

Division of Adult Institutions (DAI)
Attachment A – Personal Property Chart
 DAI Policy 309.20.03 – PIOC Personal Property and Clothing
Effective – 09/27/24

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 PIOC (as indicated below).
- PIOC in temporary status (IC/Barracks/Dormitory) may have further limitations on total property due to space restrictions.
- Work release/project crew items are indicated; PIOC 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	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 PIOC Only)	White only. No underwire. May have nylon or synthetic material. No mesh, fishnet or see-through fabrics.	6
	Coat – Rain/Poncho	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

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	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
	Face Masks	From approved vendor or facility issued	7
	Gloves/Mittens	No leather.	1
	Gloves – Weight Lift or Wheel Chair		1
	Gym Shorts	Solid gray only. Elastic or draw-string waistband. No snaps, zippers, pockets or buttons. No less than 40-percent cotton blend. Built-in supporter or lining of any type is prohibited.	2
	Handkerchief	White only, no larger than 16" x 18". Cannot be worn or displayed as an outer garment.	7
	Head Covering – Baseball/Bucket Style and/or Stocking Cap	Gray or green only, no logo or writing.	2
	Jeans	Only allowed per 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	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.	2
	Shoe Laces	Single color only. One for one exchange.	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 	2

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		<ul style="list-style-type: none"> • 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 Orthopedic shoes approved by HSU must meet all other specifications above.	
	Shower Shoes	Open toed.	1
	Sleep Mask		1
	Slippers – Soft Soled	Closed toed, including clogs.	1
	Socks - Personal	White or gray only.	6
	Supporter/Jock Strap (Not Allowed at WWCS Facilities)	No cup.	1
	Sweatband – Head/Wrist	White only.	1/1 pair
	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 Total
	Towel-Cooling	Solid colors only; not to exceed 15"x36"; may have clear case	1
	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.	6
	Underwear (Gender Specific) (Exceptions will be made for Approved Transgender PIOC)	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

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	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
	Calulator	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
	Earbuds, excludes tablet provided earbud	Clear hearing piece only. Hearing piece with mic. Maximum length extended cord 12'. No detachable cord.	2
	Over the ear headphones, excludes tablet provided headphone	Clear hearing piece only. Maximum length extended cord 12'. No detachable cord.	1
	Earbud/Headphone – Replacement Pads		1
	Extension Cord/Power Strip	Only allowed per individual facility procedure – 6 feet max length.	1
	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	Maximum size specs: 1000 Cubic inches. Clear. 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	Limit 1 State issued/Limit 1 ATG	2
	Tablet AC Charger	Limit 1 State issued/Limit 1 ATG	2
	Tablet Case (ATG only)	Must be from the tablet contract vendor.	1

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	Tablet Keyboard (ATG only)	Must be from the tablet contract vendor.	1
	Television	Maximum size specs: 13-inch diagonal screen. Clear. No remote control. Plug-in only (no battery operated). Must have earphone jack.	1
	Thumb Drive	4 GB, no encryption software. Must be purchased from institution if offered and approved vendor. Must be used in accordance with facility procedure.	2
	TV Coax Cable	6' max length. Limit 1. May possess 2 per facility procedure.	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	Medical condition(s) identified shall be verified 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	Limit one. May be constructed of leather, metal, plastic, silicone or wood (i.e. ceramic, glass are prohibited). Allowable colors: white, gray, black, natural wood or precious-metal tones (e.g. brass, bronze, copper, gold, pewter, rose gold, silver). Maximum of 1 gem/stone; shall be recessed with prongs/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). Maximum reimbursement value \$75	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. "Smart" features are prohibited (e.g. cellular/internet connectivity, compass, GPS) Basic fitness functions may be allowed (e.g. stopwatch, step counter). Watches under this policy will be reviewed by the DAI Security Directors. May only have one watch total.	1

