Pouch - (beef stew, chili with beans; hot, mac&cheese, refried beans, spam, tuna fish, assorted cereal, brown rice, chicken chili, chicken chunks, mixed veggies, seasoned ground beef, shredded beef)	10 any combination		
Ramen - assorted flavors	10 any combination		
Ranch dressing - packs	10		
Soy sauce - packs	10		
Sugar substitute - small box	1		
Sunflower seeds - without shells - package	1		
Tea bags - caffeine free; 10-12 bags / box	1		
Tea bags - green tea - package	1		
Tortilla - flour - package	1		
Trail mix assorted flavors/Dehydrated fruit.	2		

WRITING/MAILING/STATIONARY			
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Address book	1		
Box - plastic; tote; storage; 2 cubic ft. max - for hobby and legal only	1		
Box - small, mailing; 8" X 8" X 8" max; mailing out	1		
Card - birthday, sympathy; etc.	5		
Day planner	1		
Envelope - lg manila	3		
Envelope - pre-stamped; regular	15		
Envelope - regular	15		
File folder - plain manila paper; no pockets	10		
Journal - cardboard cover; glued binding	1		
Mailing tube - mail-out only	1		

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HOBBY ITEMS - ART			
Art reference book-included in the 15 authorized	5		
Art/drawing tablet – tablets – 20" X 30" maximum – No wire binder	2		
Bridge – plastic – 12"	1		
Canvas – 24" X 36" maximum – pre-stretched	2		
Card stock – sheets, 10" X 12" max	20		
Charcoal	12		
Compass – plastic – 6" max	1		

HOBBY ITEMS – ART CONTINUED			
Eraser	3		
French curves - plastic			
Glue – 16 oz. tube – nontoxic/nonflammable	1		
Graph paper – sheets	50		
Paint (acrylic) – two-ounce plastic container	24		
Paint (watercolor) – two-ounce plastic container	24		
Paint brush – 8" long max, 1 "wide max – wood handle	10		
Paint pallet – plastic	1		
Pencil – colored and plain as approved by security	24		
Ruler – plastic – 12" max	1		
Scissors – 5" max length; 3" max blades w/rounded tips; plastic handles – Low side and WRC only	1		
Shader	12		
Sponge – 4" X 6"	2		
Stencils/templates – plastic or paper	2		
Storage container – clear plastic – 6" X 12" X 2" max	1		
Tape – roll; ½ inch wide; light brown masking	1		
Toolbox – clear plastic only – 16" X 8" X 7"	1		
Small plastic cups for rinsing paint brushes	6		

HOBBY ITEMS BEADING			
Animal teeth & claws – any combination	8		
Barrettes blank	10		
Bead board– cloth	1		
Bead shell	50		
Beading book– included in 15 authorized	5		
Beads– hanks, plastic bags, tubes (must fit into approved storage container)	20 total		
Bees wax- 1" x 1" maximum	1		
Buckle blanks or Buckles	3		
Choker bead– packages – hair pipe, bone pipe	2		
Concho	12		

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Dowel (for hair ties) -1/4 diameter by 6" long – rubber	1		
Ear wire	100		
Eraser	3		
Eye pin	100		
Feather– 3" x 12" clear plastic packages	2		
Glue– 16 oz. Tube –non-toxic / non-flammable	1		
Graph paper– sheets	50		
Head pin	100		
Jump ring	100		
HOBBY ITEMS BEADING - CONTINUED			
Key ring	25		
Lacing – 50 ft. spool – leather	1		
Leather belt end (pre-cut)	In-house orders		
Leather inlay kit – small	3		
Leather scrap – 1 lb. bag	1		
Loom – plastic or wood – up to 25"	1		
Necklace clasp	100		
Needle threader	1		
Needle – 3" maximum	6		
Pencil – colored; as approved by security	24		
Pendant – packages of 10	2		
Quill – 2" X 3" clear plastic packages	2		
Ruler – 6" or 12", flexible plastic	1		
Scissors – 5" max length; 3" max blades w/rounded tips; plastic handles – Low side & WRC only	1		
Storage box – clear plastic – 6" X 12" X 2" max	3		
Tape – roll ½ inch wide; light brown masking	1		
Thread – bobbins (spools)	4		
Toolbox – clear plastic only 16" X 8" X 7" max	1		
Chicago Screws	50		
Earring hoops	100		
HOBBY ITEMS HORSEHAIR			
Barrett blank – aluminum or plastic only	10		
Bees wax – 1" X 1" maximum	1		
Belt ends – pairs – leather	3		
Slide blanks/tips	12		
Book – reference – included in the 15 authorized	5		
Buckle kit	3		
Chicago screw	50		

