

APPENDIX C

ALLOWABLE ITEMS

Items listed below may be received through the Package Room by offenders in most facilities, subject to the following restrictions and qualifications:

FOOD ITEMS	
<p><u>General Restrictions:</u></p> <p><u>Contents</u></p> <ul style="list-style-type: none"> - No alcoholic content or ingredients. - No poppy seeds. - No frozen foods. - No USDA or Government surplus food. - No home, bakery, restaurant, or delicatessen-prepared foods. <p><u>Packaging</u></p> <ul style="list-style-type: none"> - No glass containers. - Items, except for fresh fruits and vegetables, must be received commercially packaged in airtight hermetically sealed containers impervious to external influence (e.g., sealed cans, heat sealed plastic bags, vacuum sealed pouches, vacuum sealed plastic jars, glue sealed paper or cardboard boxes with the inside product being hermetically sealed, etc.). - 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 cans, pouches or boxes only; max. Size 32 oz. each.
b) Beverages/Mixes.....	Dry, maximum size 32 ounces each.
c) Bread	Max. size 16 oz. each; products must not require cooking (as designated on the manufacturer's label); microwaveable containers are allowed.
d) Canned food.....	Sliced or chunk.
e) Candy	16 oz. maximum.
f) Cheese.....	No dried.
g) Coffee	Must be ready to eat (i.e., pre-cooked, cured, smoked, cold-cuts).
h) Dried coffee cream.....	Without shells.
i) Fruit.....	Maximum 2 oz. per food package.
j) Meats.....	Cooked, cured or smoked only; no shells.
k) Nuts.....	Potato chips, pretzels, cheese twists, crackers, cookies, and other similar items (or Combinations of approved food items, except for those Combinations/mixes containing raisins).
l) Pastry	Herbal and flavored tea allowed; no loose tea; no tea labeled as being for any treatment or cure, "for medicinal purposes" or "as a dietary supplement," etc. is allowed.
m) Raisins.....	Fresh, that do not require cooking (except in facilities that permit cooking).
n) Seafood.....	
o) Snacks.....	
p) Tea.....	
q) Vegetables.....	

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.

Individual Items	Specific Restrictions and Conditions
a) Bowls.....	2 quart max.
b) Can opener.....	Manual only; short handle
c) Cups.....	No larger than 16 oz.
d) Drinking containers	No larger than 16 oz.
e) Saucers	
f) Food storage containers	2 quart max. Pliable only
g) Spoons,	Pliable only
h) Forks/"Sporks"	
i) Plates	2 qt. max; molded plastic only
j) Thermos bottle	

TOBACCO PRODUCTS

General Restrictions

- Tobacco products must be in the original commercially sealed containers.
- Cigarettes must bear New York State Tax Stamps - no exceptions.

Individual Items	Specific Restrictions and Conditions
a) Cigarettes	Max. 2 cartons per month
b) Cigarette roller	Limit 1; plastic only
c) Cigarette papers	
d) Cigars	Max. 50 per month
e) Pipes & pipe cleaners	
f) Tobacco, chewing	Max. 24 oz. per month
g) Tobacco, loose.....	Max. 12 oz. per month
h) Snuff	Max. 24 oz. per month

RECREATIONAL SUPPLIES

General Restrictions

- Dice are not permitted

Individual Items	Specific restrictions and conditions.
a) Athletic Gloves.....	Baseball (mitt), handball or bag; no metal inserts; no boxing-type; max. value \$50
b) Checkerboards/Checkers..	
c) Chess sets.....	Folding cardboard board or vinyl; plastic or wood pieces; max. value \$50
d) Dominos.....	
e) Handballs	Folding cardboard board or vinyl; plastic or wood pieces; max. value \$50
f) Jigsaw puzzles	
g) Playing cards.....	Plastic or wood pieces; max. value \$50 In original sealed container only
h) Tennis balls.....	
	In original sealed container only
	In original sealed container only
	In original sealed container only
	In original sealed container only

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.
- 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.

All Facilities	Specific Restrictions and Conditions
a) Fro Pick..... b) Aftershave lotion c) Baby oil d) Caustic sticks/styptic pencils e) Comb..... f) Cream rinse/conditioner g) Denture adhesive h) Denture cleanser..... i) Denture cup..... j) Deodorant..... k) Emery boards..... l) Fingernail clipper..... m) Hair brush..... n) Hair dressing..... o) Hairnet p) Hand/face cream or lotion q) Mirror..... r) Mouthwash s) Shampoo t) Shaving items - brush, cream, cup, soap u) Soap..... v) Soap dish..... w) Stick cologne x) Toenail clipper..... y) Toothbrush..... z) Tweezers	Plastic Plastic; max. length 6"; no handle Tablets only Plastic; transparent only Stick-type only Non-metal No file; 2 ½" max. Plastic; no removable handle or compartment Non-medicated; incl. cream. 8" x 10" max. size; plastic only Standard size bar; no soap-on-a-rope Plastic No file; 3 ½" max. Non-electric
Female Facilities Only	Specific Restrictions and Conditions
a) Facial makeup..... b) Hair fasteners..... c) Hair spray..... d) Perfume/cologne.....	Eye makeup, face powder, lipstick, rouge, etc. Barrettes, bobby pins, hair (bands, rollers, rubber bands), no stones non-aerosol non-aerosol; 3 oz. max. per month

CLOTHING

General Restrictions (all clothing items): No quilted clothing or snorkel-type hoods, except where indicated. No leather. No mesh materials. 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 \$50 in value.

