

SECTION - SUPPORTIVE SERVICES
ADMINISTRATIVE DIRECTIVE NO. 626
(Replaces AD 626 dated 8/9/06)

Effective Date: January 19, 2007

SUBJECT: INDIVIDUALS' PROPERTY AND STORAGE

I. PURPOSE

Individuals admitted to Coalinga State Hospital (CSH) can retain personal property within the limits set forth herein. Factors restricting the type and amount of property include, but are not limited to, security needs, fire regulations, and physical space limitations of this facility.

II. AUTHORITY

California Code of Regulations, Title 22, Sections 71507, 71613, and 73613; and California Welfare and Institutions Codes 7288.

III. POLICY

Although the hospital accepts responsibility for safeguarding personal property in storage, personal property in the possession of the Individual is his own responsibility and the state assumes no liability for any loss or damage. Individuals may not give, borrow, trade, barter, or sell any personal articles, devices, or property. All approved electronic media is for the personal use of the Individual who has purchased it. No Individual's personal media will be played in any state owned equipment.

IV. METHOD

Property belonging to newly admitted Individuals and brought to this facility will be locked in the property box located in the caged portion of the transportation holding area until inspected for contraband by a Department of Police Services Officer. The disposition of incoming individual property and packages is described in Administrative Directive No. 624.

Items deemed Class 1 and Class 2 contraband are not permitted and will not be stored. Police Services will use the "Receipt for Contraband/Confiscated Items" Form to record disposition of contraband confiscated from newly admitted Individuals (see Section V).

- A. Storage of Personal Property items may be returned to the Individual after clearance by Individual Property Room staff, including prescription eyeglasses, hearing aids, dentures, artificial limbs, unopened packages of cigarettes, sealed candy, wedding bands, address books, postage stamps, writing paper, Bibles, and legal papers.

- B. Any personal property in excess of the standards allowed in the bed area will be sent to storage, where space is limited to six cubic feet per Individual or 50 pounds. Individual access to copies of legal papers will be accessible within four hours during the normal working hours of the staff in the Patient Property room. Individuals will not be allowed to take more than three inches of legal material from their legal viewings back to their unit.
- C. Items considered to be: toxic, combustible, explosive, hazardous, bulky, heavy, or otherwise inappropriate for storage will not be stored. The patient has seven days to advise the property room of disposition for the items, and after the seven days the item will be disposed.
- D. Family members will not be allowed to order packages from vendors not on the CSH approved Vendor List. Packages from vendors not on the approved Vendor List will be refused and returned.

V. DISPOSITION OF INDIVIDUAL PROPERTY

- A. When Individuals have articles that are inappropriate for storage, or exceed space limits, provisions for disposition need to be made by the Individual, with staff assistance if necessary. Alternatives include:

- 1. Transferring property to visitors

Items must be boxed, addressed and inventoried (Patient Property Request CSH 005) in the presence of nursing staff. Once signed & sealed by nursing staff, the Individual will deliver the package to the Visiting Center Police Officer. The officer will ensure the package has not been tampered with in any way. The Visiting Center Police Officer will retain the package until the Individual's visitor is departing the Visiting Center. At that time, the Police Officer will turn over the package to the visitor. Upon receipt, the visitor will sign the property slip, which is then routed back to the unit. A copy will also be sent to the property room to be placed in the Individual's file. Items made by Individuals in Mall Service areas shall be stored in the Mall Service area, and transferred to the unit by Mall staff the last working day prior to a scheduled visit.

- 2. Mailing items to a relative or friend will be at the Individual's expense.
- 3. Articles can be stored at off-site locations at the expense of the Individual. No state funds will be provided for such purposes, except as provided for in Section 7288 of the Welfare and Institutions Code.
- 4. Articles may be donated to outside sources or organizations. Such transactions need to be coordinated through Central Program Services. The Individual and employee shall sign a route slip (property) and a copy denoting the donation kept in the Individual's record.

