

Coleman Hall
 TPV Unit Resident Handbook

PERMISSIBLE PROPERTY:

All residents entering the facility shall have their property inventoried by a Shift Supervisor or his/her designee. At that time all property approved for retention will remain with the resident. A resident must identify whom he chooses, by name, address, and phone number to pick up his personal property in the event he is not able to manage this affair.

- All properties not authorized for retention will be confiscated and the resident will be given a copy of the confiscation slip. The property will be boxed and retained in storage for 7 days so the resident may designate and arrange for someone to pick up his unauthorized property. Failure to have excess or unauthorized property picked up on time may result in the property being donated to charity in accordance with company policy.
- Property remaining in the Coleman Hall facility after a resident departs (regardless if release or return) will be inventoried, boxed, and retained for a period not to exceed 30 days. The Operations Manager or his/her designee will ensure that a letter is sent to the resident's designee listed on the form directing them to pick up the property. The Operations Manager or his/her designee will also ensure that a follow up call is made advising that there will be a final disposition of the property if it is not picked up within thirty days. A copy of the letter will be placed in the resident's file.

All approved items are listed below; anything else will be considered contraband and confiscated. The quantities shown are the total amounts permitted in your possession. Residents may not exceed the quantities for each item listed below.

QTY	ITEM
5	Trousers or Jeans
5	Shirts, dress or polo style
5	Shirts, tee or crew neck w/o imprint
1	Sweatshirt w/o hood
1	Sweatpants
1	Jacket
7	Undershirts (white only)
7	Undershorts (boxer or brief)
7	Pair Socks (white or asstd color)
3	Handkerchief (white only)
1	Pair Pajamas
2	Pair Shoes or Boots
1	Pair Sneakers or Athletic Shoes
1	Pair Shower Shoes
1	Soap Dish
3	Bars Soap
1	Toothbrush w/ holder
2	Tubes Toothpaste
2	Bottles Shampoo or conditioner rinse
2	Containers Deodorant (non-aerosol)
2	Cans Shaving Cream (non-aerosol)
6	Single edge disposable razors
1	Bottle Skin Lotion (non-alcohol)
1	Container Body Powder
10	Packs Cigarettes (branded, no "rallies")

QTY	ITEM
	Personal
	Widdiner Band
1	Wrist Watch
1	Pair Prescription Eyewear or Contacts
1	Cleaning Solution Kit (eye care)
1	Medal or medallion w/ chain (small)
1	Religious Headgear
1	Bottle Religious Oils (plastic only)
1	Religious Text
1	Hair Brush
1	Comb
1	Wave Cap (bedroom wear only)
1	Set Dentures (if required)
	Prosthetic Devices (if required)
12	Personal Pictures (non-explicit)
5	Books (hard or paper back)
5	Magazines (non-explicit)
1	Radio (battery op only)
6	Batteries (AA or AAA)
2	Sheets (Coleman issue)
1	Blanket (Coleman issue)
1	Pillowcase (Coleman issue)
1	Launder Bag (Coleman issue)
1	Combination Lock (Coleman issue)