

Division of Adult Institutions (DAI)
Attachment A – Personal Property Chart
 DAI Policy 309.20.03 – Inmate Personal Property and Clothing
Effective – 10/01/18

ELIGIBILITY & EXPECTATIONS:

- Personal property shall be purchased from contracted vendors only, with limited exceptions.
- Consumable toiletry and food items are not listed, but are permissible:
 - as sold through facility and contract canteens, with applicable receipts
 - within overall volume limits
 - facility procedure may limit quantities of specific items
 - unopened products may be packed for facility transfer
 - opened items may be disposed of per policy and facility procedure
- Exceptions may be available for Transgender Inmates (as indicated below).
- Inmates in temporary status (IC/Barracks/Dormitory) may have further limitations on total property due to space restrictions.
- Work release/project crew items are indicated; inmates must be housed at appropriate site prior to ordering/purchasing.

CATEGORY	ITEM	SPECIFICATION OR DESCRIPTION AND PURPOSE	LIMIT
ID Envelope (DOC-236D)	Birth Certificate		
	Forward Health Card		
	Social Security Card		
	WI Drivers License		
	WI ID Card		
Clothing/Linen	Bathrobe	White only. No hood. No less than 40% cotton blend.	1
	Belt/Buckle (Men Only)	Only allowed per facility procedure at sites which permit jeans. Cloth or leather only. Black or brown only. Maximum band width 2-inches. Single thickness. No studs, beads or other adornment. Maximum buckle size 2.5x3.5 inches; 1/4-inch thickness; 3 ounces. Must be constructed of one solid piece of material (leather or covered buckles prohibited). Security shall review for weapon capability (e.g. sharp edges).	1
	Bib Overalls – Winter (Work Release/Project Crew Only)	Approved only if required for job duties. Solid color tan, brown or gray.	1
	Bras (Women and Approved Transgender Inmates Only)	White only. No underwire. May have nylon or synthetic material. No mesh, fishnet or see-through fabrics.	6
	Coat – Rain	Clear only.	1
	Coat/Jacket – Spring/Fall or Winter (Work Release/Project Crew Only)	Solid-color tan, brown, black or gray. No removable liners. Hood permissible only if approved for job duties.	2
	Coveralls – Summer/Winter (Work Release/Project Crew Only)	Approved only if required for job duties. Non-insulated. Solid color determined by Security. May possess one summer-weight and one winter-weight set.	2
	Du-rag	Gray only.	1
	Gloves/Mittens	No leather.	1
	Gloves – Weight Lift or Wheel Chair		1
	Gym Shorts	Solid gray only. Elastic or draw-string waistband. 4-to-10-inch inseam. No snaps, zippers, pockets or buttons. No less than 40-percent cotton blend. Built-in supporter or lining of any time is prohibited.	2
	Handkerchief	White only, no larger than 16" x 18". Cannot be worn or displayed as an outer	7

Division of Adult Institutions (DAI)
Attachment A – Personal Property Chart
 DAI Policy 309.20.03 – Inmate Personal Property and Clothing
Effective – 10/01/18

CATEGORY	ITEM	SPECIFICATION OR DESCRIPTION AND PURPOSE	LIMIT
		garment.	
	Head Covering – Baseball/Bucket Style and/or Stocking Cap	Gray or green only, no logo or writing.	2
	Jeans	Only allowed per individual facility procedure. Solid dark color indigo or stone-wash only. Boot-cut, straight-leg, relaxed-fit and regular fit permitted (e.g. no baggy or flare leg styles). Zipper or button-fly. Maximum of 4 pockets, plus watch pocket. Non-adorned.	2
	Pajamas-Sleep Shirts (Sleep Shirts-Only allowed at WWCS Facilities)	Solid color gray or green only. Pocket allowed. Pictures or writing prohibited. No less than 40-percent cotton blend. Pair is one top & one bottom. (Sleep shirts to be worn in cell only)	2 total/pair
	Scarf - Winter	12" x 54" length maximum. Gray, green or beige only.	1
	Shoe Insoles/Gel/Arch Supports	Sized only, cut to fit prohibited.	3
	Shoe Laces	Single color only.	1
	Shoes – Boots or Athletic Shoes	Specs: <ul style="list-style-type: none"> • Athletic shoes shall be white, black or gray • Both shoes/boots must be identical color • No spikes/cleats • Maximum sole thickness 1 3/4 inch • No removable insoles • No inside/concealed pockets or compartments • No pump-up athletic shoes • No removable straps • Clear plastic windows/compartments must allow visual inspection • No metal attachments, except metal lace eyelets or arch supports manufactured into sole (no speed laces, D-rings, cleats, logos or other ornamentation) • Shoestrings – 1 set per pair; both shoes match; no multi-color Additional criteria for boots: <ul style="list-style-type: none"> • Maximum height 14-inches (measured from bottom of heel to top at side seam) • Maximum heel height 2-inches • No spiked heels Females: 3-pairs may include winter boots/overshoes. Orthopedic/special shoes approved by HSU must meet all other specifications above.	Males – 2 Females – 3
	Shower Shoes		1
	Sleep Mask		1
	Slippers – Soft Soled		1
	Socks - Personal	White or gray only.	6
	Supporter/Jock Strap (Men Only, Not Allowed at WWCS Facilities)	No cup.	1
	Sweatband – Head/Wrist	White only.	1/1 pair

