

# STAFF ITEMS ALLOWED WITHOUT A GATE MANIFEST

MDOC employees, including contractual employees and State of Michigan employees who regularly conduct business within the institution on behalf of the Department (e.g., LARA hearing officers; Michigan Civil Service Commission Human Resources staff) are allowed to bring in the following items:

OFFICE SUPPLIES:

- 1. Any combination of five (5) pens and pencils.
- 2. Notebook/notepad, folders, non-metal clipboard and MDOC documents/binders.

HEALTH AND BEAUTY AIDS:

- 1. Eyeglasses, sunglasses, soft cleaning cloth, lens wipes (5 individual packets or less and alcohol-free), and glasses case (soft fabric sleeve only), contact lens and case; wetting solution and/or eye drops (non-prescription) - not to exceed 0.5 Oz.
- 2 One (1) comb, one (1) brush or one (1) pick; non-metal pocket size and hair accessories (e.g., hair ties, clips, bobby pins, and headbands).
- 3.Feminine hygiene products.
- 4. One (1) lip balm and one (1) lip stick - no metal or glass case.
- 5. One of each of the following: Hand cream, lotion, sunscreen, insect repellent, and hand cleaning sanitizer, (four(4) oz. or less) non-aerosol and alcohol-free.
- 6. Single dose factory sealed over-the-counter medication; one (1) day's supply limited to pain medication (e.g., aspirin, Tylenol, Ibuprofen) and antacids (e.g., Tums, Mylanta). Over-the-counter medication containing stimulants/relaxants (e.g., NoDoz, Sleepze, Nyquil, Dexatrim) are prohibited.

**Note:** An Administrative Manifest is required for prescription medication and medical devices.

- 7. One (1) individual box/packet (unopened) tissues or one (1) handkerchief.
- 8. Breath mints (two (2) oz. or less), hard candy/cough drops, throat lozenges (one (1) roll or package (six (6) oz. or less) or no more than ten (10) individually wrapped items; nicotine lozenges (ten (10) or less lozenges).
- 9. Hearing aid(s), case, and hearing aid batteries.
- 10. Dental floss and non-metal dental picks.
- 11. Nail clippers without files.

FOOD AND DRINK ITEMS:

- 1. Coffee, tea, creamer, sugar, hot chocolate, coffee filters, soup, hot cereal and powdered drink mix as described below:
  - Coffee, hot chocolate, powdered tea, creamer or sugar (non-liquid) One (1) factory sealed, non-metallic container to be transferred into one (1) clear plastic zip bag in presence of Gate Officer.
  - K-Cup/Tea/creamer/sugar - Single serving, factory sealed packets (no more than 40 packets/cups) cups/packets to be transferred into a clear plastic zip bag in presence of gate officer.
  - Coffee Filters - Maximum of one (1) unopened bag in original packaging.
  - Soup/noodles, hot cereal, powdered drink mix and condiment packets - factory sealed, non-metallic, single serving container (no more than four (4) non-liquid).
- 2. Two (2) clear, factory sealed, plastic containers of water not to exceed one (1) gallon.
- Two (2) clear, factory sealed, plastic up to 20 oz. containers of beverage (i.e., soda, sports drink, tea) excluding squirt bottle.

- 3. Any combination of two (2) factory-sealed snack items (e.g., energy/snack bars, cookies, crackers, snack mix, chips/pretzels, nuts, cheese snack, fruits, vegetables, meat snack [4 oz. or less], etc.).
- 4. Any combination of two (2) whole fresh fruits daily (no watermelon, honeydew, pineapple, or cantaloupe).

