

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Property Management</u> STATEMENT NUMBER <u>9.02</u>
SUBJECT: ISSUANCE AND CONTROL OF INMATE PROPERTY PROPONENT: <u>Christopher Kench, Director</u> <i>Name/Title</i> <u>Commissioner's Office 271-5601</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>06/15/14</u> REVIEW DATE <u>06/15/15</u> SUPERSEDES PPD# <u>9.02</u> DATED <u>03/01/2013</u>
ISSUING OFFICER: <hr/> <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To establish and provide procedures for the issuance and control of inmate property

II. APPLICABILITY:

To all staff and inmates

III. POLICY:

It is the policy of the Department of Corrections to issue certain types and quantities of State property to inmates for their use during the term of their confinement. Except as otherwise provided herein, all State property issued to inmates will be returned to the State at the time of release from custody. Inmates will only be allowed to retain in their possession those items of personal property that are specifically authorized; any item in excess of authorization or not authorized will be taken from the inmate and disposed of as outlined below.

IV. PROCEDURE:

A. Property Control

Control of property begins when an inmate is in-processed. At this point all property that the inmate brings in will be separated as authorized and unauthorized. Money and negotiable instruments will be processed and turned over to the Inmate Accounts Office. Property that is authorized will be inventoried on a property record with a copy for the property file and a copy for the inmate. The inmate will be allowed to retain this property. Property which is either unauthorized or in excess of authorization will be taken from the inmate and prepared to be sent out. An inventory of this property will be made with one copy for the property file, one for the offender record and one copy for the inmate. The inmate will be required to give an address to which this property can be sent and to bear the expense of sending it out. Each inmate will receive written notice and acknowledge receipt (5-Day Notice Form SP-36) of same at time of intake that all personal clothing that the inmate was wearing upon arrival and unauthorized property must be removed within five business days of intake/reception; otherwise it will be disposed of by the State. The inmate will be advised that if the property is returned as being undeliverable it will be disposed of as contraband.

B. Prescription and Non-Prescription Medication

1. No personal medication is allowed. Any medication brought into the facility will be delivered to health services staff for review and disposition to the Pharmacy for destruction.
2. The Department of Corrections Pharmacy Department provides prescription and non-prescription medication upon the order of an authorized prescriber. The inmate may purchase certain non-prescription medication from the canteen.

C. Authorized Property

1. Each facility, and where appropriate each housing unit, shall have a list of authorized property for that facility or housing unit describing what property may be kept where, what will be issued to whom, when, and where property will be stored or maintained. An issue of suitable clothing will be given to all inmates. The clothing will be properly fitted, climatically suitable, durable and presentable. An issue of articles necessary for maintaining proper personal hygiene will be given to each inmate. When necessary, special, and when appropriate, protective clothing and equipment, will be issued to inmates assigned to the institution's food service area, hospital area, farm, garage, physical plant maintenance shop areas and other special work details. The lists will be available to all inmates, posted on appropriate bulletin boards and carefully adhered to by both staff and inmates.
2. Given the security needs of the Special Housing Unit (SHU) and Close Custody Unit (CCU), it is reasonable to believe that any authorized property list will be notably more restrictive than general population and/or reduced custody housing units. Because of storage limitations, inmates who are reclassified to a higher security status will be required to dispose of any personal property that is in excess of the higher classification current authorized property list. Disposal of personal property will be done in accordance with the provisions of sections F & G below of this policy. Refusing to dispose of excess personal property until the inmate obtains a reduced classification will not suffice as a justification to not comply with this standard.

D. Acquiring Personal Property

1. If an authorized item, regardless of the brand, is available in the Canteen, it must be purchased there.
2. If an authorized item is not available through the Canteen, it must be shipped directly from an approved publisher, manufacturer or vendor. At no time can a piece of property pass through or appear to have passed through the hands of anyone except the vendor (e.g. personal note written in the cover).
3. All items ordered from a retailer must be prepaid. No deferred payment plans or COD deliveries will be allowed.
4. Inmates may not receive property from other inmates or relatives of other inmates.
5. In order to mitigate instances of debt paying, stealing and/or strong arming, all items received will be listed on the inmate's property record and engraved or marked with identifying information whenever applicable.
 - a. Inmate's personal t-shirts, sweat shirts, sweat pants, sweat shorts and other garments will be marked with the inmate's name and ID number in 1" block letters in the same location as state issued clothing using a black sharpie or other similar marking instrument.
 - b. Inmate personal footwear will be marked conspicuously with the inmate's name and ID number using a black sharpie or other similar marking instrument.
 - 1) The first position of choice for conspicuous marking will be on the rear of the heel.
 - 2) The 2nd position of choice will be the outside of the heel and only if the rear of the heel is not practical.
 - 3) Any item that cannot be marked in either of these two locations will be referred to the Property Officer who will determine the marking location.

NOTE: Inmates are unable to return footwear to vendors after they have been marked. Therefore, inmates will need to be afforded the opportunity to try on the footwear before they are marked. The delivering staff member will be responsible for marking the footwear upon delivery to the inmate and after affording the inmate the opportunity to try on the footwear.

- c. No additional markings of any kind or color are permitted. Items marked in a manner not consistent with this policy will be confiscated and disposed of accordingly.
 - d. In order to maintain the feasibility of this policy; any property with the numbers altered will be confiscated, documented and disposed of appropriately. **Stolen property with altered numbers will be sent out, not returned.** If an inmate proves ownership, they will be allowed to send the item out and the inmate in possession will be written up and in addition to normal sanctions, a mandatory sanction of restitution will be imposed.
6. Approved packages, whether sent by U.S. Mail or by other carriers, must abide by the U. S. Postal Service content regulations.

E. Disposing of Personal Property

Inmates may dispose of personal property in several ways:

- 1. Property can be mailed to a designated person as long as the inmate pre-pays postage. Property returned as being undeliverable will be disposed of as contraband.
- 2. Inmates may write to the Property Officer and name a person and specific time when the item(s) will be picked up during posted property hours. It is advisable for persons to call and verify that the property room is open before making a special trip.
- 3. Inmates may allow property to be donated to a charitable organization or may authorize the Property Officer to destroy or dispose of the items(s) to the benefit of the State.
- 4. Transitional Housing Unit residents' property will be held at the Transitional Housing Unit for a maximum of 30 days. After 25 days, a final notice will be sent to the resident informing them they have five days to dispose of the property. After the five days, any unclaimed property will be disposed of to the benefit of the State.
- 5. Working television sets may be donated by inmates to either the Concord or Berlin Prison Infirmary as property of the Health Services. Donated television sets will have the respective infirmary inscribed on the television. The Property Officer will contact the Health Services Center and speak to the Nursing Coordinator/Designee to find out if there is a need for the television set prior to accepting the donated television set. The infirmary staff will be responsible for maintaining an inventory of all donated television sets.

F. Disposal of, Abandoned or Unclaimed Property

- 1. NH RSA 471-C:14, "Property held in State Agency Storage Rooms. Notwithstanding any other law to the contrary, all non-contraband abandoned or lost property having a value of less than \$250 that has been held in a state agency storage room for a period of at least 60 days may be disposed of by the state agency after the agency has made a good faith effort to return the property to the owner, if known. If the owner cannot be determined or the property cannot be returned for any other reason, the property shall be transferred to the division of Plant & Property Management to be sold at public auction with the proceeds to be turned over to the state treasurer. The state shall be free of all liability for any claim thereafter arising or made with respect to property disposed of under this section".
- 2. When the owner has declined to advise staff as to the property's disposition, or when the property owner is unknown, said property will be transferred to the Division of Purchase and Property at the end of the 60 day period in consonance with the law and the routines established by the Division of Purchase and Property.
- 3. All property of prisoners in escape status for 60 days or more will be disposed of as in 1 & 2 above.
- 4. Property belonging to inmates of other jurisdictions that is left here will be disposed of expeditiously by turning it over to the jurisdiction to whom the prisoner belongs; i.e., U.S. Marshals, other state or county authorities. This transfer will ordinarily be done by giving the property to transportation officers from these jurisdictions. State funds will not be used to mail this property without approval of the Director of Administration.
- 5. New Hampshire state inmates transferred to another jurisdiction are given an inventory of their property. They may take the inventoried property authorized by the receiving jurisdiction with them. Property not authorized at the receiving institution will not be stored at any DOC facility and must be sent out. Inmates who return to a NH State Correctional facility may bring with them any property that was on the inventory when they left. Any property sent out at time of transfer will not be allowed back in.