5. Articles can be destroyed. This action would have to be coordinated through Property and the Trust Office. Destruction of contraband items will be coordinated through the Department of Police Services. The destruction of the contraband items will occur 7 days after the Individual is issued a receipt for confiscated property. Once the item is destroyed, a copy of the confiscation form, with disposition of the property will be placed in the Individuals file for record keeping. An Individual can, at any time, advise the property officer to destroy any of that Individual's property currently in storage.
- B. Only items identified for donation purposes may be addressed by the Wellness and Recovery Team, approved by a Program Director. After approvals are obtained, Patient Property slips will be addressographed for both Individuals and signed by the Individuals and the Unit Supervisor. The transfer of property will then need to be finalized by a staff member, taking the paperwork to the Patient Property Room for final disposition.
- C. Upon discharge, Individuals are to take all property with them and to sign an unclaimed property disposition statement about how property is to be handled. Attempts will be made to return any property not taken by the Individual, relative, or court. If the hospital is unable to locate an acceptable party, and the Individual has provided no other instructions for disposition of the property, it will be disposed of by the hospital. Clothing will be delivered to the Clothing Center. Articles deemed by the Trust Officer to have no value will be destroyed. Items of value will be liquidated through a bid process. Money obtained from the sale of the property will be kept in Trust for the individual up to three (3) years, after which, it reverts to the State of California.

VI. PROPERTY ALLOWED IN AN INDIVIDUAL'S POSSESSION

All Individuals are to be advised of and are to follow these rules. Any excess items may be removed from the Individual's possession, confiscated, sent to storage, or otherwise disposed of. Administrative Directive No. 818 outlines explicit procedures to be followed when an item that is not specifically listed in Administrative Directive No. 818 is removed from the personal possession of an Individual.

- A. The following articles may be kept in the Individual's wall locker. In addition to a daily inspection, a more thorough random inspection will be held to ensure sanitation and compliance with items allowed in the wall locker. All items must fit inside the wall locker (except the boom box).
 1. Books and Magazines: This includes religious, educational, and therapy books.
 2. Stationery/Legal Papers: tablets, envelopes, pens, and the necessary unit government materials.
 3. Letters.

4. **Newspapers:** One newspaper in the locked section of the wall locker.
5. **Foods:** Foods requiring refrigeration shall not be stored in the Individual's bed area or wall locker.
 - a. Short term storage of food items (no longer than 72 hours) that are normally stored without refrigeration, shall be stored in the original package or dated and stored in single use, sandwich size, clear, zip-lock plastic bags.
 - b. Longer term food storage: Unopened, see-through/clear packaged food items that do not require refrigeration may be kept until the expiration date ("use before") on the package or dated and stored (no longer than 72 hours) in single use, sandwich size, clear, zip-lock plastic bags.
 - c. At any time the unit staff determines that an Individual's food storage is excessive, unclean, or a vector attractant, the individual will be required to clean and/or dispose of the stored food items.
6. **Radio, Cassette Player, CD player, Boom Box, laptop computer, hand held games, and DVD Players:** One battery operated radio and/or cassette/CD player no larger than 5"x5"x2" operated with headphones or one "Boom Box" no larger than 12"Hx20"Lx6"W operated with headphones are allowed. Headphones must be used at all times on the unit or in the courtyards; electrical devices are not to be played outside of the unit or courtyards. Violations of this policy will result in your electrical device being sent to storage. No external recording devices are allowed; however, audio equipment which can record directly from an internal source (radio or CD to tape only) is acceptable. No CB or police band is allowed. Alarm function is allowable. One pair of Earplug style earphones and one pair of approved headphones are allowed. No headphones that state they are "noise reduction or noise cancellation" are allowed. Headphones may not cover the ear in such a manner so as to cancel outside noise/sound. Detachable or External speakers are not allowed. A maximum of five battery and/or electrical devices are allowed in the wall locker.
7. **Tapes, CDRW/CDs/DVDs:** A maximum of thirty (30) in any combination of cassette tapes or CDRW/CD/DVDs will be permitted in the Individual's possession. No burning, or illegal copying, of copyrighted materials including CDs and DVDs are allowed. When not in use, they are to be stored in the locked section of the wall locker. DVDs are only to be played on the Individuals' personal DVD player or laptop. A limit of ten (10) handheld video game cartridges.
8. **Toilet Articles to be stored in the wall locker:** soap dish, one towel, soap comb, brush, toothpaste, one washcloth, toothbrush holder, deodorant, shampoo, conditioner, hair tonic, suntan lotion, and lip balm.

