

**Virginia Center For Behavioral Rehabilitation**

# **RULES FOR RESIDENT PERSONAL PROPERTY**

**(The Property Guide)**

# RULES FOR RESIDENT PERSONAL PROPERTY

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**Purpose:**

This manual outlines the rules governing resident property at the Virginia Center for Behavioral Rehabilitation. This guide can be modified at any time at the discretion of VCBR Administration. **Annually, the Property Committee accepts resident suggestions for items to be included within this Guide. A memo will be sent out once a year to all units to requesting suggestions.**

The Virginia Center for Behavioral Rehabilitation (VCBR) will develop and maintain comprehensive rules addressing security and treatment concerns related to the management of resident property. VCBR will also maintain Facility Instructions governing the procedures and processes related to property within and entering the facility.

**The Rules for Resident Property also known as the Property Guide is published on the GTL tablet. If a resident would like an additional printed copy of the Property Guide after receiving their copy at admission, a request should be submitted to the unit secretary, and the resident must sign for the copy when received. Residents can submit a request to the Property Department if they would like to have a copy mailed to their family.**

**\*\*Please note that this guide is not all inclusive, and any items that residents are interested in purchasing that are not listed in the guide should receive prior approval before ordering.\*\***

**\*\* Schedules and timeframes are subject to change due to alterations in the operations of the Facility ( i.e. Covid-19, Flu, etc.).\*\***

## Specific Provisions:

### 1. Resident Approved Articles and Limits

The purpose of the approved articles and limits list is to provide specific information pertaining to resident possessions and property. Residents are not allowed to receive or possess personal property items not included in this list. The Approved Articles and Limits List explains which articles are allowed, how many articles they may possess, how these articles may be obtained and other details concerning allowable resident property.

The Property Committee will meet weekly to address resident requests to allow items not included within this manual. Approval to receive items not listed in this manual will only be made under extenuating circumstances when the educational, treatment, or religious/**spiritual** needs of the individual depends on the receipt of an item not listed in this manual.

Residents should not order items that are not listed in this guide without **PRIOR** approval.

When reviewing requests for items not in this Guide, the Property Committee will only approve receipt of an item if receipt of the items directly impacts:

- The treatment needs of the resident
- The religious/spiritual needs of the resident
- The educational needs of the resident

Items confiscated can be appealed to the Property Committee within **10** calendar days of notification. The Property Committee will provide a response within 10 business days to the resident.

Property will be recorded in the RMS Property Database. Any property in the resident's possession which is not noted in the RMS Property Database will be confiscated and disposed of by the Facility. The Approved Articles and Limits List will be updated as required.

All items received at VCBR are subject to inspection and approval. All packages will be opened and screened for contraband without the resident being present. All property/clothing will be screened, searched, x-rayed and approved prior to the resident receiving the item(s). All items must have a factory label with a contents/ingredients table indicating what the contents of the package/item are, and/or be accompanied with a Material Safety Data Sheet (MSDS). Any items depicting pictures or logos that glorify the use of alcohol, promote the use of drugs and/or are considered offensive will not be permitted. (cups, clothing, etc.)

All items must fit through the x-ray machine, which has a maximum size of 30” long, 20” wide and 12” high in the box. This includes vendors, and/or mailed packages.

Specific electronic items will have security seals attached by Property staff to protect against tampering or alteration. Seals must remain intact. Any removal of these seals by residents will result in the item being confiscated for inspection. Intentional removal of the seals **will** result in loss of the item. If seals need to be replaced, it is the resident’s responsibility to notify Property Department immediately. Electronic items will be engraved by the Property Department. However, all items will be verified against the resident’s personal property inventory.

**Please be advised of the following Virginia Code:**

§ 18.2-215. Removal or alteration of identification numbers on household electrical appliances; possession of such appliances.

No person, firm, association or corporation, either individually or in association with one or more other persons, firms, associations or corporations shall remove, change or alter the serial number or other identification number stamped upon, cut into or attached as a permanent part of any household or electrical or electronic appliance where such number was stamped upon, cut into or attached to such appliance by the manufacturer thereof.

No person, firm, association or corporation shall knowingly have in his or its possession for the purpose of resale or keep in his possession for a period in excess of forty-eight hours without reporting such possession to the appropriate law-enforcement agency in his county, town or city a household or electrical or electronic appliance, with knowledge that the serial number or other identification number has been removed, changed or altered.

Any person, firm, association or corporation violating the provisions of this section shall be guilty of a Class 1 misdemeanor.

(Code 1950, § 59.1-43; 1968, c. 439; 1975, cc. 14, 15; 1976, c. 305.)

This guide can be modified at any time to the discretion of the Department of DBHDS and the Commonwealth of Virginia.

## 2. Pre-Approval for Items not Listed in the Guide

Unless prior approval (**before ordering**) is provided by the Personal Property Committee, residents are not allowed to receive or possess property items not included in this Guide.

Any items not listed in this guide or pre-approved for possession by the Property Review Committee will not be provided to the resident. It is the resident's responsibility to either:

- i. Assure the item is allowed per this guide (considering applicable limitations to specific items), or
- ii. Obtain PRIOR approval to receive the item from the Property Review Committee.

To request prior approval for an item not listed in this Guide, the resident shall submit a Resident Request/Correspondence Form or **GTL request** addressed to the Property Committee requesting permission to order the item. The request shall include the following:

- A description of the item requested
- The name of the vendor the item will be ordered through if approved
- If possible, a picture of the item
- Information related to how the treatment, educational, or religious/**spiritual** needs of the resident depend on receipt of the item
- Orders must be placed within **30** days of approval
- **If the residents is incarcerated before the item(s) are ordered, any prior approvals for the item(s) will not be honored. The resident will need to resubmit the request upon their return to the Facility.**

When reviewing requests for items not in this Guide, the Property Committee will only approve if receipt of the item directly impacts:

- The treatment needs of the resident
- The religious/**spiritual** needs of the resident
- The educational needs of the resident

If a resident is denied possession of an item, the resident will be issued a memorandum from the Property Committee indicating the reason possession was denied (e.g., not allowed per the Property Guide, offensive language, etc.). **The disposition process will have to be followed (mail at resident expense, donate or destroy).**

**\*\*NOTE: Effective August 1, 2014, there is no final appeal process for property or media items. Items not approved per this guide or pre-approved must be disposed of using the disposition process.\*\***

### 3. Packages

The allowable number of packages per quarter is based on the resident’s phase **at the time the package is received not when the order is placed**. No additional packages for residents with green cards.

- Residents in Phase 1 are allowed 2 packages per quarter.
- Residents in Phase 2 are allowed 3 packages per quarter.
- Residents in Phase 3 are allowed 4 packages per quarter.

<b>Quarterly Cycle</b>
<b>January 1<sup>st</sup> – March 31<sup>st</sup></b>
<b>April 1<sup>st</sup> – June 30<sup>th</sup></b>
<b>July 1<sup>st</sup> – September 30<sup>th</sup></b>
<b>October 1<sup>st</sup> – December 31<sup>st</sup></b>

A *package* is defined by the Postal Service as: Contents are unbendable or over ¾ inches thick. An example would be a CD. If an envelope (padded or regular) or cardboard tubing is sent through the mail that contains an item that needs to be inventoried, it will be counted as a package inclusive.

The package must not weigh more than **25 pounds** and must be within the 30”x 20”x **12”** (L x W x H) dimension limit. The Property Department will use the weight documented on the shipping label.

The correct mailing address for VCBR is P. O. Box 548 Burkeville, VA 23922 for mail and packages being sent to the post office. **The physical address is 4901 East Patrick Henry Highway, Burkeville, VA 23922 for items being sent by UPS or FedEx.**

Residents are not allowed to receive mail or packages from current or former staff of VCBR. Any mail or packages of this nature will be confiscated and **disposed of** by VCBR.

All mail and packages must clearly provide required information. A package and mail received without the required information will not be accepted and will be returned to sender. Required information includes:

- Full name of the resident
- Full return address of the sender
- Full name of the sender
- Post marks must match the return address
- All information must be legible

If the package **or mail** does not have a return address, it is deemed undeliverable and returned to the local postal office. The local post office forwards all undeliverable mail **and packages** to USPS Mail Recovery Center. It is not VCBR’s responsibility to recover returned packages.



All packages must be sealed appropriately before arriving to the facility. All incoming mail and packages are subject to address verification. This verification may take place before the package/**mail** is issued. If the address cannot be verified, the package /mail will be confiscated by VCBR.

Items being sent out for repair/replacement will not count as a package as long as the item is being sent to **the original company of purchase or the company listed on the warranty**, and the company sends the same type of item back.

VCBR will not be responsible for any items mailed to residents that have been damaged. Items delivered from a vendor that are damaged must be handled through the vendor. The item being sent out has to be damaged, not working properly, broken, or the company sent the wrong item in order for the replacement item to be counted as a replacement.

If determined through investigation a resident is providing packages to another resident that is on package restriction or at their quarterly limit, the resident who is providing the packages will be referred to the treatment team and placed on an individualized package restriction immediately. Also the resident that is currently on restriction will be referred to the treatment team for a possible extension on their current restriction.

Official letterhead must accompany anything coming from other Facilities (churches, VA Hospitals, etc.). This will be reviewed on a case by case basis.

If a vendor order is shipped in multiple boxes (properly labeled w/ same order number) each box is considered a package towards the resident's package limit. It is the resident's responsibility to inform vendor of package restrictions. VCBR will not be responsible for multiple packages from a vendor. Residents will be held responsible for vendor errors. All items received must have a factory seal and/**or** label. A contents/ingredients table indicating what the contents of the package/items are or Safety Data Sheet (SDS) is required.

All mail and packages that are addressed to the facility with a fictitious "company name" using VCBR's address, whether it is the street address or the post office box, will be returned to sender. An observation note will be generated if this occurs.

All items received at VCBR are subject to inspection. All packages received will be opened and screened for contraband without the resident being present. This inspection may include a search of individual items and x-ray.

