 Corrections and Community Supervision DIRECTIVE	TITLE Packages & Articles Sent to Facilities		NO. 4911A
			DATE
SUPERSEDES DIR# 4911A Dtd. 07/23/2018	DISTRIBUTION A B	PAGES PAGE 1 OF 25	DATE LAST REVISED
REFERENCES (Include but are not limited to) 7NYCRR Part 724; ACA Expected Practices 4-4490, 4-4493, 4-4494, 4-4495, 4-4517; 4-JCF-3A-12, 4-JCF-3A-14; 4-JCF-5F-02, 4 JCF-5F-05; Directives #4933, #4920, #4913, #4910, #4761, #4572, #4422, #4202, #2798; Guide to Financial Operations	APPROVING AUTHORITY		

- I. **DESCRIPTION:** This directive establishes the policy of the Department concerning the ordering of packages and articles from a vendor by incarcerated individuals and their family and friends which will be received through the mail into facility Package Rooms.
- Only packages received directly from a vendor will be permitted, except for up to two non-food packages per year, which may be provided by the family or friends of an incarcerated individual. This Directive only lists articles which may be received through the Package Room. It does not set forth a comprehensive list of all articles that an incarcerated individual may be authorized to have.
- II. **APPLICABILITY:** This Directive applies to all incarcerated individuals except as follows:
- A. Package privileges for those assigned to special housing units or in special housing units are restricted and limited by Directive #4933, "Special Housing Units."
 - B. Incarcerated individuals in reception status at the Department's reception/classification facilities will not be allowed to receive packages for 30 days from the date of reception.
 - C. Incarcerated individuals will not be allowed to receive packages while "in-transit" (temporarily housed at another facility).
 - D. Incarcerated individuals housed in Lakeview Shock Incarceration Correctional Facility, Drug Treatment Centers, CASAT, Work Release Facilities, IASAT or at Edgecombe Residential Treatment Facility will not be allowed to receive packages except as may be specifically authorized and limited by the Deputy Commissioner for Correctional Facilities.
- III. **POLICY**
- A. General
 1. The Commissioner may, at their discretion, suspend all or any portion of this Directive at any or all facilities.
 2. This Directive lists articles which may be received from vendors, and up to two non-food packages per year from family and friends of an incarcerated individual, through the Package Room. Books, magazines, and periodicals may also be received from licensed charities. No other articles may be received unless expressly authorized by the Deputy Commissioner for Correctional Facilities in accordance with Section IV-A-2, "Local Permits." No changes shall be made in the application of the provisions of this Directive without the expressed authorization of the Deputy Commissioner for Correctional Facilities.

3. Articles received in a package that are not for the incarcerated individual's personal use, or which cause the incarcerated individual recipient to exceed in-cell limits as determined by this Directive and Directive #4913, "Incarcerated individual Property" will not be allowed. When an incarcerated individual signs for a package, they will attest (a) that the articles are only for personal use, and (b) that receipt will not cause the incarcerated individual to exceed personal property limits (see Attachment A for a listing of allowable property). If an incarcerated individual refuses to sign for a package, it will be disposed of in accordance with Directive #4913.
4. For the purposes of this Directive, the value of an article shall be the actual purchase price, not including any tax, shipping, or handling.
5. An article received by an incarcerated individual under any previous version of this Directive but not listed as allowable under this version may be retained by that incarcerated individual for only as long as the incarcerated individual remains at their current facility, except as provided below. A disallowed article must be disposed of prior to transfer in accordance with Directive #4913. Such article may not be given to or transferred to another incarcerated individual.

An incarcerated individual will be permitted to retain electronic devices received under a previous version of this Directive (i.e. without clear cases) if transferred to a new facility, but may not transfer ownership to another incarcerated individual under any circumstances.
6. Where an article received under this or any previous version of this Directive is subsequently declared prohibited by order of the Deputy Commissioner for Correctional Facilities, it must be disposed of in accordance with Directive #4913, "Incarcerated Individual Property." There shall be a three-month grace period for articles in an incarcerated individual's possession which subsequently become prohibited, unless otherwise specified by the Deputy Commissioner for Correctional Facilities. However, if the prohibited article represents a threat to the safety or security of the institution, the incarcerated individual shall be required to dispose of it immediately. In no case shall an incarcerated individual be allowed to possess a prohibited article upon transfer to another facility.
7. The Department is not responsible for articles damaged in shipping or received in spoiled condition. Spoiled food articles or items which are contaminated or in broken or leaking containers are considered a health risk and will be destroyed by the facility. Such destruction will be recorded on the incarcerated individual's package records (Form #1755, "Non-Food Package Record," and Form #1755F, "Food Package Record").
8. All return-to-sender packages must be recorded on the appropriate Form #1755, "Non-Food Package Record," and in the KVPR System.
9. There shall be no exchange of funds or packages between incarcerated individuals, except as authorized in Directive #4761, "Incarcerated Individual Charitable Contributions and Gifts."
10. Excluding weekends and holidays, or emergency situations, incoming packages are held for no more than 72 hours. This does not prohibit the withholding of

packages for incarcerated individuals temporarily absent from the facility as set forth in Sub-Section I-2 below.

11. Items (except for jewelry), designated as gender specific (male or female only) may be received by an incarcerated individual whose gender identity on record with the Department is consistent with the specified gender, regardless of the gender classification of the facility where they are being housed. As such, female only items will be permitted for transgender females and male only will be permitted for transgender males. Gender nonconforming, gender nonbinary and intersex individuals may receive items approved for either males or females. Certain items as indicated in this directive will require a medical permit.