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Concho	12		
Dowel – no longer than 8 inches. 1/8" & 3/16" diameter nylon or 1/4" to 7/8" diameter wood	7		
Ear wire	100		
Eraser	3		
Eye pin	100		
Glue – 16 oz. tube – non-toxic; non-flammable	1		
Headstall bit – security approved – remain in Hobby shop	1		
Headstall piece – leather	1		
HOBBY ITEMS HORSEHAIR - CONTINUED			
Hitching graph paper – sheets	50		
Horsehair – pounds – pre-dyed	3		
Leather kit Winlay - small	3		
Jig – style/type approved by property committee	1		
Jump ring	100		
Key ring	25		
Lacing – 50-foot spool – leather	1		
Necklace clasps	100		
Needle – harness, stitching, sewing – 3" maximum	3		
Pattern	20		
Pencil – colored as approved by security	24		
Rawhide	9 feet X 1/8" or 1/4"		
Rings (metal) – small (1" max) – [D] & [O] any combination – large rings remain in the hobby shop	10		
Ruler – flexible plastic – 12" maximum	1		
Scissors – 5" max length; 3" max blades w/rounded tips; plastic handles – Low side and WRC only	1		
Scrap Leather – one-pound bag	1		
Storage container – clear plastic 6" X 12" X 2" max	1		
String (no twine) 520-foot total or 1/4 pound.	2 spools total		
Tape – roll; masking, 1/2" wide	1		
Template	1		
Thread – four-ounce spool	1		
Toolbox – clear plastic only – 16" X 8" X 7" max	1		
HOBBY ITEMS LEATHER (HOBBY SHOP ONLY) (MSP WRC INMATES ONLY)			
Paint Brushes	10		
Chicago Screws	50		
Key rings	25		
Bag snap/clasp – packages of each	2		
Bar snap	12		
Bees wax – 1" X 1" max	1		

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Bolo slide/Tip – of each	5		
Book – reference – pattern; included in the 15 authorized	5		
Buckle blank	5		
Center bar buckle – ranger style with tips	5		
Conchos	12		
Craft aid/Template	5		
Snap, rivet – of each	100		
Feather – packages	2		
HOBBY ITEMS LEATHER (HOBBY SHOP ONLY) (MSP WRC INMATES ONLY)- CONTINUED			
Grommet – of each	100		
Horse tack – bits, loops [D] & [O], squares, rings, etc. – security approved	2		
Lace – rolls	6		
Leather (rawhide) – square feet of each	20		
Ruler – plastic 12” plastic	1		
Leather glue – quart max – non-toxic, non-flammable	1		
Leather kit	3		
Needle – lacing – 3” max	3		
Paint, dye & finish – quart – non-toxic, non-flammable	1		
Scissors – 5” max length; 3” max blades w/rounded tips; plastic handles – Low side & WRC only	1		
Sheepskin – square feet	10		
Snakeskin	2		
Toolbox clear plastic only - 16” X 8” X 7” max	1		
Sponge – 4” X 6” max	2		
String/thread (no twine) – rolls of each; white cotton	2		
Tape – roll; ½ inch wide; light brown masking	1		
Tracing film – roll or 10 sheets	1		
Velcro	15 feet		
Vinyl insert	10		
Zipper	5		
HOBBY ITEMS PAPER WEAVING			
Construction paper – sheets	10		
Eraser	3		
Felt – sheets; 9” X 12” max	10		
Glue – 16 oz. tube – nontoxic/nonflammable	1		
Origami paper stock – sheets	55		
Paint – acrylic; 2 oz. plastic containers	12		
Paint brush – 8” long max- wood handle only	10		
Pencil – colored; as approved by security	24		
Ruler – plastic 12” max	1		

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Scissors – 5” max length; 3” max blades w/rounded tips; plastic handles – Low side & WRC only	1		
Thread – four-ounce spool	1		
Toolbox Clear plastic only 16” X 8” X 7” max	1		
Velour paper – sheets – 20” X 27” maximum	20		
HOBBY ITEMS YARN/CROCHET/CROSS-STITCH			
Reference and Pattern book included in 15 authorized	5		
Aida cloth – 16” X20” max	1		
HOBBY ITEMS YARN/CROCHET/CROSS-STITCH - CONTINUED			
Crochet/knitting needle; plastic; six-inch max (rounded only)	4		
Doll parts; plastic for 2 dolls	2		
Felt – sheets; 9” X 12” max	10		
Glue – 16 oz. tube – nontoxic, non-flammable	1		
Hoop – wood – 14” diameter maximum	2		
Knitting loom – plastic; 14” long max	1		
Mesh – plastic grid sheets – 12” X 18” max	10		
Music box mechanism	2		
Needle – sewing – 2” max	3		
Needlepoint canvas – 20”X 20” kit	1		
Ruler – plastic – 12” max	1		
Scissors – 5” max length; 3” max blades w/rounded tips; plastic handles – low side & WRC only	1		
Sequin – one – 1 oz. package	4		
Stuffing bag	1		
Thread 8ft. 7 yard skeins; floss	15		
Toolbox – clear plastic 16” X 8” X 7” max	1		
Yard Skeins	10		
RELIGIOUS ITEMS – ASATRU/ODINIST			
Botanicals – Sage, Lavender, Juniper, Cedar. 1 cup of each allowed, stored in clear plastic bags that are labeled	1 cup each		
Thor’s Hammer Medallion w/24” chain or Valknut Pendent (security approved)	May have one or the other. Not both.		
Religious Publications (part of the 15 limit)			
Imitation raven’s feather – 6” to 9” maximum length	1		
Odinist devotional pictures	4		
Parchment Posters 8 ½” X 11” (Dark God/9 Virtues)	2		
Rune Cards – deck of runes	1		
Rune Casting Cloth – must be stored when not in use	1		
Rune Tiles (wooden only) one set of 24 in a pouch	1		

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RELIGIOUS ITEMS – ASATRU/ODINIST Continued