Packages received are processed and delivered to residents as quickly as possible using available resources; residents should not expect a set timeframe for delivery as VCBR does not have a set time to deliver external packages to residents. **Residents should not send any requests nor have unit staff or clinical staff check on the status of their packages (i.e. to see if it has arrived or when it will be delivered).**

Any packages over the quarterly limit will not be processed. Residents will receive a confiscation form, and the package will be disposed of via the disposition process within 30 days of receipt of the confiscation form. Packages will not be held from one quarter to the next. There will be no appeals or exceptions for holding property from one quarter to the next. The Property Department will not contact you. It is your responsibility to follow the disposition process within 30 days. **The package can be mailed at the resident's expense, donated, or destroyed.**

**Residents on living units that are on quarantine or isolation status will not receive property until the unit has been cleared by medical personnel.**

**One to One Exchange: If a resident turns in an item that is not on their inventory, the resident will not receive that item until the appropriate item is turned in. The item that is not on the resident's inventory will not be returned but will be disposed of by the facility.**

If you have any questions or concerns with packages and/or property, residents must send a request to the Property Department. Property will not be discussing the status of your packages with outside sources (i.e. family and friends), unless the Property Department has an issue that directly affects someone other than the resident. In this situation, the Property Department will initiate the contact with the proper person.

#### 4. Food Items/Miscellaneous

Food items may be purchased through a retail vendor only. Canned sodas are permitted in personal packages but should not exceed 20 oz. each. Residents are not allowed to receive any more than 24 canned sodas at one time. Residents may have no more than 24 canned sodas in their possession at a time. All items must be factory labeled and factory sealed. Perishable food items **and/or items that require refrigeration are not allowed.**

Canned items must have pop tops, no can openers are allowed.

Food items that require refrigeration before or after opening or refrigeration recommended, etc. will not be allowed. Items past its expiration date will not be allowed.

Food items that require extended cooking and/or changing of temperatures during the cooking process and cooking for an additional extended time period will not be approved. Instant food items and items that can be heated in the microwave five minutes or less will be approved. Packaging must have microwavable instructions.

Consumable items (i.e. food, candy, etc.) arriving in personal packages, even if in original packaging will not be permitted. Items in glass containers are prohibited.

Food items such as sugar, yeast, and flour (this list is not all inclusive) are not allowed in the facility.

**No energy drinks or energy powders are allowed.**

Items such as vitamins, creatine powder, various protein powders, dietary supplements, etc. (this list is not all inclusive) will not be approved through the Property Committee.

**\*The Facility is not responsible for damage incurred if the food attracts bugs, rodents, etc. (this list is not all inclusive).**

**5. Items Obtained from Retail Vendor**

- A. Items must be shipped by the retail approved vendor where purchased, with a preprinted or store-stamped label on the outside of the package from the vendor **where purchased with the resident’s name listed.** Property staff must be able to determine the origin of the package either by commercial printing, invoice or receipt, and/or be able to contact the vendor or the package will be returned to the sender at the resident’s expense. Residents are encouraged to obtain and retain receipts for items purchased. All property received from retail vendors must be new or refurbished by the vendor. Vendors are subject to verification. If a vendor cannot be verified, the package may be disposed of using the disposition process.
- B. When requesting prior approval for an items, the item(s) must be ordered within 30 days of the approval. If the pre-approved order is not placed within 30 days, the request will have to be resubmitted.**
- C. Free gifts that do not accompany the order will be counted as a package. Free gifts that come with orders will not be counted as an additional package. Non-allowable items will follow the disposition process. Allowable items will be delivered to the resident as long as the package is within the property guidelines.
- D. Glass items are prohibited.
- E. No metal tins will be allowed. This includes metal tins that contain food items such as cookies, nuts, etc. The contents of the metal tin must be in clear plastic packaging in order to receive the contents. If the contents are not encased in clear packaging, the entire item will be considered to be contraband, and will have to be disposed of by following the disposition process (mail out, donate, or destroy).
- F. Vendors may be contacted by the Property Department when processing and/or shipping discrepancies occur or at the discretion of the Facility.
- G. The following are approved vendors. All items ordered must adhere to the Property Guide:**

**Commercial Approved Vendors**

- Dollar General
- Madina Oil
- Blair
- Best Buy
- Edward Hamilton
- Dick Blick
- Roman’s
- Woman Within
- King Size
- Sweetwater
- Old School Ventures
- EastBay

**Secured Approved Vendors**

- Keefe
- Union Supply
- Walkenhorst
- Keefe Access Secure
- J.L. Marcus

**\*\*Items may be denied if the item(s) are deemed a security risk.\*\***

## 6. Damaged, Destroyed or Missing Property

Residents are responsible for the security, care and maintenance of their personal possessions. VCBR will not be held responsible for misplaced, broken, destroyed, or stolen items unless a staff member’s direct action resulted in the misplacement, breaking, or destroying of the item (i.e. the staff member dropped the item, etc.)

**\*\*This process is only used if the property is damaged, destroyed or is missing due to the fault of VCBR staff.\*\***

To report damaged, destroyed, or missing property, the resident must notify the **SSTT** immediately. The resident must also submit a written request to the Complaint Coordinator within 10 business days of the event in order for the **Complaint Coordinator** to review the information. **The following process must be followed for any claims for replacement or reimbursement:**

Resident	Staff	Claim Processing
<ul style="list-style-type: none"> <li>•Immediately notify the SSTT of any damaged or missing personal property only if it the fault of VCBR staff.</li> <li>•Submit a compensation claim using the Formal Complaint Form.</li> <li>•Provide the SSTTs name for follow-up.</li> </ul>	<ul style="list-style-type: none"> <li>•SSTT notifies a Security Supervisor (UM if overnight).</li> <li>•Security Supervisor (UM if overnight) photographs the item(s).</li> <li>•Security Supervisor (UM if overnight) notifies Property Supervisor.</li> <li>•Property Officer assigned to building collects the item(s) within 1 business day.</li> <li>•Item(s) is held by Property pending compensation claim.</li> </ul>	<ul style="list-style-type: none"> <li>•Complaint Coordinator receives and processes claim.</li> <li>•Complaint Coordinator conducts investigation, including reviewing photographs and conducting relevant interviews.</li> <li>•Complaint Coordinator presents findings to the Property Review Committee.</li> <li>•Property Review Committee either approves or denies claim.</li> <li>•Resident receives a written response on the complaint form.</li> </ul>

Any residents that do not follow the proper procedure for disposing of an item will be placed on a 1-year waiting period from the date the resident submits the request to the **Property Department**, before being able to purchase or receive that item again. This will include lost, stolen, missing, or damaged **items**, **whether state or personal items.**

The **Complaint Coordinator** will investigate the allegation and submit the findings to the Property Committee for review. The Property Committee will review the findings and will submit a written notice to the resident with the decision.

- A. In order for a resident to remain eligible for any reimbursement from VCBR, the property allegedly damaged, destroyed, or missing must be listed on the resident’s personal property list. Residents must be able to provide proof of ownership (i.e., produce original receipt).

- B. For items alleged to have been damaged, destroyed, or misplaced by VCBR, if fault of the facility is determined by the internal investigator, VCBR will cover the value of the item in accordance with this policy up to the limit of liability; any additional cost is the responsibility of the resident. The maximum amount of reimbursement is limited to \$200 per claim per resident (i.e., each occurrence/date of damage, destruction, or item missing may result in no more than \$200 reimbursement).
- C. VCBR's limit of liability (i.e. maximum amount of money the facility will pay for an item of personal property which is damaged, destroyed or lost due to the fault of the facility) for specific items of personal property on your property list is:
- |                          |                    |
|--------------------------|--------------------|
| 1. Electronic equipment: | \$1.00 to \$200.00 |
| 2. Watches and rings:    | \$1.00 to \$50.00  |
| 3. Other Jewelry:        | \$1.00 to \$10.00  |
| 4. All other items:      | \$1.00 to \$50.00  |
- D. The amount of reimbursement to a resident will be based on the Depreciation Calculator. This calculator computes the depreciated value of an item, given the items' age and replacement value.
- E. **VCBR is not responsible for any resident personal property.** Residents are responsible for securing their property. VCBR will not be responsible for reimbursement or replacement of resident's **personal** property, including state items, that were left unsecured, left in the laundry room, or left in a common area. This includes any property in a room in which the door lock has been disabled by a resident. This includes leaving the facility for a medical appointment, admission to the hospital, **being housed on behavioral units, isolation, quarantine** or incarceration.
- F. VCBR requires that all personal property such as radios, TVs, and other electronic equipment be labeled and engraved with a personal property identification tag with the resident's name in order to account for any property that is reported missing, stolen, or damaged. Items discovered with missing or altered identification tags or tamper seals will be confiscated. Residents who refuse to have the property labeled will not be allowed to receive that property item.

**7. Contraband, Excess Property, Damaged / Worn Out Property, and Container Restriction**

- A. **Contraband**, whether discovered upon entry into the facility (e.g., by mail) or is found within the facility, will be confiscated and disposed of according to the procedures outlined in **Facility Instruction No. 127: Searches and Contraband**. In brief, items deemed by Property or other discovering staff to be *Non-Dangerous Contraband*, property that is deemed to be simply inappropriate for resident possession (garbage, outdated food, etc.) Property that though not necessarily dangerous or expressly prohibited by itself, exceeds facility-set limits or has been altered, damaged, or worn out. This includes loaned or borrowed property. *Dangerous Contraband*, property that is considered **dangerous** to self or others (weapons, alcohol, tobacco, non-sanctioned medications, etc.) Residents may fill out a Resident/Correspondence Form and address it to the Resident Property Committee regarding the disposition of items confiscated. Any property can be reviewed for safety and security reasons; and denied if the property poses a risk. All confiscations will be logged on a confiscation notification form and a copy will be provided to the resident at the time of the confiscation or as soon afterward as reasonably possible. Dangerous items, garbage, and any other items deemed an immediate sanitation or safety/security risk will be disposed of immediately by the Facility.

**Residents will have 30 days from receipt of confiscation to dispose of items.**

- B. If dangerous contraband is found in a package, the entire package will be considered contraband and will be disposed of at the Facility's discretion. The resident does not have the ability to use the disposition process.
- C. If items are confiscated during a room search conducted by VCBR staff, the resident has 10 business days **from the date of the room search** to appeal the confiscation to the Property Committee.
- D. **Excess Property** is property that does not fit in the VCBR approved storage. Excess property or property the resident no longer needs, will be disposed of (See Section 8: Disposal). All items in excess of the provided storage in the resident's room is deemed to be contraband and must be disposed of. A property restriction may be put in place due to excess property.