G. Lost, Stolen, Damaged or Traded Property

1. Property, whether issued by the prison or personally owned, is solely for the inmate issued or allowed the item.
2. If an item is lost or stolen, the inmate must report the loss at once to staff. If the item cannot be located it may be replaced after a 60 day waiting period. The inmate must pay for any state issued clothing. If it subsequently is retrieved, the item will be returned to the owner, who may have only either the lost item or the replacement item, not both (See (D) (6) (d) above for restrictions).
3. Damages to personal property are the owner's responsibility. Inmates obtain and maintain property at their own risk and the State is not liable for the safety or security of these items.
4. The State Claims Board at the maximum amounts below may reimburse an item lost or damaged by staff negligence. Inmates are advised not to obtain any items valued by them at more than these amounts:

Sun glasses - \$ 10	Watches - \$ 50
TV - \$120	Cass/Radios - \$50
Typewriters - \$150	Fans - \$21
5. In order to submit a claim, inmates may write to any housing unit's Unit Management Team for a claim form. When the form is completed, it should be sent to the Warden who will arrange to investigate the claim. The claim is then reviewed by a series of officials. The process frequently takes six months or longer. A claim will not be paid unless it can clearly be demonstrated that a State official is responsible for the loss.
6. Damaged items may be replaced immediately as long as the damage has been reported and the damaged item is given to the Property Officer for appropriate disposal. Repairs must be made outside of the prison by mailing the item to a bonafide repair service that has been approved in advance.
7. Items sold, traded, borrowed or gambled with another inmate will become contraband. The item will be seized and be kept by the State. Inmates involved will be subject to disciplinary action. Items with identifying marks, which have been altered or defaced, are also contraband.

H. Processing and Safeguarding Confiscated, Unclaimed or Abandoned Inmate Property

1. Whenever inmate property is confiscated, unclaimed or abandoned, the staff member confiscating, finding and/or receiving such property shall:
 - a. Physical Property:
 - 1) Inventory the property (if more than one item);
 - 2) Tag each item/article and give inmate a receipt (5-day notice);
 - 3) Secure the property in the appropriate container: "Evidence Envelope", bag, box, etc.;
 - 4) Complete an incident report including an accurate inventory of the property;
 - 5) If the property is NOT evidence, immediately deliver the property to the custody of the Property Officer or, if the Property Office is closed, immediately deliver the property to the custody of the Shift Commander, the Shift Commander will secure the property in their office and make arrangements to have the Property Officer take custody on the next work day. Complete the "chain of custody" section and/or receipt in presence of delivering Corrections Officer or staff member;
 - 6) If the property is EVIDENCE -- the instrument or fruit of a policy violation or criminal offense -- immediately deliver the property/evidence to the Investigations Unit; or if the Investigations Unit is not available, immediately deliver the property/evidence to the custody of the Shift Commander.
 - b. Monies and/or Negotiation Instruments:
 - 1) Ask a Corrections Supervisor with the rank of Sergeant or higher to be present;
 - 2) Count and/or account for all monies and/or negotiable instruments and give the inmate a receipt;
 - 3) Complete an incident report including a listing of all denominations of currency and/or amounts and numbers of negotiable instruments;
 - 4) Place monies and/or negotiable instruments and a copy of completed incident report in a PLAIN envelope;

- 5) Seal the envelope and sign across the sealed envelope flap;
- 6) Print the inmate's name on the front of the envelope;
- 7) Place the sealed plain envelope in a standard "Evidence Envelope" and give it to the Corrections Supervisor witnessing the transaction;
- 8) The Corrections Supervisor witnessing and receiving monies and/or negotiables subject to this PPD shall:
 - a) Complete the required information on the rear of the "Evidence Envelope" under "Chain of Custody" in the presence of the Corrections Officer or staff member finding/delivering same;
 - b) Depending on the nature of the monies and/or negotiables, the day of the week and/or time of day, deliver the sealed "Evidence Envelope" directly to one of the following:
 - i. Investigations Unit
 - ii. Shift Commander
 - iii. Inmate Accounts Office (new inmates)

I. Control/Inventory

1. All property issued to or properly in possession of inmates will be inventoried any time DOC staff takes possession of your property or at the following points during confinement:
 - a. At the time of initial issue, by the Reception/Property Officer issuing the property.
 - b. Upon transfer between any NH DOC facility by the sending facility.
 - c. At the time of departure due to parole, expiration of sentence, Court ordered release, or transfer to another jurisdiction, or any transfer that results in the inmate leaving the direct custody, care and supervision of the New Hampshire Department of Corrections by the Reception/Property Officer.
 - d. Property inventories are not required for movement within a facility when the inmate is moving to the same or lesser security classification unless NH DOC staff take possession of the property from the inmate. Security staff at the sending and receiving unit will make a security inspection of the property
 - e. Any time an inmate moves due to their classification increasing as this usually involves a PAR and our taking possession of their property.
2. At each of the above inventory points, all items of State and personal property will be recorded. A copy of the record will be given to the inmate and a copy sent to the Warehouse. If the inventory of State property is not complete, the housing unit will submit a Warehouse Order Form (WOF) for deficient item(s). Indication must be noted on the WOF that it is necessary for the inmate to reimburse the State for missing items. The Warehouse Superintendent will then inform the Inmate Accounts clerk of that action. A copy of all initial issues and departing inventories and/or property return records will be sent to the inmate's file in Offender Records.
3. Property Collection and Return:
 - a. Inmates who are departing should wear privately owned clothes when they leave if such clothing is available. However, if they do not possess privately owned clothing to wear one set of seasonally appropriate State clothing may be taken. The inmate can retain underwear and socks that have been used. New items will be recovered and reissued.
 - b. Non-clothing items in the inmate's possession that belong to the State, such as books, tools or similar items, will be collected at the inventory points described above and returned to the issuer.
 - c. When an inmate is transferred from one housing unit to another, the cell or dormitory space will be inspected to insure that it is clean and neat, that the issued equipment is present and that the area is ready for occupancy by the next inmate to be assigned to that area. Inmates who decline or refuse to prepare their area for the next occupant will not be transferred until this is accomplished except for inmates who are moving backwards in custody status, in which case their refusal will be noted, appropriate reports rendered and the transfer made.
 - d. Inmates who have lost or cannot produce State-issued items that they were issued will be expected to pay for them prior to an upward movement in custody or prior to

- release. For inmates being released, earnings can be used to pay for lost items. Inmates are not authorized to transfer items between or among inmates.
- e. Inmates transferring between locations may bring with them those items prescribed for their new location and will surrender items not authorized or in excess of authorization at the new location. Items so turned in will be returned for reissue under regular supply procedures.
 - f. Any clothing not accounted for will be charged to the inmate's account at a fair price to be determined by the Director of Administration. Any inmate found in possession of clothing not issued to him/her will face disciplinary action.
 - g. All returned clothing will be laundered and returned to the stockroom for re-issue.
- J. When residents are returned to custody from a Transitional Housing Unit, it is the resident's responsibility to within 30 days provide the staff with written instructions for the disposal of property that is not authorized to return to the institution(s).
- K. Inmates are not allowed to purchase or possess accessories to items that they do not have in their possession such as:
- TV Cables or remote if they do not have a TV;
 - Batteries if they do not have a battery operated device;
 - Cassette tapes if they do not have a cassette player;
 - Headphones if they do not have a TV or radio;
 - Etc.
- If an electronic device fails such as a TV or radio the inmate will have 60 days to reorder the TV or radio or they will need to send the accessories out of the institution.
- L. Inmates are allowed two 6 foot extension cords, or one 10 foot extension cord, but not both or a combination of both.
- M. Grandfathered items cannot be repaired or replaced, and any upgrade in an inmate's classification voids and grandfather privilege.

