

BUILDING ADMINISTRATION

Warden Boyd	Disciplinary Appeals, Restoration of Good Time
Deputy Warden Langley	Inmate programs
Deputy Warden Lefebvre	Custody and Control

GANG-ACTIVITY POLICY

The Department of Corrections has a zero-tolerance policy on gang activity in every facility. The existence of gangs within correctional facilities poses a great risk to the safety and security of staff and inmates alike and is contrary to the mission and philosophy of sound correctional practice. While at any of the A.C.I. facilities you will not be allowed to wear any gang colors, use any hand signs or monikers, be in possession of gang related materials, or participate in any gang activities including recruiting. The inmate population is closely monitored for these activities at all times. Any violation of these rules will result in disciplinary action and downgrade of classification status.

LIVING QUARTERS

Initial room assignments are made by the reception officer and approved by the administrative lieutenant in charge. Room assignments are subject to change at any time.

Room change requests will be made to the 3-11 housing Lieutenant with the approval of the Shift Commander

All inmates will store all property in the drawer of their bunk. All items purchased through the commissary must fit inside your locker. Any item found outside of your locker will be confiscated and considered contraband. (Nothing under mattress)

You will be held responsible for anything found in your room or living area. You should check your room or area carefully, to insure there is no contraband. Report any contraband immediately to your dorm officer.

You will be required to pay for the repair of any vandalism found in your room after your assignment. Any vandalism found is to be reported to your dorm officer immediately.

Beds and furniture are not to be rearranged in any room. Furniture is assigned to the room, not the individual. Extra beds, mattresses, and furniture will result in disciplinary action. No chairs are allowed in any room.

Makeshift curtains and room dividers are not allowed. Nothing is to be placed in or out of your windows, i.e. sneakers, etc. Any items found in the windows will be confiscated and considered contraband.

Nothing is to be pasted to the walls of any room or outside of lockers. No nude pictures will be pasted on the inside of the lockers.

Nothing is to be left on beds, hanging from beds or on top of lockers, radiators or windowsills. Shoes must be neatly placed under beds.

Rooms will be cleaned whenever necessary. There is no special time set aside for room cleaning. You may be instructed to clean your room or any area at any time. The officer will determine if it is clean.

It shall be the responsibility of you and your roommates to keep your area and room neat and tidy at all times. You will be expected to use wastebaskets, and trash cans. Wastebaskets are to be emptied every morning and for last trash detail in the evening.

Porters are assigned to clean the corridors and recreation area of each floor.

All beds are to be made by 6:30 a.m. Monday through Friday. On weekends and holidays they are to be made when you get up with all beds to be made by 9:30 a.m.

Shower rooms will be closed at 8:45 p.m. nightly. Use of the shower room will be governed by the work schedule. The Work Release program will be an exception, with the floor officer's approval.

Exhaust fans in shower rooms are to be turned on whenever showers are in operation.

Inmates are not allowed to visit from room to room or floor to floor. The recreation area on each floor is for socializing with other inmates. Loud noise will not be tolerated. The hallways are not for loitering.

NOTHING is to be passed from one floor to another in any manner in this facility. Violation of this order will result in disciplinary action.

You will be expected to respect your fellow inmates by leaving the shower and bathrooms clean after you have used them.

State property will be turned in to the officer that inventories any inmate being discharged, or transferred to another facility.

Inmate laundry will be done by assigned laundry porters only. Laundry room closes at 10:00 p.m. (Blankets will be scheduled for cleaning every three months in basement)

Inmates are not to wash items such as boots, sneakers, blankets, or anything that can harm the machines. Bleach is not allowed in this facility and is considered contraband.

Abuse of any type of machine or telephone will result in disciplinary action.

Housekeeping supplies are available as needed through your dorm officer. They are not allowed to be left in the room and must be returned to the dorm officer.

INMATE MOVEMENTS

All individual inmate movement requires:

- That you receive an institutional pass filled out by the sending Officer
- You to immediately report to your destination (**Do not make any stops**)
- That you hand your pass to the destination staff member when you arrive
- The pass will be filled out and returned to you at the end of your appointment
- You are to immediately return to your start destination (**Do not make any stops**)
- You are to turn your pass in to the Officer immediately upon your return

All inmate mass movements will be conducted by announcements over the PA system, when they are announced you will have five minutes to reach your destination. These movements will include general mass movements and classroom mass movements. Any inmate who is late to or from their destination will be subject to disciplinary action.