Tarot Cards	1		
Votive candle (white, battery operated)	1		

RELIGIOUS ITEMS – CELTIC PAGAN

Sacred Circle Tarot Cards	1 deck with book		
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RELIGIOUS ITEMS - BUDDHIST

Sutra (book) & religious publications (part of the 15 limit)			
Prayer Beads	1		
Buddha picture	1		
"OM" Poster	1		
Buddha medallion w/24" chain	1		

RELIGIOUS ITEMS - CHRISTIAN

Bible & religious publications (part of the 15 limit)			
Cross Medallion/crucifix/Greek Orthodox with 24" chain, choice of 1	1		
Devotional Pictures (Catholic) – 5" X 7"	2		
Rosary Beads (Catholic)	1		
Prayer Shawl	1		
Scapular (Catholic cloth patches worn under shirt)	1		
Orthodox Christian prayer cards (Greek Orthodox)	4		
Orthodox Christian calendar (Greek Orthodox)	1		
Matzah for Kiddush-Messianic Judaism – box (1 box a week)	1		
Seder plates-Messianic Judaism (Passover season)	2		
Matzah for Passover – box- Messianic Judaism (Passover season)	3		
Prayer Garment (Messianic Judaism)	1		
Votive Candle	1		
Yarmulke- Messianic Judaism	1		
Juice Boxes -Messianic Judaism (Passover season)	8		
33 knot prayer rope (Greek Orthodox)	1		

RELIGIOUS ITEMS – CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS
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Bible & religious publications (part of the 15 limit)			
CTR Medallion with chain or leather lanyard	1		
Votive Candle	1		

RELIGIOUS ITEMS - HINDU

Prayer Mat	1		
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RELIGIOUS ITEMS – RASTAFARIAN

Bible & religious publications (part of 15 limit)			
Hebrew Calendar	1		
Medallion (Lion of Judah/Star of David/Ankh) Choice of 1	1		

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Pendulum (choice of color)	1		
Tam	1		
RELIGIOUS ITEMS – RUSSIAN ORTHODOX			
Votive Candle	1		
RELIGIOUS ITEMS - JUDAISM			
Yarmulke (skull cap), (Kippah)	1		
Torah, Siddur (scriptures) & religious publications (part of the 15)			
Prayer shawl (Tallis)	1		
Prayer garment (Tzitzit) – white fringed undershirt with blue border	1		
Phylacteries (Tefillim) – leather boxes worn on the forehead and right arm	1		
Star of David medallion/Mezuzah Medallion with 24” security approved choice of 1	1		
Hebrew Calendar	1		
Matzah for Passover (Passover season)	3		
Sedar plates for Passover (Passover season)	2		
Grape juice boxes for Passover (Passover season)	8		
Battery operated candle	1		
Besamim spices- package, clear plastic baggie	1		
Mishloach Manot – package (Purim holiday)	2		
Cheese snack – package (Shavuot holiday)	1		
Matzah for Kiddush – box (order 1 box a week)	1		
RELIGIOUS ITEMS – NATIVE AMERICAN			
Sage – clear bag – cup	1		
Sweetgrass Braid – 12” long	1		
Cedar – clear bag – cup	1		
Juniper – clear bag – cup	1		
Bitterroot – clear bag – cup	1		
Osha root – clear bag – cup	1		
Leather pouch with 24” leather lanyard (plain; no beading or adornments) – 2 ½” X 2 ½”	1		
Feathers (plain; no beading or adornments) These feathers can be constructed into a fan using a leather strand obtained through canteen.	10 loose or 20 misc. not both		
Dream catcher (5” diam max; may be beaded) security approved	1		
Lavender – clear bag – cup	1		
Prayer blanket – fleece 30” by 40”			
RELIGIOUS ITEMS – SANTA MUERTE			
Votive Candle	2		
4” X 6” ICON Santa Muerte	1		
Santa Muerte Rosary	1		
Santa Muerte Medallion	1		
RELIGIOUS ITEMS - SATANISM			

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RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 0			
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BEDDING & LINENS			
Blankets – state issue	2		
Hand towel – state issue	2		
Mattress – state issue	1		
Pillow – state issue	1		
Sheets – state issue	2		

CLOTHING & FOOTWEAR			
Briefs – state issue –	3		
Bra	3		
Scrubs – top and bottom – state issue	2 each		
Shoes – shower shoes, black; slip-on – state issue – pair	1		
Socks – state issue – pair	3		
Thermal Top authorized November 1 st through April 30 th only	1		
Thermal Bottom authorized November 1 st through April 30 th only	1		

HYGIENE & HEALTH			
Deodorant ½ oz clear stick	1		
Denture adhesive (issued to indigent) – box	1		
Eyewear	1 PER HSR		
Hairbrush – security approved – state issue	1		
Hair tie – no metal – state issue	1		
Pad’s incontinence	1		
Soap – bar, ½ oz. – state issue	1		
Toilet paper – 1 roll – state issue	1		
Toothbrush – 4” max; blue; flexible; state issue	1		
Toothpaste – clear tube; 1 ½ oz. – state issue	1		

WRITING/MAILING/STATIONARY			
Envelope – pre-stamped; regular (issued to indigent)	5		
Envelope – 10” X 13” manila (issued to indigent)			
Envelope – plain (issued to indigent)	5		
Paper – (issued to indigent)	10		
Flex Pencil - state issue	1		