9. **Clothing Items:** (NOTE: Washing of clothing is not permitted on the unit. Washing is permitted only as a treatment activity under staff supervision.)
 - a. **Shoes:** tennis and/or sandals, maximum of two pairs and one pair of state issue shower shoes. No boots of any kind will be allowed.
 - b. **Headwear:** Beanies, hats, caps, and black only wave caps. Maximum of five in any combination.
 - c. **One pair state issued gym shorts.**
 - d. **One state issued jacket.**
 - e. **No extra state clothing will be stored in the wall locker or bed area.**
 - f. **Bandanas:** White in color only, maximum of three.
10. **State Lottery Tickets:** These are the Individual's personal property and will be handled accordingly.
11. **Pictures:** As many pictures as can be placed on a 15"x15" card may be kept on top of the wall locker. A photo album may also be kept. NOTE: Photo albums must comply with all contraband regulations. No pictures of an Individual's peers.
12. **Electrical Cords:** Must be stored in the locked portion of the wall locker. Only cords that are required to operate the device are allowed and must be on the cord inventory list.
13. **Any other items not classified as contraband:** The following are some of the items that can reasonably be expected to be found in wall lockers:
 - a. **eyeglasses and sunglasses:** total of three in any combination, and eyeglass holders: maximum of three;
 - b. **wallets;**
 - c. **personal calculators;**
 - d. **watches (Not to exceed \$160.00 in value);**
 - e. **pocket or desk calendars;**
 - f. **personal papers (including legal papers).**

14. **Wall coverings in the Individual's sleeping areas are allowed only when the following criteria are met:**
 - a. **Coverings can only be paper products such as posters, certificates, magazine pictures.**
 - b. **All coverings will be attached to the wall with blue painter's tape on the designated 4' by 4' painted area in each individual's bed area.**
 - c. **No coverings will be placed on the ceiling, windows, lights or door.**
 - d. **If at any time contraband is found hidden behind any covering, all coverings may be taken down and removed from the unit until the Unit Supervisor deems it appropriate that they be returned.**
15. **Plants and planters are allowed in sleeping areas only when the following criteria are met:**
 - a. **No more than two planters and/or plants per sleeping area.**
 - b. **The total number of plants, including planters, is not to exceed four cubic feet.**
 - c. **If at any time contraband is found in a planter, all plants on the unit may be removed until the Unit Supervisor deems it appropriate that they be returned.**
 - d. **All plants are subject to search, including removal from the planter.**
 - e. **Individuals may not possess any plant on the contraband list.**
16. **Stamps: Shall be limited to twenty (20) first class stamps, or equivalent, in possession at one time.**
17. **Batteries: Maximum of twenty (20) batteries in any combination.**
18. **Sexually explicit or pornographic material shall not be displayed in a way that is offensive to others.**
19. **Eating utensils: Spork and knife purchased through canteen only. Maximum of three sets.**
20. **Containers: Clear see through plastic, maximum of five. No screw top lids.**

B. Restricted Items:

1. **Arts and Crafts Shop materials: No Arts and Crafts shop materials are allowed in the dorms or rooms without the express written permission of the Unit Supervisor. Such items, if contraband, are not permitted at all.**

2. No coverings of any type are allowed on the top of the wall locker, i.e., towel, doilies, etc.

VII. MISSING PROPERTY

- A. In cases of individuals' missing personal property that was lost en route to the hospital, the individual may file a "Missing Property" Form with the Department of Police Services "Missing Property Coordinator".
- B. Any individual complaints regarding missing property received by the Patients' Rights Advocate shall be forwarded to the appropriate Program. All other complaints regarding property lost within the hospital shall be referred to the resident Program Director.