All inmates must stay at their destination until the next movement unless they are issued an individual pass to move.

Weekdays:

- 7:30 am Outside work crews to yard weather permitting
- 8:30 am Classes, Dorms closed for cleaning, all inmates to yard weather permitting
- 9:45 am Yard closed
- 11:00 am Lunch, all inmates out to yard weather permitting
- 12:00 pm Yard closed
- 12:30 pm Classes, Recreation begins, Yard open (optional)
- 1:45 pm Yard closed

Weekends and Holidays:

- 7:30 am Recreation begins, Yard open (optional)
- 9:00 am Crossover movement
- 10:00 am Crossover movement
- 11:00 am Yard closed, lunch begins, called from dorms
- 1:15 pm Recreation begins, Yard open (optional)
- 2:15 pm Yard closed

INMATE COUNTS

Counts are taken at the following times and inmates will be positioned in the following manner.

<u>TIME</u>	<u>MANNER</u>
11:15 PM	On the bed
2.00 AM	On the bed
4.30 AM	On the bed
10:30 AM	Sitting on your bed
3:15 PM	Sitting on your bed
9:00 PM	Sitting on your bed

(On Weekends and Holidays the 10:30 AM count will be held at 12:30 PM)

During counts in the dorm, each inmate must be in his assigned room, sitting upright on his assigned bunk with his legs hanging over the side of the bunk facing directly at the Officer during daylight hours. Failure to be in your proper place for a count will result in disciplinary action.

WORK

All inmates are assigned to a job by the job board. Inmates at Minimum Security are required to work. Job assignments are made after reviewing the length and type of sentence, past job experience, attitude and trustworthiness.

Wake-up is at 6:00 A.M. Monday through Friday. You will have your bed made and be properly dressed for work by 7:00 A.M. Details go out at 7:30 A.M. You are not to linger or hold up work details in any way, this will result in disciplinary action which may include possible loss of visits for a period of time.

You must be properly dressed and ready for breakfast by 6:00 A.M.

During working hours all inmates are to wear the prescribed uniform and state boots at all times. This applies to all details. Sweatshirts and sweatpants will not be worn under inmate work shirts or work pants. All clothing worn on work details will be stamped "Department of Corrections Work Crew".

An inmate found to be wearing anything other than regulation clothing to a job site will be booked and will face disciplinary action as an escape risk. This includes gray sweats and altered clothing.

Kitchen workers will wear white uniforms and issued cap during working hours. If whites are not supplied, inmates will wear issued khakis.

Inmates will not be permitted to miss work for any reason unless placed on "hold" for legitimate reasons.

Inmates not working will not be paid.

Inmates at work will abide by the following rules:

- You will not leave your place of assignment for any reason.
- You will not associate with anyone not directly related to your work assignment.
- You will not have any visits on your job site.
- You will not have or take any drugs or alcohol.
- Tobacco products are prohibited.
- You will perform your work as instructed by your supervisor.
- You will not make any phone calls while at work for any reason.
- You are not to enter any public place unless directly related to your work assignment and/or escorted by your supervisor.
- You are not to engage in horseplay or arguments with anyone.
- You will not purchase or accept anything while working on a detail.
- You will not take anything out of or in to Minimum Security Facility.
- You are not to take any money out with you to work. (Work Release excluded).

- Only authorized work related material will be in your possession.
- Needed equipment will be returned to your job site supervisor at the end of the day.

MONEY

Minimum Security inmates are allowed to have up to \$10.00 in quarters at one time. This money is for use in vending machines only and is not for use in stores, or for buying anything from other inmates. Possession of quarters over the amount of \$10.00 dollars will result in disciplinary action. Any unauthorized monies will be confiscated and deposited to the State General Fund.

Money (quarters) can be obtained by submitting a money transfer slip to the floor officer on Sunday evenings. \$10.00 in quarters must be ordered, request for more or less will not be honored.

Request to transfer monies out of your account to be sent out must be made in duplicate and the individual named must be on your visiting list. No money is to be transferred from one inmate to another in any form. Request to transfer monies out of your account must be accompanied by a stamped, addressed envelope with money the transfer slip.

You will not be allowed to enter or exit the visiting room or yard visits with any money. Money is not to be taken to or from visits. Money is not to be obtained directly from visitors.

Visitors wishing to deposit money in your account must go to the Inmate Accounts office located on West Road (next to Medium Moran Facility) The office is open Monday through Friday from 9-11 am and 1-3 p.m. There are also two kiosk machines, which are located at the Home Confinement Building or the Intake Service Center which money can be deposited 24 hours a day, 7 days a week.

