



Dodge Correctional Institution
Waupun, Wisconsin

INTER-OFFICE MEMORANDUM

DATE: August 21, 2013
TO: Intake Officers
FROM: Dylon Radtke, Security Director
RE: Intake - Authorized Property

The following is a list of the only authorized property accepted upon intake:

1. Address Book
2. Embossed Envelopes, limit 30 (no stamped, loose stamps, metered envelopes, or pre-stamped return address).
3. Photos: Limit 50, Gang-related, Polaroid or photos depicting nudity are not permitted. Maximum size 8 ½ x 11. Digital photos are permitted.
4. Prescription Eyeglasses and Glass Case (No Metal Hinges/hard cases) : Limit 2 pair
5. Contact lenses will only be permitted when an inmate does not possess prescription eyeglasses. (No cleaning solutions permitted).
6. Dentures and storage container.
7. Watches - **Clear Plastic Style only**. No alarm, timers, leather bands or lights.
8. Personal Wedding Rings: **One Stone or Gem** must be embedded into the surface of the ring and must meet established band thickness / width regulations.
9. Personal letters, limit 25
10. Legal Materials (no books)
11. Hearing Aids
12. Approved religious book (limit 1)
13. Personal ID (Social Security card, Driver's License, Birth Certificate, Wisconsin state ID), No wallets.
14. Medical Appliances (Leg, Arm, Neck/Back Braces, Prosthesis, etc.) with medical approval
15. Medical Alert Medallion or Bracelet (must meet DOC size specifications).
16. Medicine Bag, Religious Emblem (subject to Chaplain approval).