

ACCEPTABLE INCOMING ITEMS LIST

Reference Administrative Directive 610.2, 610.3, 805, 811  
 Revision Date 9-09-13

**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 AT number. The unit number of the patient (if known) is helpful to further ensure proper and timely delivery.

◆*Package size may not be any more than 30 lbs. and/or 24L x 19W x 12H inches*◆

FOOD AND DRINK	PERMITTED TYPE	NON PERMITTED TYPE	Comments
Beverages	<b>Decaf</b> Tea, chocolate drink mix, creamers, fruit flavored drink mixes (bag type only). No more than 80 ounces of any combination of the above items allowed at one time (ex. 4–20 oz. bags).	<b>No</b> liquids. <b>No Herbal</b> /supplemental or enhanced. <b>No</b> drinking bottles. <b>No kool-aid.</b> No herbal teas of any kind. No plastic or glass containers.	
Decaf Coffee	Instant or teabag type <b>only</b> (bag type only). No more than 80 ounces allowed at one time (ex. 4-20 oz. bags).	<b>No Caffeinated</b> No plastic or glass containers.	
Cakes, Cookies, Pastries	In secondary factory sealed packaging. Dried items <b>only</b> .	<b>No</b> fruit cake, <b>No</b> fruit pies <b>No</b> tortillas, croissants, or <b>bread</b> .	
Chips	In sealed, Unopened factory containers	<b>No</b> chili, picante, spicy, flaming hot, habanero, no plastic containers, etc.	
Candy, Crackers	In sealed, unopened factory containers.	<b>No</b> liquor-filled candy, candy on sticks, candied or dried fruit, gum. <b>No</b> foiled wrapped items. No Skittles.	
Cereal and Granola	Dried Cereal <b>without</b> dry fruit pieces In sealed, unopened factory containers.	<b>No</b> fruit pieces in cereal, <b>No</b> trail mix with fruit <b>No</b> fruit.	
Cheeses, Meats	Dried meats/jerky or cheeses that require <b>No</b> refrigeration.	<b>No</b> individual cheese/cracker packages, <b>No</b> Velveeta or cheese spreads, <b>No</b> wet packed items. <b>No</b> chili, picante, spicy, flaming hot, habanero, etc.	
Nuts, Seeds	In sealed, unopened factory container. All types.	<b>No</b> shells on nuts or seeds permitted. <b>No</b> chili, picante, spicy, flaming hot, habanero, etc.	

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Soups	Dried soup <b>Top Ramen from Vendor only</b>	<b>No</b> Picanté, Chili, or Cajun Flavors. <b>No</b> soup that requires cooking or microwaving. <b>No</b> wet packed items. <b>No</b> "Cup of Soup."	
Misc	<b>In sealed, unopened factory container. Dried items only.</b>	<b>No</b> medications. <b>No</b> vitamins or Mineral enhanced. <b>No</b> cough drops. <b>No</b> personal care products.	
Misc. foods	All ingredients must be listed in English	<b>No</b> condiments, <b>No</b> sugar, <b>No</b> spices/seasonings, <b>No</b> food supplements, <b>No</b> supplemental or herbal bars, <b>no</b> rice, <b>no</b> pickles, <b>No</b> picante, hot, spicy, etc.	

ELECTRONIC EQUIPMENT	PERMITTED TYPE	NON PERMITTED TYPE	Comments
Cassette tapes	Factory sealed only. Maximum allowed in possession is 20.	<b>No</b> home-made or blank tapes.	
Headphones	<b>Vendor purchase only.</b>	<b>No</b> steel in the headband, cannot block out sound from the environment, cord thickness will not be greater than 16 gauge, <b>maximum cord length 4 feet</b> . Cannot cup the ear. <b>No</b> Coby 130's, 160's or Coby 180's are allowed.	
Personal electronics Equipment/games	<b>Vendor purchase only.</b> Hand-held games and cartridges Calculators, Dictionary, Thesaurus measuring less than 6x6x3. No (M) Mature or (A) Adult games. <b>Battery operated only.</b>	<b>No</b> accessories allowed. <b>No</b> rechargeable batteries or chargers. <b>No</b> equipment or games with USB connections; <b>No</b> items that record voice or data. <b>No</b> electronic devices that have capability to load data to or from another device. <b>No Gameboy SP's</b> <b>No</b> Graphing Calculators.	
Radios/Walkmans LCD Clocks (Digital) TV's- Model #'s only ACN-5326C/ACN5507C	<b>Vendor purchase only.</b> Size limit 5x5x2 Size limit for Action TV's 2.5 or 5 inch <b>Battery operated only.</b>	<b>No</b> Radio or TV accessories. <b>No</b> antennas will be permitted. <b>No</b> CD Players or CD's.	