The weekly spending limit for store order is \$65 per week per inmate.

Inmates are not allowed to handle money in the visiting room/yard. Visits only are allowed at the vending machines.

MEDICAL

Sick call and med line will be held at the following times:

7:30 a.m. to 8:30 a.m. daily (Approximate Time)

4:30 p.m. to 5:30 p.m. daily (Approximate Time)

* 7:30 p.m. to 8:00 p.m. daily (Approximate Time)

***Prescribed Medication Only**

A "sick pass" must be obtained by any inmate who is ill. No Inmate will be excused from work unless the nurse has issued a "sick pass" for the day.

Sick passes are for 24 hours. You will not be allowed visits from family members or friends while on a sick pass.

Medical request slips are available at the dispensary during sick call hours.

A "dental complaint" form is submitted to the central office to schedule Dental work.

VISITING

A) GENERAL:

Visitors may call 462-1000 for the monthly visiting schedule for Minimum Security. Inmates are allowed two (2) adult visitors at a time during his assigned visiting hours.

Proper identification must be shown by the visitor. Proper identification will preferably be a driver's license. In the absence of a driver's license, the superior in charge will determine the suitability of whatever identification offered. No identification will be considered unless it contains at least a photo, date of birth, and the person's signature. Birth certificates are not proper identification.

Inmates are required to check in and out of the visiting room with the visiting room officer and will be properly dressed when reporting to a visit.

VISITING HOURS ARE AS FOLLOWS:

MONDAY, TUESDAY, THURSDAY AND FRIDAY:

5:15 P.M. to 6:45 P.M.

7:15 P.M. to 8:45 P.M.

SATURDAYS, SUNDAYS and HOLIDAYS

8:00 A.M. to 9:30 A.M.

9:45 A.M. to 11:15 A.M.

1:00 P.M. to 2:30 P.M.

Visits are held in the yard during the daylight hours of the summer.

You are responsible for the good conduct and supervision of any children visiting you. Failure to properly supervise children will result in termination of the visit. Children must sit at the table with their parents or guardians. Children must stay with an adult while being processed for the visit as well as any trips to the restroom. Minors who come with an adult must leave with the adult. They are not allowed to be in the visiting room alone or left unattended on state grounds.

Any minor not in the company of one of his/her parents, must have a parental permission slip signed and notarized before being allowed to visit. The notarized permission slip must be approved by the Deputy Warden or Warden prior to the visit.

Inmates may add names to their visiting list only via BCI request slip.

Names will be removed from the visiting list only via "request slip".

Names removed from visiting list must remain off for a period of thirty (30) days. Exceptions will be made at the Deputy Warden or Warden's discretion.

All new requests for visitors shall contain the following information:

ONE NAME PER BCI REQUEST SLIP
PRINT ALL INFORMATION

- | | |
|------------------|----------------------------------|
| a. Name in Full | d. Address (Street, City, State) |
| b. Relationship | e. Inmate Identification Number |
| c. Date of Birth | |

B) CONDUCT IN THE VISITING AREA:

The following rules of conduct will be enforced in the visiting area.

- Kissing and embracing will be allowed at the beginning and end of the visit, and will take place inside the visiting area.
- Hands will be kept above the table at all times.
- Cuddling, straddling, embracing and fondling are prohibited.
- Visitors will be in control of their children at all times or the visit will be terminated.
- No food or candy is allowed in the visiting room, except what is purchased from the vending machines purchased by visitors only.
- All Inmates will remain in the visiting area for the duration of their visit.
- Loud, abusive, and obscene language is not allowed.
- No visitor is allowed to wear shorts of any type.
- Hats or sunglasses will not be allowed in the visiting room or visiting yard.

PROPER DRESS IS REQUIRED IN THE VISITING ROOM AT ALL TIMES

Visitors with tight or otherwise provocative clothing, including shorts that are shorter than mid-thigh length, spandex and/or skirts above the thigh will not be allowed to visit.

Female visitors may not wear tank tops, tube tops, or low cut or see-through blouses. Undergarments must be worn.

Dresses and skirts with long slits are not permitted unless they have fastened buttons or closed zippers.

All clothing must be intact; large rips and holes are not allowed.

C) OUT-OF-STATE VISITS: (approved by Deputy Warden or designee only)

Out-of-state visitors will be allowed under the following conditions:

1. Visitors will be considered out-of-state only if the distance traveled is at least (75) miles from Providence (Boston would not be considered out-of-state).
2. The visit must not be of a routine nature.
3. Proper out-of-state identification must be shown by visitors.