MISCELLANEOUS ITEMS:

- 1. Flashlight (mini) and case.
- 2. Street shoes during inclement weather to replace boots - one (1) pair.
- 3. Cash, not to exceed \$25.
- 4. Personal keys/rings and key fobs - not to include: files, knives, cutters, pepper spray, flash drives, cuff keys, etc.
- 5. Wallets to carry cash, plastic cards, photos and paper items, e.g., business cards, punch cards, receipts, etc.
- 6. Purses/bag; no larger than 6" x 8" to carry any approved items from this list.
- 7. Umbrella, no pointed tips.
- 8. Driver License/personal identification, plastic id cover, and lanyards; if worn around neck, must be breakaway.
- 9. Rings, bracelets, necklaces, earrings, tie bar/tack and lapel pin.
- 10. State-issued challenge coins.
- 11. Plastic spoon and/or fork, empty plastic ware, e.g., bowl and transparent drinking cups/tumblers.
- 12. Wristwatch, Fitbit and other activity trackers without smart device capabilities. A smart device is defined in PD 01.05.120, "Critical Incident Reporting - Correctional Facilities Administration (CFA)," as:

Any electronic device that has the capability to:

- 1. Directly access the internet.
- 2. Record, transmit or receive audio files, photographs, videos, visual images or other media.
- 3. Directly transmit or receive Short Message Service (SMS) messages.
- 4. Obtain services to transmit and receive cellular calls or broadcast a location..

**NOTE:** Due to the similarity in appearance of electronic or vaporizer cigarettes and tobacco free chews and dips, non-tobacco cigarettes, chews, and dips (e.g., herbal cigarettes, coffee chew, and coffee dip pouches) are not allowed as outlined in PD 01.03.140 "Smoking; Possession/Use of Tobacco Products." Whenever there is a question about items being brought into or out of the facility, the shift commander shall be contacted for final determination.

# PROPERTY ITEMS VISITORS ARE ALLOWED AS OUTLINED IN VISITING STANDARDS

Visitors are allowed to bring the following items into the visiting room. The following list is all-inclusive:

- 1. Locker key.
- 2. Visitor pass.
- 3. Identification card.
- 4. Funds for the purchase of food items sold from vending machines located in the visiting room where the visit is taking place. The funds shall be:
  - a. Change (dollar coins, quarters, dimes, and nickels only), maximum \$25 per visitor. The maximum allowed for a visiting party of three or more persons is \$60; or
  - b. Pre-paid vending card as authorized at the facility where the visit will take place.

**NOTE:** Facilities where vending cards are used in visiting room, money is not allowed. Food items sold from vending machines must be removed from the manufacturer's packaging and placed on a paper plate prior to consumption. The manufacturer's packaging shall be disposed of prior to the visitor's return to his/her seat.

- 5. When an infant is on the visit: two clear plastic bottles, one pacifier, and one single-layered baby blanket (no quilt or comforter style). A clear plastic spill-proof cup ("sippy cup") is permitted when a toddler is a member of the visiting party.

**NOTE:** Breastfeeding of an infant is not permitted in the visiting room.

- 6. Medications and/or medical equipment (e.g., wheelchair, cane, walker, oxygen equipment, prosthesis, etc.) that may be needed by a visitor during a visit are permitted with the approval of the shift commander. Visitors requiring medication and/or medical equipment during a visit may be required to sit next to the officer's station.

Visitors in wheelchairs who are paraplegic or have mobility from the chest up are required to use the facility's wheelchair while in the visiting room. Each facility must have a wheelchair available for visiting room use. The visitor's wheelchair will not be permitted in the visiting area.

Visitors who are required to use a facility wheelchair will not be physically handled or moved by facility staff. A member of the visitor's visiting party is responsible for the move to the facility wheelchair. If the visiting party is unable to accomplish this move, the visitor may be allowed to use his/her own wheelchair, however, the visit will be non-contact.

Visitors in wheelchairs who are quadriplegic or have limited or no mobility of their upper extremities may use their own wheelchair while in the visiting room. However, the visitor and his/her chair will be searched as thoroughly as possible before entering the visiting room. The visitor will undergo a clothed body search of exposed areas, i.e., upper and lower extremities, without actual removal from the chair. Additionally, the visit will be assigned to a location next to the officer's station.

- 7. A service dog that provides service for a disabled visitor is permitted to accompany the visitor while in the visiting room. However, the service dog and its harness/collar, cape or backpack will be searched before entering the visiting room. The visit will be assigned to a location that is separate from other visiting parties whenever possible.

