

ACCEPTABLE INCOMING ITEMS LIST

Reference Administrative Directive: 610.2, 610.3, 805,811
Revision Date 05-10-2024

NOTE: EFFECTIVE DECEMBER 1, 2013, ALL PACKAGES MAY ONLY BE RECEIVED FROM AN APPROVED VENDOR

Only the items and amounts listed will be permitted. ALL ITEMS MUST BE IN FACTORY SEALED CONTAINERS AND REQUIRE NO REFRIGERATION, COOKING OR MICROWAVING.

Items packaged in contraband containers will not be accepted. All acceptable incoming items will be inspected. All incoming packages must have the patient's name and A T number. The unit number of the patient (if known) is helpful to further ensure proper and timely delivery.

Package size may not be any heavier than 30 pounds and box may not be any larger than 24 inches long, 19 inches wide and 12 inches high

Package limitations:

Incoming packages are limited to (3) packages per patient per calendar quarter for the first (3) quarters of the year. These dates are January 1 – March 31; April 1 – June 30; July 1 - September 30. Patients can purchase one additional package per year, which will not count towards the package cap limit, of a single watch with no other products.

During the 4th quarter of the year, incoming packages are limited to (4) vendor packages. These dates are October 1 – December 31.

Category Food and Drink:

Beverages and Drink Mixes	<p>Permitted Types: Decaf tea Chocolate drink mix Fruit flavored drink mixes</p> <p>All items must be bag type, powdered, and sugar free only.</p>	<p>Non-Permitted Type: No liquids No herbal and or supplemental or enhance drink mixes. No drinking bottles, plastic or glass containers No Kool-Aid No herbal teas of any kind No creamer No caffeine allowed</p>
Decaf Coffee	<p>Permitted Types: Instant powder or teabag only No more than 80 ounces allowed per package</p>	<p>Non-Permitted Type: No caffeinated drinks, food or candy of any kind No plastic or glass containers</p>
Cakes, Cookies and Pastries	<p>Permitted Types: In sealed secondary factory packaging</p> <p>Dried items only</p>	<p>Non-Permitted Types: No fruit cakes. No real fruit No fruit pies or pastries No tortillas, croissants, bread, or bread like items</p>

Chips and Crackers	Permitted Types: In sealed, unopened factory packaging	Non-Permitted Types: No spicy seasoning No chili, picante, flaming hot, habanero, cayenne, chili pepper, wasabi etc. No plastic containers with lids
Candy	Permitted Types: In sealed unopened factory packaging	Non-Permitted Types: No liquor filled candy. No candy on sticks No candied fruit or gum No candy wrapped in foil. No Skittles No candy with caffeine
Cereal and Granola	Permitted Types: Dried cereal Individual hot cereal packets allowed	Non-Permitted Types: No fruit pieces in cereal No containers with lids
Cheeses and Meats	Permitted Types: Dried meats, jerky and cheeses that require no refrigeration only. Even if the item states “refrigerate after opening, “the item will not be permitted. Individual squeeze cheese packets are permitted. For a spicy option, only the “Bushy Creek” hot summer sausage is permitted. Same brand offered within the Canteen.	Non-Permitted Types: No individual cheese/cracker packages that contain a utensil of any kind. No wet packs No chili, picante, flaming hot, habanero, cayenne, chili pepper, wasabi etc. No plastic, resealable containers No preservation packets. No Velveeta cheese
Nuts, seeds, and trail mix	Permitted Types: In sealed unopened factory packaging	Non-Permitted Types: No trail mix with fruit No nuts or seeds that still have their shell. No chili, picante, flaming hot, habanero, cayenne, chili pepper, wasabi etc.
Protein Bars	Permitted Types: In sealed unopened factory packaging	Non-Permitted Types: No fruit ingredients No supplements No vitamins
Soups	Permitted Types: Dried soup only Top Ramen style soup only. The soup can be any brand, but all ingredients and instructions must be in English	Non- Permitted Types: No hot, spicy, picante, wasabi or Cajun flavors No soups that require cooking by microwave or stove No wet packed seasoning or wet condiments such as soy sauce, chili oil etc. No cup a noodle No rice No pickles