MISCELLANEOUS/GENERAL ITEMS			
Address book (if part of property prior to placement)	1		
Book	1		
Cup – Styrofoam – state issue	1		
Legal papers			
Personal letters (Received while in PHC/Detention)			
Ring – wedding – if worn when admitted to unit	1		
Religious publication	1		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 1			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

BEDDING & LINENS			
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Blankets – state issue	2		
Hand Towel – state issue	1		
Mattress – state issue	1		
Pillow – state issue	1		
Pillowcase – state issue	1		
Sheets – state issue	2		

CLOTHING & FOOTWEAR			
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Briefs – boxers – state issue	3		
Bra	3		
Cap – blue stocking	1		
Scrubs – top and bottom – state issue	1 each		
Shoes – Velcro; slip-on, or personal shoes with laces	1 pair of either not both		
Shoes – black; slip-on, state issue			
Shower shoes	1		
Socks – state issue	3		
Thermal bottom – state issue – authorized November 1 st through April 30th	1		
Thermal top – state issue – November 1 st through April 30th	1		

ELECTRONICS			
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Batteries AA/AAA	4		
Ear buds – 3ft. cord	1 of either not both		
Headphones – stereo, clear			
Clock radio or MP3 player	1 of either, not both		
Headphone extension cord	1		
MP3 Player AC power adapter	1		
MP3 Player Screen Protector – 3 pack	1		
MP3 Protective cover	1		

HYGIENE & HEALTH			
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Antacid – generic – pkg	1		
Cough drops – bag	1		
Denture adhesive (issued to indigent) – box	1		
Dental floss – single use packet	10		
Deodorant – ½ ounce; clear stick	1		
Ear plugs – pair	1		
Eyewear	Per HSR		
Fiber Tablets - bottle	1		
Soap – bar	1		
Toilet paper – roll	4		
Toothbrush – 4” max; blue; flexible	1		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 1			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

HYGIENE & HEALTH Continued

Toothpaste – clear tube; fluoride	1		
Tylenol – packets of 2	10		
Vitamin C – bottle	1		
Vitamin – Calcium	1 bottle		
Vitamin – D3 400 IU	1 bottle		
Vitamin – Fish Oil	1 bottle		
Vitamin – folic acid	1 bottle		
Vitamin – multiple; clear bottle	1 bottle		
Vitamin – Probiotics – 30 count	1 bottle		
Zinc – bottle	1		
Hair tie – no metal	1		
Lip Balm clear plastic tube	1		

WRITING/MAILING/STATIONARY

Card – birthday; sympathy; etc.	5		
Envelope – pre-stamped; regular (5 issued to indigent)	15		
Envelope – 10” X 13”, manila (3 issued to indigent)	3		
Envelope – plain white (5 issued to indigent)	15		
Paper – notebook/typing 100 sheets (10 sheets per week issued to indigent)	1 pack/tablet		
Pen – flex – state issue	1		
Typewriter ribbon (1 issued to indigent)	2		

MISCELLANEOUS/GENERAL ITEMS

Address book	1		
Books – personal	5		
Books – library – state owned	3		
Calendar – one page	1		
Cup – Styrofoam – state issue	2		
Dictionary	1		
Legal papers			
Magazines	3		
Photographs – authorized 24	24		
Ring – wedding	1		
Pads – incontinence	1		
Storage box – security approved	1		

RELIGIOUS ITEMS – Religious items must be stored when not in use. Misuse may result in confiscation of item.

Medallion/medicine bag (see MSP procedure 4.1.3 attachment D)			
Eagle Feathers for Native American faith only	10 loose or 20 misc. loose. Not both.		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 1			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

RELIGIOUS ITEMS – <i>Religious items must be stored when not in use. Misuse may result in confiscation of item.</i>			
Religious Publications	1 – counts toward 5 personal limit		
Tarot cards – deck; no nudity; Wiccan faith and Satanist	1		
Religious Headgear (Jewish, Messianic Judaism, Islam, Rasta)	1		
Prayer Blanket/Rug (Native American, Islam, Hindu)	1		
Devotional ICON pictures (Wicca, Odinist, Christian (Catholic), Buddhism, Santa Muerte)	Odinist – 4, Christian – 2, Buddhist – 1, Wicca – 4, Santa Muerte - 1		
Rune Cards (Odinist)	1		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 2			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

BEDDING & LINENS			
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Blankets - state issue	2		
Hand towel – state issue	1		
Mattress - state issue	1		
Pillow - state issue	1		
Pillowcase - state issue	1		
Sheets – state issue	2		

CLOTHING & FOOTWEAR			
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Briefs- state issue	3		
Bra	3		
Cap – stocking; blue	1		
Scrubs – top and bottom - state issue	1 of each		
Shoes – Velcro; slip-on, or personal shoes with laces	1 pair of either not both		
Shoes – black; slip-on - state issue			
Shoes – Shower – pair	1		
Thermal Top authorized November 1 st through April 30 th	1		
Thermal Bottom authorized November 1 st through April 30 th	1		