Division of Adult Institutions (DAI)
Attachment A – Personal Property Chart
 DAI Policy 309.20.03 – Inmate Personal Property and Clothing
Effective – 10/01/18

CATEGORY	ITEM	SPECIFICATION OR DESCRIPTION AND PURPOSE	LIMIT
	Sweatpants	Solid gray only. Elastic or draw-string waistband. No snaps, zippers, pockets or buttons. No less than 40-percent cotton blend.	2
	Sweatshirt	Solid gray only. Long-sleeve, crew-neck only. No pictures, writing, snaps, pockets, collars, zippers or hoods. No less than 40-percent cotton blend.	2
	Towels - Bath/Hand	30" x 54" maximum size. Gray, green, burgundy or beige only.	2
	T-Shirt/Tank Top	Solid gray only. Crew neck only. Short sleeve or sleeveless (no jersey-style 3/4-length sleeves). No pictures, pockets or writing. No see-thru, fishnet or mesh fabric. No less than 40-percent cotton blend. Tank tops prohibited in WWCS facilities.	6
	Underwear (Gender Specific) (Exceptions will be made for Approved Transgender Inmates)	Solid color only. Traditional-style briefs, boxers or boxer briefs (no bikini, thong or other revealing styles). No mesh, fishnet or see-through fabrics. No less than 40-percent cotton blend.	6
	Washcloths	12" x 12" maximum size. Gray, green, burgundy or beige only.	2
	Winter Underwear – Bottom	Cotton or no less than 40% cotton blend. Gray, white or natural color only.	2
	Winter Underwear - Top	Cotton or no less than 40% cotton blend. Gray, white or natural color only. Crew neck only.	2
	Work Pants (Work Release/Project Crew Only)	Approved only if required for job duties.	4
	Work Shirts (Work Release/Project Crew Only)	Button-down, polo or pullover style (no shoulder/collar tabs or other adornment). Long-or-short sleeve. Maximum two breast pockets. Solid color only. Color designated by security.	4
	Work Shoes/Boots (Work Release/Project Crew Only)	May be composite/reinforced/steel toe, if required for job duties.	1 added pair
Electronic Equipment/ Accessories	Adapters/Plugs – Radio/TV/Transformer F Plug	No duplicates.	4
	Antenna – Radio	Vendor catalog.	1
	Antenna – TV	Vendor catalog.	1
	Calculator	Solar-power or button-battery only. No extended memory storage or printing capability. Maximum 8-1/2x4-inches.	1
	Clip-On Lamp	Not allowed at CCI, GBCI, WCI and WSPF. Shade no more than nine inches. 40 watt or less bulb. Plastic only.	1
	Clock – Alarm OR Radio		1
	Digital Converter Box	Allowed to purchase if housed at TCI, OCI, PDCI, CVCTF, WSPF, and DACC, JCBCC, REECC and MWCC. May be retained until release when transferred to another facility. No remote control.	1
	Earbuds	Clear hearing piece only. Maximum length extended cord 12'. No volume control, power booster or control box. No detachable cord.	1
	Headphones	Clear hearing piece only. Maximum length extended cord 12'. No volume control, power booster or control box. No detachable cord.	1
	Earbud/Headphone – Replacement Pads		1
	Extension Cord/Power Strip	Only allowed per individual facility procedure – 6 feet max length.	1

Division of Adult Institutions (DAI)
Attachment A – Personal Property Chart
 DAI Policy 309.20.03 – Inmate Personal Property and Clothing
Effective – 10/01/18