Property limits can be determined by the following:

- VA Fire Code
- Issued Storage
- Room Inspections

VA Fire Code:

**All items will be reviewed on an individual basis to ensure it complies with fire code standards.**

- Flame retardant curtains (will be issued by facility)
- Nothing blocking/covering lights, vents, intercoms
- Nothing hanging from ceiling or vents
- All storage and **wall hangings** must be 18" below the sprinkler system
- Storage on shelf and desk does not exceed 12" high
- No excessive storage of paper products. No **cardboard boxes**
- No tampering with electrical outlets

- **No surge protectors, no extension cords, or GFI receptacles**
- Some property items must be *flame retardant. (i.e. blankets, pillows)*

- E. **Damaged / Worn out Property** is property which is broken, altered (i.e. item not in the original packaging) or worn out (i.e. damaged to the extent that it is nearly or completely unserviceable will be classified as contraband). If staff discovers this property, the items may be subject to disposal at the facility's discretion.

When residents wish to dispose of any item because of damage, wear, or other reason, they must notify Property Staff via resident request **or GTL request** to have the property disposed of and change made to resident's inventory.

- F. **Storage:** All personal property owned by a resident must be able to fit within the approved storage areas provided within the resident's room (e.g., wardrobe, footlocker, etc.). This includes electronic items (televisions, etc.). While all items do not need to always be kept in storage areas, all items must be able to fit within the provided storage areas.

At any time, a resident may be asked to verify that their possessed items are able to fit within the provided storage areas. If possessed items are not able to fit within approved storage areas, the resident must select items to dispose of so that possessed items may fit into the provided storage area. Items that do not fit will be considered contraband. Please refer to page 15 for contraband procedures.

Approved storage areas include wardrobes and footlockers, etc. and are provided according to the type of room the resident is assigned. Additional containers such as clear bags, plastic containers, or storage containers not provided by VCBR are prohibited.

Storage areas are not the property of the resident and may not be transferred between residents, shared amongst residents, or taken with a resident when the resident changes rooms. **Property left in common areas will be considered contraband, and will be confiscated and disposed of at the Facility's discretion.**



**8. Disposal**

- A. Contraband property will be disposed of or retained by the facility. Any property confiscated that does not belong to the resident (i.e. CDs, DVDs, clothing, electronics, this list is not all inclusive.) will be retained by VCBR staff and disposed of at the facility’s discretion. In the event the contraband is deemed to pose a threat to the health or safety of residents and staff, it will be disposed of immediately at the discretion of the **Property Supervisor or Chief of Security**.
- B. Residents are allowed 30 **calendar** days to dispose of excess property, damaged or worn out property, confiscated property, etc. upon receipt of the Confiscation Notification Form or Property Disposition Form from the Property Department. The property will be mailed at the resident’s expense, donated, or destroyed. Residents are responsible with monitoring the 30 **calendar** day timeframe. The Property Department will not be sending out any reminders. After 30 **calendar** days, the items will be donated or destroyed. Any items being disposed of to **include being mailed out**, must be on the resident’s inventory.
- C. When a resident chooses to ship property, that is on their property inventory, via US Mail, the resident must submit the property and/or documentation unsealed for inspection. The package will be shipped from the facility within 15 **business** days of receipt of the Resident Fund Withdrawal form from Financial Services.
- D. Residents cannot donate items to the Facility.
- E. It is prohibited to use VCBR as a distribution center (i.e. store box)
- F. If an item is confiscated that may provide evidence in an investigation, including clinical investigations, this item may be turned over to the appropriate agency.
- G. A resident has the ability to appeal a decision to the Property Committee within 10 business days of receipt of the Property Confiscation Form.

Type of Review	Processing Time	Next Step	Final Step
<b>Approved Property</b>	Packages received are processed and delivered to residents as quickly as possible using available resources; residents should not expect a set timeframe for delivery as VCBR does not have a set time to deliver external packages to residents.	Deliver to Resident	N/A
<b>Media for Clinical Review</b>	5 Business Days (to get to Clinical <b>once processed by the Property Department</b> )	7 Business Days for Clinical Review and Return	<ul style="list-style-type: none"> <li>• Within 3 business days if approved, the Clinical Department will deliver the item(s)</li> <li>• See final line below</li> </ul>
<b>Appeals to Property Committee</b>	Weekly (per scheduled Committee Meeting)	Receipt of approval or denial memo from the committee	<ul style="list-style-type: none"> <li>• If approved, property is delivered as quickly as possible using available staff resources. If disapproved disposition process must be followed.</li> </ul>
<b>Media Disapproved</b>	N/A		<ul style="list-style-type: none"> <li>• Final Appeal for <i>Media</i> to Clinical Director (<b>this is the final step</b>)</li> </ul>

## 9. Borrowing, Lending, Gambling, or Giving Property

Borrowing, lending, selling, trading, buying or giving property, state issued food items, personal clothing, or state issued clothing, shoes, laundry bags, or commissary away is prohibited amongst residents.

Any property is subject to search and confiscation if found to be borrowed, lent, or given to another resident.

VCBR is not liable for any transactions related to borrowing, trading or lending of items. The Property Committee will not review request for borrowing, lending, or trading of resident property.

Purchases made by residents **may not be resold or given to another resident.**

Any residents that do not follow the proper procedure for disposing of an item will be placed on a 1-year waiting period from the date the **Property Department receives the request**, before being able to purchase or receive that item again. This includes lost, stolen, missing, or damaged items.

**Any items confiscated due to borrowing, trading, lending, etc. will be disposed of by the Facility.**

## 10. Admissions, Transfers, and Incarcerations

### Admissions

- A. Residents will receive a printed copy of the Rules for Resident Property also known as the Property Guide from the Inspection Team.
- B. Clothing must not be altered, must be in good condition and quantities must not exceed clothing limits set forth in the property guide.
- C. Residents will not receive state items if they are in possession of comparable personal items. Please refer to Facility Instruction No. 152.
- D. Upon admission to VCBR no opened canteen food or hygiene items are allowed. Residents will receive a confiscation form.

### Transfers and Incarcerations

- E. It is the resident's responsibility to initiate contact with the Facility to start the disposition process of their personal property after being transferred **from the facility for over 60 days or incarcerated.**
- F. In the event of resident incarceration, the Property Department will inventory the resident's property within 15 business days of incarceration. This process is for single and double bunked rooms.
- G. If a resident is incarcerated the inventory list generated during the out-processing will become the current property list for the resident. This is the list that will be used to distribute the resident's property upon their return.
- H. The **incarcerated** resident **must** provide an address, or a designee to **dispose of their property**, or items that are returned to VCBR as undeliverable due to an incomplete address. The property will be stored for a period of 60 **calendar days from the date of incarceration** to allow the resident and/or **designee** to contact VCBR regarding the property. If no contact by the resident or **designee** has been made within 60 **calendar** days, the items will be donated or destroyed as determined by the Property Department Staff in consultation with the Chief of Security and Director of Programs Services. If contact is made by the resident and/or **designee** within 60 days, the resident or **designee** must provide an address to send the property **within the 60 day window**. **Any property returned due to an incorrect or incomplete address will have to be corrected and sent out within 60 days, and the resident will be responsible for paying the additional shipping cost.**

**Personal Property will be inventoried outside of the resident's presence.**

**\*\* PLEASE NOTE: Residents are responsible for the cost of postage/shipping for any items being shipped out of the facility. \*\***

## 11. Discharges

- A. Residents being discharged from VCBR who require assistance with transportation will be limited to three (3) large boxes or six (6) medium boxes of property to accompany them. Prior to the discharge date, it is the resident's responsibility to send their property home or dispose of it in compliance with VCBR policies and procedures. Any items left behind will be disposed of by the Facility to include items that do not fit into provided boxes.
- B. In accordance with §37.2-706, if any individual receiving services in VCBR dies, is released, is discharged, **or escapes** and leaves any article or personal property, including bonds, money, and any intangible assets, in the custody of VCBR, the Property Department, in consultation with the Chief of Security and Director of Program Services, may, after notification in person, by telephone, or by registered mail to the individual and after the lapse of three years from the date of the death, **escape**, or discharge, if no claim has been made destroy or dispose of personal care articles, articles of clothing, and other belongings. Personal and private papers, writings, drawings, or photographs that would compromise the privacy or confidentiality of any person who may be the author, creator, or subject of them shall be destroyed. **This does not apply to residents who become incarcerated ( i.e. jail or Department of Corrections).**

## 12. SBU and Infirmary

Please refer to the **Facility Instruction Number 126** for details regarding allowable items in the **Special Behavior Unit**.

Residents admitted to the Infirmary and **SBU** will receive mail daily. Residents' ability to receive packages while housed in the Infirmary will be reviewed on a case-by-case basis by the Property and Medical Departments. Per the Property Guide, **ALL** property must be able to fit within the VCBR approved storage unit(s) provided in the room.

- If a resident is moved to an isolation unit, the resident will not receive property until they are moved to a regular unit. Property will be held at least 3 days for decontamination.
- When residents are temporarily assigned to the medical unit, property from the resident's room will not be exchanged beyond initial admission to the medical unit.
- Behavioral assignments and medical unit will be given limited personal property only by a physician's order.
- Other provisions in individual treatment plans may also affect further property limitations or privileges.

**13. State Issued Clothing**

Completed clothing exchange forms are to be submitted via the GTL tablet **preferably**. Clothing sheets are to be submitted by residents **once a month with a valid reason (i.e.no longer fits, has holes, or stained, etc.)** Requests for specific colors will not be honored. Items requested must be size appropriate. (Refer to Facility Instruction 152) **State issued clothing items will not always be new.**

**Shoes issued to vocational workers cannot be exchanged for state issued shoes during clothing exchanged conducted by the Inspection Team.**

**Residents in possession of comparable items will not be issued state items.**

A: State issued clothing for residents in need may include the following:

ITEM	REPLACEMENT PRICE	NUMBER ISSUED	# OF MONTHS BEFORE EXCHANGE
T-Shirts	\$2.43 to \$6.80 each	5	3 months
Underwear	\$1.40 to \$2.79 each	7	3 months
Tennis Shoes*	\$19.60 to \$29.95 per pair	1	6 months
<b>Bra</b>	\$1.19 to \$4.50 each	7	3 months
Blue jeans	\$10.67 to \$16.79 each	3	1 year
Socks	\$5.26 per dozen	7	6 months
Winter coat	\$26.10 to \$33.75 each	1	2 year
Sweat Suit	\$10.29 to \$20.86 each	1 set	<b>1 year</b>
Pajamas	\$10.63 to \$18.10 each	1 set	6 months
Robe	\$10.34 to \$20.39 each	1	1 year
Polo shirt	\$13.50 to \$28.90 each	3	6 months
Shower Shoes	\$1.43 per pair	1	6 months
Belt	\$11.50 to 12.50 each	1	1 year
Windbreaker Jacket	\$11.36 to \$25.00 each	1	1 year
Knit Cap	\$1.10 each	1	1 year
Laundry Bag	\$3.00 each	1	1 year

\* Residents requiring wide width shoes will be measured by Medical. The Medical Department will notify the Property Department.