B. Searches of Packages

1. Packages shall be searched thoroughly to ensure that all articles conform to regulations. Articles will be removed from the original shipping container (box or bag in which the package was shipped or brought into the facility) and inspected visually and/or by use of the x-ray machine. In searching and examining packages, care shall be taken not to damage or destroy the contents. The shipping container (bag or box) will not be given to the incarcerated individual.
2. Absent security concerns, original product packaging will not be opened or removed. If there are security concerns, e.g. if abnormalities are detected in x-rays, packaging, feel or texture, weight, labeling, etc., then the contents of individual articles may be removed from the originally sealed packaging for the inspection process. Food articles may be transferred to clear plastic bags or other appropriate containers. In the event an individual article is removed from the originally sealed packaging due to a security concern the processing officer will prepare a memorandum detailing the reasoning for removal. The original will be placed in the incarcerated individual's package room file with a copy sent to the Deputy Superintendent for Security (DSS).
3. Absent security concerns, original labels that show product information (e.g. expiration date, ingredients, warranty, quantity, etc.) shall be preserved with their related products. In the event original labels are withheld due to a security concern the processing officer will prepare a memorandum detailing the reasoning for removal. The original will be placed in the incarcerated individual's package room file with a copy sent to the DSS.
4. Any correspondence, photos, cash or money orders included in the package will be forwarded to the appropriate area, (i.e., mailroom, business office) to be processed in accordance with Directive #4422, "Incarcerated Individual Correspondence Program," and Directive #2798, "Incarcerated Individual Accounts." Package room staff will list the items, (i.e., correspondence photo's, money orders, cash) on the incarcerated individual's Form #1755 or Form #1755F "Food Package Record," indicating the transfer to the appropriate area. A receipt, Form #2702, "Mail Receipt Book," for all cash and money orders will be issued by package room staff. The receipt number will be recorded on the incarcerated individual's 1755 or 1755F package record. All cash receipts are to be handled in accordance with the Office of the State Comptroller (OSC) Guide to Financial Operations.

Promotional materials (e.g. prizes, informational discs, etc.) or other non-product items or substances sealed within original packaging or attached to an allowed article will be removed prior to issue. These materials will be disposed of in accordance with Directive #4913.

5. Inspection and processing of religious articles shall be conducted in such a manner as to respect their religious significance. If an article's religious significance is in doubt, the facility chaplain shall be consulted. If an article is suspected of being contraband, it may be tested as appropriate. Articles which are considered or suspected of being contraband or which are under evaluation for authenticity or religious significance shall be secured by the Deputy Superintendent for Security pending disposition and notification of the affected incarcerated individual. If the incarcerated individual files a grievance within 21 days of receipt of a notice that an article has been denied, such religious article shall be retained by the facility pending the final resolution and closing of the grievance.
6. Contraband: Contraband articles shall be confiscated, and the Superintendent or designee notified. Contraband will include any article:
 - a. Which possession of is prohibited under any law applicable to the general public;
 - b. Which is readily capable of being used to cause death or serious physical injury, including but not limited to handguns, shoulder guns, cartridges, knives, explosives, intoxicants or dangerous drugs (e.g., narcotics);
 - c. Which could be utilized to assist or affect an escape or undermine the safety and security and/or practices consistent with the Department mission, such as unauthorized electronic devices (e.g., cellular telephones, etc.);
 - d. Which has been introduced into a correctional facility with the intent to transfer it to an incarcerated individual without the permission of the Superintendent or their designee; or
 - e. Which is an approved item, but it has been altered from its original intent and/or purpose.
7. Articles not permitted (other than contraband):
 - a. In the case of articles not permitted for general-confinement incarcerated individuals (non-restricted incarcerated individuals) will be given the opportunity to view the disallowed article and then choose a disposal option by signing Form #2068, "Authorization for Disposal of Personal Property." If the choice is to-ship the article, the incarcerated individual will fill out a disbursement form for the cost of the-shipping. The package room will send out the package and forward the disbursement form to the business office for processing. If funds are-available, the facility business office will deduct the amount of the disbursement from the incarcerated individual's account. If funds are not available, the business office will establish an encumbrance for the amount of the disbursement.
 - b. Articles not disposed of within 14 days, will be destroyed or donated to a charity by the facility. It is clearly not the Department's intent to give each incarcerated individual 14 days to choose a disposal option, requiring storage by the facility. It is the intent that an incarcerated individual be given a clear notice that an article is

not permitted and a clear opportunity to choose how such an article will be disposed of.

8. Articles will not be altered or modified by the manufacturer or vendor, except for removal of external radio antennas. Articles will not be altered or modified once they arrive at the facility in order to comply with the specifications set forth in this Directive.
9. If an item is not listed as allowable in Attachment A, the item will not be issued to the incarcerated individual and the decision to withhold it is not reviewable under this Directive. However, if an item is listed as allowable but was not issued because, in the opinion of processing staff, it did not meet applicable specifications regarding size, cost, ingredients, property limits, color, etc., the incarcerated individual may request a review of that decision. The incarcerated individual must first complete Form #2068, and a disbursement form if appropriate, identifying the item to be reviewed and the disposal option desired. The area supervisor shall then review the item in question during the course of scheduled rounds. The incarcerated individual's presence is not required. Upon completion of the review, the supervisor shall sign and date the Form #2068 and indicate whether the item is to be allowed and issued to the inmate, or disallowed and processed for disposal. A copy of the completed Form #2068 will then be forwarded to the incarcerated individual. NOTE: If the incarcerated individual refuses to complete and sign the Form #2068, no review will be conducted and the item will be disposed of as disallowed property in accordance with Directive #4913.

- C. Food Packages: Incarcerated individuals may receive three packages a month containing foodstuffs from a vendor, as listed in Attachment A, the combined weight of which shall not exceed 40 pounds. The three packages a month are based on when they are received, not when they are ordered.

Incarcerated individuals, friends, and/or family members ordering food packages from vendors who serve as third party fulfillment services, must pay special attention, as these companies may split orders when shipping, causing the incarcerated individual to exceed the number of monthly allowable food packages. Food packages exceeding the established limit will be denied.

- D. Personal Release Clothing: Incarcerated individuals wishing to wear personal release clothing, may receive such items directly from family and/or friends no earlier than two weeks prior to their scheduled release date, but in any event, no later than 72 hours prior to same.

Note: No cellphones, smart watches, or similar items allowed.

E. Packages from Vendors Received by Mail (U.S. Postal Service, UPS, FedEx, etc.)

1. Incoming
 - a. An incarcerated individual may receive a package through the mail from any vendor that not listed on the disapproved vendor list. The package must bear the incarcerated individual's name and departmental identification number on the packaging.