W. T. VOSS
Executive Director

Cross Reference(s):

A.D. No. 614 Patient Admissions and Reception
A.D. No. 622 Individual Mail
A.D. No. 624 Patient Packages
A.D. No. 644 Trust Office Functions
A.D. No. 818 Contraband
Patients' Rights PMT
Unit Manuals and General Services Procedure Manual

Attachment "A" - Allowables List

CSH Individual Personal Property "Allowables List"

Revised: July 9, 2007

Limitations of items allowed in Individuals' wall locker refer to A.D. No. 626

ITEMS	PACKAGES RECEIVED BY MAIL (*FACTORY SEALED)	PURCHASED THROUGH CSH CANTEEN	PURCHASED THROUGH VENDOR (*FACTORY SEALED)	SUPERVISED ITEMS C-CONTROLLED ITEM S-DIRECT SUPERVISION ITEM	COMMENT (INFORMATION ON ITEMS-LIMITS CONTAINERS, ETC)
ADDRESS BOOK	X	X	X		No metal binding.
ALBUM, PHOTO	*X	X	*X		No metal binding.
APPLIANCES, ENTERTAINMENT NOTE: All electrical appliances and/or equipment must be double insulated (must be so labeled by the manufacturer), or equipped with an additional conductor in the cord and have a 3 pin U-Ground hospital grade plug, (Refer to Plant Operations P&P 0900). Electrical appliances and/or equipment delivered to the Hospital for Individual possession shall be inspected by the Electric Shop prior to delivery to the individual or the unit. Electrical appliances and/or equipment in non-compliance shall be returned to sender/vendor.		X	X		Hand held video game cartridges, Walkman style Radio, Cassette/CD player no larger than 5"x5"x2", and "Boom Box" no larger than 12"Hx20"Lx6"W operated with headphones are allowed. AC/DC operated CD/DVD player that fits inside the wall lockers is permitted. No external speakers or detachable speakers are allowed. No external recording devices are allowed; however, audio equipment which can record directly from an internal source (radio or CD to tape only) is acceptable. No CD or police band is allowed. Alarm function is acceptable.
A/C ADAPTERS		X	X	X	Must be for approved electrical device, generally supplied with the electrical device.
BATTERIES	X	X	X		No rechargeable batteries. Batteries will not be stored.
BEANIE/CAP; KNIT White only Bandanas- Black only wave cap	X	X	X		Non-offensive, non-gang related.
BEVERAGES	X	X	X		Teas, chocolate drink mix, creamers, fruit flavored drink mixes. No more than 2 fluid liters per package.
CALCULATOR	X	X	X		Calculator, translator, organizer, etc. hand held with up to four (4) modules/cartridges. Calculators measuring less than 6x6x3.
CALENDAR; POCKET, PAPER	X	X	X		1 each; no wire or hard plastic in binding.
CANDY	X	X	*X		In sealed, unopened factory containers. No shells or nuts will be permitted.
CARDS GREETING	X	X	X		No musical.
CARDS PLAYING	X	X	X		Regular and pinochle. Foil packaging will be removed from all trading cards.

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CASSETTE TAPES		X	X		Factory sealed only. Limit 10 cassette; cassette case allowed.
CD/CDRW/DVD (AUDIO or VIDEO)		X	X		Jewel Case to be removed and replaced by paper sleeve. DVD content subject to approval from movie committee.
CD/DVD Case/Holder Softside only, no strap		X			Sold at cost at the Canteen. No other vendors or sources will be allowed. No promotional or free cases will be allowed.
CHAP STICK		X	X		
CIGARETTES	X	X	X	X	Limit of three (3) cartons.
CIGARS	X	X	*X		Limit of fifty (50).
CLIPPERS, NAIL		X			Small. Restricted for CDC.
CLOCK, ALARM		X	X		Plastic; 3" X 5" or smaller.
COCOA MIX	X	X	*X		
COFFEE, INSTANT/OR INDIVIDUAL PACKETS	X	X	*X		Not to exceed three (3) pounds; Non-contraband containers.
COLOGNE		X	X	S	Including after-shaves, etc. Reasonable quantities; No glass containers, plastic only.
COMB, PLASTIC	*X	X	*X		
COMPUTER, LAPTOP ONLY			X		Per limitations listed on AD 654.
CONTAINER, PLASTIC SEE THROUGH		X			Clear, must fit inside locker. No screw tops lids. No liquids of any type allowed at any time.
CREAMER, NON-DAIRY	X	X	X		Not to exceed three (3) pounds.
ERASER		X			Restricted for CDC.
FRESH FRUITS/VEGETABLES		X			Non-contraband container; Not requiring refrigeration, to be kept in patient food locker.
HAIR GROOMING AIDS		X	*X		Vendor items received in plastic, sealed containers. Alcohol based items require supervision.
HAIR PICK	X	X	X		Plastic only.
HEAD PHONES	X	X	X		No metal.
HIGHLIGHTERS		X			Orange and Pink only. Short. Restricted for CDC.
HYGIENE PRODUCTS		X	X		Soap, deodorant, Kleenex, non-aerosol products, pumps only. No glass containers.