\*\*This list is not all inclusive.\*

B: State issued hygiene items for residents in need may include the following:

ITEM	Bi-Weekly Exchange	No More Than....
Lotion	1:1 Exchange	2
Shampoo	1:1 Exchange	2
Soap		3
Tooth Brush	1:1 Exchange	1
Toothpaste	1:1 Exchange	2
Toilet Paper		3
Soap Powder	1:1 Exchange (Every month)	1
Feminine Hygiene Products	Monthly	1 Package or <b>per request</b>

- C. Any state issued clothing exchanged due to being altered by a resident will be charged to the resident's account. Normal wear and tear of clothing is excluded. The resident will receive a **Hold of Funds** notification if items are altered.
- D. Measurements will be taken at time of admission to ensure appropriate shoe and clothing sizes.
- E. If a resident has more than the allowed amount of hygiene items in **their** possession, it will be confiscated and deemed contraband.
- F. Each resident room will be outfitted with the following item **according to building assignment**:
  - a. (1) Door Curtain
  - b. (1) Window Curtain (except the Transitions Unit)**
  - c. (1) Bed Pillow
  - d. (1) Bed Pillow Case
  - e. (1) Set of Sheets
  - f. (1) Blanket (requests for an additional blanket will be accepted)**
  - g. (1) Mattress
  - h. (1) Trashcan
  - i. (1) Gray storage footlocker**
  - j. (1) Standing storage unit/wardrobe**
- G. Residents will sign and be responsible for all room furnishings.

**14. Personal Clothing**

A. Residents are allowed to wear personal clothing. Clothing must be size and climate appropriate. No sheer or see through clothing allowed. **Clothing items are a one for one exchange. Residents must turn in items listed on their inventory, if not the new item(s) will not be issued . Residents that receive personal clothing must turn in state issued items of a like kind.** The following restrictions apply to all resident personal clothing:

<b>Not Allowed</b>	<b>Rationale</b>
Clothing with printed pictures or logos that glorify the use of alcohol or promote the use of drugs; abusive language, firearms, gang symbols, or other items that promote violence or may be considered offensive, or <b>may be counter therapeutic.</b>	Dangerous contraband: potential to incite other residents detracting from therapeutic nature of the environment
Trade names that may be considered offensive or gang-related. Items in question will be reviewed by the Property Committee and may be restricted.	Dangerous contraband: potential to incite other residents detracting from therapeutic nature of the environment
Leather clothing with the exception of belts, suspenders and footwear.	Nonconforming contraband: potential to for sexual provocation; clinically inappropriate
Clothing that resembles that of uniformed staff.	Dangerous contraband: potential for use in an escape attempt
Clothing that resembles religious clergy professionals	Dangerous contraband: potential for use in an escape attempt
Reversible clothing (unless both sides are identical)	Dangerous contraband: potential for use in an escape attempt
Tear-away clothing	Nonconforming contraband: potential to for sexual provocation; clinically inappropriate
Inside hidden pockets.	Dangerous contraband: potential for hiding dangerous objects
Rubber clothing	Nonconforming contraband: potential for sexual provocation; clinically inappropriate; Dangerous – potential for use in suffocation to self or others
Clothing that would pose a risk to the personal safety of an individual.	Individually evaluated using the guidelines established by the property rules
Camouflage clothing of any kind, color, and/or material (Includes: Bedding, etc.)	Dangerous contraband: potential for use in an escape attempt
Clothing with rips and tears (manufactured or self-made)	Nonconforming contraband: potential for sexual provocation; Clinically inappropriate



15. Total Clothing Limits (Including State Issue)

Quantity	Unit	Item	Description, if any
2	Total	Athletic Supporter	
4	Total	Braces or Supports	Slip on style elastic or Neoprene only. Designed for ankle, wrist, elbow, or knee. No metal or plastic stays (dangerous due to potential to misuse/alter metal/plastic). (All other requests must be approved by a physician)
1	Total	Bath Robe	Knee length or longer
2	Total	Suspenders	Fabric, leather or elastic
2	Total	Belt	Maximum 2", single thickness only. Belts with studs, conches and any other attachments will not be allowed. No nicknames, or gang-related symbols. <b>Reversible belts are not allowed.</b> (dangerous contraband: potential to incite other residents detracting from therapeutic nature of the environment)
4	Total	Cap/Hat	Baseball/duck-billed caps/stocking caps/bucket caps/cowboy hats. Printed pictures or logos that may be considered offensive or which advertise alcohol or drugs will not be permitted; (dangerous/nonconforming contraband: potential to incite other residents detracting from therapeutic nature of the environment).
10	Max	Hangers	Plastic only. Single layer only (Dangerous contraband – metal can be misused)
2	Total	Coat/Jacket	No trench coats, ¾ or full length coats, snowmobile suits or coats that resemble that of uniform staff. No zip in or <b>button on</b> detachable hoods to <b>include fur</b> . No reversible coats/jackets. (Dangerous contraband: potential for use in an escape attempt or to hide from staff)
1	Total	Raincoat/Poncho	Thin / Clear plastic only. No rubber Nonconforming contraband: potential to for sexual provocation; clinically inappropriate; Dangerous – potential for use in suffocation to self or others

1	Total	Wool/Winter Neck Scarf	
2	Pair Total	Gloves/Mittens	No full leather, leather like material, zippers or compartments (dangerous – potential use for climbing fence). <b>Wrist</b> length maximum. Insulated allowed. No work gloves.
2	Pair Total	Recreational Gloves	Handball, weight lifting. No weighted or padded gloves (dangerous – potential use for climbing fence).
2	Total	Earmuffs/Winter Headband	For winter use, no metal. (Dangerous – metal can be altered).
2	Total	Du- Rag, Head Scarves, and Bonnets	<b>Solid colors only. No bandanas.</b> No offensive patterns allowed.
2	Total	Athletic Headband	Cotton
2	Total	Handkerchief	<b>White Only, No Bandanas</b>
2	Total	Pajamas/Sleepwear	Pajama short sets follow the same guidelines as regular shorts. <b>No sleep shirts/night shirts allowed.</b>
2 Pairs	Total	Insoles	
5	Total	Shoes: to include any combination of approved types (boots/tennis/jogging/sandals/slippers/moccasins)  Shoe Strings: Solid colors only	Height/weight limits: heels 2” high, soles 1” thick; total height of boot from floor 18”. No safety or composite toes allowed; No pointed toes (dangerous – potential use for inflicting harm to others). No pockets, compartments, removable parts, or lights (dangerous – potential use to hide dangerous objects or other contraband Only one set of shoe strings per pair of shoes allowed (dangerous – potential use in harming self or others). This excludes work boots supplied by VCBR. No open heel and no open toe shoes, <b>other than bedroom shoes, slides, or slippers.</b>
1	Pair	Shower shoes	Used on unit only.
1	Total	Shower cap	Clear Plastic only.
12	Pair	Socks	
4	Total	Sweat shirts or sweater	Sweatshirts may have front/outside pockets, partial zippers, buttons or hoods.

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4	Total	Sweatpants/Wind-breaker pants / Jogging Pants	Elastic or drawstring waistbands. 5 pocket max. No hidden pockets (dangerous – potential use to hide dangerous objects or other contraband). No tear off (nonconforming contraband: potential to for sexual provocation; clinically inappropriate).
2	Each Article	Suits/Dresses/Skirts	Two full suits allowed, including dress or skirt suits. <b>Dresses and skirts length must be below the knee (including splits).</b>
2	Total	Neck Ties/Neck Scarves	No offensive content or patterns allowed.
14	Total	Shirts/Undershirts/T-shirts/Blouses	All sleeveless undershirts including muscle shirts and tank tops may be worn on the unit or at recreation only. No sleeveless tanks permitted in group, class, halls, or visitation. No shirts that resemble uniformed staff allowed. (dangerous - potential misuse to signal gang or violent activity and potential for use in an escape attempt). <b>No cut out areas on clothing that exposes skin. Shirts that expose the shoulder areas cannot be worn. No off the shoulder shirts.</b>
14	Each	Under shorts/Briefs/Boxers /Panties	No bikini style, thong, etc.
1	Total	Whole Slip or Half Slip	Must be worn under a dress or skirt.
4	Pair	Leggings	Must be worn underneath a dress or skirt. <b>Leggings cannot be worn as pants.</b> No sheer types and no holes or rips. These must be purchased in conjunction with a skirt or dress, or there must be a dress or skirt on the personal property inventory.
7	Total	Bra/Sports Bra	No sheer/see through bras allowed. Bras must be full coverage, no underwire, and no push up types. No lace allowed. <b>Bras will be worn at all times.</b>

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<b>10</b>	<b>Total</b>	<b>Pants/Shorts/Skirts</b>	No cargo <b>style</b> . Traditional style pants with no hidden pockets, <u>this does not include a watch pocket</u> ; dangerous – hidden pocket could be used to hide dangerous objects and/or contraband. No cargo shorts. Shorts 6” inseam or greater. No cutoff <b>pants or shorts</b> . (Nonconforming – altered). Note: Undergarments or Athletic Supporter must be worn with all <b>garments</b> . Pants/Shorts should be belted or fit around waist. <b>Skirt length must be below the knee(including splits)</b> .
<b>2</b>	<b>Pair</b>	<b>Long Thermals (pants/tops)</b>	Must be worn under <b>shirts</b> or pants.

**16. Religious Items**

<b>Quantity</b>	<b>Unit</b>	<b>Item</b>	<b>Description, if any</b>
<b>1</b>	<b>Total</b>	<b>Prayer Rug</b>	Up to 2' x 6' maximum size. Must be flame retardant.
<b>2</b>	<b>Total</b>	<b>Religious Headwear</b>	<b>i.e. Yamaka, Turban, Kufi, Headscarf, Hijab</b>
<b>1</b>	<b>Total</b>	<b>Rosary</b>	No glass.
<b>1</b>	<b>Total</b>	<b>Prayer Shawl</b>	Up to 72" long x 22" wide maximum size.
<b>1</b>	<b>Total</b>	<b>Bible Index Marker/Tabs</b>	

This list is not all inclusive. Other religious items will be reviewed on a case by case basis **through the pre-approval process only. Religious items must be purchased from a verifiable vendor.**

## 17. Jewelry

### 1. Rings: Limit 2

- a. Plain wedding band or other ring bands with stones. \*
- b. Stones must be embedded or recessed.
- c. Size limit: 1/8" thick band, 1/16" extension of stone beyond band and a maximum width of 1".