- b. A package from a vendor must bear the return address as affixed or printed (not handwritten) by the vendor or it will not be delivered to the incarcerated individual. The unopened package will be first x-rayed for contraband. The package will then be opened. If any contraband is found, it will be processed in accordance with Directive #4910, "Control of & Search for Contraband" and any remaining contents disposed of as directed by the Deputy Superintendent for Security. If no contraband is found, the incarcerated individual will be given the option to send the package out at their expense or to have it destroyed. In all cases, the disposition of the package will be recorded on Form #2068 and the incarcerated individual's package record.
 - c. A package from a commercial vendor must bear the return address as affixed or printed (not handwritten) by the vendor. A package from a non-commercial source must bear a return address that includes the sender's first and last name.
2. **Outgoing**
- a. All packages sent from a facility at an incarcerated individual's request, including surplus, non-allowed or transferred articles, shall be processed through the package room. All expenses shall be borne by the incarcerated individual.
 - b. All packages sent from a facility shall be receipted by the carrier. If a receipted carrier is not used, the incarcerated individual must ensure the package in order to get a receipt.
 - c. The incarcerated individual may also be required to pay for a shipping container approved by the U.S. Postal Service.
 - d. Articles which require repair or service may only be sent to a vendor or business which is not on the disapproved vendor list, and which is recognized as providing the needed repair or service. Repairs and service will not be done in the facility except where authorized by the Superintendent (e.g. at a State-run repair shop) and strictly controlled.
 - e. An incarcerated individual wishing to send a package or gift to a relative incarcerated in another Department facility must obtain authorization from their assigned Offender Rehabilitation Coordinator (ORC) and approval of the facility Superintendent, contingent upon agreement by the receiving facility Superintendent.

NOTE: The transfer of funds and art and craft products between incarcerated individuals is governed by Directive #4761, "Incarcerated-Individual-Charitable Contributions and Gifts."

3. **Art and Handicraft Supplies**: Art and handicraft supplies may only be received through a facility package room from an approved vendor. Such materials will only be admitted under local permit and made available for the incarcerated individual's use in their living quarters or other areas designated by the facility Superintendent.

NOTE: The policies and procedures for shipping and receiving Incarcerated Individual Tablets are outlined in Directive #4425, "Incarcerated Individual Tablet Program."

F. Packages from Family and Friends by Mail (U.S. Postal Service, UPS, FedEx, etc.)

1. An incarcerated individual may receive up to two non-food packages per year from family and friends by mail. The package must bear the incarcerated individual's name and departmental identification number on the packaging.
2. A package from a non-commercial source must bear a return address that includes the sender's first and last name.

G. Package Records

1. All articles received shall be recorded on Forms #1755 and Form #1755F, with the sender's name and address and the name and Department Identification Number (DIN) of the incarcerated individual recipient.
2. The incarcerated individual shall be requested to sign Departmental Form #1755V, "Received Value Record," listing any single article received which has a verified value of more than \$30.00. Any article priced or valued at over \$30.00 must be accompanied by the vendor's original receipt, bill or invoice. The original receipt, bill or invoice must be printed, handwritten will not be accepted. A copy of this form will be filed in the Package Room folder and a copy given to the incarcerated individual. These articles include but are not limited to the following:

Art and handicraft supplies	Hair dryer/blow dryer/curling iron
Authorized religious apparel	Footwear
Audio equipment	Jewelry
Bedsread	Musical instruments
Calculator	Rug/prayer rug
Clothing articles	Sun glasses
Electric shaver/razor	Typewriter
Electronic devices	Watch & Watch band
Gloves (baseball mitt, handball, bag)	

3. A current listing of "local permits" issued per Section IV below shall be maintained by the facility in the package room.
4. Special Watch Notations: A notation shall be made on an incarcerated individual package room record if:
 - a. A sender to that incarcerated individual attempts to transmit contraband within a package;
 - b. An incarcerated individual has been found in possession of contraband that was determined to have been received within a package; or
 - c. An incarcerated individual has been found guilty of drug-related misbehavior.

These notations shall alert staff to take appropriate precautions to prevent smuggling of drugs, drug paraphernalia, or other contraband in subsequent packages. However, any notations which correspond to disciplinary proceedings against an incarcerated individual, but which are later dismissed or reversed must be expunged from the incarcerated individual's package room records.

Note: If a vendor attempts to transmit contraband within a package, such matters must be reported by the Deputy Superintendent for Administration to Support Operations, via Form # 4911VDR, Package Vendor Disapproval Request Form, for addition to the disapproved vendor list.

H. Loss of Package Privileges

1. Packages received for an incarcerated individual serving a disciplinary disposition which includes "loss of package privileges" will be handled as follows:

- a. From a Publisher – shall be given to the incarcerated individual subject to the provisions of Directive #4572, "Media Review."
- b. From a Vendor
 - (1) If ordered by the incarcerated individual and approved by the business office prior to the disciplinary disposition, the package shall be issued to the incarcerated individual, otherwise, the package shall be returned to the sender.
 - (2) If ordered by a family, friend or correspondent, the package shall be handled as set forth in sub-section (3) below.
 - (3) From All Other Sources
 - (a) If received during first five days of "loss of packages" - shall be delivered to the incarcerated individual unless the incarcerated individual has been confined in a special housing unit.
 - (b) If received after first five days of "loss of packages," - shall be returned to sender unopened.

NOTE: The first five days or "five-day grace period" for incarcerated individual with a loss of package disciplinary sanction or, for incarcerated individuals in SHU, limited to packages containing books, periodicals and magazines only, starts on the disciplinary hearing completion date.

2. An incarcerated individual who orders a package while under a loss of package disposition will have the package returned to sender and will be responsible for any expense associated with return of the package.

I. Packages received for incarcerated individuals in SHU

1. Pending disciplinary action, or during first five days of a "loss of packages" disposition: Package items, except for books, periodicals, legal materials and perishables, shall be placed in the incarcerated individual property, and added to the incarcerated individual property inventory on Form #2064, "Personal Property Transferred;" books, periodicals and legal materials may be given to the incarcerated individual subject to the limitations in Directive #4933, but perishables shall be disposed of in accordance with Directive #4913.

2. Serving a disciplinary disposition, or after the first 5 days of a "loss of packages" disposition: The incarcerated individual will be afforded package privileges in accordance with Directive #4933.

J. Packages received for incarcerated individual transferred or temporarily absent from the facility

1. Transfer

a. During processing for transfer, the incarcerated individual will be directed to indicate on the Form #2064 whether they will pay for postage to forward any package received within 14 days at the sending facility. If the incarcerated individual elects to pay for package forwarding, they shall also sign a disbursement form marked "Postage Due." If the incarcerated individual fails or refuses to indicate his or her choice or hasn't signed a disbursement form, packages received will be returned to sender.

b. The Goldenrod copy of the Form #2064 and signed disbursement form shall be maintained in a file at the sending facility. Whenever a package is received for an incarcerated individual no longer at the facility, package room staff shall check the Form #2064 to determine the incarcerated individual's choice.

c. Any package received after 14 days from the incarcerated individual date of transfer will be returned to sender. Where a package is received within 14 days and the incarcerated individual has indicated that they will pay forwarding postage and has signed a disbursement form, the shipping facility will absorb the cost of shipping from its postage appropriation and ship the package, and send a copy of the incarcerated individual's Form #2064 and the signed disbursement form to the office of inmate accounts at the incarcerated individual's new facility.

d. Upon receipt at the incarcerated individual's new facility, the forwarded package will be issued in accordance with the provisions of this Directive. If funds are not available to process the disbursement, the incarcerated individual's account will be encumbered for the owed amount. When any encumbrance is fully collected, the collecting facility will use the funds collected to refund its own postage appropriation.

e. Packages must not be forwarded to incarcerated individuals at Work Release or Residential Treatment facilities but returned to sender.