Sugars and Sweeteners	<p>Permitted Types: Individual sized sugar or sweetener packets.</p> <p>Patients are only permitted 10 packets at a time</p>	<p>Non-Permitted Types: No enhancing ingredients</p>
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Category Electric Equipment:

Cassette tapes	<p>Permitted Types: Factory sealed only. Maximum 20 tapes in possession</p>	<p>Non-Permitted Types: No homemade or blank tapes</p>
Headphones and Earbuds	<p>Permitted Types: Vendor purchase only</p>	<p>Non-Permitted Types: No steel in headbands No noise canceling equipment. Cord thickness will not be greater than 16 gauge. Cord length will not exceed 4 feet long. The headphone or earbud may not cup the ear. Coby style 130 or 160 headphones or earbuds are not permitted.</p>
Personal electronics and games	<p>Permitted Types: Vendor purchase only Calculators, dictionary, or thesaurus may not exceed 6 inches wide, 6 inches high and 3 inches in depth. Battery operated only.</p> <p>Video game system, My Arcade, is the only approved game system currently.</p> <p>All personal electronics must be clear plastic</p>	<p>Non-Permitted Types: No accessories, AV cords or excess cords allowed. No rechargeable batteries No equipment or games with USB connectors No items that re-cord voice or data No electronic devices that have data sharing capabilities from one device to another No Gameboys No graphing calculators</p>
Radios, Walkman's, and clocks	<p>Permitted Types: May not exceed 5 inches wide, 5 inches high and 2 inches in depth. Clocks must be digital. Battery operated only. Must be clear plastic</p>	<p>Non-Permitted Types: No radio accessories No antennas No CD-Players or CD's No televisions or television accessories No equipment that plays sound over an external speaker</p>
MP3 Player	<p>Permitted Types: Purchased from Walkenhorst, LOCKED version only.</p> <p>Purchase of device, songs, loading of songs, and shipping has no price cap limit.</p> <p>All MP3 players must be clear plastic.</p>	<p>Non-Permitted Types: No other types allowed.</p>

Category Personal Care Products:

<p>Soap, Body wash, Shampoo, Conditioner, Deodorant, Lotion, Hair products</p>	<p>Permitted Types: The container to be no larger than 16.9 oz. Vendor purchased only. Shampoo, conditioner, body wash and deodorant must be in clear packaging only. Only 2 of each item may be purchased at a time. If Body Wash and soap is being purchased in the same order, only 1 bar of soap and 1 bottle of body wash may be purchased.</p>	<p>Non-Permitted Types: No cologne or perfume No alcohol-based products No makeup products No medications No mineral enhanced products No cough drops. No medicated products No flammable products No hair ties allowed. Lotion and hair grease brands sold by the Canteen are the only acceptable items for purchase through vendor.</p>
<p>Toothpaste</p>	<p>Permitted Types: Toothpaste may not exceed 2.5 ounces and can only be Colgate brand</p>	<p>Non- Permitted Types: No bleaching toothpaste.</p>

Category Personal Attire:

<p>Hats and Clothing</p>	<p>Permitted Types: Patients are permitted only one Kufi cap, one straw hat, one yarmulke, three baseball caps at a time, three beanies white, grey, or khaki in color, Kufi caps, Yarmulkes and baseball caps may only come in white, gray or khaki beige. One wave cap is allowed and may only be used on the unit. Wave caps may only come in white or grey.</p>	<p>Non-Permitted Types: No metal in hats No patterns No logos, sports team insignia, lettering, or pictures of any kind Nothing gang related will be permitted. No, Durags No watch caps or adjustable length beanies with a fold or ribbed cuff option</p>
<p>Watches</p>	<p>Permitted Types: Watch must be predominately black, white, or clear. Watch band must be silicone, plastic, or resin, Watch cannot exceed a shipping weight of more than 3 ounces.</p>	<p>Non-Permitted Types: No watches from Access Vendor. No calculator watches. No metal, leather, or nylon bands / Straps. If a watch is listed in multiple catalogues, the higher shipping weight between the different vendors will be utilized.</p>
<p>Jewelry</p>	<p>Permitted Types: Patients are permitted only one necklace, one pendant and one watch. 2 pairs of stud and post earrings only 2 wedding bands only</p>	<p>Non-Permitted Types: No beaded necklaces allowed. Necklaces may not exceed 1mm thickness. Pendant may not exceed the size of a 25-cent quarter. No jewelry should have protruding, sharp or cutting edges and may not exceed 75 dollars in value.</p>

Shoes	<p>Permitted Types: Shoes will only be Velcro or slip on and low top style only. May not exceed 100 dollars in value.</p> <p>Gym shoes must be predominantly white, contain no metal and cannot have shoelaces. Shower shoes must be rubber, single layer with a thickness that does not exceed 1 inch and can only be black, khaki, or white.</p> <p>Slipper or house shoes may only be black, grey, or white.</p>	<p>Non-Permitted Types: No K-Swiss, Bugle Boy, Joy Walkers, British Knights, Pumps, Gels, Airlifts, or similar items.</p> <p>No zippers, eyelets or support that contains metal in any shoe types.</p> <p>No enhanced or excess cushioning. No air pocket types of soles</p> <p>No forefoot straps or sandals.</p> <p>No shoes with any structure that could be used for hidden compartments.</p> <p>No cleats or shoes with tread greater than ¼ inch.</p>
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Sunglasses and Eyeglasses	<p>Permitted Types: Plastic sunglasses only Eyeglasses must be a plastic frame. Eyeglasses will be reviewed by Unit Supervisor.</p>	<p>Non-Permitted Types: No metal in any glasses. No mirrored lenses No lenses that are too dark impeding the ability to assess the patient's eyes. No wrap around glasses.</p>
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Category Items:

Batteries	<p>Permitted Types: Battery types, double and triple A only limited to 12 per package</p>	<p>Non- Permitted Types: No rechargeable batteries or rechargeable battery accessories</p>
Books and Magazines	<p>Permitted Types: Limited to 10 per package</p>	<p>Non- Permitted Types: No hard-bound books. No material with Martial Arts, hunting or violence.</p> <p>Maxim, Stuff, Shot Gun News and Wired magazines are not permitted</p>
Hobbies	<p>Permitted Types: Playing cards allowed. Tarot cards allowed but must not exceed 5.25 inches by 3.75 inches.</p>	<p>Non-Permitted Types: No dominos No toys of any kind No board games. No art supplies. No arts and crafts No magic cards or collectible trading cards No stickers No adhesive labels.</p>
Photos and Albums	<p>Permitted Types: Photo album without metal only</p> <p>Photos will be reviewed by the Patient Packaging Officer and Unit Supervisor.</p>	<p>Non-Permitted Types: No photos of patient alone. No photos of patient's victims No pictures of crime scenes</p> <p>Photos containing the patient are subject to review and refusal by DPS.</p>

Plastic Ware	Permitted Types: 20-ounce cups and tumblers made of flexible plastic only. 12-ounce bowl of flexible plastic only Patients are only allowed 2 tumblers and 2 bowls	Non- Permitted Types: No thermo cups or should it be thermos. Not to exceed 6 inches in diameter. No lids No utensils of any kind.
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APPROVED VENDOR LIST