### 2. Bracelets: Limit 2

- a. No charms or pendants; (dangerous – potential to cause harm to individual if snagged)

### 3. Necklaces: Limit 2

- a. Must be single unit which cannot be disassembled.
- b. May not be made of glass, porcelain or ceramic; (dangerous – potential to cause harm to others if broken or altered).
- c. Maximum length 24 inches
- d. Maximum width ¼ inch
- e. Maximum size 1 inch
- f. Pendant or charms; maximum size 2" W X 2" L.

### 4. Watches: Limit 2

- a. Wrist, pocket, or stopwatch
- b. No pocket-watch chains or cords that exceed 12 inches; (dangerous – potential to cause harm to individual if snagged).
- c. Single layer watch bands-no width requirement. Double layer watch bands-maximum 1" wide.
- d. No internet access (nonconforming – unstructured internet access prohibited).
- e. No camera capabilities (dangerous – potential for use in escape or aggressive acting out).
- f. No functions that will interfere with the unit television; (nonconforming – potential interference to other residents and misuse with VCBR property).
- g. No smartwatches, Fitbits, or the like.
- h. No interchangeable watch bands or face guards.**

### 5. Earrings: Limit 4 Pair

- a. Hoop and/or stud earrings permitted (½" w x ½"h).

### 6. No body jewelry. This includes gauges and tongue rings.

**\*Residents who have received permission to marry, must have the wedding ring(s) sent to the Facility prior to the ceremony to ensure the ring is added to their inventory and that the resident is not over the allowed limit of rings.**

**18. Hygiene Items**

No products containing alcohol or that are aerosolized, or items with contents under pressure will not be permitted. **Spray bottles are not permitted. Products larger than 24 ounces (oz.) are not permitted. Residents are not allowed to receive hygiene items from home. Hygiene items must be received directly from a vendor. Please refer to the chart below.** All items must have a contents/ingredients table indicating what the contents of the package/item is, and/or be accompanied with a Material Safety Data Sheet. **These quantities are items total per package per quarter.**

Quantity	Unit		Item	Description, if any
4	Bottle	Vendor Only	Aftershave	Maximum size 24 oz.
4	Bottle	Vendor Only	Baby oil	Maximum size 24 oz.
4	Bottle	Vendor Only	Fragrance Oil, Essential, Natural Oil (i.e. Jojoba, Peppermint, etc.)	Only 4 oz. will be permitted Item must be in the original factory labeled container.
4	Container	Vendor Only	Baby Powder	Maximum size 24 oz.
4	Tube	Vendor Only	Carmex/Chapstick/ Clear Lip Gloss	Non-medicated
4	Bottle/Tube	Vendor Only	Cocoa Butter	Maximum size 24 oz.
4	Packages	Vendor Only	Dental Picks	Maximum <b>100</b> picks per package
4	Roll On/Stick	Vendor Only	Deodorant	Maximum size 24 oz.
4	Container	Vendor Only	Hair Gel/Oil	Maximum size 24 oz.
4	Bottle	Vendor Only	Mouthwash	Maximum size 24 oz.; only non-alcohol permitted
4	Total	Vendor Only	Shampoo/Conditioner	Maximum size 24 oz.
4	Can	Vendor Only	Shaving Cream	Maximum size 24 oz.
4	Container	Vendor Only	Magic Shave	Maximum size 24 oz.
4	Bottle	Vendor Only	Lotions	Maximum size 24.5 oz.
12	Bars Total	Vendor Only	Soap, Bar	Count bars individually.
4	Bottle	Vendor Only	Body Wash	Maximum size 24 oz.
2	Bottle	Vendor Only	Dish Washing Liquid	Maximum size 16.0 oz.
1	Each		Clipper, Fingernail	No file attachments; (Dangerous – potential to be used to harm self or others)
1	Each		Clipper, Toenail	No file attachments; (Dangerous – potential to be used to harm self or others)
1	Each		Nail Brush	
1	Each		Denture Case	

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1	Set		Dentures	
1	Box		Denture Tablets	
4	Tube		Denture Adhesive	Max Size 2.4 OZ.
3	Total		Hair Brush, comb or pick	Nonmetal, round handle, maximum size 7" x 3". <b>One for one exchange.</b>
10	Total		Ponytail Holders/Hair Ties	Clear poly or terry cloth only. Elastic, No Metal
1	Package		Hair Rubber Bands	Maximum of <b>300</b>
2	Total		Acrylic Mirror	5" x 7" Maximum. <b>One for one exchange</b>
2	Total		Soap Container	Plastic only. <b>One for one exchange.</b>
4	Total		Toothbrush	<b>One for one exchange.</b>
4	Total		Toothbrush case	Plastic only. <b>One for one exchange.</b>
4	Tube	Vendor Only	Toothpaste	Maximum Size 24 oz.
1	Box	Vendor Only	Dryer Sheets	Maximum 120 sheets
2	Total		Bath Sponge	Loofah/Mesh
1	Total		Foot Scrubber	No metal; (dangerous – potential for harming self or others if misused)
1	Box	Vendor Only	Soap Powder / Washing Detergent	Maximum size 3.25 lbs; soap powder w/ bleach allowed; liquid prohibited. If you have a personal supply you will not be issued state soap powder.
1	Box	Vendor Only	Tissues	
1	Pack		Emery Boards	Maximum 24, standard style only.
1	Pack		Cotton Swabs	Maximum 100 count, <b>two packs of 50 will be allowed.</b>
1	Total		Non-medicated Cough Drops	From Approved Vendors Only. Up to 80 count

**Eyewear/Eye Care**

2	Total	Glasses	Prescription/reading with case. <b>One for one exchange.</b>
2	Pair	Sunglasses	Single lenses only. Clip-on permitted. Case permitted. <b>One for one exchange.</b>
3	Total	Eye glass cleaning cloth	With no added chemicals.
1	Total	Contact Cleaning Solution	Maximum 16 oz. <b>Vendor Only. No spray bottles.</b>
	Total	Prescribed Contact Lenses	Reusable or Disposable (Colored contacts are prohibited) <b>Medical Pre-Approval required.</b>



**19. Razors**

All residents are allowed to use a disposable razor unless they are put on a razor restriction and authorized an electric razor by Treatment/Psychiatry. Both razors will be kept in the Bridge and must be signed out between the hours of 6:00am – 8:00pm. You are allowed one hour to use the razor. Electric razors or new razor heads are only issued to a resident once a year. VCBR does not maintain shaving standards for residents. We will not issue an electric razor due to skin irritation. You are allowed to order your own personal electric razor if needed.

## 20. Content Review

- A. Clinical Services is responsible for approving all resident media entering the facility. All media entering VCBR must meet the following standards (among others that are specific to the individual resident): the media may not contain predominantly offensive content or gang related material, violence, sexual content, nudity or any other content deemed to be inappropriate or otherwise counter therapeutic.

When media arrives and it is determined to possibly be counter therapeutic, the resident's treatment team will be notified by forwarding the media to the resident's Treatment Associate for review. **CDs/DVDs are not pre-approved for purchase by staff except for the circumstances outlined in Section B. Exception Process for Recorded Media.**

If the resident's Treatment Associate agrees that the media is likely to be counter therapeutic, the Treatment Associate will consult with the resident's therapist(s) for a final determination. In situations in which the material received is highly likely to be used to reinforce deviant sexual arousal, the treatment team may determine that the material will be prohibited. If the therapist(s) believes that it is like to counter therapeutic but should not necessarily be prohibited, the resident will be counseled about the counter therapeutic nature of the media, and will be encouraged not to accept it. The decision to keep, discard, or send out the media will be documented in the resident's chart, utilizing form #BR 8 Media Review Form.

All Digital Video Discs (DVDs) and Compact Discs (CDs) will be opened and searched prior to entering the VCBR Facility. This is being done in adherence to Facility Instruction 207 which states "*All incoming resident packages will be searched outside the secure perimeter of the facility prior to delivery to the resident.*" In addition to Facility Instruction 207, VCBR has an exemption to Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded, or Operated by DMHMRSAS/DBHDS. The specific exemption to *12 VAC 35-115-50 Dignity, C.6 and 7 Right to Communicate with Any Person by Mail or Telephone*, permits VCBR staff to open packages outside the presence of the resident.

### B. Exception Process for Recorded Media:

Recorded Media is recorded material such as VCR tapes, compact disks, audio tapes, and DVDs that can be received from a non-profit agency or ordered from a Vendor.

VCBR recognizes that Recorded Media may have therapeutic benefit, Therefore, a resident may request pre-approval to receive Recorded Media from an agency or Vendor not listed on the Approved Vendor List. The intent of this procedure is to allow materials that have educational or spiritual/**religious** benefit and materials that have direct value in educating residents on treatment concepts.

This procedure is NOT intended to allow a resident to order entertainment materials from Vendors not listed on the Approved Vendor List.

To request pre-approval to receive Recorded Media from an agency or Vendor not listed on the Approved Vendor List, a resident shall complete form Request for Pre-Approval of Recorded Media and submit it to their Treatment Associate. In consultation with Clinical Leadership, the Treatment Associate will review the request and determine if the Recorded Media has a therapeutic benefit for the resident and should be allowed. The following shall be considered when reviewing the request:

- The educational benefit of the item.
  - Documentaries that correlate with treatment concepts
  - Motivational audio recordings
  - Relaxation recordings (i.e.; soothing sounds, etc.)
  - Materials directly related to treatment content (i.e., anger management, etc.).
- The **religious**/spiritual benefit of the item.
  - Recorded spiritual teachings
- Classification of the Recorded Material by Vendor: Vendors typically classify recorded media as educational or spiritual/**religious**, the classification of the recorded material by the Vendor should be considered when reviewing the request.
- The intent of the publisher of the Recorded Material: This process is not intended for media of entertainment value only. Recorded media intended for entertainment value may be ordered from Vendors listed on the approved Vendor list.
- If the Recorded Media is available through a Vendor on the Approved Vendor List, the Approved Vendor should be utilized.

If the request is denied, the Treatment Associate shall document the reasoning for denial and return the Request to the resident.

If the request is approved, the Treatment Associate shall document the approval and return the Request to the Resident AND submit a copy of the approved Request to the Property Department. The Property Department will maintain a copy of the approved Request for review and comparison when the package is received.

The Property Department will NOT accept the package if the Request for Pre-Approval of Recorded Media is not received.

Any Recorded Media received will be considered a package.

Recorded Media must be received directly from the Vendor and may not be received in packages that are received directly from family/community support member.