2. Temporary absence (out-to-court or at a hospital)

a. A package for an incarcerated individual who is temporarily absent shall be x-rayed. If the package contains perishables, it shall be returned to sender. If no perishables are found, the package shall be stored by the facility unless it is determined that the incarcerated individual is likely to be absent in excess of 14 days.

b. Where the incarcerated individual is expected to be or has already been absent in excess of 14 days, the matter shall be referred to the Deputy Superintendent for Security to determine if the package should be held longer or returned to sender.

IV. LOCAL PERMITS

A. Certain articles cannot be approved Department wide because of programmatic and physical plant characteristics of individual facilities. In order that those locations which can accommodate special articles are not governed by those which cannot, each facility may consider the issuance of "local permits" in accordance with the following:

1. Local permits for articles so marked and listed in this Directive require the approval of the facility Superintendent, but do not require the approval of the Deputy Commissioner for Correctional Facilities.

2. Local permits for articles not listed in this Directive require the recommendation of the facility Superintendent and the approval of the Deputy Commissioner for Correctional Facilities. Such recommendations shall include:
 - a. Identification of the article for which a local permit is recommended;
 - b. The Superintendent's rationale for the recommendation; and
 - c. Specific terms and conditions regarding the use of the article as prescribed in sub-section A-5 below.
 3. Any article approved by local permit shall be clearly identified by mark or label and a record of such identification maintained by the facility. The original permit shall be maintained in the incarcerated individual's package records and a copy given to the incarcerated individual. The incarcerated individual must retain their copy of the permit to protect the privilege of retaining this article.
 4. By signing the local permit, the incarcerated individual shall indicate their understanding that the permit is valid only in their current facility and, in the event that they are transferred and cannot obtain a local permit for the article at their subsequent location, the article must be disposed of at the incarcerated individual's expense.
 5. The local permit shall specify the terms and conditions regarding the use of the article (with respect to program and periods or locations in which the article may be used) and indicate that failure to adhere to such terms and conditions may result in the revocation of the permit. If a permit is revoked, the article will be confiscated and disposed of at the incarcerated individual's expense in accordance with Directive #4913. The incarcerated individual's signature shall indicate his or her agreement with these terms and conditions.
- B. Each Superintendent is required to maintain a current list of all approved local permits to include:
1. Identification of incarcerated individual;
 2. Identification of the article;
 3. Identification of the approving authority; and
 4. Date of approval by the Deputy Commissioner for Correctional Facilities.
- V. **ALLOWABLE ARTICLES:** Attachment A identifies the only articles which may be allowed through facility package rooms. Articles will only be accepted through the package room subject to the conditions and restrictions set forth in this Directive and specified on each article listing. Conditions and restrictions set forth on the attached lists cover sources, content ingredients, packaging, quantities, colors, sizes, composition, cost or value, etc., and whether local permit is required. All articles must be new (unused), except for musical instruments, books, magazines, and periodicals, and not exceed the price or value limits set forth for various articles on the attached lists.

**NEW YORK STATE - DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
DIRECTIVE #4911A, "PACKAGES AND ARTICLES SENT TO FACILITIES"**

The attached lists identify the only articles which may be allowed through facility package rooms.

Articles will only be accepted through the package room subject to the conditions and restrictions set forth in this Directive and specified on each article listing.

Conditions and restrictions set forth on the attached lists cover sources, content ingredients, packaging, quantities, colors, sizes, composition, cost or value, etc., and whether local permit is required.

All articles must not exceed the price or value limits set forth for various articles on the attached lists.

All articles must be new (unused), except for non-electronic musical instruments, books, magazines and periodicals.

Approved Lists:	
A. Food Items	Pg. A-1
B. Food Utensils	A-2
C. Tobacco Products	A-3
D. Toilet Articles/Cosmetics	A-4
E. Clothing	A-5, A-6
F. Educational Supplies	A-7, A-8
G. Miscellaneous	A-9, A-10
H. Recreational Supplies	A-11
I. Art & Hobby Supplies	A-12
J. Religious Articles	A-13

A. FOOD ITEMS

General restrictions

Contents

- No alcoholic content or ingredients.
- No creatine content or ingredients.
- No poppy seeds.
- No frozen foods. Food items labeled with a freeze by date may be allowed, provided they are not frozen, require freezing or have been previously frozen.
- No USDA or Government surplus food.
- No home, bakery, restaurant, or delicatessen prepared foods.

Packaging

- No glass containers or cans .
- Items, except for fresh fruits and vegetables, must be received commercially packaged in airtight hermetically sealed containers impervious to external influence (i.e., heat sealed plastic bags, and vacuum sealed pouches). Containers with paper, plastic, or foil seals are not allowed (e.g., tubular potato chip container, powdered drink mix container wrapped with plastic seal, or coffee creamer plastic jar with a paper or foil seal). A food item contained within a commercially packaged glued outer paper or cardboard box does not, standing alone, make the item disallowed, if the item inside the box is further commercially packaged in a heat-sealed plastic bag.
- All items must have a commercially printed ingredients list on the packaging.