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PERSONAL ATTIRE	PERMITTED TYPE	NON-PERMITTED TYPE	Comments
Hats	Straw Hats, Baseball style caps, kufi cap, yarmulke only. Only three colors of baseball-style caps allowed: solid white, light grey, or khaki (beige). Patients may not have more than 3 baseball caps in their possession. One straw type hat allowed. One wave cap is allowed and may be only used on the unit and only in two colors: white or grey. No Du-rags.	<b>No</b> other headwear allowed. <b>No</b> metal in hats. No items that are obscene, have logos or designs, have stripes, sports teams, lettering, pictures that advertise or depict alcohol, gangs, profanity, sex, a weapon, drugs, or drug paraphernalia.	Not to exceed \$75 in value.
Jewelry	Necklaces- limited to one. Pendants-limited to one. Stud type earrings- limit 2 pair. Watches- limited to one. Not to exceed 1½" in diameter and ¼" in height and not to exceed 3 oz. Wedding bands- limited to two.	<b>No</b> larger than 1mm thick & No beaded necklace. <b>No</b> larger than a size of a .25 cent quarter. <b>No</b> other than Post type. <b>No</b> protrusions or cutting edges. <b>No</b> Medic Alert Bracelets. <b>No</b> butterfly clasps or fold-over clasps.	Not to exceed \$75 in value.
Shoes	Gym shoe type only, <b>without metal</b> . <u>No shoes with shoelaces allowed.</u>  Shower shoes: rubber only, single layer, and not to exceed 1" in thickness.  Slippers/house shoes: no leather or leather-like materials.	<b>No</b> shades of red, blue, green, or black (must be predominantly white in color). <b>No</b> K-Swiss, Bugle Boy, Joy Walkers, British Knights, pumps, gels, airlifts, or similar items. <b>No</b> metal in shoes, including metal eyelets or zippers. <b>No</b> enhanced cushioning. <b>No</b> forefoot straps. <b>No</b> air pocket type of soles. <b>No</b> shoes with hidden compartments. <b>No</b> cleats or shoes with tread greater than ¼". <u><b>No</b> shoelaces.</u> Only Velcro, slip-on and low top styles will be permitted. <b>No</b> sandals.	\$75 in value.  Slippers/house shoes may be purchased only at the canteen.
Sunglasses and Eyeglasses	Plastic sunglasses only. Prescription eyeglasses.	<b>No</b> metal in sunglasses. <b>No</b> mirrored lenses. <b>No</b> lenses that are too dark to assess the patient's eyes.	

## ACCEPTABLE INCOMING ITEMS LIST

ITEM	PERMITTED TYPE	NON-PERMITTED TYPE	Comments
Batteries	AA/AAA - Limited 10 per package.		
Books/Magazines	Limited to 15 per package.	<b>No</b> material on Martial Arts. <b>No</b> "Maxim", "Stuff", "Shot Gun News", or "Wired" magazines.	
Hobbies	Playing cards, Foil packaging will be removed from all trading cards Tarot cards, no larger than 5.25 inches X 3.75 inches	<b>No</b> dominoes. <b>No</b> toys of any kind. <b>No</b> board games. <b>No</b> art supplies. <b>No</b> arts and crafts items. <b>No</b> Magic Cards or collectible trading cards. <b>No</b> stickers. <b>No</b> adhesive labels.	
Photos/Photo Albums	Photo album without metal Photos to be reviewed by Unit Supervisor	<b>No</b> photos of patients alone or other patients. <b>No</b> photos of patient's victims.	
Plastic Ware	Cups and Tumblers Bowls Flexible plastic only Maximum 2 tumblers and 2 bowls	<b>No</b> thermo cups. Not to exceed 6" in diameter. <b>No</b> lids.	

Package limitations:  
 Incoming packages are limited to three (3) packages  
 per patient per calendar quarter for the first three (3) quarters of the year:  
 January 1 – March 31  
 April 1 – June 30  
 July 1 - September 30

During the fourth (4<sup>th</sup>) quarter of the year, incoming packages are limited to four (4) vendor packages.  
 October 1 – December 31

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9-09-13  
**APPROVED VENDOR LIST PACKAGE PROGRAM**