REFERENCES:

Standards for the Administration of Correctional Agencies

Second Edition Standards

2-CO-4D-01

Standards for Adult Correctional Institutions

Fourth Edition Standards

4-4292 thru 4294; 4-4335 thru 4337; 4-4342

Standards for Adult Community Residential Services

Fourth Edition Standards

4-ACRS-7D-13 thru 7D-14

Standards for Adult Probation and Parole Field Services

Third Edition Standards

Other

Property Inventory Form

Ph 707.03 Board Authorized Controlled Drug Destruction

5-day Notice SP36

Men's Facility Property List

Women's Facility Property List

KENCH/clr

Attachments

**NEW HAMPSHIRE STATE PRISON
Property Inventory Form**

Inmate Name: _____ ID: _____ Date: _____
 Sending Unit: _____ Receiving Unit: _____ Reason: _____
 Inventoried By: _____

Print Name/Title

Personal Clothes	Personal Property	Toiletries	Canteen/Misc.
Ballcap	Books	After Shave	Batteries
Face Cloth (2)	Bible	Chapstick	Envelopes
Gloves (2)	Blow Dryer	Comb/Pic (1)	Pad Paper
Handkerchief	Boots	Conditioner	Pencil Sharpner
Jock Strap (1)	Bowl	Cotton Swabs	Pencils
Kufi	Calculator	Deodorant (2)	Pens
Net Bag	Cassette Player	Foot Powder	Playing Cards
Shorts (2)	Cassette Tapes (25)	Hair Brush	Postage Stamps
Socks	Coffee/Hot Pot	Lotion (2)	Sewing Kit
Sweat Pants (2)	Combination Lock	Nail Clippers	
Sweat Shirt (2)	Cooler (1)	Powder	
Towels (2)	Cup/Tumbler	Razor Refill	
T-shirt (7)	Denture Case	Razors Disposal (10)	
Underwear (7)	Dentures	Shampoo	
Wrist/Head Bands	Electric Razor	Shaving Cream (1)	
	Eyeglass Case	Shower Shoes	
	Eyeglasses	Soap (3)	
	Gameboy	Soap Dish (1)	
	Gameboy Games	Toothbrush	
	Headphone Ext.	Toothbrush Holder	
STATE ISSUE	Headphones (1)	Toothpaste	
Blankets (2)	Lamp	Tweezers	
Blankets (Med)	Legal Mail		
Boots (1)	Letters		
Green Meds	Magazines		
Green Pants (3)	Mirror		
Green Shirts (3)	Photo Book (2)		
Hat (1)	Photos		
ID (1)	Radio (1)		
Jacket (1)	Religious Medal (1)		
Pillowcase (1)	Slippers		
Poncho (1)	Sneakers		
Sheets (2)	Sunglasses		
Socks (4)	T.V. (1)		
Thermal Bottoms (2)	T.V. Splitter		
Thermal Tops (2)	T.V. Cable (1)		
Towels (4)	Typewriter		
T-Shirts (3)	Watch (1)		
Underwear (3)	Wedding Band (1)		

Property Released By: _____

Received By: _____

Reviewed By: _____

Date: _____

White = Offender Records

Yellow = Inmate

Pink= Property

Goldenrod= Departing Unit

**NEW HAMPSHIRE STATE PRISON FOR WOMEN
Approved Special Housing Unit (C-tier) Items**

Inmates are to receive the following authorized items when moved to C-tier. All other property must be requested via Inmate Request Slip to Property Officers. All other property needs to be inventoried and stored in the property room. Thank you.

Inmate Name _____
Inmate Id Number

Inventoried By _____
Date

Allowed Personal Items	Amounts	Inventory
Address book	<u>1</u>	_____
Books (disc. seg. self-help only)	<u>10</u>	_____
Chapstick	<u>1</u>	_____
Deodorant stick	<u>2</u>	_____
Envelopes (business/legal only)	<u>2</u>	_____
Eye glasses w/ soft case	<u>2</u>	_____
Green Medication	<u>Give to medical</u>	_____
Inmate ID	<u>1</u>	<u>Held In Property</u>
Legal paperwork	<u>Endless/Current</u>	_____
Med slips	<u>Endless</u>	_____
Pad of paper	<u>2</u>	_____
Pads/tampons	<u>40</u>	_____
Pictures	<u>10</u>	_____
Religious Medallion	<u>1</u>	_____
Security pen/pencil	<u>2</u>	_____
Shower shoes	<u>1</u>	_____
Shampoo/conditioner	<u>2</u>	_____
Soap	<u>2</u>	_____
Soap container	<u>1</u>	_____
Stamps	<u>2 books of 20</u>	_____
Toilet paper	<u>3</u>	_____
Toothbrush	<u>2</u>	_____
Toothpaste	<u>2</u>	_____
Towels/Face Cloths	<u>2</u>	_____
Tumbler w/ lid /Disposable Cup	<u>1</u>	_____
Watch	<u>1</u>	_____
Wedding band	<u>1</u>	_____
 Allowed State Issued Items		
Blankets	<u>2</u>	_____
Bras (state issued only)	<u>3</u>	_____
Comb	<u>1</u>	_____
Pillow case	<u>1</u>	_____
Sheets	<u>2</u>	_____
Sleep Wear	<u>1</u>	_____
Socks	<u>3</u>	_____
State Issued Hygiene Items	<u>2 of Each</u>	_____
T-shirts	<u>3</u>	_____
Thermal tops	<u>2</u>	_____
Thermal bottoms	<u>2</u>	_____
Underwear	<u>3</u>	_____

Ph 707.03 Board Authorized Controlled Drug Destruction.

(a) A consultant pharmacist to a nursing home shall be designated an agent of the pharmacy board for the sole purpose of destroying controlled drugs at the licensed home or homes for which he or she serves as consultant by filing a written request at the board office, identified in Ph 103.03. The written request shall be on the licensed nursing home's letterhead, shall identify the pharmacist as the home's consultant pharmacist, and shall be signed by both the administrator of the nursing home and the consultant pharmacist. Once authorization is obtained:

(1) A record of the controlled drugs destroyed shall be made on form #Ph 558 obtained at the board office, identified in Ph 103.03; and

(2) Copies of form #Ph 558 shall be distributed as follows:

- a. The original shall be sent to the board office;
- b. A copy shall be maintained on the premises where the destruction occurred for a period of 4 years; and
- c. An optional copy retained by the agent making the destruction.