Individual items	Specific restrictions and conditions
a. Beverages/Liquid	including concentrates, must be in pouches or boxes only; max. size 32 oz. ea.
b. Beverages/Mixes	dry, max. size 32 oz. ea.
c. Bread	
d. Pouched food	max. size 16 oz. ea.; products must not require cooking (as designated on the manufacturer's label); microwavable containers are allowed. Cans are not allowed.
e. Candy	
f. Cheese	sliced or chunk
g. Coffee	
h. Condiments	16 oz. max. except hot sauce – 7 oz. max., allowed: ketchup, mustard (including hot and/or Dijon), honey, mayonnaise, sweet relish, soy sauce, barbeque sauce, Goya Sazon (flavored packets), taco sauce.
i. Dried coffee cream	16 oz. max.
j. Fruit	no dried
k. Meats	must be ready to eat (i.e., pre-cooked, cured, smoked, cold-cuts)
l. Nuts	without shells
m. Oatmeal	no raisin combination.
n. Pastry	
o. Raisins	max. 2 oz. per food pkg.
p. Seafood	cooked, cured or smoked only; no shells
q. Snacks	potato chips, pretzels, cheese twists, crackers, cookies, and other similar items (or combinations of approved food items, except for those combinations/mixes containing raisins). No uncooked popcorn.
r. Vegetables	fresh, that do not require cooking (except in facilities that permit cooking)

B. FOOD UTENSILS

General restrictions

- Plastic only (except where metal cooking utensils are permitted by the Superintendent under local permit).
- No double-wall (e.g. foam core or insulated) containers.
- No logos

Individual items	Specific restrictions and conditions
a. Bowls	2 quart max.
b. Cups	no larger than 16 oz.
c. Drinking containers ..	no larger than 16 oz.
d. Saucers	
e. Food storage containers	2 quart max., clear only
f. Spoons	pliable only
g. Forks/"sporks"	pliable only
h. Plates	
i. Thermos bottle	2 qt. max.; molded plastic only

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C. TOBACCO PRODUCTS

General restrictions

- Must be 21 years of age to purchase or receive tobacco products.
- Tobacco products must be in the original commercially sealed containers.
- Cigarettes must bear New York State Tax Stamps - no exceptions.

<u>Individual items</u>	<u>Specific restrictions and conditions</u>
a. Cigarettes	Max. 2 cartons per month: unflavored or menthol only
b. Cigarette roller	Limit 1; plastic only
c. Cigarette papers	Unflavored or menthol only
d. Cigars	Max. 50 per month: unflavored or menthol only
e. Pipes and pipe cleaners	
f. Tobacco, loose	Max. 12 oz. per month, unflavored or menthol only
g. Cigarette tubes	Max. 400 tubes per month filtered, non-filtered; 100's or king size, unflavored or menthol flavor.

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D. TOILET ARTICLES/ COSMETICS**General restrictions**

- No item may be received which lists alcohol as an ingredient.
- No skin tanning or coloring or hair coloring products.
- Maximum size of any single item is 16 oz., unless otherwise specified.
- No glass, except when approved toiletries cannot be obtained in plastic containers or cans then one ounce glass containers may be permitted when received directly from an approved store or manufacturer as packaged by them. The containerized items listed below are acceptable (1) if received in commercially-sealed non-pressurized cans or commercially-sealed plastic containers, or (2) when received directly from an approved store or manufacturer as packaged by them.
- No hemp oil or derivatives of hemp in contents.
- NOTE: Toilet articles/cosmetics are not restricted based upon gender specific marketing (i.e., products marketed for men, women, or as gender neutral are permissible unless other restrictions apply).

Individual items	Specific restrictions and conditions
a. Afro pick	plastic
b. Aftershave lotion	
c. Baby oil	
d. Comb	plastic; max. length 6"; no handle
e. Cream rinse/ conditioner	Any brand
f. Denture adhesive	
g. Denture cleanser	tablets only
h. Denture cup	plastic; transparent only
i. Deodorant	stick-type only, Any brand
j. Emery boards	non-metal
k. Fingernail clipper	2 ½" max.; no file
l. Hair brush	plastic; no removable handle or compartment
m. Hair dressing	non-medicated; incl. cream and gel.
n. Hair ties	Hair bands, hair rubber bands, pony tail holders; no stones or metal
p. Hand/face cream or . lotion	Any brand
q. Mirror	8" x 10" max. size; plastic only
r. Mouthwash	
s. Shampoo.....	Any brand
t. Shaving items -brush, cream, cup, soap	
u. Soap	standard size bar; no soap-on-a-rope
v. Soap dish	plastic
w. Stick cologne	
x. Toenail clipper	3 ½" max.; no file
y. Toothbrush	non-electric
z. Tweezers	
Females only	Specific restrictions and conditions
a. Facial makeup	eye makeup, face powder (translucent only 1 oz maximum), lipstick (clear only 0.15 oz maximum)
b. Hair fasteners	barrettes, bobbie pins, hair rollers, (in addition to hair ties, above); no stones
c. Hair spray	non-aerosol
d. Perfume/cologne	stick only, 0.5 oz.; 3 max. per month
e. Sanitary napkins and tampons...	Female only or by medical permit

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E. CLOTHING

General restrictions (all clothing items): No quilted clothing or snorkel-type hoods, except where indicated. No leather (except footwear and belts). No mesh materials (Except footwear. NOTE: mesh materials may not create a pocket). No spandex-type material. No denim. No removable linings.

Colors: Except as indicated below, blue, black, gray or orange colors are not permitted. Any shades of colors such as melon, peach, aqua, etc. that are not readily distinguishable from blue, black, gray or orange are not permitted. Solid colors only, except where indicated.

Value: Except as indicated, no item may exceed \$90 in value.

Footwear (#1, below): No hollow or platform heels or soles. No camouflage design. No metal shanks/ supports or toes. No pointed toes, spiked heels, pockets, compartments, clog-type or pump (air-inflation) footwear. No metal/stone or clip-on decorations. Max. height of heels is 2". Measure boot height from bottom of heel. Size must be within 1 size of that being worn by incarcerated individual.

Outerwear (#2, below): Natural fabrics only (e.g. cotton, wool).

1. <u>Footwear</u>	<u>Color</u>	<u>Additional restrictions and conditions</u>
a. Baseball/soccer shoes	any but blue.....	non-removable rubber cleats only, 3/8" max.
b. Boots.....	any but blue.....	total height 8"
c. Rubber galoshes, overshoes	any color.....	total height 10"
d. Sandals....	any but blue.....	must be secure to the foot (i.e. use ankle strap)
e. Shoes....	any but blue	
f. Shower shoes.....	any color	
g. Slippers.....	any but blue	
h. Sneakers.....	any color combination but blue	
2. <u>Outerwear</u>	<u>Color</u>	<u>Additional restrictions and conditions</u>
a. Earmuffs.....	plastic band (no metal)
b. Gloves/mittens.....	black permitted.....	wrist length
c. Jacket.....	solid green only (including lining).....	3/4 max. length; military-style field jackets are allowed but short-waisted lke-style jackets are not allowed; no hood; no patches, insignia or decals. None labeled "chemical protective."
d. Rain hat.....	clear transparent plastic	
e. Rain jacket/ poncho....	clear transparent plastic	hood permitted; max. value \$25
f. Scarves.....		
g. Winter knit watch cap.	black permitted	