1) CCS	CCS, Pacific View Mall, 3301-1361 East Main Street, Ventura, CA 93003 – PH # (805) 650-3754 or (800) 875-1800 <a href="http://www.ccs.com">www.ccs.com</a>
2) Access Securepak	PO Box 50028, Sparks, NV 89435-0028— PH # (800) 546-6283 <a href="http://www.californiaqpc.com">www.californiaqpc.com</a> ; <a href="http://www.accesscatalog.com">www.accesscatalog.com</a>
3) Bennett Brothers Inc.	30 East Adams Street, Chicago, IL 60603-5677—PH # (800) 621-2626 <a href="http://www.bennettbrothers.com">www.bennettbrothers.com</a>
4) 4U Catalog	PO Box 4051, Vallejo, CA 94590 - PH # (855) 392-2023 <a href="http://www.4ucatalog.com">www.4ucatalog.com</a>
5) Mike's Better Shoes	1256 Haddonfield-Berlin Road, Voorhees, NJ 08043 PH # (856) 767-1300 <a href="http://www.mikesbettershoes.com">www.mikesbettershoes.com</a>
6) Eastbay	PO Box 8066 Wausau, WI 54402-8066—PH # (800) 826-2205 <a href="http://www.eastbay.com">www.eastbay.com</a> (FOR THE PURCHASE OF HATS AND SHOES)
7) Hamilton Booksellers	PO Box 5010, Falls Village, CT 06031-5010—no phone number <a href="http://www.hamiltonbook.com">www.hamiltonbook.com</a> (FOR THE PURCHASE OF BOOKS)
8) Franklin Electronic Publishers Learning Resources	One Franklin Plaza, Burlington, NJ 08016-4907—PH # (800) 525-9673 <a href="http://www.franklin.com">www.franklin.com</a> (size limit 5" x 5" x 2")
9) Pack Central Inc.	PO Box 8448, Van Nuys, CA 91409-8448—PH # (818) 760-2828 — Email to place an order: <a href="mailto:info@packcentral.com">info@packcentral.com</a> Email to check status of an order: <a href="mailto:stats@packcentral.com">stats@packcentral.com</a>
10) Golden State Care Packages	212 East Rowland Street # 424, Covina, CA 91723—PH # (866) 303-7787 <a href="http://www.goldenstatecp.com">www.goldenstatecp.com</a>
11) Union Supply Direct	Dept.100, PO Box 9018,Rancho Dominguez, CA 90224-9018, PH# (866) 404-8989 <a href="http://www.californiainmatepackage.com">www.californiainmatepackage.com</a>
12) Walkenhorst's	540 Technology Way, Napa CA 94558 –PH# (800) 660-9255 or (707) 255-4412 <a href="http://www.Walkenhorsts.com">www.Walkenhorsts.com</a>

**Not all items in catalogs offered by an approved vendor are permitted. All items must comply with current hospital policies. No upgraded items will be allowed as replacement by the Vendor/ Businesses/ Organizations. (08/23/00)**

**Items will only be accepted if shipped directly to DSH - Atascadero from one of the approved Vendors/ Businesses/ Organizations. Patients or their families/friends can order approved items from these Vendors/Businesses/Organizations.**

**Prior to submission, orders for Vendor/ Businesses/Organizations purchases will be reviewed by the Unit Supervisor/ 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/ Business/Organization at the patient’s expense. Patient will have 45 days to mail item/items. Patient does have the option to donate non-allowable items or to discard. Remember, only items that are on the DSH – Atascadero Incoming Approved Items List and NOT contraband may be ordered and sent into DSH - Atascadero. Christian Book Distributors is now included in the Approved Religious Vendors List.**

## APPROVED RELIGIOUS VENDORS

Revised 1-23-13

Patients may order certain items from approved vendors which are listed below

I. The following six religious vendors have been approved to accommodate the needs of the various religious denominations at DSH - Atascadero. Only Christian Book Distributors (CBD) was previously an approved vendor. The religious vendor sub-categories will now include:

A. Native American – Crazy Crow, P.O. Box 847, Pottsboro, TX 75076-0847

[www.crazycrow.com](http://www.crazycrow.com) (800) 786-6210

Contact person: Native American Spiritual Leader – Victor Jimenez

B. Islamic – IslamicBookstore.com, 3840 Bank Street, Baltimore MD 21224-2522

[www.islamicbookstore.com](http://www.islamicbookstore.com) (410) 675-0040

Contact person: Muslim Chaplain Hasssan Rashad

C. Jewish – Aleph Institute, 9540 Collins Avenue, Surfside, FL 33154

[www.aleph-institute.org](http://www.aleph-institute.org) (305) 864-5553

Contact person: Rabbi Chaim Hilel

D. Catholic – Autom, 1013 Veterans Drive, Lewisburg, TN 37091

[www.Autom.com](http://www.Autom.com) (800) 521-2914

Contact person: Chaplain Daniel Weber

E. Christian – Christian Book Distributors, P.O. Box 7000, Peabody, MA 01961-7000

[www.christianbook.com](http://www.christianbook.com) (800) 247-4784

Contact persons: Chaplains Emma Williams and Daniel Weber

F. General (Catholic, Protestant, Jewish, Muslim, Buddhist, Native American, Wiccan, etc.): Union Supply Direct, Religious Items Catalog, P.O. Box 9018, Rancho Dominguez, CA 90224-9018 Catalog orders may be placed by postal mail or by telephone at (866) 404-8989

Contact persons: DSH - Atascadero Chaplains listed above

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

Processing chain:

A. A patient who wants to purchase a spiritual item contacts his religious leader and/or chaplain, and together they review the items in their approved Catalog(s).

B. When an item is selected, the order form is completed and the chaplain gives it to the Chief of Recovery and Mall Services or his designee for review.

C. The reviewed order form is sent to the patient’s Unit Supervisor who assists him to complete the Withdrawal of Client’s Funds form, send it to the DSH - Atascadero Trust Office, and notify the Patient Package Room to expect the order.

D. When the item arrives in the Patient Package Room, the Package Room staff notify the unit and patient for pick-up.