(b) The pharmacist-in-charge at a licensed hospital pharmacy shall be responsible for overseeing the destruction of controlled substances, in accordance with the procedures as set by the hospital's Hazardous Waste Disposal Committee and at no expense to the state of New Hampshire. The destruction of controlled substances shall be performed by a registered pharmacist, employed by the institution, and witnessed by a second licensed healthcare professional or registered technician as designated by the pharmacist-in-charge. The pharmacist-in-charge shall:

(1) Create a record of such controlled drugs destroyed made on federal form DEA 41 obtained from the board office, identified in Ph 103.03; and

(2) Distribute copies of form DEA 41 as follows:

- a. The original shall be sent to the board office; and
- b. A copy shall be retained in the hospital pharmacy where the destruction occurred for a period of 4 years.

© In a patient care area of the institution, partially used, patient-specific controlled substances may be destroyed by one licensed healthcare professional and witnessed by a designee of the pharmacist-in-charge as described in the written policies and procedures of the institution relative to the accountability and method of destruction of such drugs.

(d) In the interest of the health and safety of group home residents, the facility's consultant pharmacist(s) may remove from such group homes any discontinued, expired or otherwise unusable drugs.

(e) In order to remove the drugs referenced in (d) above, the consultant pharmacist shall:

(1) Notify the board that a request has been made by the facility, to the consultant pharmacist, for removal of drugs;

(2) Submit to the board a written request for removal of such drugs;

(3) File one copy of form Ph 516, issued by the board pursuant to (2) above, at the group home, including the following information:

- a. Name and address of the group home;
- b. Name of the consultant pharmacist;
- c. Listing of drugs to be destroyed;
- d. Date of removal of the drugs from the group home; and
- e. The location where such drugs were removed to while awaiting destruction by a board of pharmacy inspector.

(4) Retain one copy with the drugs, which shall be removed to the consultant's place of practice.

(f) Upon receipt of the original of form Ph 516, a compliance investigator shall proceed to the consultant's place of practice to supervise the destruction of the drug.

Source. #1639, eff 11-1-80; ss by #2260, eff 1-5-83; ss by #2914, eff 11-27-84; ss by #4600, eff 8-1-89; ss by #6094-B, INTERIM, eff 9-21-95, EXPIRED: 1-19-96

New. #6181-B, eff 2-5-96; amd by #6933, eff 2-1-99; paragraphs (c) and (d) EXPIRED: 2-5-04; amd by #8316, eff 3-26-05; amd by #8572, eff 2-23-06

AUTHORIZED PROPERTY LIST FOR MALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

<i>Inmates must show written approval for any item not listed on Inmate Property List</i>	CUSTODY LEVEL					
	NOTES	Quar.	C1	C2	C3	C4

PROPERTY ITEMS

This list details non-food property items that inmates of NH Department of Corrections facilities are authorized to obtain and possess. All listed property items will either be issued to the inmate (State Issue), be obtained from the internal canteen system, or be obtained from vendor(s) approved by the NH Department of Corrections. It is the inmate's responsibility to be aware of what vendors are approved by the NHDOC and what restrictions apply to those vendors.

The Special Housing Unit (NHSP/M), The Reception & Diagnostic Unit (NHSP/M), and select locations of the Northern NH Correctional facility maintain separate lists for inmates being housed in certain status levels; Awaiting Bed Space (ABS), Punitive Segregation (PS), Administrative Segregation (AS), and Protective Custody (PC). Such lists may be more restrictive than this master list.

Inmate's reclassified from a lower classifications to a higher classification will have their property processed in accordance with this policy.

Consumable property quantities, such as food items, are not unrestricted simply because they do not appear on this list. Certain general standards apply to how an inmate must manage the amount/quantity of consumable property items that they maintain. Possession of consumable items are generally limited to the amount that an Inmate can obtain on one (1) canteen draw. **Reasonable** exceptions can be made when it is clear that the Inmate is nearly complete with the consumption of products from a previous draw when they obtain products from a new draw.

Footwear: Generally, Inmates are limited to two pair of personal footwear. This can include 2 pair of boots - **or**- 2 pair of sneakers - **or** - 1 of each. An inmate is authorized to maintain their state issued boots in addition to their personal footwear. The Unit Management Team can authorize 1 additional pair of footwear (making the total 3) to inmates that have work assignments that impose excessive wear and tear on footwear. This approval must be in writing that will be maintained by the inmate. Such approvals are automatically "null and void" should the inmate be reassigned to another job or moved to a different housing unit.

Nothing about this list constitutes a "guarantee" that an inmate is authorized to obtain and possess any particular property item. The NHDOC maintains sole discretion to add and delete items from this list.

Inmates may only possess property in quantities that reasonably fit into storage space and areas as identified by the respective unit management team. As housing areas differ from unit to unit and from facility to facility, this cannot be defined any further.

Possession of religious property items is governed in NH DOC PPD 7.17 Religious Programming (RSA 6222/23) and Diets .

AUTHORIZED PROPERTY LIST FOR MALE INMATES -NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Inmates may have one (1) portable music player. Upgrading from an AM/FM Radio or a Cassette Player to an Digital Music Player requires the inmate to send out the item being replaced as well as all associated accessories, e.g., adapter, tapes, etc.

AUTHORIZED PROPERTY LIST FOR MALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

CLOTHING / PROPERTY - STATE ISSUE

Blankets		2	2	2	2	2	2
Boots		1	N/A	1	1	1	0
Footwear (Felony Flyers)		1*		1*	1*	1*	1

* Inmates issued Felony Flyers in SHU or R&D may keep their issued Felony Fliers until they acquire State issued boots or personal footwear.

Gym Shorts (If issued)		2	N/A	2	2	2	0
Hat, Winter		1	N/A	1	1	1	1
Jacket		1	N/A	1	1	1	1
Pants, Uniform (color / style dictated by housing status)	(R&D 2)	3	N/A	3	3	2	3
Pillow Case	(R&D 0)	1	2	1	1	1	1
Poncho		1	N/A	1	1	0	0
Sheets		2	2	2	2	2	2
Shirts, Uniform (color / style dictated by housing status)	(R&D 2)	3	N/A	3	3	2	3
Socks		3	N/A	3	3	3	3
Thermal Bottoms		2	N/A	2	2	2	2
Thermal Tops		2	N/A	2	2	2	2
Towels		3	N/A	3	3	3	3
T-Shirts		3	N/A	3	3	3	3
Undershorts		3	N/A	3	3	3	3

ITEMS SOLD BY CANTEEN, UNION SUPPLY, OR FROM OTHER APPROVED VENDOR (Restrictions apply)

AC Adapter-Reg/Fil		0	1	1	1	0	0
AC Charger for DMP		0	1	1	1	1	0
Adapter 1/8-1/8		0	1	1	1	0	0
Address Book		1	1	1	1	1	1
Air Freshener		0	3	3	3	3	3
Alarm Clock		0	1	1	1	0	0
AM / FM Radio (SHU: Requires Unit Approval)		0	1	1	1	1	1
Baseball Cap		0	1	1	1	0	0
Bath Tissue		3	3	3	3	3	3
Bathrobe		0	1	1	1	0	0
Batteries, AA		0	12	12	12	12	0
Batteries, AAA (SHU & CCU: two (2) 4 packs 1 for 1)		0	12	12	12	8	8
Battery, Watch		0	1	1	1	1	0

AUTHORIZED PROPERTY LIST FOR MALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Battery-377 (Calc.)		0	1	1	1	0	0
Beard Trimmer		1	1	1	1	0	0
Binders with Clips		0	2	2	2	0	0
Blue Wool Hats		0	1	1	1	1	0
Book Light	1 Only, regardless of source	0	1	1	1	0	0
Books, magazines, newspapers	(R&D No Books)	10	10	10	10	10	10
Boots	See notes	0	2	2	2	2	0
Bowl, Cereal		1	4	4	4	2	0
Bowl, With Lid		0	2	2	2	0	0
Bulb, Book light/Desk		0	1	1	1	0	0
Calculator, Scientific		0	1	1	1	0	0
Calculator, Solar		0	1	1	1	0	0
Calendar	1 Only, regardless of source	0	1	1	1	1	1
Canteen Bags		0	2	2	2	2	0