3. <u>Sportswear</u>	<u>Color</u>	<u>Additional restrictions and conditions</u>
a. Athletic supporter	no metal or plastic cups; males only
b. Baseball caps.....	no logos, no military style
c. Shorts	gym or bermuda style; not to extend below the knee or higher than mid-thigh; no cargo style pockets; no form-fitting or spandex type; no denim; no logos or lettering
d. Sweatshirts, sweatpants	cloth only; no hoods permitted; may have a multiple or solid vertical stripe down leg or arm only not to exceed 2" in width; no logos; no zippers; no cargo style pockets
4. <u>Miscellaneous</u>	<u>Color</u>	<u>Additional restrictions and conditions</u>
a. Shirts/sweaters	solid colors inside and out	includes turtleneck, mock turtleneck, and polo styles; manufacturer's logo (e.g. fox, alligator, etc.), not to exceed 2" x 2" permitted
b. Bathrobe		
c. Belts	solid brown or black only	non-elastic; no braided, no metal or stone decorations, less than 1½" wide, with buckle; non removable, no sliding lock style, no D' ring style. (max. 1½"x1½"), length: size appropriate
d. Bow ties	black permitted	cloth only; clip-on style only
e. Handkerchiefs	white only	
f. Neckties	cloth only; clip-on style only
g. Pajamas		See restrictions under, "Females Only"
h. Socks	black permitted	no pockets
i. Thermal underwear	Solid colors only (except for the waist band)	
j. Briefs/boxers	Solid Colors only (except for the waistband)	
k. T-Shirts	solid colors inside and out	crew or v-neck only
5. <u>Females Only</u>	<u>Color</u>	<u>Additional restrictions and conditions</u>
a. Blouses	no see-through, midriff or short-cut
Shawls	1 yard square max. size (incl. fringe)
b. Stockings/ panty hose	stocking or hose requiring garter belts are not allowed
c. Bras	solid colors only.	Any incarcerated individual housed in a female classified facility or housing unit or by medical permit, no metal underwire, no padding
d. Panties	solid colors only, (except for the waistband)	Any incarcerated individual housed in a female classified facility or housing unit or by medical permit, no thong style, crotchless, front opening or see-through or lace
e. Pajamas.....	no see through; no front opening bottoms

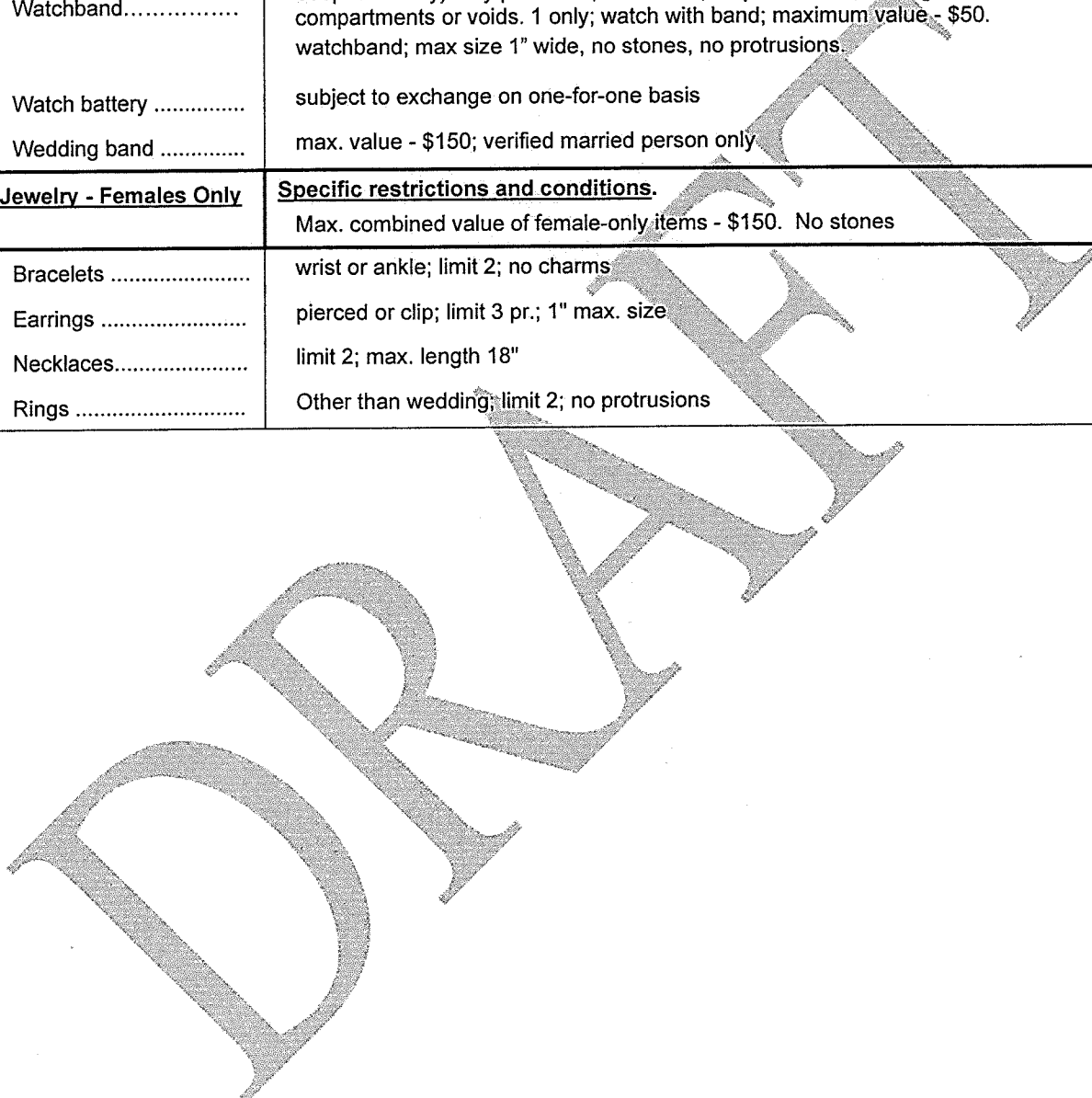
F. EDUCATIONAL SUPPLIES	
1. Office Materials	
a. Mini-calculator	Basic functions only (i.e. addition, subtraction, division, multiplication, percentages), no scientific functions, hand-held only; \$30 max. value
b. Carbon paper	
c. Clipboard	9" x 15" max.; no metal components
d. Composition/ Notebooks	no metal components
e. Crayons	
f. Dictionaries	non-electronic
g. Drafting pens	no sharp points; no internal or refillable ink reservoirs
h. Erasers	
i. File folders	no metal components
j. Masking tape	1" maximum width
k. Paper	writing or drawing; no envelopes
l. Pens	ball point (non-retractable-style) or felt tip only - no fluorescent type
m. Pencils	standard wooden type only
n. Pencil sharpener	manual (hand-held); non-removable blade
o. Rulers	12" maximum; non-metal
p. Transparent tape	1" maximum width
2. Audio Equipment	General restrictions and conditions: Except as indicated, may only be received directly from manufacturer or established dealer. See Directive #4920 for specifics. Not to be altered in any way to meet specifications (except that an external antenna must be removed by the manufacturer or vendor). No detachable components. An inmate may possess and use only 1 audio unit (excluding TV).
	Specific restrictions and conditions.
a. Cassette Tapes	commercially made and sealed in cellophane or similar material, no screws, received directly from a distributor, retailer, or manufacturer only. Subject to Media Review. Religious tapes may be received from a bona-fide religious organization. These tapes must be in clear packaging and be reviewed by the chaplain's office or the Media Review
b. Cassette type cleaner/ automatic demagnetizer	
c. Headphone Radio	local permit only; max. value - \$150.00
d. Headphones (earphones)	local permit only; max. value - \$50.00
e. Radio	local permit only; max. value - \$150.00; clear (see-through) case only; no larger than 8"x14"
f. Radio/tape Player combination	local permit only; max. value - \$150.00; clear (see-through) case only; no larger than 8"x14"; no microphone, talk switch or recording device
g. Tape player	local permit only; max. value - \$150.00; clear (see-through) case only; no larger than 8"x14"; no microphone, talk switch or recording device