Only the approved media item may be received in the package. Should a package be received with additional items besides the approved media item, the package will NOT be processed and the resident may NOT receive ANY item in the package (including the approved resident media). The package will be confiscated and the disposition process given in the Property Guide will be followed.

**C. CDs**

- i. There will be a brief screening of music CDs upon arrival, and any CD with artwork or lyrics which clearly promote inappropriate sexual activity or violence will not be allowed.
- ii. A more in-depth, online check of a CD's lyrics may be conducted on a random basis.
- iii. If it is found that the lyrics clearly promote inappropriate sexual activity or violence, the CD will be considered contraband, even if this was not originally detected during the initial screening.

**D. DVDs**

The following content guidelines will determine the suitability of a DVD for resident:

- a. DVDs with an R, NC 17, TV-MA, or X rating are not permitted;
- b. Exceptions may be made for commercial DVDs for hobbies, religious purposes and other specialties. **See Section B-Exception Process for Recorded Media.**
- c. Unrated or Non-rated DVDs are not allowed with the exception of the following:
  - i. Documentaries
  - ii. Instructional videos, such as college lectures, foreign language instruction, etc.
  - iii. DVDs with ratings of G, PG, or PG-13 will be allowed. All other DVDs will not be opened so that the resident can have the opportunity to simply return the DVD(s) to the vendor.
- d. **If the DVD comes with a digital download code, the code will not be allowed. Residents must follow the disposition process.**

**E. Non-Factory Sealed Religious CDs/DVDs**

- i. Religious CDs/DVDs will count as a package.
- ii. The CD/DVD follow the media policy, **Facility Instruction 109.**
- iii. The CD/DVD will be screened by the Treatment Team **once received from the Property Department.**

**NOTE:** Ordering DVDs can be risky and expensive, as residents may not always get exactly what they ordered. The resident is responsible for returning the DVDs that are not allowed.

**The Film Advisory Board uses these ratings (U.S. Ratings Only):**

C-Children	(Equivalent to "G")
F-Family	(Equivalent to "G")
PD-Parental Discretion	(Equivalent to PG)
PD-M Parental Discretion-Mature	(Equivalent to PG-13)

EM—Extremely Mature (Equivalent to R)  
AO-Adults Only (Equivalent to X)

**TV Ratings are as follows:**

TV-Y, TV-Y7, TV-Y7-FV and TV-G (Equivalent to “G”)  
TV-PG and TV-14 (Equivalent to “PG”)

**\*Dove Approved Family “For All Ages” is considered equivalent to “G”\***

**F. CDs and/or DVDs that contain the following content will generally not be considered suitable.**

- i. Depictions of abuse of an adult, child, or animal;
- ii. Excessive or gratuitous violence or content that glorifies violence;
- iii. Content that sexually objectifies or depersonalizes other persons;
- iv. Content that justifies deviant or inappropriate sexual activity;
- v. Content that promotes antisocial attitudes;
- vi. Frontal nudity.
- vii. Depictions that promote the deliberate infliction of pain or fear on another person;
- viii. If a resident receives media with content that is not considered contraband, but is considered by their treatment team to be counter-therapeutic for them, they will be counseled about this, and their choice about whether or not to keep the media will be documented in their chart.

**Note: DVDs and CDs will count as a package. Periodicals will not count as a package (i.e. subscriptions, magazines and/or newspapers).**

## 21. Electronics

All electronic devices, including battery operated devices must come from an approved vendor, **sent directly to the resident, and are a one for one exchange**. Radios, televisions, walkman, and compact disc/cassette players must be equipped with an earphone jack and utilized at all times with a headset or earplug. One television antenna is allowable. (6 feet cord max)

Specific electronic items will have security seals attached and **engraving** performed by Property staff to protect against tampering or alteration. Residents who refuse to have the property labeled/etched will not be allowed to receive that property item **or items**.

Seals must remain intact. Any removal of these seals by residents will result in the item being confiscated for inspection. Intentional removal of these seals may result in loss of the item. If seals need to be replaced due to normal wear and tear, it is the resident's responsibility to notify the Property Department immediately. If the maintenance of a valid warranty is of importance, it is the resident's responsibility to determine, prior to purchase of the property items, whether or not the vendor has such a policy. It is not the responsibility of the Facility if a company voids its warranty because of tagging or **engraving**.

Once inventoried, items will be recorded in the RMS Property Database.

Electronic items with Wi-Fi capabilities are not allowed.

**Only 6 electronic items per resident are allowed in the resident rooms. An electronic item is defined as any item that has to be plugged in to an electrical outlet in order to work. Electronic items are on a one to one exchange.**

- A. No electronic items with memory cards, SD cards, USB ports, or **USB cords** will be allowed.
- B. Past, present, or future game consoles are not allowed. (i.e., Wii, Playstation 1,2,3, or 4, Xbox, Xbox 360 Xbox 1, or Nintendo. This list is not all inclusive.)
- C. **No video games, accessories to video games (i.e. controllers) etc. can be ordered even if grandfathered in.**
- D. VCBR employees are not responsible for repair of any resident items.
- E. Any item not on the approved property list that is grandfathered in will not be allowed out for repair. Once it is broken, the resident will need to dispose of the property (**i.e. controller no longer works, the console is no longer allowed**). **The item will need to be turned in to their Property Officer for disposal.**
- F. Maximum length of all cords should not exceed **6** ft. Cords should not be connected for extension. **6** foot cords will not be allowed to run from the

ceiling and must be run 18 inches below the ceiling. Failure to use any cord properly may result in the item being removed for disposition.

- G. New DVDs/ CD(s) must be factory sealed from an approved vendor and **shipped directly to the facility.**
- a. All residents will be able to order DVD(s) as long as they conform to the rules previously listed per media policy. (starting on page **34**)
  - b. Residents will be responsible for sending out excess DVDs that are listed on their inventory before exchange will occur through the VCBR Property Department. **No additional items will be issued until the excess items have been sent out.** If any of the DVDs are not listed on the resident's inventory, the DVDs will be confiscated.
  - c. **DVDs/CDs issued as a set must be returned in as a set.**
  - d. **No gaming DVDs allowed.**
- H. MP3, flash drives, IPODs, universal adapters with extra attachments, E-Readers, iPads, and cell phones are prohibited. No charging devices for the previously listed items are allowed.
- I. No current or future versions of JPEG devices are allowed.
- J. The maximum of any combination of the CDs and DVDs is 50.
- K. No recording devices are allowed.
- L. No surround sound or additional speakers allowed.
- M. All items not used appropriately will be confiscated. The disposition process must be followed.
- N. "Y" adapters, headphone extension cords, **and splitters** are prohibited.
- O. 3.5mm plugs/cables are not allowed.**
- P. Splitters or items specifically used to connect multiple items are not allowed.**
- Q. Connector pieces/splicing devices are not allowed.**
- R. Tools are not allowed (i.e. screwdrivers, allen wrenches, etc.)**

**All items listed below must come directly from an approved vendor.  
Only 6 electronic items are allowed per resident.**

<b>QTY</b>	<b>UNIT</b>	<b>ITEM</b>	<b>DESCRIPTION, IF ANY</b>
1	Total	<b>Hair Clippers</b>	<b>One for one exchange.</b> Vendor only.
1	Total	<b>Electric Razor/Shaver</b>	Rechargeable razors are permitted. <b>One for one exchange.</b> Vendor only.
1	Total	<b>Beard/Mustache Trimmer</b>	Rechargeable razors are permitted. <b>One for one exchange.</b> Vendor only.
1	Total	<b>Personal Groomer</b>	Nose/ear trimmer. <b>One for one exchange.</b> Vendor only.
<b>6</b>		<b>Adapter/Power cords</b>	Only the amount required for each individual electronic unit will be allowed. Unserviceable cords may be ordered to replace existing cords on a one for one exchange. Length requirements, <b>6 foot maximum</b> – see page 38.
	<b>Total</b>	<b>Batteries ( including rechargeable)</b>	Cannot be altered for any other purpose. Must be purchased from an approved vendor.
<b>1</b>	<b>Total</b>	<b>Battery Charger</b>	Cannot be altered for any other purpose. <b>One for one exchange.</b>
<b>50</b>	<b>Total</b>	<b>CDs, DVD(s)</b>	Any combination of these items to total <u>50</u> . Items containing more than one unit will be counted as 1. All items received must be factory sealed. No blu-ray disks allowed. CDs and DVDs allowed; no copied or “burnt” DVDs or CDs allowed. <b>When turning in CDs/DVDs, complete sets must be turned in due to the set counting as one item. Must already own a CD/DVD player to receive CDs and DVDs.</b>
<b>1</b>	<b>Binder</b>	<b>CD/DVD storage binder</b>	Any combination. Maximum 50 slots. Plastic sleeves only. <b>One for one exchange.</b>
<b>1</b>	<b>Box</b>	<b>Disk Cleaning Cloth</b>	Cloths with no added chemicals only; (dangerous – chemical can be harmful to self or others).
<b>1</b>	<b>Total</b>	<b>CD/Radio Combination</b>	<b>Walkman/Handheld style only. No boomboxes, no handles. One for one exchange.</b>



Rules for Resident Property

1	Total	Clock	No glass, floor standing, metal or wall mounts, no radio (dangerous – altered/broken glass/metal can harm self or others; nonconforming – wall-mounts exceed storage limits). <b>One for one exchange.</b>
1	Total	Handheld Radio	Must be headphone compatible. <b>Maximum size 6.5” x 3.5” x 2” One for one exchange.</b>
1	Total	Book lamp or Clip-On Lamp	Clip on or stand alone. Maximum height 24”; (1) bulb capacity only. <b>One for one exchange.</b>
2	Total	Light bulb(s)	Energy efficient light bulbs only. No black light. Wattage supported by lamp. Max 60 watts. <b>One for one exchange.</b>
1	Total	Bulbless Night Light	<b>One for one exchange.</b>
1	Each	Box Type, Oscillating, and/or Tower Fan	Box type or oscillating: 16” maximum size. Plastic Only (all parts of the fan) (dangerous – altered metal can harm self or others). Tower type: 36” maximum size. Clip type fan permitted. Pedestal style fans are prohibited. <b>One for one exchange.</b>
1	Each	Coaxial Cable	<b>Needed coaxial cables will be provided by the Facility. One for one exchange.</b>
1	Each	HDMI Cable	<b>One for one exchange.</b>
1	Each	A-V Plugs	(1) per electronic system. <b>One for one exchange. No splitters allowed.</b>
1	Total	TV Signal Amplifier	Indoor use only; must be pre-approved. <b>One for one exchange.</b>
2	Total	Headphones/Earbuds	6 feet maximum length of cord fully extended. No cell phone answering capabilities. Must be new and factory sealed. No microphone. Earbuds purchased from Keefe or the VCBR Market Store specifically for GTL use cannot be used for the one for one exchange of earbuds on your property inventory. <b>No removable cords. One for one exchange.</b>
1	Total	Flat Screen Television / Flat Screen TV/DVD combo	Max screen size is 24 inches measured diagonally (Flat Screen). <b>No USB port, no smart TVs, Service Port Only. One for one exchange.</b>
1	Total	DVD Player	Blu-Ray players are not allowed. <b>Portable DVD players with screens are not allowed. One for one exchange.</b>
1	Total	Antenna	Indoor use only; must be pre-approved. <b>Cord cannot exceed 6 feet. One for one exchange.</b>
1	Total	Remote Control	One remote control per item. <b>One for one exchange.</b>