Card Games		0	4	4	4	0	0
Card Stock (25 Pack)		0	2	2	2	1	0
Cassette Player (with or w/o Built in Radio)		0	1	1	1	0	0
Cassette Tapes		0	25	25	25	0	0
Checker Set		0	1	1	1	0	0
Chess Set		0	1	1	1	0	0
Chit		2	2	2	2	2	0
Cleaning cloth glasses		2	2	2	2	2	0
Clear latch box		0	2	2	2	0	0
Clear Poncho		0	1	1	1	0	0
Clear Wall Adapter for DMP		0	1	1	1	0	0
Clip-ons, Sunglasses		0	1	1	1	0	0
Comb		1	1	1	1	1	0
Cooler		0	1	1	1	1	0
Cup, Plastic Drinking (SHU: Cups Only)		0	2	2	2	2	2
Dictionary, English/Spanish		0	1	1	1	1	0
Digital Media Player (DMP)		0	1	1	1	0	0
Dominoes		0	1	1	1	1	0
Electric Razor		0	1	1	1	0	0
Envelopes 6X9 (25 Pack)		0	3	3	3	3	2
AUTHORIZED PROPERTY LIST FOR MALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS							
Envelope, Business (50) pack)		2	2	2	2	2	2
Envelope, Legal (3 pack)		4	4	4	4	4	4
Eraser heads		5	5	5	5	5	0
Erasers		0	2	2	2	2	0
Extension Headphone 6ft.		0	1	1	1	1	0
Extension-Electric		0	1	2	2	0	0
Eye Glass Case soft		2	2	2	2	2	0
Eye Glasses (Includes Reading Glasses)		2	2	2	2	2	1
Eye wear retainer		0	1	1	1	0	0
Face Cloth		0	3	5	5	2	0
Fan		1	1	1	1	1	0
File Folder		1	5	5	5	5	0
Gameboy Console - not canteen		0	1	1	1	0	0
Gameboy Game Cartridges - E for Everyone Ratings Only after 9/14/11		0	25	25	25	0	0
Gloves		0	2	2	2	0	0
Gym Shorts (SHU: M keep one pair if obtained prior to C5)		1	2	2	2	2	1
Handkerchief		3	3	3	3	1	0
Head Sweat Band		0	1	1	1	1	0
Headband		0	3	3	3	0	0
Headphones, Large		0	1	1	1	1	0
Headphones, Small (earbuds)		0	1	3	3	3	1
Heads, Electric razor		0	1	1	1	0	0
High-Lighter		0	2	2	2	2	0
Hot Pot	Not Authorized at TWC	0	1	0	1	0	0

Insoles		0	3	3	3	2	0
Key Ring	(Only at certain facilities/units)	0	1	0	1	0	0
Keyboard Adapter For DMP		0	1	1	1	0	0
Laces-brown		0	1	1	1	1	0
Laces-white		0	1	1	1	1	0
Mirror		0	1	1	1	0	0
Mug	(SHU: Cups Only - No Mugs)	1	2	2	2	2	0
Odor Eaters (Insole)		0	3	3	3	2	0
Padlock		0	1	1	1	0	0
Pads, Drawing		0	1	1	1	1	0
AUTHORIZED PROPERTY LIST FOR MALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS							
Pads, Legal		1	4	4	4	2	2
Pamphlets (1-25 unbound pages)		6	6	6	6	6	6
Paper towels		0	1	1	1	0	0
Paper, Filler		0	3	3	3	0	0
Paper, Typing		0	3	3	3	2	0
Pen, security		0	0	0	0	0	2
Pencil		3	5	5	5	5	0
Pencil Set, Color (24)		0	1	1	1	1	0
Pencil Sharpener		1	1	1	1	0	0
Pens, Black		3	5	5	5	5	0
Photo Album		0	2	2	2	1	0**
** SHU inmates may have 10 individual photos in their possession							
Pillow Case		0	2	2	2	0	0
Polish - Brown		0	1	1	1	0	0
Polish - White		0	1	1	1	0	0
Prayer Oils		0	2	2	2	0	0
Religious Bible		1	1	1	1	1	1
Religious Medallion		1	1	1	1	1	1
Ruler (12" Plastic)		0	1	1	1	0	0
Scotch Tape		1	2	2	2	2	0
Screen Protector for DMP	Pack of 3	0	1	1	1	0	0
Scrub / Sponge		0	1	1	1	0	0
Sewing Kit		0	1	1	1	0	0
Sheets		0	2	2	2	0	0
Shower Shoes		1	1	1	1	1	1
Sneakers	See notes	0	2	2	2	2	0
Soap liquid		0	1	1	1	0	0
Socks (pkg 6)		0	1	1	1	1	0
Spoon		0	1	1	1	0	0
Spork		1	3	3	3	2	0
Stamps		40	40	40	40	40	40
Sun Glasses		0	1	1	1	0	0
Surge Protector		0	1	1	1	1	0
Sweatpants		1	2	2	2	2	0

Sweatshirt, Pull Over		0	2	2	2	2	0
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AUTHORIZED PROPERTY LIST FOR MALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Sweatshirt, Zipped with Hood (Not authorized after 1/1/2014)		1	2	2	2	0	0
Television (SHU: Only after six months in the SHU and requires unit approval)		0	1	1	1	0	0
Thermal Bottom		0	2	2	2	2	0
Thermal Tops		0	2	2	2	2	0
Towels		2	3	3	3	2	0
T-Shirts (Individual shirts)		0	6	6	6	6	0
TV cable 3' & 6"		0	2	2	2	2	0
TV Cable Barrels		0	1	1	1	1	0
TV Cable Splitters		0	1	1	1	1	0
Tweezers		1	1	1	1	0	0
Typewriter		0	1	1	1	0	0
Typewriter Coverup		0	2	2	2	0	0
Typewriter Lift off tape		0	2	2	2	0	0
Typewriter Ribbon		0	2	2	2	0	0
Undershorts		0	6	6	6	6	0
Universal Remote: (SHU: Requires Unit Approval) One total		0	1	1	1	1	1
Watch Strap		1	1	1	1	1	0
Watch		1	1	1	1	1	0
Wrist Bands		0	1	1	1	1	0
Y-Cord		0	1	1	1	1	0

HYGIENE/MISC. COSMETICS USUALLY SOLD IN CANTEEN, BUT COULD BE OBTAINED BY UNION SUPPLY (Current / Future)

A & D Ointment		2	2	2	2	2	0
Acetaminophen:		1	1	1	1	1	0
AER pads		1	1	1	1	1	0
After Shave/Cologne/Perfume		0	2	2	2	0	0
Aloe Gel Cream		0	2	2	2	2	0
Antacid Liquid		1	1	1	1	1	1
Antacid Tablets		1	2	2	2	2	2
Anti-fungal cream		1	1	1	1	1	1
Antiperspirant		1	2	2	2	2	2
Aspirin		1	2	2	2	2	1
Baby Powder		0	2	2	2	2	0
Band-Aids		0	2	2	2	2	0
Bunion Cushion		0	2	2	2	2	0

AUTHORIZED PROPERTY LIST FOR MALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Calcium/ Vitamin D		0	1	2	2	2	2
Chapstick		1	2	2	2	2	1
Clearzit		1	2	2	2	2	0
Cocoa Butter Lotion		0	2	2	2	2	0
Conditioner		1	2	2	2	2	2
Corn Pads		0	2	2	2	2	0
Cotton Swabs, Q Tips		1	2	2	2	2	1
Cough Drops		0	5	5	5	5	3