ELECTRONICS			
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Clock radio or MP3 player	1 of either not both		
Watch – commissary purchase only	1		
Ear buds – 3ft cord	1 of either not both		
Headphones – stereo, clear			
Headphone extension cord	1		
Watch - clear, unisex, wrist, digital	1		
Watch – battery	1		
MP3 Player AC power adapter	1		
MP3 Player screen protector – 3 pack	1		
MP3 Player protective cover	1		

HYGIENE & HEALTH			
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Acetaminophen – 2 ct. pk	10		
Antacid – generic – pk	1		
Aspirin – 2 ct. pk	10		
Cough drops – bag	1		
Dental floss – single use pk	10		
Denture adhesive (issued to indigent) – box	1		
Eyewear	Per HSR		
Eye drops – saline bottle	1		
Fiber tablets – bottle	1		
Hairbrush – security approved	1		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 2			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.
Hari tie – no metal	1		
Hemorrhoid crème – 2 oz tube	1 with HSR		
Ear Plugs	1 pair		
Deodorant ½ oz. clear stick	1		
Hemorrhoid suppositories – 12 count package	1 with HSR		
Hydrocortisone ointment – 1 oz. tube	1 with HSR		
Ibuprofen – 2 count packets	10		
Lip balm – clear plastic tube	1		
Pads- incontinence	1		
Soap – bar	1		
Toilet paper (issued to indigent)	4		
Toothbrush – 4” max; blue; flexible	1		
Toothpaste - clear tube; fluoride	1		
Tylenol- 2 per package	10		
Vitamin C – bottle	1		
Vitamin- Calcium- bottle	1		
Vitamin- D3 400 IU- bottle	1		
Vitamin- Fish Oil- bottle	1		
Vitamin- Folic Acid- bottle	1		
Vitamin- Melatonin – bottle	1		
Vitamin – multiple; clear bottle	1		
Vitamin- Probiotics 30 count- bottle	1		
Zinc – bottle	1		
WRITING/MAILING/STATIONARY			
Card – birthday; sympathy; etc.	5		
Envelope – pre-stamped; regular	15		
Envelope – 10” X 13”; manila	3		
Envelope – plain; white	15		
Paper – notebook (10 per week issued to indigent) sheets	100		
Paper – typing sheets	100		
Pen – flex (issued to indigent)	1		
Tablet – writing	2		
MISCELLANEOUS/GENERAL ITEMS			
Address book	1		
Books – personal	5		
Books - library – state owned	3		
Calendar – one page	1		
Cards – pinochle or playing; Bicycle- deck	2 any combo		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 3			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

BEDDING & LINENS			
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Blankets – state issue	2		
Hand Towel – state issue	1		
Mattress – state issue	1		
Pillow – state issue	1		
Pillowcase – state issue	1		
Sheets – state issue	2		

CLOTHING & FOOTWEAR			
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Briefs – boxers – state issue	9 any combo		
Bra	3		
Cap – blue stocking	1		
Scrubs – top and bottom – state issue	1 each		
Shoes – Velcro; slip-on, or personal shoes with laces	1 pair of either not both		
Shoes – black; slip-on, state issue			
Socks – state issue	9		
Thermal bottom – state issue authorized November 1 st through April 30 th	1		
Thermal top – state issue – state issue authorized November 1 st through April 30 th	1		

ELECTRONICS			
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Batteries AA/AAA	4		
Clock Radio - clear	1		
Cord – headphone extension	1		
Ear Buds – 3 ft. cord	1 of either not both		
Headphone - clear			
MP3 player, radio, or clock radio; clear	1 of each		
MP3 player AC power adapter	1		
MP3 player screen protector sheets (3 pack)	1		
Remote	1		
TV 7” or 13” – only after 30 days clear conduct on the block UM approved	1		
TV coax cable 6ft. max	1		
Watch – clear; unisex; wrist; digital	1		
Watch battery	1		

HYGIENE & HEALTH			
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Antacid – generic – pkg	1		
Cough drops – bag	1		
Denture adhesive (issued to indigent) – box	1		
Dental floss – single use packet	10		
Deodorant – ½ ounce; clear stick	1		
Ear plugs – pair	1		
Eyewear	Per HSR		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 3			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

HYGIENE & HEALTH Continued			
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Fiber Tablets - bottle	1		
Soap – bar	1		
Toilet paper – roll	4		
Toothbrush – 4” max; blue; flexible	1		
Toothpaste – clear tube; fluoride	1		
Tylenol – 2 per/package	10		
Vitamin C – bottle	1		
Vitamin – Calcium	1 bottle		
Vitamin – D3 400 IU	1 bottle		
Vitamin – Fish Oil	1 bottle		
Vitamin – folic acid	1 bottle		
Vitamin – melatonin - bottle	1		
Vitamin – multiple; clear bottle	1		
Vitamin – Probiotics – 30 ct. bottle	1		
Zinc – bottle	1		

FOOD & BEVERAGE			
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Coffee – instant; regular or decaffeinated	2 any combo		
Cookies; sandwich; pack	2		
Chips/Pork Rinds/ Popcorn – variety pack	2 any combo		
Drink mix – fruit, Gatorade, iced tea, grape	5 any combo		
Sugar substitute – small box	1		