CATEGORY	ITEM	SPECIFICATION OR DESCRIPTION AND PURPOSE	LIMIT
	Fan	Round or square. No oscillating or pedestal fans. No larger than 14" with fan blades not to exceed 12". Plastic blades and guards.	1
	Radio/Television/ Television-Radio Combo Unit	May possess both devices OR one combo unit. Maximum size specs: <ul style="list-style-type: none"> • Radio – 1000 cubic inches • TV – 13-inch diagonal screen • TV-Radio Combo – 18x18x18 inches; 13-inch diagonal screen No remote control. Plug-in only (no battery operated). Must have earphone jack. Tablet FM radio does not apply towards Radio limit	1
	Razor – Electric	Non chargeable. Pop up trimmer allowed. No foil-type.	1
	Razor Replacement Head		1 pkg.
	Tablet-including AC adapter and earbuds.	40 GB, 5 inch screen, clear case. Must be from approved contract vendor. Protective cover may be purchased separately from approved contract vendor. Limit 1 (included earbuds apply towards total limit count)	1
	Thumb Drive	4 GB, clear or see through case, no encryption software. Must be purchased from institution if offered and approved vendor. Must be used in accordance with facility procedure.	1
	TV Coax Cable	6' max length. May possess if converter box was purchased.	2
	Typewriter	No memory/text storage or programming capability. No separate printer/attachment. Spell-check permissible.	1
	Typewriter – Print Wheel	Includes the print wheel in the typewriter.	1
	Typewriter – Ribbon/Cassette	Includes the ribbon in the typewriter.	6
	Typewriter – Correction Ribbon	Includes the ribbon in the typewriter.	6
Jewelry	Lanyard	For use with medical alert necklace or religious emblem/pendant/jewelry. Must comply with rules prescribed in DAI Policy 306.00.06.	1
	Medical Alert Necklace/Bracelet	Need as determined by HSU. Worn at all times. External boundary maximum 1-1/4 inch; maximum thickness 1/8-inch; maximum weight 2 ounces; not hollow/locket-type.	1
	Ring	Maximum of 1 gem/stone; shall be recessed with setting extending no more than 1/16-inch beyond adjacent band surface. Maximum thickness 3/16-inch; maximum band width 3/8-inch. Engagement and wedding band set shall be considered 1 ring (both worn on same finger). Per policy, maximum reimbursement value \$75. May be sent from family per facility procedure.	1
	Watch	Time/date functions only. Single thickness, maximum band width 1-inch. May only have one watch total.	1
	Watch-multiple vibration alert settings	Max band width of 1-inch. Multiple functions as allowed for the alert setting. Watches under this policy will be reviewed by the DAI Security Directors. May only have one watch total.	1
	Watch Band – Replacement	For grandfathered watches only	1
Miscellaneous	Batteries – Watch/Hearing Aid/Calculator	Controlled by staff. Will be issued upon receipt.	1

Division of Adult Institutions (DAI)
Attachment A – Personal Property Chart
 DAI Policy 309.20.03 – Inmate Personal Property and Clothing
Effective – 10/01/18

CATEGORY	ITEM	SPECIFICATION OR DESCRIPTION AND PURPOSE	LIMIT
	Bowl/container with Lid	No larger than 3 quarts. May be round or square. Plastic only.	2
	Calendar	No larger than 18" x 24" when displayed.	1
	Clothes Hangers	Plastic only.	10
	Cooler (Work Release/Project Crew Only)	Not allowed at WWCS facilities. Maximum 8-quart size.	1
	Ear Plugs	Pairs.	4
	Elastic Supports – Ankle/Elbow/Knee/Wrist		1 pair each
	Fabric Softener		
	Floor Covering-Prayer Rug, Throw Rug, Yoga Mat (Prayer Rug counts towards total limit of 2)	<p>Limit 2 total items. In-cell use only</p> <ul style="list-style-type: none"> • Throw Rug-single thickness only; not to exceed 30"x54" including fringe, design permissible (no obscene pictures or STG-related symbols/writing permitted) • Prayer Rug-Single thickness only; not to exceed 30"x54" including fringe; design permissible (no obscene pictures or STG-related symbols/writing permitted) • Yoga Mat-Solid color black only (no design) size not to exceed 68"x24" and 1/8" (up to 4mm) thickness, case/tie for storage not permitted. <p>Consistent with DAI 309.61.02, no duplicates of the same item. (e.g. throw rug + prayer rug; throw rug + yoga mat; prayer rug + yoga mat)</p>	2
	Glasses – Case	Soft case or clear plastic case. No metal hinge. One per pair.	
	Glasses – Cleaning Cloth	Allowed if cloth came with the glasses.	1
	Glasses – Prescription	Refer to policy Section I.I.	2
	Glasses – Reading	Not included in prescription glasses limit.	1
	Glasses – Sun	No wrap-around glasses. Non-mirror only. Magnetic sunglasses for prescription glasses are prohibited.	1
	ID holder (WCCS Facilities, REECC & MWCC Only)	Plastic. No clip or snap.	1
	Laundry Bag/Tote	Mesh only.	1
	Laundry Soap		
	Legal Material		
	Letters – Personal Correspondence		25
	Meal Replacements		10 each
	Magnets	Magnets or magnetic type items are prohibited. Items featuring magnetic properties shall be evaluated on a case by case basis.	
	Miscellaneous Papers	As volume limits allow.	
	Mouth Guard	May include plastic case.	1
	Mug/Cup	Plastic only.	2
	Photo Album or Book	No metal.	1

