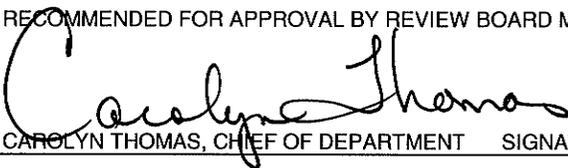
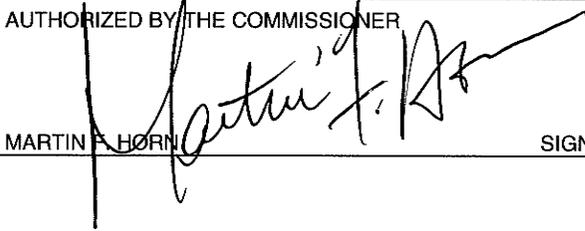




THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE 02/20/07		*TERMINATION DATE / /		RECEIVING AND SENDING INMATE PACKAGES	
CLASSIFICATION # 4002R-A	SUPERSEDES see below	DATED	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER  CAROLYN THOMAS, CHIEF OF DEPARTMENT SIGNATURE			AUTHORIZED BY THE COMMISSIONER  MARTIN F. HORN SIGNATURE		

REVISION NOTICE

- A. Directive #4002R-A, entitled RECEIVING AND SENDING INMATE PACKAGES, dated 06/21/05, is hereby amended as follows:
1. Remove original page 9 of Directive #4002R-A. Replace with new page 9, dated 02/20/07 (NEW MATERIAL UNDERLINED).
- B. All other provisions of Directive #4002R-A remain in full force and effect.

	EFFECTIVE DATE 02/20/07	SUBJECT RECEIVING AND SENDING INMATE PACKAGES		
	CLASSIFICATION # 4002R-A			
	DISTRIBUTION A	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE 9 OF 12 PAGES	

IV. PROCEDURE (cont.)

- The form shall be prepared in duplicate. One (1) copy, the original shall be sent to the inmate or the visitor, as the case may be, and one (1) copy, the duplicate shall be held in the file until disposition of the package. Upon disposition of the package, and depending on the situation, one (1) copy or both copies shall be held to verify the disposition proceedings.

V. PERMISSIBLE PACKAGE ITEMS AND THE MAXIMUM AMOUNTS ALLOWED

- Permissible items shall include the articles listed below and the maximum amounts allowed. Any article received above the maximum allowance, shall be deemed excessive. Said articles shall be confiscated and processed according to the procedures outlined in this Directive.
- All items of clothing (for the same sex as the inmate whom clothing is sent or brought) that are generally acceptable in public and that do not constitute a threat to the safety of the facility shall be allowed in packages. However, sentenced inmates shall be required to wear institutional clothing except when making an appearance for court or attending a permitted significant family event. Civilian clothing shall be stored in the civilian clothes box.
- Items marked with an asterisk (*) are not allowed for any sentenced inmate unless he/she is scheduled for court or is going to attend a significant family event.
 - Personal Items – no additional clothing, footwear or accessory is permitted in the SRG colors of red, yellow, and light blue.
 - *One Coat (Non-uniform, No Blue or Camouflage, No leather, "Carhart" or Bubble Coats)
 - *One Suit Jacket (Non-Uniform, No Blue or Camouflage, No leather or "Carhart")
 - *One Pair of Gloves (For outdoor cold weather, October-April). No work gloves
 - *One Hat/Cap (Non-uniform, no stocking type caps)
 - *One Raincoat (Non-Uniform, no black or camouflage)
 - *One pair of Galoshes
 - One pair of Shoes and Sneakers, (No hollow chambers or platform soles, No Converse All-Stars high tops, No New Balance and/or Nike sneakers), no Boots.
 - Two pairs of Shoelaces (Not allowed for inmates housed in mental observation)
 - Four (4) sets of underclothing (In accordance with the inmate's sex, unless approved by medical staff.)

(NEW MATERIAL UNDERLINED)