WRITING/MAILING/STATIONARY			
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Card – birthday; sympathy; etc	5		
Envelope – pre-stamped; regular (5 issued to indigent)	15		
Envelope – 10”x13”; manila (issued to indigent)	3		
Envelope – plain; white (5 issued to indigent)	15		
Paper – notebook (10 per week issued to indigent) sheets	100		
Paper – typing- sheets	100		
Tablet – writing	2		
Typewriter ribbon cartridge – 1 Issued to indigent	2		

MISCELLANEOUS/GENERAL ITEMS			
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Address book	1		
Books – personal	5		
Books - library – state owned	3		
Bowl – with lid	1		
Calendar – one page	1		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 3			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

MISCELLANEOUS/GENERAL ITEMS Continued			
Cards – pinochle or playing; Bicycle- deck	2 any combo		
Cup – clear plastic non insulated; with lid	2		
Dictionary	1		
Legal papers			
Magazines	3		
Newspapers	2		
Photographs – authorized 24	24		

HOBBY ITEMS			
Book – coloring; part of 5 limit	1		
Erasers	1		
Permit – max art (must maintain clear conduct)			
Washable crayons	1 package		
Paper 14” X 11” sheets	10		

RELIGIOUS ITEMS – <i>Must be stored away when not in use. Misuse of any religious item may result in confiscation of item.</i>			
Botanicals (dry use only) (Native American, Wicca, Odinist)	Wicca – Sage, Cedar, Lavender. 1 cup each. Native American - Sage, Osha Root, Bitterroot, Lavender, Juniper; 1 cup each. Sweet Grass Braid 12” max Odinist – Sage, Cedar, Juniper, and lavender		
Medallion/medicine bag – see MSP 4.1.3 Attachment D	1		
Eagle Feathers, Native American faith only	10 loose feathers or 20 misc. loose feathers but not both		
Religious Publications	1 – counts toward 5 personal limit		
Tarot cards – deck; no nudity; for Wiccan and Satanist faith only	1		
Religious Headgear (Jewish, Messianic Judaism, Islam, Rasta)	1		
Devotional ICON pictures (Wicca, Odinist, Christian (Catholic), Buddhism,, Santa Muerte)	Wicca – 4 Odinist – 4 Christian– 2 Buddhist – 1 Santa Muerte - 1		
Rune cards – set for Odinist faith only	1		
Prayer blankets/Prayer rugs (Native American, Islam, Hindu)	1		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 4 & 5			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

BEDDING & LINENS			
Blankets – state issue	2		
Hand towel – state issue	1		
Mattress – state issue	1		
Pillow – state issue	1		
Pillowcase – state issue	1		
Sheets – state issue	2		

CLOTHING & FOOTWEAR			
Boxer shorts – white	9 – any combo		
Briefs – white			
Bra	3		
Cap – stocking; blue	1		
Cap- Base Ball	1		
Headband - white	1		
Shirt – Tee; white (level 4 authorized amount 3) (level 5 authorized amount 4)			
Shorts – gym; gray	1		
Shoes – Velcro; slip-on- pair or personal shoes with laces	1 of either not both		
Shoes – shower- pair	1		
Socks – Anklet, quarter, no show, slouch- Pair	9 any combo		
Sweatpants – gray; no pockets	1		
Sweatshirt – gray; no hood or pockets	1		
Tank top	1		
Thermal bottom authorized November 1 st through April 30 th	2		
Thermal top authorized November 1 st through April 30 th	2		

ELECTRONICS			
Battery AA or AAA (level 4 authorized amount 4) (level 5 authorized amount 8)			
Battery charger	1		
Cord – headphone, extension; 6 ft.	1		
Ear Buds – 3ft. cord	1		
Electric Razor - Protective Custody Only			
Game device – small; clear; handheld; battery Level 5 only	1		
MP3 player screen protector sheets (3 pk)	1		
MP3 player protector cover	1		
Remote	1		
TV 7” or 13” – only after 20 days clear conduct on the block.	1		
TV cable – coaxial; 6ft.max	1		
Three prong plug adapter	1		
Voltage surge protector strip	1		
Watch – unisex; wrist; digital; clear; not metal back	1		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 4 & 5			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

ELECTRONICS Continued			
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Watch battery	1		
Headphone stereo – clear	1		

HYGIENE & HEALTH			
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Acetaminophen – 2 count packets	10		
Antacid – generic – package	1		
Antifungal Cream - Level 5	1		
Anti-Gas tablets – box – Level 5	1		
Aspirin 2 count packets	10		
Cough drops – bag	1		
Dental floss – single use packet	10		
Denture adhesive – (issued to indigent) box	1		
Deodorant – ½ oz clear stick; no alcohol	1		
Ear plugs – pair	1		
Eucerin Cream – tube – Level 5 or with HSR	1		
Excedrin Migraine 24 count bottle	1		
Eyewear	Per HSR		
Eye drops – saline bottle	1		
Facial Tissue	1		
Fiber tablets – bottle	1		
Hairbrush – security approved	1		
Hair tie – no metal 12 pk	1		
Hemorrhoid crème	1 with HSR		
Hemorrhoid suppositories – 12 ct. package	1 with HSR		
Hydrocortisone ointment 1 oz. tube	1 with HSR		
Ibuprofen – 2ct. packages	10		
Insoles – Dr. Scholl’s – pair – Level 5	1		
Lip balm – clear plastic tub	1		
Mirror – shaving acrylic 6” X 4” – Level 5	1		
Nasal Strips – Breath Right – Level 5	1		
Nasal spray – Level 5	1		
Orajel – Level 5	1		
Pads – incontinence	1		
Soap – bar	1		
Toilet paper – roll – 1 state issue for indigent	1		
Toothbrush 4” max; blue; flexible	1		
Toothpaste - clear tube; fluoride	1		
Tylenol- 2 per/packets	10		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 4 & 5

PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.
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HYGIENE & HEALTH Continued

Vitamin C – bottle	1		
Vitamin- Calcium- bottle	1		
Vitamin- D3 400 IU- bottle	1		
Vitamin- Fish Oil- bottle	1		
Vitamin- Folic Acid- bottle	1		
Vitamin- Melatonin – bottle	1		
Vitamin – multiple; clear bottle	1		
Vitamin- Probiotics 30 count- bottle	1		
Zinc – bottle	1		

FOOD & BEVERAGE ITEMS

Meat Snacks (sausage, tub of jerky, beef stick)	3 any combo		
BBQ Sauce- packs	10		
Candy bag – (atomic fire balls, gummi candy, reese’s pieces, assorted small candy bars, licorice mix, M&M plain, saltwater taffy, sugar free) Level 5	2 bags any combination		
Candy bars assorted	5 any combination		
Cheese – squeeze tube; cheddar or jalapeno	2 any combination		
Chips assorted/Pork Rinds/ popcorn – bag	2 any combination		
Cocoa/hot chocolate mix; 8 oz. bag	2		
Coffee – instant; decaffeinated or regular pouch	2 any combination		
Coffee creamer – liquid; packet	10 any combination		
Cookies (assorted, chocolate chip, crème wafer, sugar free, fig bar assorted, Grandma, sandwich assorted flavors)	2 any combination		
Cracker – assorted	2 any combo		
Donuts – bag	1		
Drink mix assorted pouch	5 any combo		
Drink Mix – Crystal light – box	1		
Granola bars	8		
Honey buns	6		
Jelly – grape, strawberry; packet	20 any combo		
Ketchup – packet	10		
Margarine – packet	10		
Mayonnaise – packet	10		
Mustard – packet	10		
Nuts – mixed or peanuts	2 any combo		
Nutty bars – box	1		
Oatmeal – hot instant; assorted box	1		
Peanut butter – creamy; packet	20		
Pie – apple – 4 oz.	5		
Pie – cherry – 4 oz.	5		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 4 & 5			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

FOOD & BEVERAGE ITEMS Continued			
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Pop – 4 flavors; 20 oz plastic bottle, water bottles – Level 5	8		
Pouch – (chicken chunks, chili with beans, refried beans, seasoned ground beef, mac & cheese, mixed veggies, brown rice, assorted cereal, shredded beef, spam, tuna fish, beef stew)	10 any combination		
Ramon assorted flavors	10 any combination		
Ranch dressing – packs	10		
Soy sauce – packs	10		
Sugar substitute – sm box	1		
Sunflower seeds – no shells - pack	1		
Tea bags – caffeine free; 10-12 bags/box	1		
Tea bags green tea – pk	1		
Tortilla – flour – package	1		
Trail mix; assorted flavors; dehydrated fruit package	2		
Vegetable cup in liquid	2		
Yogurt Covered Raisins	2		

WRITING/MAILING/STATIONARY			
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Address book	1		
Card – birthday; sympathy; etc.	5		
Envelope – pre – stamped; regular	15		
Envelope – manila; 10"x13"	3		
Envelope – regular	15		
Journal- composition	1		
Paper – notebook- sheets	100		
Tablet – legal	2		
Tablet – writing	2		
Typing paper – sheets	100		
Typewriter ribbon cartridge (1 issued to indigent)	2		

MISCELLANEOUS/GENERAL ITEMS			
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Books – personal	5		
Books – library - state issue	3		
Bowl – with lid	1		
Calendar – one page	1		
Cards – pinochle or playing; Bicycle – deck	2 any combo		
Cup – clear plastic non insulated; with lid	2		
Dictionary	1		
Legal papers			
Magazines	3		
Newspapers	2		
Magazines	3		
Newspapers	2		

Inmate Name: _____ Staff Name (print) _____ Date: _____

RESTRICTIVE HOUSING UNIT ADMINISTRATIVE SEGREGATION LEVEL 4 & 5			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

MISCELLANEOUS/GENERAL ITEMS Continued			
Photographs – authorized 24	24		
Ring – wedding	1		
Storage container – security approved	1		

HOBBY ITEMS			
Permit – max art (with clear conduct)			
Permit – max level paper weaving (with clear conduct)			
Book – coloring; part of 5 limit			
Construction paper – (paper weaving)	10 sheets		
Washable Crayons	1 package		
Paper - 14" x 11" sheets	10		
Eraser	1		

