

Intake Items: (Provided by the facility)

The following allowable items will be provided to the resident at Intake. These items are available through commissary only and will be provided for the resident at Intake. Residents will be issued and billed for an intake packet. An intake packet includes the following items:

- Personal hygiene items - deodorant, shampoo, shaving cream, soap, soap holder, toothbrush holder, hair comb, two (2) razors, two (2) towels, wash cloth, shower shoes
- Laundry items - laundry detergent, laundry bag
- Linens - pillowcase, two (2) flat sheets, blanket
- Miscellaneous - writing tablet, alarm clock with battery, plastic cup with lid, two (2) stamped envelopes, writing pen

A Resident may make reasonable requests on a weekly basis to replenish these personal hygiene items by ordering on the commissary Kiosks in each wing.

Residents are permitted to have the following personal items:

Residents are responsible for any personal belongings that they bring into the facility. At Intake, residents are permitted to bring into the facility the items listed below. Resident may bring non-offensive pictures of family and friends to place on the inside of their lockers. **The pictures may not depict drugs or alcohol.**

- ❖ shoes (up to three pair)
- ❖ belt
- ❖ coats/jackets (two)
- ❖ wedding band/watch/wallet
- ❖ pajamas/robe (one of each)
- ❖ paper/pencil/pens
- ❖ pants/shorts (up to ten pair total)
- ❖ portable CD player/headphones (in original packaging - unopened)
- ❖ CD's (up to 10 total) - in original case
- ❖ hats (two)
- ❖ shirts (up to ten)
- ❖ socks (up to ten pair)
- ❖ religious printed text
- ❖ underwear (up to ten)
- ❖ white undershirts (up to ten)
- ❖ State issued photo identification
- ❖ winter gloves
- ❖ Birth certificate and/or social security card
- ❖ Beard and mustache trimmers:

- Beard and mustache trimmers are to be battery operated, non-corded, and non-rechargeable. The trimmer head is to be no wider than (2) two inches, with no attachments permitted.
- Work uniforms will be handled on an individual basis and approved by the Business Manager/designee.
- Residents are not permitted to have safety or sunglasses unless approved by the Work Release Coordinator. These items will be approved for work release purposes only and must be left at the job site.
- CD's must be in original packaging from the manufacturer. (No burned cd's or homemade cassette tapes)
- At the time of intake, residents may not arrive with any tobacco products. No external cigarettes may be brought into the facility at any time - by a resident or resident's family. At the time of intake, if a resident has excess monies, above the cost of the intake hygiene packet (approximately \$60), those additional monies may be used to purchase cigarettes from SEPTA's commissary. The money must be brought into the intake area of the facility by the resident. Cigarettes = approximately \$6.25 per pack (as of March, 2012, pending modifications).
- Orders may be placed on the Kiosk by Monday evening prior to 11:59 p.m. to be received on Wednesday.

Beyond the time of intake, only money, personal CD players and clothing may be brought in for Residents. Clothing items will be searched for contraband. Contraband will be seized and/or returned and appropriate action will be taken.