Footwear (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: males 2"; females 3". Measure boot height from bottom of heel. Size must be within 1 size of that being worn by offender.

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

Footwear	Color	Additional Restrictions and Conditions
a) Baseball/soccer shoes	Any but blue	Non-removable rubber cleats only 3/8" Max Total height 8" Total height 10" Must be secure to the foot (use ankle strap)
b) Boots.....	Any but blue	
c) Rubber galoshes, overshoes.....	Any color.....	
d) Sandals.....	Any but blue.....	
e) Shoes.....	Any but blue	
f) Shower shoes.....	Any color	
g) Slippers.....	Any but blue	
h) Sneakers.....	Any color combination but blue	
Outerwear	Color	Additional Restrictions and Conditions
a) Earmuffs	Black permitted Solid green only (including lining)	Plastic band (no metal) Wrist length Length 3/4 max.; military-style field jackets are allowed but short-waisted like-style jackets are not allowed; no hood; no patches, insignia or decals. None labeled "chemical protective."
b) Gloves/mittens.....		
c) Jacket.....		
d) Rain hat.....	Clear transparent plastic	Hood permitted; max. value \$20
e) Rain jacket/ poncho....	Clear transparent plastic	
f) Scarves	Black permitted	
g) Winter knit watch cap		
3. Male Offenders Only	Color	Additional Restrictions and Conditions
a) T-shirts	Solid colors only (except for the waistband)	
b) Briefs, boxer.....		
c) Thermal underwear		

Sportswear	Color	Additional Restrictions and Conditions
a) Athletic supporter..... b) Baseball caps..... c) Shorts..... d) Sweatshirts, sweatpants	No metal or plastic cups; males only No logos, no military style 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 Cloth only; 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
Miscellaneous	Color	Additional Restrictions and Conditions
a) Shirts/sweaters..... b) Bathrobe c) Belts..... d) Bow ties..... e) Handkerchiefs..... f) Neckties..... g) Pajamas h) Socks.....	Solid colors inside and out Black permitted White only Black permitted	Includes turtleneck, mock turtleneck, and polo styles; manufacturer's logo (e.g. fox, alligator, etc.), not to exceed 2" x 2" permitted Non-elastic; less than 1½" wide, with buckle (max. 1½"x1½") Cloth only; clip-on style only Cloth only; clip-on style only No pockets
Female Offenders Only	Color	Additional Restrictions and Conditions
a) Blouses..... b) Boots..... c) Nightgowns..... d) Shawls..... e) Shoes..... f) Stockings/ panty hose g) Bras..... h) Panties..... i) j) Slips..... k) Girdle l) Thermal Underwear.... m) T-shirts..... n) Pajamas No blue..... No blue Solid colors only (except for waistband)	No see-through, midriff or short-cut Total height 18" No see-through 1 yard square max. size (incl. fringe) Stocking/hose requiring garter belts not allowed No metal underwire No thong style, crotchless, front opening or see-through or lace trim Full and half Crew or v-neck only No see-through; no front opening bottoms

EDUCATIONAL SUPPLIES	
Office Materials	Additional Restrictions and Conditions
a) Mini-calculator.....	Hand-held only; \$30 max. value
b) Carbon paper.....	
c) Clip board.....	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
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 offender may possess and use only 1 audio unit (excluding TV).
	Specific Restrictions and Conditions
a) Cassette Tapes.....	Commercially made; 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 Media Review.
b) Cassette type cleaner automatic demagnetizer	
c) Headphone Radio.....	Local permit only; maximum value - \$50.00.
d) Headphones (earphones)	Local permit only; maximum value - \$50.00.
e) Radio	Local permit only; maximum value - \$150.00; clear (see-through) case only; no larger than 8 inches x 14 inches.
f) Radio/Tape player Combination	Local permit only; maximum value - \$150.00; clear (see-through) case only; no larger than 8 inches x 14 inches; no microphone, talk switch, or recording device.
g) Tape Player.....	Local permit only; maximum value - \$150.00; clear (see-through) case only; no larger than 8 inches x 14 inches; no microphone, talk switch, or recording device.