Cough Syrup		2	2	2	2	2	2
Denture Bath		1	1	1	1	1	1
Denture Brush		1	1	1	1	1	0
Deodorant		1	2	2	2	2	2
Desenex, Powder		2	2	2	2	2	0
Fish Oil		0	2	2	2	0	0
Fixodent Gel. Adhesive		2	2	2	2	2	2
Fixodent Powder		2	2	2	2	2	2
Flexibrush		1	2	2	2	2	2
Floss		1	1	1	1	1	0
Gen. Claritin		1	1	1	1	1	1
Glucosamine 500mg		0	1	1	1	1	0
Hair Brush		0	1	1	1	1	0
Hair Brush palm		0	1	1	1	1	0
Hair Pik		1	1	1	1	1	0
Hemerroidal Cream		2	2	2	2	2	1
Hydrocortisone Cream		1	1	1	1	1	1
Ibuprofen		1	1	1	1	1	1
Insect Repel Lotion: (Unauthorized item in SHU)		0	1	1	1	1	0
Lactase		1	1	1	1	1	1
Lubriderm		1	2	2	2	2	2
Metamucil		1	1	1	1	1	1
Mouthwash (non-alcoholic)		0	2	2	2	2	1
Nail Clippers		1	1	1	1	1	0
Nasal strips		0	1	1	1	1	0
Pepcid AC		2	2	2	2	2	2

AUTHORIZED PROPERTY LIST FOR MALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Polident - Tablets		2	2	2	2	2	0
Ponytail Holders		0	3	3	3	3	0
Razor Handle		0	1	1	1	0	0
Razor Refill (4)		0	2	2	2	0	0
Razors, Disposable		10	10	10	10	0	0
Saline Spray		0	1	1	1	1	0
Shampoo (5 varieties)		2	2	2	2	2	2
Shave Cream-Magic		0	2	2	2	0	0
Shaving Cream		2	2	2	2	0	0
Shaving Cream, Razorless		0	2	2	2	0	0
Shower to Shower		0	2	2	2	2	0
Soap (4 varieties)		2	3	3	3	2	2
Soap Container		1	1	1	1	1	1
Sore Throat Loz.		2	1	1	1	1	1
Stool Softener		1	1	1	1	1	1
Styling Gel		0	2	2	2	2	0
Sunblock SPF30		0	1	1	1	0	0
Tooth Brush (SHU: Finger Brush Only)		2	2	2	2	2	2FB

Tooth Brush Holder:		2	2	2	2	2	1
Tooth Paste	(4 varieties)	2	2	2	2	2	2
Vitamin - B12		0	1	2	2	2	2
Vitamin - C 500		0	1	2	2	2	2
Vitamin - E 400		0	1	2	2	2	2
Vitamin, Multi Vegetarian		0	1	2	2	2	0
Vitamin, Super Multi		1	1	2	2	2	2
ITEMS SOLD BY RECREATION							
Capo (P)		0	1	1	1	0	0
Guitar Tuners Electronic (P)		0	1	1	1	0	0
Racquetball Racquet (P)		0	0	0	1	0	0
Roll-up Keyboard		0	1	1	1	0	0
GRANDFATHER ITEMS (Only for inmates that can validate approval for "grandfathered" status)							
Antenna to cable adapter		0	1	1	1	0	0
Arcade Center Game Console		0	1	1	1	0	0
Belt		0	1	1	1	0	0
Binders With Metal Rings		0	2	2	2	0	0
Bowl, Large		0	1	1	1	0	0
Clear Tumblers (22 oz)		0	2	2	2	0	0
Desk Lamp		0	1	1	1	0	0
Large Cooler		0	1	1	1	0	0
Metal Key Ring		0	1	1	1	0	0
Metal Tweezers		0	1	1	1	0	0
Metal Watch		0	1	1	1	0	0
Photo Albums (expandable)		0	2	2	2	0	0
Plastic Coat Hangers		0	2	2	2	0	0
Plastic Cooking Spoon		0	1	1	1	0	0
Prescription Sunglasses		0	1	1	1	0	0
Rubbermaid Mixing Bowls (9")		0	2	2	2	0	0
Stereo patch cords (if in possession of a stereo)		0	3	3	3	0	0
Thinsulate Winter Gloves		0	1	1	1	0	0
Toe Nail Clippers		0	1	1	1	0	0
Tupperware Bowls w/lids (8"x8"x4")		0	2	2	2	0	0
AUTHORIZED PROPERTY LIST FOR MALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS							
Eye Glass Case Hard		1	1	1	1	0	0
Hot Pot Boil		0	0	1	1	0	0
Mirror, 9" x 12"		0	1	1	1	0	0
Percolator		0	0	1	1	0	0
Pitch Pipes		0	1	1	1	0	0
Stereo		0	1	1	1	0	0
Stereo Speakers		0	2	2	2	0	0
Cases, Cassette Tape		0	2	2	2	0	0
Towels	(assorted Colors)	0	5	5	5	5	0
Word Processor		0	1	1	1	0	0

AUTHORIZED PROPERTY LIST FOR FEMALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

		CUSTODY LEVEL					
<i>Inmates must show written approval for any item not listed on Inmate Property List</i>	NOTES	Quar.	C1	C2	C3	C4	C5
PROPERTY ITEMS							
<p>This list details <u>non-food</u> property items that inmates of NH Department of Corrections facilities are authorized to obtain and possess. All listed property items will either be issued to the inmate (State Issue), be obtained from the internal canteen system, or be obtained from vendor(s) approved by the NH Department of Corrections. It is the inmate's responsibility to be aware of what vendors are approved by the NHDOC and what restrictions apply to those vendors.</p>							
<p>Inmates housed on Charlie tier; Awaiting Bed Space (ABS), Punitive Segregation (PS), Administrative Segregation (AS), Quarantine (STQ), and Protective Custody (PC) may be subject to a more restrictive property list.</p>							
<p>Inmate's reclassified from a lower classifications to a higher classification will have their property processed in accordance with this policy.</p>							
<p>Consumable property quantities, such as food items, are <u>not</u> unrestricted simply because they do not appear on this list. Certain general standards apply to how an inmate must manage the amount/quantity of consumable property items that they maintain. Possession of consumable items are generally limited to the amount that an Inmate can obtain on one (1) canteen draw. Reasonable exceptions can be made when it is clear that the Inmate is nearly complete with the consumption of products from a previous draw when they obtain products from a new draw.</p>							
<p>Footwear: Generally, Inmates are limited to two pair of personal footwear. This can include 2 pair of boots - or- 2 pair of sneakers - or - 1 of each. An inmate is authorized to maintain their state issued boots in addition to their personal footwear. The Unit Management Team can authorize 1 additional pair of footwear (making the total 3) to inmates that have work assignments that impose excessive wear and tear on footwear. This approval must be in writing that will be maintained by the inmate. Such approvals are automatically "null and void" should the inmate be reassigned to another job or moved to a different housing unit.</p>							
<p>Nothing about this list constitutes a "guarantee" that an inmate is authorized to obtain and possess any particular property item. The NHDOC maintains sole discretion to add and delete items from this list.</p>							
<p>Inmates may only possess property in quantities that reasonably fit into storage space and areas as identified by the respective unit management team. As housing areas may differ, this cannot be defined any further.</p>							
<p>Possession of religious property items is governed in NH DOC PPD 7.17 Religious Programming (RSA 6222/23) and Diets .</p>							
<p>Inmates may have one (1) portable music player. Upgrading from an AM/FM Radio or a Cassette Player to an Digital Music Player requires the inmate to send out the item being replaced as well as all associated accessories, e.g., adapter, tapes, etc.</p>							
<p>Recreation will maintain a separate list of approved hobby craft items to be stored in designated areas.</p>							