3. <u>Printed Materials</u>	<p>General restrictions and conditions. Paper only (no laminates). All material subject to Directive #4572, "Media Review." Newspapers may only be received from the publisher or an approved distributor via the correspondence unit.</p> <p>Specific restrictions and conditions.</p>
<p>a. Books, magazines ... and periodicals</p> <p>b. Calendar</p> <p>c. Greeting cards/with matching envelopes..</p> <p>d. Posters</p>	<p>New or used, may be delayed through the Package Room up to 6 days for close security inspection if received from other than publisher or approved distributor</p> <p>max. size 18"x14" when opened; no metal components</p> <p>max. size 18"x14" when opened; maximum of 50 per month; no electronic cards</p> <p>max. size 18"x14"; no metal components</p>
4. <u>Typewriters/Supplies</u>	<p>General restrictions and conditions: Typewriter - 1 only; max. value - \$370 w/case (if case is purchased, it must be a hard case); the typewriter body must be made of clear, see-through material.</p> <p>Sources: Items listed below may only be received directly from an approved commercial source. New only.</p> <p>Specific restrictions and conditions</p>
<p>a. Portable Typewriter ..</p> <p>b. Electric adapter or converter</p> <p>c. Typewriter correction paper</p> <p>d. Correction ribbon</p> <p>e. Typewriter print wheel</p> <p>f. Typewriter ribbons</p>	<p>manual or electric; local permit only; no discs or permanent storage memory exceeding 7K, except for "correction memory" and internal spell-check and/or dictionary; no memory upgrade or internal or external ports usable for data transfer. The Department assumes no liability for information loss due to searches, power surges or outages, etc.</p> <p>local permit only</p> <p>replacement only</p> <p>1 only, on an exchange basis</p> <p>max. of 6</p>
5. <u>Musical Instrument</u>	<p>General restrictions and conditions: local permit only; 1 only; max. value - \$200 w/case; a non-electronic musical instrument, new or used, may be received from home - otherwise it may only be received directly from an approved commercial source. An electronic musical instrument, if permitted, must be new, may only be purchased from and received directly from an approved commercial source, and may not have voice recording capability, digitally enhanced or re-manufactured life like sounds (i.e. voices, ringing phone tones, animal sounds, etc.), a microphone or any disc or other removable storage device.</p>

G. MISCELLANEOUS	
1. Appliances	General restrictions and conditions. For in-cell use only.
	Specific restrictions and conditions.
a. Beard trimmer	local permit only; electric, cord or cordless or battery; no attachments max. 1" blade
b. Coffee pot	local permit only; non-electric; 9 cup max.
c. Curling iron	females only; local permit only; U.L approved
d. Hair dryer/blow dryer...	local permit only; U.L approved
e. Shaver/electric razor....	local permit only; electric, cord or cordless or battery
2. General	Specific restrictions and conditions.
a. Extension cord	9' max.; U.L approved; 1 only
b. Magnifying glass	plastic; no handle; 2" x 3" or 3" diam. max.
c. Matches	book only
d. Needles	sewing; 2" max. size
e. Pins - safety	2" max.
f. Rug	solid color only - no blue, black, orange or gray; max. size 3'x5'; not braided; label must indicate "fire retardant"; 1 only (does not include prayer rug)
g. Saddle soap	
h. Shoe laces	no leather
i. Sponges	
j. Sunglasses w/case....	std. size; non-reflector; max. value \$25 per pair (2 pair only)
k. Thread	no blue, black, orange or gray
l. Tissues	eyeglass and facial
3. Linens	General restrictions and conditions. Colors: No blue, black, orange, gray, green or white permitted. Solid color only.
	Specific restrictions and conditions.
a. Sheets.....	twin size only; 2 sets only per inmate
b. Blanket.....	twin size only; 1 only per inmate; label must indicate "fire retardant" or "fire resistant"
c. Pillow cases.....	std. size; 2 only per inmate
d. Towels	std. size bath towel (3' x 5' max.)
e. Washcloths	

Attachment A. Cont.