22. Writing Supplies

QTY	UNIT	ITEM	DESCRIPTION, IF ANY
2	Total	Transparent tape	No metal tips; (dangerous – potential harm to self & others). Double sided permitted. No packaging tape. <b>Standard size tape only.</b>
10	Total	Note book/ Note Pad / Spiral Notebook	5 subject (max) spiral notebook
3	Total	3-Ring Binders	Maximum Size 3 inches.
5	Total	Pocket Folders	No metal clips.
4	Total	Glue stick/ Glue Gel / Glue/ Glitter Glue	Nontoxic, no metal; (dangerous – potential harm to self & others).; Factory Sealed; Maximum size permitted up to 16 ounces Basic school glue only.
1	Total	Sheet Magnifier	8 ½ x 11; acrylic only. <b>One for one exchange.</b>
50	Total	Address labels	
1	Total	Address Book	
48	Total	Color Felt Markers	No metal; (dangerous – potential harm to self & others). Nontoxic only.
48	Total	Color Pencils	
48	Total	Crayons	Non-toxic Only
100	Total	Paper Clips	Plastic Only.
40	Total	Stamps	
50	Total	Envelopes, unstamped	Plain
6	Total	Expandable Folders	No elastic; (dangerous – potential harm to self & others). No metal; (dangerous – potential harm to self & others).
25	Total	File Folders	Pocket and manila.
50		Greeting cards	Standard size. No offensive or inappropriate content. <b>No popup, musical, or sound cards allowed.</b>
100	Total	Index cards	Maximum size is 4” x 6”.
24	Total	Pens/Pencils	No novelty pencils/pens. Standard size only. <b>Pens are a one for one exchange. No stainless steel ink pens. Must be in original packaging.</b>
1	Total	Pencil Holder/Clear Case	Plastic and clear only. <b>Maximum size 5”x10”. One for one exchange.</b>
12	Total	Erasers	Block and/or pencil top type.

<b>5</b>	<b>Packs Total</b>	<b>Stationery Paper/Loose Leaf/Filler Paper/Typing Paper</b>	Up to 500 sheets per ream.
<b>1</b>	<b>Total</b>	<b>Zippered pad holder/portfolio</b>	Standard or legal sized paper. <b>One for one exchange.</b>
<b>1</b>	<b>Each</b>	<b>T-Square/Triangles/Protractors</b>	Plastic only. 12” max length. <b>These items are a one for one exchange.</b>
<b>1</b>	<b>Total</b>	<b>Ruler</b>	12” plastic only. <b>Must be flexible. This item is a one for one exchange.</b>
<b>1</b>	<b>Total</b>	<b>Clipboard</b>	Plastic Clip Only. <b>This item is a one for one exchange. No storage types and no magnets.</b>

**23. Typewriter**

(Only residents that have a typewriter at the time of this guide will be allowed to purchase the items listed below. No new typewriters are allowed.)

<b>QTY</b>	<b>UNIT</b>	<b>ITEM</b>	<b>DESCRIPTION, IF ANY</b>
<b>6</b>	<b>Pkg.</b>	<b>Typewriter Correction Ribbon/Tape</b>	Spool type or disposable cassette type. <b>One for one exchange.</b>
<b>1</b>	<b>Total</b>	<b>Typewriter Cover</b>	Fabric or vinyl only. No double thickness (dangerous – additional fire hazard & can be used to harm self or others)
<b>6</b>	<b>Pkg.</b>	<b>Typewriter ribbon</b>	

**24. Calculator**

<b>QTY</b>	<b>UNIT</b>	<b>ITEM</b>	<b>DESCRIPTION, IF ANY</b>
<b>1</b>	<b>Each</b>	<b>Calculator</b>	New, Vendor Only 10” x 7” x 3” maximum size. Battery or solar power only. <b>One for one exchange.</b>

## 25. Wall Décor

Items must be placed on walls in accordance with fire regulations. 1) At least 18” below sprinkler head of room. 2) No items on the door of the room (inside or out). 3) No items on lights of the room. 4) No items in or covering the outside window **or vents**.

**Torn out pages from magazines or other publications are not allowed to be stuck, taped, or placed on the walls or ceilings of resident rooms.**

**\*Flags, posters, and prints are not allowed.\***

## 26. Publications

- a. A publication is any document consisting of two or more pages commercially printed which is stapled or bound in some fashion. This includes calendars. Catalogs (i.e., Union Supply, J.L. Marcus) are not counted as a package. These items must be sent directly from the vendor. Publications from home are not allowed.

Publications:

Publications are any communication such as newspapers, magazines, newsletters or other periodicals, books, brochures, catalogs, or pamphlets that can be subscribed to or ordered from a Vendor.

Publications may be ordered/received from any Vendor, including Vendors not listed on the Approved Vendor List. While a resident is able to order Publications from Vendors not listed on the Approved Vendor List, VCBR is NOT obligated to facilitate resident contact with the vendor through the VCBR Monitored Phone System.

Any Publication received that meets the definition of a Package will be considered a Package. As defined by the Postal Service: Contents are unbendable or over  $\frac{3}{4}$  inches thick.

Publications must be received directly from the Vendor and may not be received in packages that are received directly from family/community support member. **Residents may not receive torn out pages of calendars, books, pamphlets, magazines, etc. This list is not all inclusive.**

ONLY Publications may be received from Vendors not listed on the Approved Vendor List. Should a Publication be received from a Vendor not listed on the Approved Vendor List, ONLY the Publication should be in the package. Should a package be received from a Vendor that is not on the Approved Vendor List that has a Publication and other Personal Property Items, the package will NOT be processed and the resident may NOT receive ANY item in the package (including the Publication). The package will be confiscated and the disposition process given in the Property Guide will be followed.

Any Publication received must be in compliance with VCBR Facility Instruction 109 Resident Media. Consistent with VCBR Facility Instruction 109 Resident Media, any Publications with the potential of being counter-therapeutic will not be issued to the resident, rather submitted to the resident's Treatment Team for review.

- b. Residents may have a total of 12 publications in their possession at any one time consisting of books, magazines, newspapers and other periodicals. This limit does not include legal, religious or educational/treatment-related publications such as correspondence course materials and materials related to the Treatment program. Multiple copies will be counted individually.
- c. The allowable number of publications does not include instructional booklets that come with electronic appliances (i.e., razors, televisions, radio/cassette combination, fans, etc.). All papers, magazines, letters, etc. must be stored in footlocker.
- d. Religious/**spiritual** publications that meet the definition of packages will be counted as such to include **books, CDs/DVDs**. (See definition of *Packages* on page 8.) These items can be ordered from any vendor by following the Exception Process for Recorded Media located on page 34. This process only applies to CDs, DVDs, etc.
- e. **A GTL or paper request must be submitted to the Property Department requesting prior approval to enroll in an Educational course (i.e. Stratford Career Institute). The request must include all items the organization will be sending such as textbooks, pen/pencils, CD/DVDs, etc. Educational publications will not be counted as a package as long as it can be verified as a legitimate course ( i.e. start/end date, course syllabus/outline, etc.) The request has to be received and approved before enrolling in the class. It is the resident's responsibility to obtain all of the necessary information and forward it to the Property Review Committee.**
- f. **Religious correspondence courses/bible study, etc. must follow the guidelines listed below (even if currently enrolled in courses).**
  - a. **Maximum of 1 course per quarter.**
  - b. **Enrollment in one course at a time.**
  - c. **A request must be submitted in writing (paper or GTL request) to the Property Committee for approval prior to enrolling in the course.**
  - d. **At the completion of the course, the resident must submit a request to enroll in another course within the allotted timeframe.**
  - e. **Religious correspondence courses will not count as a package as long as it can be verified as a legitimate course (i.e., has course material on which you are tested & graded by the organization)**

27. Miscellaneous

**No detailed maps/atlases are allowed. No novelty stickers or decals are allowed.**

QTY	UNIT	ITEM	DESCRIPTION, IF ANY
2	Total	Calendar	No larger than 18"x24", no metal of any kind (dangerous – potential harm to self & others). Bonded, Vendor Only. <b>One for one exchange.</b>
50	Pair	Disposable Ear Plugs	
2	Total	Laundry Bag / Mesh Bag	No spring-loaded closers; (dangerous – potential harm to self & others); no metal. <b>One for one exchange.</b>
1	Total	Clear Backpack	Maximum size 32" x 12.6" x 13.8"; No bags w/ telescopic handle or in-line rolling wheels are permitted. <b>One for one exchange.</b>
2	Sets	Sheets, Pillow-cases	Twin size only. Solid colors or abstract patterns (age appropriate). Max size 70" x 96". Must be flame retardant. <b>One for one exchange.</b>
1	Total	Comforter	Twin size only. No down filled (dangerous – infection control). Max size 70" x 96" Must be labeled flame retardant. <b>One for one exchange.</b>
2	Total	Blanket (Including a Throw)	Twin size only. Must be single ply, no down filled (dangerous – infection control). Max size 72" x 90" Must be labeled flame retardant. <b>One for one exchange.</b>
4	Each	Bath Towel	Maximum size 30" x 60". <b>One for one exchange.</b>
4	Each	Wash Cloth	Maximum size 16" x 16". <b>One for one exchange.</b>
1	Each	Bed Pillow	Standard size only; no down filled (dangerous – infection control).
1	Total	Pocket Magnifier	No glass. One for one exchange.
3	Total	Photograph Albums	May have plastic inserts, but they must remain in photograph album. Fifty sheets per album; photos must be single layer per side.