RELIGIOUS ITEMS – <i>When not in use, religious items must be stored away. Misuse of religious items may result in confiscation</i>			
Botanicals (dry use only) (Native American, Wicca, Odinist)	Wicca – Sage, Cedar, Lavender. 1 cup each. Native American - Sage, Osha Root, Bitterroot, Lavender, Juniper; 1 cup each. Sweet Grass Braid 12" max Odinist – Sage, Cedar, Juniper, Lavender		
Medallion/medicine bag – see MSP 4.1.3 Attachment D	1		
Eagle Feathers, Native American faith only	10 loose feathers or 20 misc. loose feathers but not both		
Religious Publications	1 – counts toward 5 personal limit		
Tarot cards – deck; no nudity; for Wiccan and Satanist faith only	1		
Religious headgear (Jewish, Messianic Judaism, Islam, Rasta)	1		
Rune cards – set for Odinist faith only	1		
Prayer blankets/Prayer rugs (Native American, Islam, Hindu)	1		
Devotional ICON pictures (Wicca, Odinist, Christian, Buddhism, Santa Muerte)	Wicca – 4, Odinist -4, Christian (Catholic) -2 Buddhist – 1, Santa Muerte - 1		

Inmate Name: _____ Staff Name (print) _____ Date: _____

MDIU PROPERTY INVENTORY			
PROPERTY/COMMISSARY ITEMS	AUTHORIZED AMOUNT	AMOUNT PRESENT	CONDITION, i.e., OPEN, UNOPENED, NEW, USED, WORKING, NOT WORKING, CRACKED, WORN, RIPPED, ETC.

BEDDING AND LINENS			
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Blankets – state issue	2		
Hand Towel – state issue	1		
Mattress – state issue	1		
Pillow – state issue	1		
Pillowcase – state issue	1		
Sheets – state issue	1		

CLOTHING & FOOTWEAR			
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Bra	3		
Briefs – boxers state issue	3		
Cap – stocking; blue	1		
Scrubs – top and bottom – state issue	1 of each		
Shoes – velcro; slip-on – state issue	1 pair of each		
Shoes – black; slip-on			
Socks – state issue	1		
Thermal bottom – state issue	1		
Thermal top – state issue	1		

ELECTRONICS			
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AM/FM radio – IWF issued by unit	1		
Ear buds – 3 ft cord	1		
AAA Batteries	6		
Watch; clear; unisex; wrist; digital; no metal back	1		
Watch battery	1		
Watch pins	1		

HYGIENE & HEALTH			
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Acetaminophen- 2 tablets- packs	10		
Acne Cream	1		
Antacid – generic- package	1		
Antifungal cream	1		
Anti-Gas tabs- box	1		
Aspirin, 2 tablets- packs	10		
Ben Gay	1		
Conditioner	1 any type		
Cough drops- bag	1		
Denture Adhesive (issued to indigent) box	1		
Dental floss – single use packet	10		
Denture Bath	1		
Denture Cleaner – box	1		
Deodorant	2 any combo		

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HYGIENE & HEALTH Continued			
Ear plugs – pair	1		
Eye drops	1		
Eucerin Cream tube	1		
Excedrin Migraine – 24 count – bottle	1		
Eyewear	Per HSR		
Facial Scrub	1		
Fiber tablets or Fiber powder – bottle	1 of each		
Fingernail clippers	1		
Glucosamine	1		
Hair comb or Pick – security approved	1 of each		
Hair tie – no metal	1		
Hemorrhoid Cream- box	1		
Hemorrhoid Suppositories	1		
Hydrocortisone Ointment	1		
Ibuprofen 2 tablets= packs	10		
Insoles- pair	1		
Lip balm – clear plastic tube	1		
Lotion- any combo	1		
Luster Pink Moisturizer	1		
Mirror- Shaving	1		
Mouth Spray- Biotene	1		
Nasal Spray	1		
Nasal Strips	1		
Pads- incontinence	1		
Pepto Bismol 30 count	1		
Shampoo	2 any combo		
Soap – bar	1		
Soap Dish	1		
Stool Softer- box	1		
Toilet paper – roll	4		
Toothbrush	1		
Toothbrush holder	1		
Toothpaste	1		
Triple Antibiotic Ointment	1		
Tylenol- 500 mg- bottle	1		
Vitamin- Calcium- bottle	1		
Vitamin C - bottle	1		
Vitamin- D3 400 IU- bottle	1		
Vitamin- Fish Oil- bottle	1		
Vitamin- Folic Acid- bottle	1		

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HYGIENE & HEALTH Continued			
Vitamin – Lutein eye	1 bottle		
Vitamin – multiple; clear bottle	1		
Vitamin – Probiotics – 30 ct. – bottle	1		
Zinc - bottle	1		
Wash cloth – state issue	1		

WRITING/MAILING/STATIONARY			
Card – birthday; sympathy; etc.	5		
Envelope – pre-stamped; regular (5 issued to indigent)	15		
Envelope – 10” X 13”; manila (3 issued to indigent)	3		
Envelope – plain white (5 issued to indigent)	15		
Paper – notebook/typing paper 100 sheets (10 issued per week to indigent)	1 package/tablet		
Pen – flex; black, blue	2 any combo		
Pencil	2		

MISCELLANEOUS/GENERAL ITEMS			
Address book	1		
Books – personal	5		
Books - library – state owned	3		
Bowl, Large with lid	1		
Calendar – one page	1		
Cards- Pinochle or Poker	2 any combo		
Grape Drink Mix	5 any combo		
Fruit Punch			
Cup – clear plastic non insulated; with lid	2		
Cup – Styrofoam - state issue	2		
Dictionary	1		
Legal Papers			
Magazines	3		
Newspapers	2		
Photographs	24 loose		
Ring – wedding	1		
Spork	2		