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4. Jewelry, etc.	<u>General restriction</u>
	No stones; no protrusions
	<u>Specific restrictions</u>
	A-9
a. Wrist Watch/ Watchband.....	watch; max size 1 3/4" x 1 3/4" (including stem), time, day, date, light, audible alarm (standard beep tone only) only permitted; no stones, no protrusions, no large cavities, no hidden compartments or voids. 1 only; watch with band; maximum value - \$50. watchband; max size 1" wide, no stones, no protrusions.
b. Watch battery	subject to exchange on one-for-one basis
c. Wedding band	max. value - \$150; verified married person only
5. Jewelry - Females Only	<u>Specific restrictions and conditions.</u> Max. combined value of female-only items - \$150. No stones
a. Bracelets	wrist or ankle; limit 2; no charms
b. Earrings	pierced or clip; limit 3 pr.; 1" max. size
c. Necklaces.....	limit 2; max. length 18"
d. Rings	Other than wedding; limit 2; no protrusions



H. RECREATIONAL SUPPLIES**General restrictions**

- Dice are not permitted

	<u>Specific restrictions and conditions.</u>
a. Athletic Gloves	baseball (mitt), handball or bag; no metal inserts; no boxing-type; max weight 10 oz. max. value \$50
b. Checkerboards and checkers	folding cardboard board or vinyl; plastic or wood pieces; max. value \$50
c. Chess sets	folding cardboard board or vinyl; plastic or wood pieces; max. value \$50
d. Dominos	plastic or wood pieces; max. value \$50
e. Handballs	in original sealed container only, remove contents, containers will not be issued to incarcerated individuals.
f. Jigsaw puzzles	in original sealed container only
g. Playing cards	in original sealed container only
h. Tennis balls	in original sealed container only, remove contents, containers will not be issued to incarcerated individuals

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I. ART & HOBBY SUPPLIES	
<u>Drawing</u>	<u>Specific restrictions and conditions</u>
a. Colored Pencils	Limit 36
b. Water Color Pencils	Limit 36
c. Sketch Book	Maximum size 11" x 14" (No wire binding)
d. Plain Edge Drawing Board	Wood, 23" x 31" (No metal clips)
e. Crayons; wax and non-plastic	Limit 64
f. Charcoal Pencils	In pencil form, no blocks or sticks, limit 36
g. Drawing Pads	Glue or plastic binder only. Size limit 23" x 29", Limit 2 pads
h. Tracing and graph paper	Not to exceed 23" x 29". Limit 100 sheets
i. Greeting Cards	Limit 50
j. Magic Markers	Non-toxic, water soluble, non-permanent, no fluorescent type Limit 12
k. White Glue	4 ounce maximum. Limit 2 in cell
<u>Painting</u>	<u>Specific restrictions and conditions</u>
a. Easel	18" maximum base, limit 1 (cardboard only)
b. Plastic Palettes	Maximum size 9" x 5", limit 2
c. Canvas board	Square or oval not to exceed 24" x 30", limit 4
d. Painting Pad	Glue or plastic binder, limit 2 pads
e. Acrylic Paints	Non-flammable, non-toxic and water soluble, limit 12-2 ounce tubes
f. Paint Brushes	Not wider than 1/2", limit 6 (plastic only)
g. Water Color Paints	Non-toxic and water soluble, limit 12-2 ounce tubes
<u>Crochet, Knitting, Weaving</u>	<u>Specific restrictions and conditions</u>
a. Plastic Needles	For crochet, knitting and weaving, size B-J, limit 6 total
b. Yarn	In skeins 8 ounces only limit of 12. No blue, black, grey or orange.
c. Plastic Canvas/Mesh	Maximum size 10.5" x 13.5" sheets, clear only, limit 10

J. RELIGIOUS ARTICLES	
	<p>General restrictions and conditions.</p> <ul style="list-style-type: none"> - Purchase, receipt or use of religious articles is subject to the provisions of Directive #4202, "Religious Programs and Practices." - No color restrictions apply unless specified. - Unless specific restrictions or conditions are specified, when multi-colored items are permitted, black, blue, gray or orange must not be predominant. - Clothing items may not exceed \$50 in value. - Questions on the identity or authenticity of a religious item shall be referred to the facility chaplain.
	<p>Specific restrictions and conditions.</p>
a. Fez	a brimless, cone-shaped, flat-crowned hat that usually has a tassel and is usually made of red felt; male only
b. Kufi	a hemispheric head cap that can be made of cloth, knitted or crocheted; may have a peak on top; must fit close to the head; no protrusions (visor, tassels, etc.); male only; solid blue, gray, or orange not permitted; multi-colored Kufi allowed, blue, gray, and orange must not be predominant
c. Yarmulke	a close-fitting skull cap that can be made of cloth, knitted or crocheted; solid blue, gray, or orange not permitted; multi-colored Yarmulke allowed, blue, gray, and orange must not be predominant
d. Tsalot-kob	a hemispheric head cap that can be made of cloth, knitted or crocheted; may have a peak on top; may be multi-colored; approx. 12" at longest point; must fit close to the head; male only
e. Keski/Dastaar	a cloth turban head cover; may possess two(2) cloth outer turbans no larger than 66"x36"; and may possess up to three(3) cloth under turbans no larger than 66"x66"; solid black, blue, gray, or orange not permitted; may be multi-colored
f. Khimar	a cloth head cover; female only; 4' x 4' max.; solid black, blue, gray, or orange not permitted; may be multi-colored
g. Talit Katan	fringed underwear
h. Tefillin	phylacteries (small square leather prayer boxes with long leather ties)
i. Talit (prayer shawl).....	max. size - 72" x 72"; solid black, blue, gray or orange not permitted; may be multi-colored
j. Ghutra (headdress)	1 yard square; solid black, blue, gray or orange not permitted; may be multi-colored
k. Prayer robe	solid black, blue, gray or orange not permitted; may be multi-colored
l. Prayer beads	Rosary; Dhikr; black only; other beads - see Directive #4202
m. Prayer rug	one only; may be possessed in addition to rug permitted under miscellaneous; 3'x5' max.; solid blue, black, gray, or orange not permitted; may be multi-colored
n. Religious books (Bible, Koran, etc.)	subject to the restrictions on printed materials covered in Section F-3, above
o. Religious pendant..... w/chain or fabric cord attached	max. value - \$50.00; no stones; max. 2" diameter; eg. medal, crucifix, cross, pentacles, Thor's hammers, Stars of David, chais, crescent with stars and/or moons, scapular.
p. Tsalot Shasa.....	A cloth scarf-type head covering; female only 2'x5' maximum; solid blue, black, gray, or orange is not permitted; limit 2
Native American Items	General restrictions and conditions.
a. Native American Rosette and cord	beaded pendant; attached to a leather or fabric cord
b. Native American personal smoking pipe	not to exceed six inches in length
c. Native American ashtray or shell	for smudging; less than 3" in diameter

d. Native American medicine bag	may include sacred herbs and items needed for Native American ceremonies under the procedures set forth in Directive #4202
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