Printed Materials	General Restrictions and Conditions
a) Books, magazines and periodicals..... b) Calendar..... c) Greeting cards with matching envelopes ... d) Posters.....	<p>Paper only (no laminates). All material subject to Directive #4572, "Media Review Guidelines." Newspapers may only be received from the publisher or an approved distributor via the correspondence unit.</p> <p style="text-align: center;">Specific Restrictions and Conditions</p> <p>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>Maximum size 18" x 14" when opened; maximum of 50 per month; no electronic cards.</p> <p>Maximum size 18" x 14"; no metal components.</p>
Typewriters/ Supplies	General Restrictions and Conditions
a) Portable Typewriter.... b) Electric adapter or converter..... c) Typewriter correction paper d) Correction ribbon e) Typewriter print wheel f) Typewriter ribbons	<p>Typewriter - 1 only; max. value - \$350 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><u>Sources:</u> Items listed below may only be received directly from an approved commercial source. New only.</p> <p style="text-align: center;">Specific Restrictions and Conditions</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 lost due to searches, power surges, or outages, etc.</p> <p>Local permit only.</p> <p>Replacement only.</p> <p>One only, on an exchange basis.</p> <p>Maximum of six.</p>
Musical Instrument	General Restrictions and Conditions
	<p>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, a microphone or any disc or other removable storage device,.</p>

ART & HOBBY SUPPLIES
<p>A list of articles approved by an employee designated by the Superintendent must be submitted to the Package Room before they may be received by an offender.</p>

MISCELLANEOUS	
Appliances	General Restrictions and Conditions
	For in-cell use only.
	Specific restrictions and conditions.
a) Beard trimmer	Local permit only (electric/cord/cordless/battery, no attachments max 1" blade)
b) Coffee pot	Local permit only; non-electric; 9 cup maximum.
c) Curling iron.	Females only; local permit only; UL approved.
d) Hair/Blow dryer	Local permit only; UL approved.
e) Shaver/electric razor	Local permit only; electric, cord or cordless or battery.
General	Specific restrictions and conditions.
a) Extension cord	9 foot maximum; UL approved; 1 only.
b) Key ring	
c) Magnifying glass..	Plastic; no handle; 2" x 3" or 3" diameter maximum.
d) Matches	Book only.
e) Needles	Sewing; 2 inches maximum size.
f) Pins – safety	2 inches maximum.
g) Rug	Solid color only-no blue, black, orange or gray; max size 3 ft. x 5 ft.; not braided; label must indicate "fire retardant"; 1 only (does not include prayer rug).
h) Saddle soap.....	
i) Shoelaces	No leather.
j) Sponges.....	
k) Sunglasses w/case.	Standard size; non-reflector; maximum value \$25 per pair (2 pair only).
l) Thread.....	No blue, black, orange or gray.
m) Tissues	Eyeglass and facial.
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 offender
b) Blanket	twin size only; 1 only per offender; label must indicate "fire retardant"
c) Pillow cases	standard size; 2 only per offender
d) Towels	standard size bath towel (3 feet x 5 feet maximum)
e) Washcloths	
Jewelry, etc.	General Restrictions and Conditions
	No stones; no protrusions
	Specific Restrictions and Conditions
a) Wrist Watch/Band	Time-day-date-audible alarm only permitted; 1 only; max. combined value - \$50
b) Watch battery.....	Subject to exchange on one-for-one basis
c) Wedding band.....	Maximum value - \$150; verified married person only

Jewelry-Females Only	Specific Restrictions and Conditions
	Maximum 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 pairs; 1 inch maximum size
c) Necklaces.....	Limit 2; maximum length 18 inches.
d) Rings.....	Other than wedding; limit 2; no protrusions
Religious Articles	General Restrictions and Conditions
	<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. Where 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 identify or authenticity of a religious item shall be referred to the facility Chaplain.
	Specific Restrictions and Conditions

a) Fez.....	A brimless, cone-shaped, flat-crowned hat; usually has a tassel; 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; may be multi-colored.
c) Yarmulke.....	A close-fitting skull cap that can be made of cloth, knitted, or crocheted; may be multi-colored.
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; approximately 12 inches at longest point; must fit close to the head; male only.
e) Keski/Dastaar.....	A cloth turban head cover; 30 inches x 36 inches maximum; solid black, blue, gray or orange not permitted; may be multi-colored; limit 2.
f) Khimar.....	A cloth head item; female only; 4 feet x 4 feet maximum; 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).	Maximum size 66 inches x 66 inches; solid black, blue, gray or orange not permitted; may be multi-colored.
j) Guthra (Prayer Shawl).....	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 inches by 5 inches maximum; solid blue, black, gray or orange not permitted; may be multi-colored.
n) Religious Books (Bible, Koran, etc.)...	Subject to the restrictions on printed material covered in Section F-3 above.
o) Religious Pendant with Chain or Fabric..	Maximum value of \$50; no stones; maximum two inches in diameter; e.g. medal crucifix, cross, pentacles, Thor's hammers, Star of David, chains, crescent with stars and/or moons, scapular.
p) Tsalot Shasha	A cloth scarf-type head covering; female only; two feet by five feet 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 three inches 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.