

**IDAHO DEPARTMENT OF CORRECTION
CRC Quarterly Package Request Form**

The following rules apply to quarterly packages:

1. Quarterly packages are only allowed during the months of March, June, September, and December, and this form must be submitted to the property officer or designee between the 1st and 15th of these months.
2. Approved quarterly packages must be delivered or post marked before the last day of the month approved. No exceptions will be made for packages that are delivered or post marked after the last day of the month, and the property officer may return or store the quarterly package until the next allowable quarter.
3. Quarterly package items are limited to 'consumable' items only (items that are completely used up over a period of time and needs replenishing), and consumable items must be in received in their original containers. No exceptions! If there are unauthorized items in the package, the items may be donated or the entire package will be returned, and the inmate may not be able to request another quarterly package delivery until the next quarter.
 - Allowed – hygiene items, cosmetics/makeup (females only), laundry soap, and non-perishable food items. Nutritional supplements (not to include bodybuilding supplements) may be individually approved by the facility head (or designee.)
 - Not Allowed – inmate starter personal property, perishable food items, aerosol cans, stamps, greeting cards, bodybuilding supplements, over-the-counter pharmacy items (medicines), or items containing alcohol.
4. Quarterly packages must be sealed and cannot weigh more than 15 pounds. If over the weight limit, the package may be returned or the inmate may be allowed to remove the excess weight and donate the removed items. No exceptions!

Inmate Acknowledgment

I understand that to be approved to receive a quarterly package:

- I must not have any Disciplinary Offense Reports (DORs) between cut-off dates for submitting this form (see paragraph # 1 above). For example, no DORs between March 15 and June 15.
- I must not have any infractions for 30 days prior to the cut-off date for submitting this form (see paragraph # 1 above). For example, no infractions in the 30 day period prior to March 15.
- I must have a positive payment history on fines, restitution, and past due cost of supervision for three (3) consecutive months.
- I must be compliant with my pathways/case plan requirements and participate in programming.

I understand that if approved to receive a quarterly package, I am responsible for notifying my family or friend of the above rules.

I understand that I am responsible to comply with all property limits described in the following SOPs and if items I receive in my quarterly package exceed established property limits, the excess items may be confiscated and may result in the property officer (or designee) not approving my next quarterly package request:

- 301.04.03.001, *Intake, Orientation, and Personal Property: Community Release Center (CRC) Inmates*
- 320.02.01.001, *Property: State issued and Inmate Personal Property*, and
- 320.02.01.002, *Property: Religious*

I understand that if I am returned to a prison facility, any items I received via quarterly package will not be forwarded to the prison facility with me.

Inmate's printed name/IDOC #

Signature

Date

Approved Disapproved

Property officer or designee name & associate number

Date

(Note: Forward a copy of approval or disapproval to the inmate.)