4. The visit officer will record the name and date of the visitor and submit the name for processing through B.C.I.
5. If the visitor is not cleared through B.C.I. and N.C.I.C. visits will not be allowed unless specifically approved by the Deputy Warden or Warden.
6. Visits must come at schedule visit times unless otherwise authorized.

DISCIPLINE

Discipline is broken down into three (3) categories:

- 1) Verbal Warning
- 2) Two-Nighter
- 3) Formal Booking

Two-Nighter: This is a document that authorizes the waiver of formal disciplinary procedures for minor violations of the rules for up to two (2) Nights loss of all privileges.

Records of a two-nighter do not go into your central file (**No loss of good time**).

Inmates on discipline are not allowed visits, yard recreation, movies, school or compensation for work.

Discipline will be served immediately upon signing a two-nighter.

Booking: This is a formal charge of a violation of the rules, which requires a hearing before the disciplinary board. (**If you are found guilty or given a reprimand it will result in the loss of good time**)

The disciplinary board meets regularly. All men waiting to see the disciplinary board are confined to the building on the day of the disciplinary board.

Appeals of disciplinary hearings are sent to the Warden.

Inmates will be transferred to a higher security to await disciplinary hearing for the following offenses:

- a) Being under the influence of an intoxicant.
- b) Possession of drugs or alcohol.
- c) Fighting or assault.
- d) Creating a general disturbance.
- e) Inciting a riot or disturbance.
- f) Escape
- g) Leaving outside job site without permission.
- h) Investigation for any of the above or other investigations per the Deputy Warden or Warden.

The property of inmates transferred to a higher security is inventoried and sent with the inmate at the time of transfer.

DISCIPLINE ROOM (LOP / DC)

1. No TV or radios or fans are allowed.
2. No games, i.e. playing cards, game boards (homemade games), etc.
3. No store orders or any food items allowed.
4. Minimum issued clothing and toiletries are allowed.
5. Showers times will vary and will be determined by the dorm officer.

DINING ROOM

The dining room will be open at the following approximate times:

Breakfast	6:00 a.m.
Lunch	11:15 a.m.
Dinner	4:00 p.m.

- All inmates entering the dining room must be properly dressed in issued seasonal uniform, shoes and socks must be worn.
- All inmates must properly display their I.D.
- Long hair must be tied back for sanitation reasons.
- You are not to linger after your meals. You are to return to your assigned area.
- No one except the kitchen workers are allowed in the kitchen area.
- No food or beverages are to leave the Dining Room.
- Inmates will remove all items from the dining tables when leaving their seat.
- The last inmate at the table will be responsible for making sure the table is cleaned.

RECREATION

Living quarters are equipped with a recreation area. You are not to abuse these recreation areas. Inmates abusing the recreation privileges will be subject to disciplinary action and immediate removal from the recreation area.

The weight room area is opened for weight lifting in the evening during the winter time, sign-up required. Sweat suits are mandatory.

All inmates entering or leaving the weight room/recreation area are responsible for returning all equipment they have used back to its proper place.

The scheduled time for the use of the weight/recreation area will be from 5:30 p.m. - 9:30 p.m. See winter recreation schedule for appropriate times.

NOTE: No issued towels or bed linens are to be taken or used in the weight/recreation room.

The recreation yard is open, weather permitting, between 6:00 p.m. and 7:45 p.m.

No blankets or bedding is allowed in the yard at any time.

All inmate activity ceases at 8:00 p.m. nightly. All inmates must be in their rooms at that time. Televisions and radios can remain on. All televisions and radios must be turned down so as not to be audible in the hallway. Televisions will be turned off at 11:30 p.m. Sunday through Thursday and at 1:00 a.m. Friday and Saturday.

MAIL

All mail will be passed out by the floor officer Monday through Saturday excluding holidays.

Any mail sent considered "legal" or "confidential" will be opened by the inmate in the presence of the mail officer.

Items that are mailed to inmates will be passed out by the mail room officer. No clothing will be received through the mail. All items will be purchased through the commissary.

Mail sent and received from immediate family, or a current co-defendant that is incarcerated must be approved by the Deputy Warden or Warden or designee.

COUNSELORS

The counseling offices are located on the various floors of the Minimum Security Facility. Counselors are available to answer your questions and provide information pertaining to your eligibility for work release, parole, good time and sentence information, etc.