Access Securepak	P.O. Box 50028, Sparks, NV 89435 Telephone Number 800-546-6283. For more information, please visit AccessSecurepak
Mikes Better Shoes	1256 Haddonfield-Berlin Road, Voorhees, NJ 08043 Telephone Number 856-767-1300 Mikes Better Shoes can be ordered through Golden State Packages Catalog. For more information, please visit Mike's Better Shoes
East Bay	P.O. Box 8066 Wausau, WI 54402 Telephone Number 800-826-2205. For more information, please visit Eastbay
Hamilton Booksellers	P.O. Box 15, Falls Village, CT 06031 No Telephone Number Available. For more information, please visit HamiltonBook
Union Supply Direct	Dept.100, P.O. Box 9018, Rancho Dominguez, CA 90224 Telephone Number 866-404-8989. For more information, please visit Union Supply Direct
Walkenhorst's	445 Ingenuity Ave, Sparks, NV 89441 Telephone Number 775-393-4000. For more information, please visit Walkenhorst's

Not all items listed in Approved Vendor Catalogs will be permitted into the hospital.
All items ordered must comply with current hospital policies.
No upgraded items will be allowed as replacements by the vendor providing goods.

Items will only be accepted if shipped directly to DSHA - Atascadero from one of the approved vendors. Patients or their families and friends can order approved items from these vendors only.

Prior to submitting orders, for vendor purchase, orders will be reviewed by the Unit Supervisor or designee for appropriateness and compliance with policy.

It is the responsibility of the individual to order approved items only. All items will be opened in the Package Room, in accordance with existing policies and procedures.

Items that have "refrigerate after opening" and/or are received in contraband containers will NOT be accepted. Inappropriate, non-approved, or contraband items will be returned to the vendor at the patient's expense by appointment only.

Patient will have 45 days to mail the non-allowable items back to the Vendor, a family member, or a friend outside the state hospital system. Patients have the option to donate non-allowable items or to discard them into the contraband trash.

Remember, only items on the DSHA – Atascadero Incoming Approved Items List may be sent into DSHA – Atascadero by an approved vendor.

Approved Vendor list for Religious Items

The following religious vendors have been approved to accommodate the needs of the various religious denominations at DSH-Atascadero.

Native American Vendor: Crazy Crow	1801 N. Airport Rd, Pottsboro, TX 75076 Telephone Number 800-786-6210 For more information, please visit Crazycrow
Islamic Vendor: Islamic Bookstore	3918 Vero Rd Ste. I, Baltimore MD 21227 Telephone Number 888-786-8700 For more information, please visit Islamic Bookstore
Jewish Vendor: Aleph Institute	9540 Collins Avenue, Surfside, FL 33154 Telephone Number 305-864-5553 For more information, please visit Aleph Institute
Catholic Vendor: Autom	5226 S. 31 st PL, Phoenix, AZ2914 Telephone Number 800-521-2914 For more information, please visit Autom
Christian Vendor: Christian Book Distributor	140 Summit St, Peabody, MA 01960 Telephone Number 800-247-4784 For more information, please visit Christian Book
General Religious: Union Supply Direct Religious Items Catalog	P.O. Box 619059, Dallas, TX 75261 Catalog orders may be placed by postal mail or by Telephone Number 866-404-8989 For more information, please visit Union Supply Group

Note: Only “allowable religious items” may be ordered by patients (See AD 618.1 Religious and Spiritual Items). No contraband items may be ordered or received.

Steps in ordering a religious Item:

1. A patient who wants to purchase a spiritual item will need to contact his religious leader and/or Chaplin. Together they will review the item in their approved Catalogs.
2. When an item is selected, the order form is completed. The Chaplin then gives the form to the Chief of Recovery and Mall Services.
3. The order will be reviewed, sent to the patient’s Unit Supervisor, who will then assist the Patient in the completion of the order. The patient will need to fill out a Withdrawal of Client’s Funds form, which will then be forwarded to the DSH-Atascadero Trust Office. Staff will notify the Patient Packaging Room Officer to expect the order.
4. When the item arrives, it will be sent to the Patient Packaging Room. The Patient Packaging Officer will notify the unit for pickup of the item.