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JEWELRY	X	X	X		Chains, rings, necklaces, single strand only. No sharp edges. Earrings must be flat and no larger than a quarter. All others must be breakaways.
LOTION, HAND		X	X		Clear container.
MAYONNAISE		X			Squeeze bottle.
MEDICAL PROSTHESIS	X		X		Eyeglasses, dentures, hearing aids, artificial eyes, limbs, braces, etc. requires physician's approval. May be accepted after review by the Medical Director
MUGS(hot/cold); Plastic	X	X	X		Must be 16-20 ounce only. No offensive prints/stickers. No screw top lids.
PACKAGE FOOD	X	X	X		Bagels, beef jerky, cake, cereal, chips, cookies, crackers, doughnuts, pastries, pop-corn, pretzels, instant soup, top ramen, packaged meats, not requiring refrigeration, to be kept in Plastic Container in Unit Canteen used for Individuals to maintain food goods. Reasonable amounts (generally defined as "to be consumed in a single day") may be stored in personal locker in proper container or Zip Lock Bag.
PEN, BALL POINT		X			State issued plastic, Not to exceed 3 1/2 inches, non-removable tube.
PENCIL BOX		X			Plastic storage box. NOT FOR FOOD ITEMS. Restricted for CDC
PENCIL, COLORED SHORT		X			Short. Restricted for CDC.
PLASTIC BAGS; "ZIP LOCK TYPE"		X			Zip lock bags 8" X 8". For Storage of Food Items kept in Personal Locker identified in "Package Foods" Section. State issued upon inspection of packages or purchase.
PHOTOS	X				No photos of an individual that might pose a threat to security such as being used to make an employee I.D. badge.
PUBLICATIONS	X	X	X		All publications are subject to approval
PUNCH MIX, POWDERED	X	X	X		In sealed container or envelope; Not to exceed three (1) pounds.
RAZOR		X			Remington – Model # MS2-150, Micro Screen 100
RELIGIOUS MATERIAL	X		X	X	
SALSA		X			Purchased thru the Canteen.
SANDALS, Outdoor Style/type	X	X			Outdoor Style/type: No metal buckles, no heels, no hard soles.
SHAMPOO, NON-MEDICATED		X	X		Clear Container.

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SHOES, TENNIS	X		X	C	Approved personal tennis shoes that are designed with or without laces.
SOAP BOX, PLASTIC		X	X		Clear container
STAMPS	X	X	X		20 first-class stamps. This is the maximum allowed in an individual's possession at any time (monitored by Unit staff). Pre-stamped embossed envelopes may be substituted for stamps.
STATIONERY	X	X	X		Envelopes, writing paper, etc.
SUGAR, INDIVIDUAL PACKETS	X	X	X		Including substitutes, not to exceed one (1) pound.
SURGE PROTECTER, cordless		X	X	X	Cordless surge protector with only one outlet
SUNGLASSES	X	X	X		Wire frames permitted No mirrored sunglasses allowed.
TEA, INSTANT/BAGS	X	X	*X		Not to exceed three (3) pounds or 100 bags (May not contain any pharmaceutically active substance).
TOBACCO, CIGARETTE; loose	X	X	X		Cigarettes, chewing tobacco, and rolling papers. Flavored without alcohol.
TOILETRY BAG	X	X	X		Clear vinyl, plastic.
TOOTHBRUSH		X			White generic. Restricted for CDC.
UTENSILS, EATING		X			Spork and Knife only from Canteen Store Purchase.
VIDEO GAMES; HAND HELD	X*	X	X*		Video poker, chess, etc. NO Excessively violent nor Sexually Inappropriate Game Content Allowed.
VIDEO GAMES; PSP			X		Game content to be monitored by media review Committee.
WATCHES	X	X	X		Not to exceed \$160 in value; No sharp edges. Alarm feature is allowed.