Division of Adult Institutions (DAI)
Attachment A – Personal Property Chart
 DAI Policy 309.20.03 – Inmate Personal Property and Clothing
Effective – 10/01/18

CATEGORY	ITEM	SPECIFICATION OR DESCRIPTION AND PURPOSE	LIMIT
	Photos	See policy Section IX.	50
	Pitcher – Drinking	Plastic only.	1
	Plastic Ware	Purchased through contracted vendors. As volume limits allow.	
	Spork	Must be yellow.	2
	Vitamins		2 each
	Water Bottle (WWCS Facilities Work Release Inmates Only)		1
	Water Jug (Work Release/Project Crew Only)	Not allowed at WWCS facilities. Maximum half-gallon size.	1
	Welding Gloves (Work Release/Project Crew Only)	Approved only if required for job duties.	1
	Whey Protein		2
Personal Hygiene	Breathe Right Nasal Strips	Package.	1
	Brush/Comb/Pick – Hair	Non-metal, not to exceed 8-1/4"x 3".	2 total
	Curling Iron/Flat Iron (WWCS Facilities Work Release Inmates Only)	Vendor catalogs only. Only permitted for work release inmates.	1
	Dentures/Denture Cup		1 each
	Emery Board		10
	Hair Dryer (WWCS Facilities Only)	Handheld.	1
	Hair Rollers	Packages. No metal.	2
	Mirror	Not allowed at CCI, GBCI or WCI except as religious property.	1
	Nail Clippers –Fingernail		1
	Nail Clippers – Toe		1
	Ponytail Holders	Black only.	18
	Pumice Stone		1
	Shower Cap	Clear only.	4
	Soap Dish		2
	Toiletry Bag/Cosmetic Bag		Males – 1 Females – 2
	Toothbrush		2
	Toothbrush Holder		2
	Tweezers	Plastic only.	1
Publications	Books and Magazines	No spiral, metal, string or removable style binding. Pop-up or multiple page thickness book cover or book pages are prohibited.	25
	Dictionary		1
	DOC Handbooks		
Recreation Equipment	Baseball Glove	May retain upon transfer.	1

Division of Adult Institutions (DAI)
Attachment A – Personal Property Chart
 DAI Policy 309.20.03 – Inmate Personal Property and Clothing
Effective – 10/01/18

CATEGORY	ITEM	SPECIFICATION OR DESCRIPTION AND PURPOSE	LIMIT
	Checkers/Chess/Combo Set	No false bottoms, no weighted sets. Metal or wood sets are prohibited. May possess both games OR combo set.	1
	Cribbage Board	4" x 15" inch maximum. Wood or plastic. No metal pegs.	1
	Dominoes	No false bottoms. Wood or foam only. Double six only.	1
	Gripp Mitts		1
	Handball Glove	Only allowed per individual facility procedure. Allowed to retain upon transfer.	1
	Playing Cards	Standard decks only.	2
	Puzzles/Jigsaw	1000 piece maximum. No larger than 30 X 24 inches.	2
Writing Supplies	3-Ring Binder	Plastic rings – 1 inch only. Total includes hobby.	4
	Address Book	No metal.	1
	Envelopes – Embossed/Stamped		30
	Envelopes – Plain		50
	Eraser		2
	Folder – Expanding		4
	Folder – Pocket		10
	Greeting Cards – New	8" x 10" maximum size. Pop-up or multiple page thickness are prohibited.	10
	Highlighters		4
	Paper – Carbon	Pack.	1
	Paper – Legal Pads		2
	Paper – Loose Leaf	Sheets.	200
	Paper – Notebooks		4
	Paper – Typing	Sheets.	200
	Pencils with Erasers	Not including hobby. No click, spring action or mechanical/retractable style allowed.	5
Pens	Not including hobby. Clear plastic only. No gel pens, click pens, spring action or paint pens (shaking internal ball).	12	
	Reentry Portfolio		1
	Ruler	12 inch. Plastic only.	1
	Sheet Protectors	Only allowed with inmate portfolios.	As needed