

Prohibited Items and Approved Items Stored in Office

There is not a list of every item prohibited in the ACS program. Residents of ATTIC Correctional Services, Inc. Residential Service Programs (RSPs) are only allowed to bring in items that are needed for treatment or work purposes. Anything that is not treatment or employment oriented will not be allowed at the facility.

Prohibited items include but are not limited to:

- a. Items that could be used as weapon or weapon invention (e.g. guns, firearms, ammunition, sharp instruments, tools, scissors, knitting needles, etc.)
- b. Anything that is or could be used for drug or alcohol use (e.g. syringes, mouthwash, hand sanitizer, toiletries with ethanol contents, etc.)
- c. An item that is obviously someone else's - or ACS's - property
- d. Clothing, posters, drawings, magazines, books or other items that involve alcohol and drug use, violence, obscenity, or sexual activities
- e. Gang-related materials or any item that can be used to indicate gang-affiliation including literature, clothing, photographs, graffiti, etc.
- f. Tattooing equipment and piercing equipment
- g. Dark sunglasses may not be worn inside the ACS facility
- h. Personal stereos, DVD players, TVs or VCRs
- i. Computers and other data-processing devices (e.g. iPads, smart watches, electronic workbooks, MP3 players with Internet access, etc.)
- j. Video recording equipment
- k. USB storage devices, memory cards, memory sticks, etc.
- l. Chemical hair removers, flammable explosive liquids or substances
- m. Video game consoles
- n. Music systems larger than a clock radio
- o. Any type of sexually explicit pictures or materials. All photos must be pre-approved by the Site Supervisor.
- p. DVDs/Blu-rays indicating drug use and any R-Rated, Non-Rated, NC-17-Rated DVDs/Blu-rays must be turned into the office for Case Manager for review.
- q. Candles, liquid lamps, LED devices and incense
- r. Cameras (digital or otherwise) and other photographic devices
- s. Any article specifically prohibited by state or federal statute

All residents will have their own property box in the office. These items belong in the office when not in use. These items should never be left in your room, common areas, or with other residents:

- a. Razors, trimmers, nail clippers, tweezers
- b. Anything with contents under pressure (such as shaving cream, hair spray, deodorant spray)
- c. Medication. ALL medication besides emergency inhalers will be kept locked in the staff office. (This includes over-the-counter medication, protein powders, nicotine patches, etc). Medication can only be taken at the office in the presence of staff.
- d. Tobacco, electronic cigarettes, chew and/or paraphernalia, lighters and matches
- e. Cell phones, cell phone accessories, and other electronic communication devices will be given to the Case Manager and then kept in the office after approval. Cell phones should always be powered off while on ACS property.
- f. Cologne, body spray, foot powder, baby powder
- g. Laundry detergents, fabric softener, dryer sheets, bleach, etc.
- h. Prepackaged food and beverage items
- i. Foodshare cards, credit cards, debit cards, gift cards, checks, etc. will be given to the Case Manager and budgeted case-by-case.
- j. Any cash you have not budgeted with the Case Manager. You are allowed a maximum of \$20 budgeted on your person. Any money in excess of the budgeted \$20 will be given to the Case Manager.

ATTIC Correctional Services, Inc. will not store or be responsible for your personal property. If you arrive at the facility with more property than allowed or items that are not allowed, it will need to be picked-up or disposed of within one week of your arrival. Borrowing and lending to other residents is strictly prohibited.

All washable items brought into the facility are required to be washed and dried prior to taking them into any common areas and/or bedrooms. For items that are not washable, staff may require the item(s) to be placed in a trash bag and stored outside for 48 hours.

Your property should be kept to the bare minimum and must be contained in your dresser, closet or property box in the office. Residents are only allowed to have 2 large garbage bags of property.

If you are unsure of whether or not an item is contraband, speak with staff on duty prior to bringing it into the facility. If you become aware of contraband anywhere within the facility or on the premises you must report it immediately to staff.