You must submit a request slip in advance to see a counselor, or ask your dorm officer to contact the counselor for you in an emergency. No inmate is to be in the counseling area without permission. **Emergency telephone calls are arranged by counselors.**

LIBRARY

The library is open daily from:

- 8:00 a.m. to 10:00 a.m.
- 1:00 p.m. to 2:15 p.m.
- 5:30 p.m. to 7:30 p.m.

There are library aides available to assist other inmates. Any inmates wishing access to the law library during the day must receive permission from the day shift housing lieutenant.

CHAPLAINCY SERVICES

The chaplaincy team will help you with your religious needs while you are at the ACL. Any questions you have should be directed to the chaplaincy team. They plan and coordinate the chaplaincy program and will assist your clergy of record in visiting you.

There are regular worship services and bible studies. The chaplains sponsor other occasional programs. Everyone is encouraged to attend these programs.

If you would like to speak to a chaplain privately, you may use an inmate request form or other note to do this. Every effort will be made to see that your spiritual needs are met while you are incarcerated.

MISCELLANEOUS

Minimum Security is a no-smoking facility.

You are subject to be searched at any time, day or night. You are to cooperate fully with the officer conducting the search.

You may be required to give a urine sample at any time. Failure to give a urine sample will result in disciplinary action.

You are required to check out with the reception center officer or the check out desk officer in the yard, prior to leaving the building.

Horseplay is prohibited.

Nothing is to be "taken out" or "brought into" the building without prior approval. Violation will result in disciplinary action.

Institutional phones are not to be used by inmates.

All telephone calls must be conducted with your pin number.

Talking to anyone through fences and windows is strictly prohibited.

Inmates are not allowed to lend, trade, sell, buy, or borrow personal or state property.

Anyone causing any damage to state property will be subject to disciplinary action.

The practice of tattooing is strictly prohibited. Inmates found to be receiving or applying tattoos will face disciplinary action.

If you are required in the building, you will be picked up at the job site.

Personalized tailoring of state issued clothing is prohibited. Routine alteration and repair of state issued clothing will be done by the sewing room porter with the approval of the committing officer.

HAIRCUTS

Inmate barbers are available to provide hair-cutting services to inmates at the Minimum Security Facility. There is no charge for hair cuts.

Inmate barbers are in a state run apprenticeship program and are learning traditional haircutting techniques in order to pass the state exam. No extreme variations from the traditional haircuts are allowed.

ID BADGES

Inmates will wear ID badges at all times. ID Badges will be properly displayed on the jacket or damaged ID Badges, fill out a Money Transfer and report to the committing room officer to get a temporary orange ID bracelet until your new ID is given to you.

INMATE DRESS CODE

Inmates are responsible for insuring that uniforms are pressed; appear neat at all times and properly fit. **Failure to follow the proper dress code may result in disciplinary action.** Seasonal uniforms will consist of the following:

WINTER UNIFORM – (October 16 - May 14) Khaki shirt, khaki pants, boots or sneakers (Tied Properly) with socks. The inmate identification badge will hang from the khaki shirt pocket.

SUMMER UNIFORM – (May 15 - October 15) Khaki shirt (optional), T-shirt, khaki pants, boots or sneakers (Tied Properly) with socks. When wearing the summer uniform, the inmate identification badge will hang from the waist band on the left hand side.

All inmates must be in full uniform (Khaki Shirt) whenever an inmate is in the following areas:

- Visiting Room – (No Thermals Allowed)
- Classrooms
- Counselors Appointments / Discharge Planners
- Outside Hospital Trips / Medical Furloughs
- Front Hall Appointments

Pants will be pulled up around the waist and not worn in a saggy fashion. No cuffing or blousing of pants.

Khaki Shirts and T-Shirts will be tucked in at all times when you are out of your room.

Inmates going to court will wear a blue sweat suit from committing.

Exercise clothing will consist of the following: sweat shirt, sweat pants, T-shirt, sneakers with socks, gym shorts and baseball cap. **Baseball cap must be worn forward.** This uniform may be used in the yard or during indoor recreation in the dorm.

Inmates wearing full uniforms will be allowed to take off the khaki shirt when exercising or participating in activities in the gym or yard but must redress upon completion of the activity. Inmates must be in proper uniform when returning to the dorm areas.

Kitchen workers will wear full kitchen whites while working in the kitchen. Building porters will be allowed to wear T-shirts properly tucked in **while working**.

