

## IDAHO DEPARTMENT OF CORRECTION CRC Property Request Form

Type of Request:

- Initial (Within 30 Days of Arrival) – mailed or brought in by family or friend
- Community shopping (**work release inmates only, unless approved by facility head or designee**) **Purchases over \$150 must be approved by the facility head or designee**
- Thrift store purchases (**resident workers or work release inmates**)
- Mailed or brought in by family or friend (**resident workers only, unless facility head or designee approves**)

Property Items	Allowed	Requested	Property Items	Allowed	Requested	Property Items	Allowed	Requested
Alarm Clocks (no tape, CD players, recorders, or boom boxes)	1		Gloves (work)	2		Shorts (cargo or gym)	1	
Alcohol-free Mouthwash	1		Handheld Video Game (\$25 Limit)	1		Shower Shoes	1	
Bar Soap or Body Wash	2		Laundry Supplies (soap, dryer sheets)	1 of each		Socks	6	
Bath Robe	1		Lunch Box	1		Stick Deodorant	2	
Beard/Mustache Trimmer (males only)	1		Neck ties	1		Sunglasses (\$25 Limit)	1	
Belt	1		Pajamas	1		Sweat Pant	1	
Blanket, twin size, not homemade	1		Pants	3		Sweat Shirt, includes hooded	1	
Body Spray, Cologne, or Perfume, non-aerosol only	2		Pillow	1		Tools *see note box		
Bras (females only)	2		Pillow Case	1		Toothbrush	1	
Can opener, non-electric	1		Razor (AC or battery powered)	1		Toothpaste	1	
Cap, ball or knitted	2		Razors (disposable, no cartridge with handles)	1 package		Towels	2	
Coat or jacket (no leather)	1		Shampoo or Conditioner	2 each		Underwear	5	
Coffee filter, plastic	1		Shaving Gel (can)	2		Wallet	1	
Coffee Mug or Thermos	1		Sheets	2		Washcloths or shower puff	1	
Coveralls (if work required and approved)	1		Shirts (Under, T-Shirts, Casual, Dress, or Work)	4		Water Bottle, Shaker Bottle, or Water Jug	1	
Foam Pad Dimensions: 72x30x3 must meet CRC requirements	1		Shoes or Boots	2		Wrist Watch (\$50 Limit)	1	

Note: no cash, electronic devices, camouflage items, muscle shirts (a-shirts), sleeveless, or tank shirts allowed. Price limits are set at the new retail value, regardless of condition when brought into the facility (such as used shoes that are normally valued at \$150 will not be permitted) and must be accompanied with a receipt.

\*Tools must be approved by the employment coordinator (EC). Attach a separate sheet.

**Inmate Acknowledgment-** I understand the following in regards to this request:

- Items not listed above cannot be brought or mailed into the facility by family or friends or purchased. Items must be delivered all in the same package (items cannot be delivered in separate packages).
- After I receive my initial items, I must wait 30 days to replenish them by submitting a new *CRC Property Request Form*, and thereafter I am only permitted one property request every 90 days.
- The values of specific items are subject to limits specified in IDOC standard operating procedures.
- I understand that if these items are brought in, it must be during visiting hours (unless approved by staff in advance).
- I understand that any excess items will be disposed of in accordance with IDOC property SOPs.
- I understand that the items selected and approved will be placed on my property list, and I must account for them when I leave the facility or at any time a staff member requests.

\_\_\_\_\_  
Inmate's Printed Name/IDOC #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved  Disapproved

\_\_\_\_\_  
Property Officer Name and Associate Number

\_\_\_\_\_  
Date