AUTHORIZED PROPERTY LIST FOR FEMALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

CLOTHING / PROPERTY - STATE ISSUE

Blankets		2	2	2	2	2	2
Boots		0	N/A	1	1	1	0
Footwear (Felony Flyers)		1*		1*	1*	1*	1
* Inmates issued Felony Flyers may keep their issued Felony Fliers							
Hat, Winter		1	N/A	1	1	1	1
Jacket		1	N/A	1	1	1	1
Pants, Uniform		3	N/A	3	3	2	3
Pillow Case		1	2	1	1	1	1
Poncho	(if issued)	1	N/A	1	1	0	0
Sheets		2	2	2	2	2	2
Sleep Wear		1	N/A	1	1	1	1
Socks		3	N/A	3	3	3	3
Sports Bras		3	N/A	3	3	3	3
Sweatshirts		2	N/A	2	2	2	2
Thermal Bottoms		2	N/A	2	2	2	2
Thermal Tops		2	N/A	2	2	2	2
Towels		3	N/A	3	3	3	3
T-Shirts		3	N/A	3	3	3	3
Underwear		3	N/A	3	3	3	3
FROM OTHER APPROVED VENDOR (Restrictions							
AC Adapter-Reg/Fil		0	1	1	1	0	0
AC Charger for DMP		0	1	1	1	1	0
Adapter 1/8-1/8		0	1	1	1	0	0
Address Book		1	1	1	1	1	1
Air Freshener		0	3	3	3	3	3
Alarm Clock		0	1	1	1	0	0
AM / FM Radio		0	1	1	1	1	1
Baseball Cap		0	1	1	1	0	0
Bath Tissue		3	3	3	3	3	3
Bathrobe		0	1	1	1	0	0
Batteries, AA		0	12	12	12	12	0
Batteries, AAA	(Charlie & Delta: two (2) 4 packs 1 for 1)	0	12	12	12	8	8

AUTHORIZED PROPERTY LIST FOR FEMALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Battery, Watch		0	1	1	1	1	0
Battery-377 (Calc.)		0	1	1	1	0	0
Beard Trimmer		0	1	1	1	0	0
Binders with Clips		0	2	2	2	0	0
Blue Wool Hats		0	1	1	1	1	0
Book Light	1 Only, regardless of source	0	1	1	1	0	0
Books, magazines, newspapers		10	10	10	10	10	10
Boots	See notes	0	2	2	2	2	0
Bowl, Cereal		0	4	4	4	2	0
Bowl, With Lid		0	2	2	2	0	0
Bra	6 Total combined bras	0	6	6	6	6	0
Bulb, Book light/Desk		0	1	1	1	0	0
Calculator, Scientific		0	1	1	1	0	0
Calculator, Solar		0	1	1	1	0	0
Calendar	1 Only, regardless of source	0	1	1	1	1	1
Canteen Bags		0	2	2	2	2	0
Card Games		0	3	3	3	0	0
Card Stock (25 Pack)		0	2	2	2	1	0
Cassette Player (with or w/o Built in Radio)		0	1	1	1	0	0
Cassette Tapes		0	25	25	25	0	0
Checker Set		0	1	1	1	0	0
Chess Set		0	1	1	1	0	0
Chit		2	2	2	2	2	0
Cleaning cloth glasses		2	2	2	2	2	0
Clear latch box		0	2	2	2	0	0
Clear Poncho		0	1	1	1	0	0
Clear Wall Adapter for DMP		0	1	1	1	0	0
Clip-ons, Sunglasses		0	1	1	1	0	0
Comb		0	1	1	1	1	0
Comforter (Not authorized after 1/1/2014)	See specification memo	0	1	1	1	0	0
Cooler		0	1	1	1	1	0
Cup, Plastic Drinking		1	2	2	2	2	2
Dictionary, English/Spanish		0	1	1	1	1	0
Digital Media Player (DMP)		0	1	1	1	0	0

AUTHORIZED PROPERTY LIST FOR FEMALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Dominoes		0	1	1	1	1	0
Electric Razor		0	1	1	1	0	0
Envelopes 6X9 (25 Pack)		0	3	3	3	3	2
Envelope, Business (50) pack)		2	2	2	2	2	2
Envelope, Legal (3 pack)		4	4	4	4	4	4
Eraser heads		5	5	5	5	5	0
Erasers		0	2	2	2	2	0
Extension Headphone 6ft.		0	1	1	1	1	0
Extension-Electric		0	1	2	2	0	0
Eye Glass Case soft		2	2	2	2	2	0
Eye Glasses (Includes Reading Glasses)		2	2	2	2	2	1
Eye wear retainer		0	1	1	1	0	0
Face Cloth		0	3	5	5	2	0
Fan		0	1	1	1	1	0
File Folder		1	5	5	5	5	0
Foam Rollers	individual rollers	0	20	20	20	20	0
Gameboy Console - not canteen		0	1	1	1	0	0
Gameboy Game Cartridges - E for Everyone Ratings Only after 9/14/11		0	25	25	25	0	0
Gloves		0	2	2	2	0	0
Gym Shorts (May keep one pair if obtained prior to C5)		1	2	2	2	2	1
Handkerchief		3	3	3	3	1	0
Head Sweat Band		0	1	1	1	1	0
Headband/Scrunchie		0	3	3	3	0	0
Headphones, Large		0	1	1	1	1	0
Headphones, Small (earbuds)		0	1	3	3	3	1
Heads, Electric razor		0	1	1	1	0	0
High-Lighter		0	2	2	2	2	0
Hot Pot	Not Authorized at TWC	0	1	0	1	0	0
Insoles		0	3	3	3	2	0
Key Ring (Only at certain facilities/units)		0	1	0	1	0	0
Keyboard Adapter For DMP		0	1	1	1	0	0
Laces-brown		0	1	1	1	1	0
Laces-white		0	1	1	1	1	0
Mirror		0	1	1	1	0	0

AUTHORIZED PROPERTY LIST FOR FEMALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Mug	C-Tier: Cups Only - No Mugs	1	2	2	2	2	0
Odor Eaters (Insole)		0	3	3	3	2	0
Padlock		0	1	1	1	0	0
Pads, Drawing		0	1	1	1	1	0
Pads, Legal		1	4	4	4	2	2
Pamphlets (1-25 unbound pages)		6	6	6	6	6	6
Paper towels		0	1	1	1	0	0
Paper, Filler		0	3	3	3	0	0
Paper, Typing		0	3	3	3	2	0
Pen, security		0	0	0	0	0	2
Pencil		3	5	5	5	5	0
Pencil Set, Color (24)		0	1	1	1	1	0
Pencil Sharpener		0	1	1	1	0	0
Pens, Black		3	5	5	5	5	0
Photo Album		0	2	2	2	1	0**
** C-Tier inmates may have 10 individual photos in their possession							
Pillow Case		0	2	2	2	0	0
Polish - Brown		0	1	1	1	0	0
Polish - White		0	1	1	1	0	0
Prayer Oils		0	2	2	2	0	0
Religious Bible		1	1	1	1	1	1
Religious Medallion		1	1	1	1	1	1
Ruler (12" Plastic)		0	1	1	1	0	0
Scotch Tape		0	2	2	2	2	0
Screen Protector for DMP	Pack of 3	0	1	1	1	0	0
Scrub / Sponge		0	1	1	1	0	0
Sewing Kit		0	1	1	1	0	0
Sheets		0	2	2	2	0	0
Shower Shoes		1	1	1	1	1	1
Ski Band		0	1	1	1	1	0
Sneakers	See notes	0	2	2	2	2	0
Soap liquid		0	1	1	1	0	0
Socks (pkg 6)		0	1	1	1	1	0
Spoon		0	1	1	1	0	0