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	Watch Band – Replacement	For grandfathered watches only	1
Miscellaneous	Batteries – Watch/Hearing Aid/Calculator	Controlled by staff. Will be issued upon receipt.	1
	Bowl/container with Lid	No larger than 3 quarts. May be round or square. Clear Plastic only.	2
	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
	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/flexible case, translucent or transparent plastic case with no metal hinges or magnetic closures. Metal or plastic zippers on cases are permitted. One per pair.	
	Glasses – Cleaning Cloth		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
	Legal Material		
	Letters – Personal Correspondence		25

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	Meal Replacements		10 total
	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 clear case.	1
	Mug/Cup	Clear Plastic only Single-walled only.	2
	Photos	See policy Section V.E.	50
	Pitcher – Drinking	Clear Plastic only.	1
	Spork	Yellow only.	2
	Vitamins		2 each total 10
	Water Bottle (WWCS Facilities Work Release PIOC 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	Nasal Strips	Package.	1
	Brush/Comb/Pick – Hair	Non-metal, not to exceed 8-1/4"x 3".	2 total
	Curling Iron/Flat Iron (Work Release PIOC Only)	Vendor catalogs only. Only permitted for work release PIOC.	1
	Dentures/Denture Cup	Clear plastic only for denture cup	1 each
	Emery Board		4
	Hair Dryer	Handheld. Minimum site only.	1
	Hair Rollers	No metal.	36 total rollers
	Mirror	Not allowed at CCI, GBCI, TCI, WCI or WSPF 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 Box		2

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	Toiletry Bag/Cosmetic Bag		2 total
	Toothbrush		2
	Toothbrush Holder		2
	Tweezers	Plastic only.	1
Publications	Books and Magazines	Maximum size 11" x 14." See binding-style illustrations below. <ul style="list-style-type: none"> • No spiral or metal binding. • Pop-up or multiple page thickness book cover/pages are prohibited. • Posters, CDs and other prohibited inserts may be removed if publication's physical integrity can be maintained; PIOC shall dispose per facility procedure. 	25
	Calendar	Maximum size 8-1/2" x 11" when closed. May possess one (1) current year religious or secular calendar. May retain previous years calendars, but they will count towards publication limit.	1
	Dictionary		1
	DOC Handbooks		
Recreation Equipment	Baseball Glove	May retain upon transfer.	1
	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.	4
	Address Book	No metal.	1
	Envelopes – Embossed/Stamped		30
	Envelopes – Plain		50
	Eraser	No kneaded. No dry cleaning pads.	2
	Folder – Expanding		4

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	Folder – Pocket		10
	Greeting Cards – New	Maximum size 8" x 10" Single-page thickness only. Pop-up, two-ply or multiple page thickness are prohibited.	10
	Highlighters		4
	Paper – Carbon	Pack.	1
	Paper – Legal Pads		2
	Paper – Loose Leaf	Sheets.	200
	Paper – Notebooks/Journals	Paper fastened or bound together within covers; may be blank	4
	Paper – Typing	Sheets.	200
	Pencils with Erasers	Not including hobby. No click, spring action or mechanical/retractable style allowed.	5
	Pens	Clear plastic only. No gel pens, click pens, spring action or paint pens (shaking internal ball). Colored pens permitted.	12
	Reentry Folder		1
	Ruler	12-inch maximum length. Plastic only. No three dimensional.	1

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PUBLICATION BINDING STYLES

Permissible

Singer sewn, section sewn, Coptic stitch, Smyth-sewn (often used with textbooks)



Prohibited

Spiral, wire-bound, partially covered wire-bound



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Permissible	Prohibited
<p>Glue/thermal binding (common for paperback books)</p> 	<p>Two-ply/pop-up books</p> 
<p>Removable plastic binders, comb-binding</p> 	<p>Metal fasteners</p> 

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Permissible	Prohibited
<p>Stapled (common in periodicals) – permitted in GP; prohibited in RH</p>  	