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125	Total	Photographs	Sent from relatives or friends, without frames. Single layer photos only allowed through mail. Computer copies allowed. 100 photos must be in albums. 25 photos may be loose. Generally, VCBR is not a place for photos of children, but exceptions will be made when it is determined that it is clinically important for the resident to have possession of those photos. However, each resident should be aware of any restrictions they may have regarding photos from their probation officer. <b>All incoming photos of children or that contain children will be forwarded to Clinical for review.</b>
1	Total	Shoe polish	Plastic bottles.
1	Total	Lint brush	No hidden compartments (dangerous –
1	Each	Wallet	Leather or Nylon only. No metal. <b>One for one exchange.</b>
3	Total	Tree Air Fresheners	
1	Total	Key Chain/Lanyard	Plastic only. No bottle openers. <b>One for one exchange.</b>
		<b>Medical Equipment</b>	Medical Department will review medical

**28. Vital Records**

<b>1</b>	<b>Total</b>	<b>Driver's License/State Issued ID</b>	Approved for residents in Phase III of treatment. All other phases have the option of storing in Medical Record/HIM or send out. No passports are allowed.
<b>1</b>	<b>Total</b>	<b>Birth Certificate/Death Certificate</b>	Approved for residents in Phase III of treatment. All other phases have the option of storing in Medical Record/HIM or send out. No passports are allowed.
<b>1</b>	<b>Total</b>	<b>Social Security Card</b>	Approved for residents in Phase III of treatment. All other phases have the option of storing in Medical Record/HIM or send out. No passports allowed.
<b>1</b>	<b>Each</b>	<b>Credit Card, Debit Card, Checkbook</b>	<b>Any phase. One for one exchange. Reloadable cards, CashApp cards, Green Dot cards, and Netspend cards are not allowed. This list is not all inclusive.</b>



**29. Food Storage / Utensils**

**Any items used to store dangerous contraband will be disposed of by the Facility. The disposition process will not be followed. (See page 15 for the definition of dangerous contraband.) No cookware allowed. No stainless steel items. Residents that currently have stainless steel items are reminded that stainless steel is not allowed in the microwave. Items that require refrigeration before or after opening or refrigeration recommended, etc. will not be allowed; Items past expiration date will not be allowed. Other food items not listed require prior approval. Please be advised residents are not allowed to have personal coffee pots.**

QTY	UNIT	ITEM	DESCRIPTION, IF ANY
4	Total	Mugs and/or Cups	Plastic only. 34-oz. max size. Seamless construction. Combination of 4. <b>Must be microwave safe. No stainless steel. No Cirkul cups. One for one exchange.</b>
1	Total	Sport Bottle	Clear Plastic only. No Aluminum. 34-oz. max size. Seamless construction. (4.25 cups=34oz.). <b>One for one exchange.</b>
2	Total	Bowls w/ lids	Clear plastic only. 34-oz. max size. Seamless construction. (4.25 cups=34oz.). <b>One for one exchange.</b>
1	Box	Plastic Cutlery	Plastic forks and spoons only; no more than 48 count total.
1	Box	Toothpicks	Maximum 100 permitted
50	Each	Plastic Drinking Straws	
2	Each	Instant Coffee/Hot Chocolate/Tea/Latte/Cappuccino	Bag or Container. Maximum size 16 oz. each. Boxes with individually packaged items should be no larger than 100 count.
1	Box	Sweetener Packages	No larger than 100 count. No sugar.
2	<b>Total</b>	Coffee Creamers	No larger than 100 count or <b>containers larger than 16 oz.</b> No sugar.
8	<b>Total</b>	Cheese	From vendors only; single serving size; <b>tub, bar, or squeeze packs.</b> Maximum size 8 oz. <b>Items requiring refrigeration before or after opening will not be allowed.</b>

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<b>36</b>	Packets	Condiments (Ketchup, Mayonnaise, Mustard, Hot Sauce, Soy Sauce and/or Jelly)	Individual packets only. Items that require refrigeration before or after opening will not be permitted; Items past expiration date will not be permitted.
1	Each	Salt & Pepper Shakers	Disposable; Plastic only
<b>5</b>	<b>Total</b>	Seasonings	<b>5</b> Ounce max, no glass containers
6	<b>Total</b>	Dried Fruit	<b>No larger than 3 ounce packages.</b>

**30. Leisure Materials / Art and Hobby Items**

- g. All games, recreation, music and hobby items **must** be purchased new, and mailed directly from an approved vendor. Recreation and hobby supplies must be pre- approved through the Property Committee if not found on list below.
- h. Items used for gambling will be considered contraband.
- i. Dice are not allowed unless they are included with a board game.**
- j. Any items made in Art Classes are not to exceed the dimensions of 9”x12”x10” without written approval from the Property Committee. If an unapproved item is found in a resident’s room, it will be considered contraband and will be confiscated.
- k. VCBR is not responsible for damages incurred when mailing out arts and crafts items.**

QTY	UNIT	ITEM	DESCRIPTION, IF ANY
1	Each	Chess and Checker Set	Two-player sets only. No stone, metal or glass. Game pieces: Weight 3 ounces max, height 4” max. <b>One for one exchange.</b>
2	Total	Board games	Will be reviewed by the Property Committee as needed. <b>One for one exchange.</b>
1	Set	Dominos	Solid, no hollow parts (dangerous – potential to hide contraband). Maximum – standard set of double six, double nine, or double twelve. <b>One for one exchange.</b>
2	Total	Jigsaw Puzzle	Puzzles will be reviewed by the Property Committee as needed. <b>One for one exchange.</b>
4	Deck(s)	Playing Cards	<b>One for one exchange.</b>
6	Each	Paints	Maximum size permitted 8 oz.; Acrylic, water color or non-toxic. Paint sets will have each color included counted individually. <b>Excludes paint by numbers.</b>
10	Total	Paint Brushes	7” handle maximum length. No metal handles (dangerous – potential harm to self & others).
1	Set	Paint by Number	Must turn in paint pots when completed. Pots will be automatically disposed of by VCBR. <b>(See Sets/Kits)</b>
4	Total	Sketch Pads	9”x 12”x 9” maximum size. 50 pages per pad max.

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1	Total	Drawing / Sketch Board	Must fit in provided storage containers. No metal; (dangerous – potential harm to self & others). 18” x 24” maximum size.
5	Total	Blending Stump	Paper Only
4	Total	Lettering Guide/Stencils	Plastic Only. One for one exchange. No French curves.
2	Total	Construction Paper	Maximum 2 packs, pack sizes no larger than 100 sheets. Size 9” x 12”
1	Total	Tag Board	Up to 8” x 11” 1 pack maximum 100 sheets
1	Total	Card Stock	Up to 8” x 11” 1 pack maximum 60 sheets
5	Total	Canvas Boards/Linen Boards	Up to 9”x12” 1/8” thickness max.
1	Total	Magic Gathering Starter Kit	120 Card max. The kit will be reviewed by the TA for appropriateness. One for one exchange.

### 31. Musical Items

**All musical items are a one for one exchange.**

Request for prior approval of musical items will be reviewed by the Property Committee on a case by case basis. **Some instruments, below require prior approval. No prior approval is needed for acoustic guitars, electric guitars, or electric basses. Residents must possess a guitar in order to purchase an amplifier or the guitar and amplifier must be purchased at the same time. The following body styles are not allowed.**

- V Style
- Modern
- Metal
- Explorer

**NOTE:** Other body styles may be held for review if they have sharp, pointed edges.

**Only accessories required to use the instrument will be considered for approval. (i.e. no amplifier needed for acoustic stringed instruments or keyboards).**

**Residents may obtain a one-year pre-approval for items that wear out with regular use by submitting a GTL or paper request to the Property Committee. (i.e. Instrument strings, guitar picks, battery for tuner) Residents are responsible for keeping track of their pre-approval expiring. Authorized limits still apply.**

Items must be stored appropriately **within the limitations of available storage space. All instruments must remain in the resident’s room.** All musical instruments must be headphone compatible. Residents are only allowed to have (1) instrument at a time (i.e. guitar, etc.) USB ports are not allowed on instruments or accessories. Items with Bluetooth capabilities are prohibited. All musical items must be new, and must come from an approved vendor.

<b>1</b>	<b>Total</b>	<b>Guitar (Acoustic or Electric)</b>	Electric must have headphone capability. <b>Acoustic/electronic combination instruments are not allowed.</b>
<b>1</b>	<b>Total</b>	<b>Guitar Strap</b>	<b>2”Width max/60”length max. Nylon, Cotton, Woven, or Tweed material only.</b>
<b>1</b>	<b>Total</b>	<b>Bass Guitar Strap</b>	<b>3” Width max/60” length max. Nylon, Cotton, Woven, or Tweed material only</b>
<b>1</b>	<b>Total</b>	<b>Guitar Stand</b>	<b>Requires prior approval.</b>
<b>1</b>	<b>Total</b>	<b>Keyboard</b>	Must have headphone capability. <b>Up to 61 key, maximum weight 12 lbs.</b>
<b>1</b>	<b>Total</b>	<b>Keyboard Stand</b>	<b>Single “X” style only.</b>

1	Total	Keyboard Case/Keyboard Cover	Soft case only. <b>Fabric or vinyl covers only.</b>
1	Pack	Guitar Picks	Plastic or Celluloid Only. No more than 24 total.
1	Pack	Strings (for Guitar)	
1	Each	Guitar Amplifier/Bass Amplifier	Must have headphone jack; maximum size 12”L x 12”H x 6.69”W.
1	Each	Distortion pedal/Guitar/Effects Pedal	<b>3”Height x 5”Depth x 4”Width</b>
1	Total	Gig Bag/Soft Case Only	<b>Gator Economy Gig Bag Models for specific instrument. (i.e., acoustic, electric, bass)</b>
1	Each	Peg Winder	Manual Only
1	Each	Tuner	Electric Headstock Style Only. (i.e. Snark, Unitune, D’addario, NS Micro Universal)

**32. Sets/Kits**

Sets/kits (i.e., artist supplies, stationery) are currently allowed. **Prior approval is needed when ordering kits that may contain items that are prohibited by the guide.** Item(s) in the set/kit that are not allowed will be considered contraband and the **item(s)** will be disposed of following the contraband disposal procedure.

**Paints that come with paint by number kits will not count toward the total paint allotment. By ordering and receiving a paint by number kit, residents agree to turn in paint pots when completed for disposal at VCBR’s discretion. Both paint by number kits and model kits require prior approval from the Property Review Committee. The total number of pieces and overall size will be considered.**

**Residents are reminded that only basic school glue is allowed inside the facility.**