AUTHORIZED PROPERTY LIST FOR FEMALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Spork		0	3	3	3	2	0
Stamps		40	40	40	40	40	40
Sun Glasses		0	1	1	1	0	0
Surge Protector		0	1	1	1	1	0
Sweatpants		0	2	2	2	2	0
Sweatshirt, Pull Over		0	2	2	2	2	0
Sweatshirt, Zipped with Hood (Not authorized after 1/1/2014)		0	2	2	2	0	0
Television (C-Tier: requires unit approval)		0	1	1	1	1	1
Thermal Bottom		0	2	2	2	2	0
Thermal Tops		0	2	2	2	2	0
Towels (May be assorted colors)		2	3	3	3	2	0
T-Shirts (Individual shirts)		0	6	6	6	6	0
TV cable 3' & 6"		0	2	2	2	2	0
TV Cable Barrels		0	1	1	1	1	0
TV Cable Splitters		0	1	1	1	1	0
Tweezers		0	1	1	1	0	0
Typewriter		0	1	1	1	0	0
Typewriter Cover-up		0	2	2	2	0	0
Typewriter Lift off tape		0	2	2	2	0	0
Typewriter Ribbon		0	2	2	2	0	0
Underwear		3	12	12	12	12	3
Universal Remote: (C-Tier: Requires Unit Approval)	One total	0	1	1	1	1	1
Watch Strap		1	1	1	1	1	0
Watch		1	1	1	1	1	0
Wrist Bands		0	1	1	1	1	0
Y-Cord		0	1	1	1	1	0
HYGIENE/MISC. COSMETICS							
A & D Ointment		2	2	2	2	2	0
Acetaminophen:		1	1	1	1	1	0
AER pads		1	1	1	1	1	0
After Shave/Cologne/Perfume		0	2	2	2	0	0
Aloe Gel Cream		0	2	2	2	2	0
Antacid Liquid		1	1	1	1	1	1
Antacid Tablets		1	2	2	2	2	2

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Anti-fungal cream		1	1	1	1	1	1
Antiperspirant		1	2	2	2	2	2
Aspirin		1	2	2	2	2	1
Baby Powder		0	2	2	2	2	0
Band-Aids		0	2	2	2	2	0
Blush	See specification memo	0	1	1	1	1	0
Bunion Cushion		0	2	2	2	2	0
Calcium/ Vitamin D		0	1	2	2	2	2
Chapstick		1	2	2	2	2	1
Clearzit		1	2	2	2	2	0
Cocoa Butter Lotion	Total lotions not to exceed 4	0	2	2	2	2	0
Concealer	See specification memo	0	1	1	1	1	0
Conditioner		1	2	2	2	2	2
Corn Pads		0	2	2	2	2	0
Cotton Swabs, Q Tips		1	2	2	2	2	1
Cough Drops		0	5	5	5	5	3
Cough Syrup		2	2	2	2	2	2
Curling Brush		0	1	1	1	0	0
Denture Bath		1	1	1	1	1	1
Denture Brush		1	1	1	1	1	0
Deodorant		1	2	2	2	2	2
Desenex, Powder		2	2	2	2	2	0
Earrings	See specification memo	0	1	1	1	1	0
Eye Liner	See specification memo	0	1	1	1	1	0
Eye Shadow	See specification memo	0	4	4	4	4	0
Face Powder	See specification memo	0	1	1	1	1	0
Face Wash	See specification memo	0	1	1	1	1	0
Fish Oil		0	2	2	2	0	0
Fixodent Gel. Adhesive		2	2	2	2	2	2
Fixodent Powder		2	2	2	2	2	2
Flexibrush		1	2	2	2	2	2
Floss		1	1	1	1	1	0
Foundation	See specification memo	0	1	1	1	1	0
Gen. Claritin		1	1	1	1	1	1

AUTHORIZED PROPERTY LIST FOR FEMALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Glucosamine 500mg		0	1	1	1	1	0
Hair Brush		0	1	1	1	1	0
Hair Brush palm		0	1	1	1	1	0
Hair Dryer		0	1	1	1	0	0
Hair Elastics	individual elastics	2	32	32	32	32	2
Hair Grease		0	2	2	2	2	1
Hair Pik		1	1	1	1	1	0
Hemerroidal Cream		2	2	2	2	2	1
Hydrocortisone Cream		1	1	1	1	1	1
Ibuprofen		1	1	1	1	1	1
Insect Repel Lotion: (Unauthorized item on C-Tier)		0	1	1	1	1	0
Lactase		1	1	1	1	1	1
Lipstick		0	2	2	2	2	0
Lotion, Personal (face & body)	Total lotions not to exceed 4	0	2	2	2	2	0
Lubriderm	Total lotions not to exceed 4	1	2	2	2	2	2
Mascara	See specification memo	0	1	1	1	1	0
Metamucil		1	1	1	1	1	1
Mouthwash (non-alcoholic)		0	2	2	2	2	1
Nail Clippers		1	1	1	1	1	0
Nasal strips		0	1	1	1	1	0
Pepcid AC		2	2	2	2	2	2
Polident - Tablets		2	2	2	2	2	0
Ponytail Holders		0	3	3	3	3	0
Razor Handle		0	1	1	1	0	0
Razor Refill(4)		0	2	2	2	0	0
Razors, Disposable		0	10	10	10	0	0
Saline Spray		0	1	1	1	1	0
Shampoo (5 varieties)		2	2	2	2	2	2
Shave Cream-Magic		0	2	2	2	0	0
Shaving Cream		2	2	2	2	0	0
Shaving Cream, Razorless		0	2	2	2	0	0
Shower/ Make Up Bag	See specification memo	0	3	3	3	0	0
Shower to Shower		0	2	2	2	2	0
Soap (4 varieties)		2	3	3	3	2	2

AUTHORIZED PROPERTY LIST FOR FEMALE INMATES - NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

Soap Container		1	1	1	1	1	1
Sore Throat Loz.		2	1	1	1	1	1
Stool Softener		1	1	1	1	1	1
Styling Gel		0	2	2	2	2	0
Sunblock SPF30		0	1	1	1	0	0
Tampons/Pads	40 total combined	40	40	40	40	40	40
Toner	See specification memo	0	1	1	1	1	0
Tooth Brush	(C5 Finger Brush Only)	2	2	2	2	2	2FB
Tooth Brush Holder:		2	2	2	2	2	1
Tooth Paste	(4 varieties)	2	2	2	2	2	2
Vitamin - B12		0	1	2	2	2	2
Vitamin - C 500		0	1	2	2	2	2
Vitamin - E 400		0	1	2	2	2	2
Vitamin, Multi Vegetarian		0	1	2	2	2	0
Vitamin, Super Multi		1	1	2	2	2	2
GRANDFATHER ITEMS (Only for inmates that can validate approval for "grandfathered" status)							
Binders With Metal Rings		0	2	2	2	0	0
Bowl, Large		0	1	1	1	0	0
Desk Lamp		0	1	1	1	0	0
Eye Glass Case Hard		1	1	1	1	0	0
Hot Pot Boil		0	0	1	1	0	0
Mirror, 9" x 12"		0	1	1	1	0	0
Percolator		0	0	1	1	0	0
Pitch Pipes		0	1	1	1	0	0
Stereo		0	1	1	1	0	0
Stereo Speakers		0	2	2	2	0	0
Cases, Cassette Tape		0	2	2	2	0	0
Towels	(assorted Colors)	0	5	5	5	5	0
Word Processor		0	1	1	1	0	0

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