Key: C – Controlled Item: Staff retains custody of property and issue to Individual, does not require direct supervision during use.

S – Supervised Item: Staff retains custody of property and supervises Individual during use.

X – Allowable Item: Item is allowable to Individual. Item may be a controlled or supervised as identified.

NOTE:

All electrical appliances and/or equipment must be double insulated (must be so labeled by the manufacturer), or equipped with an additional conductor in the cord and have a 3 pin U-Ground hospital grade plug, (refer to Plant Operations P&P 0900). Electrical appliances and/or equipment delivered to the Hospital for Individual possession shall be inspected by staff of the CSH Electric Shop prior to delivery to individual's or residential units.

Electrical appliances and/or equipment in non-compliance will be returned to sender/vendor.

AUTHORIZATION FOR USE OF UNAPPROVED VENDOR FOR THE PURCHASE OF EDUCATION MATERIALS ONLY

**FORM MUST BE COMPLETED BEFORE ORDERING.
PACKAGES WILL BE REFUSED IF NOT PRE-APPROVED BY EDUCATION STAFF.**

Name and Address of University or College Book Source

Name of Individual

CO Number

Unit Number

Signature of Education Department Instructor

Signature of Education Supervisor or Department Head (required)

This form is for approval of educational materials only, such as those from an accredited college or university, which have been approved by CPS Education Staff and the Wellness and Recovery Team. This may include educational materials in CD or DVD format, and which normally would be considered contraband if purchased from an unapproved vendor. This authorization does not include items that are considered contraband regardless of source such as firearms or drugs. Any clarification of this policy is subject to the interpretation of the Executive Director.

List of Items ordered

White -Warehouse/Patient Packaging Officer
Yellow-Warehouse
Pink- Education Staff

VENDOR PACKAGE PROGRAM

Individuals may order certain items from approved vendors, which are:

1) Walkenhorst's	1774 Industrial Way, Napa CA 94558, 800-660-9255
2) Music By Mail	P.O. Box 329066, Brooklyn, NY 11232, 800-989-8100
3) Fred Stoker	P.O. Box 707, Dresden, TN 38225-0707, 888-243-9377
4) Access Catalog	10880 Lin Page Place, St. Louis, Missouri 63132, 800-325-1134
5) J & R Music World	59-21 Queens Midtown Exp., Maspeth, NY 11378, 800-426-6027 (for purchase of books and tapes)
6) Edward R. Hamilton Booksellers	Falls Village, CT 06031-5000, no phone number
7) C.B.D. (Christian Book Distributors)	P.O. Box 7000 Peabody, MA 01961-7000, 800-247-4784 (for purchase of books and tapes)
8) Eastbay	P.O. Box 8066 Wausau, WI 54402-8066, 800-826-2205 (for purchase of shoes and hats)
9) Gateway Computers	7565 Irvine Center Drive, Irvine, CA 92618, 877-362-2208
10) Hewlett-Packard	3000 Hanover St. Palo Alto, CA 94324-1185, 888-999-4747
11) Dell Computers	Dell, Inc. Customer Service, 1 Dell Way, Round Rock, TX 78682-2244 800-999-3355
12) Recycom Technologies	7339 N. Blackstone #103, Fresno, CA 93728, 866-362-3535

Not all items in catalogs offered by an approved vendor are permitted. All items must comply with current hospital policies. No upgraded items will be allowed as replacement by the Vendor.

The items listed as permitted from vendor purchase only will only be accepted if shipped directly to CSH from one of the approved vendors. Individuals or their families/friends can order approved items from these vendors. Individuals may order Educational Materials with use of form CSH-099 from unapproved vendors. All orders must follow the procedures and approvals required by form CSH-099.

Prior to submission, orders for Vendor purchases will be reviewed by the Unit Supervisor/designee for appropriateness and compliance with policy. The Trust Department can also deny access to funds if it is determined that contraband items have been mistakenly approved prior to ordering. All items will be opened in the Package Room, in accordance with existing policies and procedures. Inappropriate items will be returned to the vendor or sent to family. The Individual may also choose to put contraband items into property storage if not deemed illegal or if adequate storage for that Individual is still available.