**NOTE:** pets and/or service dogs may not be left in vehicles.

- 8. Photo tickets.
- 9. Immediate family members, as defined in PD 05.03.140 "Prisoner Visiting," may bring legal documents in on a visit for review only with the prisoner. The documents cannot be left with the prisoner nor left at the front desk for the prisoner. These items are subject to search before being taken into the visiting room.
- 10. Attorneys or their representatives, legal paraprofessionals, or law clerks on attorney visits may take the following with them into the visiting room/confidential visiting area:

- a. Legal papers, including the attorney's file on the prisoner's case; e.g., correspondence, pleadings, transcripts, DVD recording related to the prisoner's case, which may be shown to the prisoner only on a DVD player provided by the MDOC facility;
- b. Any combination of five (5) pens and pencils;
- c. Softbound copies of law books; e.g., Michigan court rules, compilation of criminal statutes, sentencing guidelines and;
- d. A pre-paid vending card as authorized at the facility where the visit will take place or up to \$25.00 in change per person for vending machines. The maximum allowed for a visiting party of three or more persons is \$60.00.

**NOTE:** Facilities where vending cards are used in visiting room, money is not allowed. Food items sold from vending machines must be removed from the manufacturer's packaging and placed on a paper plate prior to consumption. The manufacturer's packaging shall be disposed of prior to the visitor's return to his/her seat.

No other items will be allowed unless the Warden has given prior approval. Laptop computers and other electronic devices are prohibited. All items are subject to search.

- 11. Attorneys, legal paraprofessionals, and law clerks on attorney visits may leave legal documents for the prisoner at the front desk at the conclusion of their visit. Documents cannot be given to the prisoner directly. These items are subject to search and will be delivered to the prisoner as mail.
- 12. Clergy are permitted to carry the following items into the visiting room when visiting as a clergy:
  - a. Two religious books; e.g., a scripture book and study book;
  - b. Any combination of five (5) pens and pencils;
  - c. A notepad or loose leaf paper and;
  - d. A pre-paid vending card as authorized at the facility where the visit will take place or up to \$25.00 in change per person for vending machines. The maximum allowed for a visiting party of three or more persons is \$60.00.

**NOTE:** Facilities where vending cards are used in visiting room, money is not allowed. Food items sold from vending machines must be removed from the manufacturer's packaging and placed on a paper plate prior to consumption. The manufacturer's packaging shall be disposed of prior to the visitor's return to his/her seat.

All items carried in will be searched and must leave with the clergy at the conclusion of the visit. These items cannot be given to the prisoner. Clergy may bring sacramental items into the visiting room only if approval has been obtained through the warden prior to the visit.

- 13. Representatives of the media are permitted to bring the following items into the visiting room for the purposes of interviewing a prisoner:
  - a. A notebook/pad and;
  - b. Any combination of five (5) pens and pencils.

Electronic equipment and audio/visual recording devices are prohibited. Items carried in by the media representative will be searched and must leave with the media representative at the conclusion of the visit. These items cannot be given to the prisoner.

**NOTE:** Cameras, cellular telephones, pagers, and other electronic devices are not permitted. Visitors must leave these items in a locked motor vehicle or in a secure area designated by the warden for this purpose. The furnishing of a cellular telephone to a prisoner is a felony under MCL 800.238a.

**NOTE:** Whenever there is a question about items being brought into or out of the facility, the Shift Commander shall be contacted for final determination.

# ITEMS VOLUNTEERS ARE ALLOWED WITHOUT A GATE MANIFEST

Volunteers are allowed to bring in the following items:

OFFICE SUPPLIES:

- 1. Any combination of five (5) pens and pencils.
- 2. Notebook/notepad, folders, and religious materials.