Inmates are not allowed to mix the khaki uniform with the exercise uniform for any reason / thermal underwear and pajamas will never be worn as outer garments.

INMATE PROPERTY

ISSUED STATE PROPERTY

- | | |
|--|-------------------------------------|
| 1 - Orange Toque (winter knit hat) | 2 - Sheets |
| 1 - Orange baseball cap (summer) | 1 - Blanket (State or store bought) |
| 2 - Pairs khaki trousers | 1 - Pillow case |
| 2 - Khaki shirts | 1 - Pillow |
| 1 - State Jacket | 1 - Pair work boots |

ELECTRONICS

All inmates will be allowed to have a radio. Radios must be purchased through the commissary.

Inmate rooms will be allowed one to two hot pots as determined by room size. Hot pots must be purchased through the commissary.

All inmates will be allowed to have a fan. The fan must be purchased through the commissary.

Inmate rooms will be allowed one one to two televisions as determined by room size. The television must be purchased through the commissary. When a television is approved for a particular room, it will stay there unless sent out for legitimate reasons.

All radios, hot pots, fans and televisions will be engraved with the inmate owner's name and ID number when it is purchased from the commissary. Any items with the observed alteration of inmate name or I.D. number will be considered contraband and will be confiscated. Any inmate found in possession of someone else's radio, television or fan will be disciplined and the item will be considered contraband and it will be confiscated.

It is highly recommended for all inmates to keep all their commissary receipts as proof of purchases.

Unless specifically authorized, no items will be allowed in the Minimum Security facility.

Inmates may order the following clothing/items through the Commissary:

	(Total not to exceed)
SOCKS	8 PAIRS
UNDERSHORTS (WHITE ONLY)	8 PAIRS
T-SHIRTS (PLAIN WHITE) - <u>NO MUSCLE</u>	8
HANDKERCHIEFS	2
THERMAL UNDERWEAR	2 PAIRS
PAJAMAS	1 SET
SWEAT SHIRTS	2
SWEAT PANTS	2
GYM SHORTS	2
BATHROBE	1
SHOWER SHOES	1 PAIR
SNEAKERS	2 PAIR
SLIPPERS	1
KUFI (MUSLIM CAP)	1
TOWELS	2
FACE CLOTHS	2

NO CUT-OFFS OF ANY CLOTHING WILL BE ALLOWED. CUT-OFFS WILL BE CONFISCATED, AND YOU WILL BE SUBJECT TO DISCIPLINARY ACTION.

WORK RELEASE CLOTHING

Inmates in the work release program are allowed clothing as determined by the WR Supervisor. All WR clothing will remain in the WR clothing room when the inmate is not working.

TOILETRIES ALLOWED

All toiletries must be purchased through the commissary.

Brush	1 (Plastic)	
Chap Stick	2	
Comb	1 (Plastic)	
Denture Adhesive	1 Container	
Denture Cup	1	
Deodorant	2	
Fingernail Clipper	1	
Hair Pick	1 (Plastic)	
Hair Conditioner	2	
Kleenex	5 Sm. Boxes	
Mirror-Commissary Issue Only	1 Sm. (Plastic)	
Mouthwash	2 Bottles	1
Razor Blades	2 Packages	
Shampoo	2 Containers	

Shaving Cream	2 Tubes
Soap Dish	1
Soap	4 Bars
Talcum Powder	2 Cans
Toenail Clipper	1
Toothbrushes	2
Toothbrush Holder	1
Toothpaste	2 Tubes

STATIONERY

Address Book	1
Art Drawing Pad	1
Ball Point Pens	2
Calendar	1
Colored Pencils	2 Boxes
Note Pad	1
Pencils	4
Photos (5 x 7 or Smaller and Without Chemical Backing)	12
Photo Album With Pictures (maximum of 12 pictures)	1
Stationary and Envelopes	2 Boxes
Stamps (Purchased from the ACI Store Only)	2 Books

READING MATERIALS

Bible or Koran	1
Books (From Publisher Only)	2
Dictionary	1
Magazines (From Publisher Only)	3
Newspapers (From Publisher Only)	2

COMMISSARY FOOD ITEMS

Any Combination, but **MUST** be able to fit in locker drawer.

JEWELRY

Religious Medal (from commissary)	1
Wedding Band (Married or widowed only)	1
Watch (from commissary)	1

GAMES

Cribbage Board	1
Game Board (Backgammon, Chess, Checkers, etc.)	1
Cards (Playing)	2 Decks