HEALTH AND BEAUTY AIDS:

- 1. Eyeglasses, sunglasses, soft cleaning cloth, and glasses case (soft fabric sleeve only), contact lens and case; wetting solution and/or eye drops (non-prescription) - not to exceed 0.5 oz.
- 2. One (1) comb, one (1) brush or one (1) pick; non-metal pocket size and hair accessories.
- 3. Feminine hygiene products.
- 4. One (1) lip balm, and one (1) lipstick - no metal or glass case.
- 5. An approved Administrative Manifest (CSJ-127) is required for prescription medication and medical devices/equipment (e.g., wheelchair, cane, walker, oxygen equipment, prosthesis, etc.).
- 6. One (1) individual box/packet (unopened) tissues or one (1) handkerchief.
- 7. Hearing aid(s), case, and batteries.

FOOD AND DRINK ITEMS:

- 1. Two (2) clear, factory sealed, plastic containers of water, not to exceed one (1) gallon (excluding squirt bottles).

MISCELLANEOUS ITEMS

- 1. Locker key.
- 2. Volunteer pass.
- 3. Rings, Bracelets, necklaces, earrings, tie bar/tack and lapel pin.
- 4. Wristwatch, Fitbit and other activity trackers without smart device capabilities. A smart device is defined in PD 01.05.120 "Critical Incident Reporting - Correctional Facilities Administration (CFA)" as any electronic device that has the capability to:
  - a. Directly access the internet.
  - b. Record, transmit or receive audio files, photographs, videos, visual images or other media.
  - c. Directly transmit or receive short message service (SMS) messages.
  - d. Obtain service to transmit and receive cellular calls or broadcast a location.

**NOTE:** Whenever there is a question about items being brought into or out of the facility, the Shift Commander shall be contacted for final determination.

# ITEMS PROHIBITED WITHIN THE SECURE PERIMETER

The following list represents items that are not allowed to be brought inside the secure perimeter of a correctional facility. The list is not all-inclusive and does not apply to Department-issued equipment to be worn/utilized on daily assignments or items with an approved gate manifest.

- 1. Cellphone (Note: Visitors and volunteers who are in possession of a cell phone shall be processed in accordance with Attachment E).
- 2. Any weapon, firearm, ammunition, impact weapon, or parts or materials to fashion any such weapon.
- 3. Any type of knife or item with a sharp edge such as a pocketknife, razor blade, personal scissors or knife type letter opener.
- 4. Any type of chemical agents or dispensers including pepper spray or mace.
- 5. Any type of stun gun/electronic control device.
- 6. Any security equipment including restraints or restraining devices, cuff keys, personal alarms, detection equipment, baton or club.
- 7. Tools.
- 8. Drugs.
- 9. Prescription medication without prior authorization.
- 10. Alcoholic beverages, intoxicants, poisons, bleach, liquid cleaners, matches, lighters, aerosols, torches, accelerants, gasoline or rolling papers.
- 11. Tobacco or tobacco products.
- 12. Electronic equipment or device, e.g., iPad, kindle, mp3, iPod, radios, pagers, recording devices, cameras, televisions, headsets, walkman, laser pointers, etc.
- 13. Smart devices. A smart device is defined in PD 01.05.120 "Critical Incident Reporting - Correctional Facilities Administration (CFA)" as:

- a. Directly access the internet.
- b. Record, transmit or receive audio files, photographs, videos, visual images or other media.
- c. Directly transmit or receive short message service (SMS) messages.
- d. Obtain service to transmit and receive cellular calls or broadcast a location.
- 14. Computers and computer-related equipment including; hard drives, storage devices, computer software/programs, CD's, disks, USB drives/flash drives, laptop, palm pilot, blackberry, personal digital assistant, cell phone batteries, cell phone charger or similar device.
- 15. Metal silverware or serving utensils.
- 16. Glass containers of any kind, including glass coffee pots.

**NOTE:** Coffee pots that are already in the facility may remain.

- 17. Metal fingernail file, emery board or tweezers.
- 18. Sexually explicit materials.
- 19. Lighter, matches or any fire starter.

**NOTE:** Whenever there is a question about items being detrimental to the security of the facility or which poses a safety or security risk, the Shift Commander shall be contacted for final determination.