



Times available to hand in Property:  
 Mon - Fri 09:00 - 20:00  
 Sat & Sun 09:30 - 15:45

**Reception Pro-form October 2013**

NAME	NUMBER	SENTENCE	LOCATION

ITEM	QTY	ITEM	QTY
<b>Coat or Jacket or Jerkin or Anorak.</b> (For untried prisoners in own clothing only- no leather or hooded tops will be accepted) <b>ONE ALLOWED</b>		<b>Wrist watch</b> (Simple, plain face, no metal straps, max' value £20. <b>ONE ALLOWED</b>	
<b>Top or sweater or zipper</b> (No football colours. For untried in own clothing no hooded tops). <b>ONE ALLOWED</b>		<b>Jewellery</b> (One plain wedding band only, no stones. Religious medallions and chains in small sizes only). <b>One each allowed</b>	
<b>Trousers or jeans or tracksuit bottoms</b> (Only full length trousers) <b>ONE ALLOWED</b>		<b>Hairbrush</b> (plastic, one piece only) <b>ONE ALLOWED</b>	
<b>Training shoes (maximum 2 pairs in use)</b>		<b>Radio/ Radio alarm</b> (DAB accepted)/ Ear phones (headphones or over the ear earphones will not be accepted)/ Power lead( must have moulded plug and be double insulated. The radio must be in good working order with no microphone/ recording facility.) <b>Radio will be tested when handed in. ONE ALLOWED</b>	
Shirt. <b>ONE ALLOWED</b>		Battery Shaver. <b>ONE ALLOWED</b>	
T-shirt. <b>ONE ALLOWED</b>		Playstation console with adapter and leads (D hall enhanced regime only) <b>ONE ALLOWED.</b>	
Vest. <b>ONE ALLOWED</b>		Football boots (Moulded soles only) <b>ONE PAIR ALLOWED.</b>	
Boots / Shoes (No metal toe caps). <b>ONE PAIR ALLOWED</b>		Toilet bag. <b>ONE ALLOWED</b>	
Tie. <b>ONE ALLOWED</b>		Adapter. (Must be fully moulded and double insulated . No multi adapters or voltage changers). <b>ONE ALLOWED</b>	
Belt. (small buckles only) <b>ONE ALLOWED</b>		Shower Sandals or Flip flops. <b>ONE PAIR ALLOWED</b>	
Slippers. <b>ONE PAIR ALLOWED</b>		Soap box. <b>ONE ALLOWED</b>	
Socks (Untried prisoners - 1 pair or 7 pairs must be provided. Convicted prisoners - 1 pair only). Where there is only 1 pair they must be stored in the clothing rack		Personal CD player. <b>ONE ALLOWED</b>	
Pants/Boxers (Untried prisoners - 1 pair or 7 pairs must be provided. Convicted prisoners - 1 pair only). Shorts will not be accepted. Where there is only 1 pair they must be stored in the clothing rack		Contact Lense Solution. <b>ONE ALLOWED</b>	
Fixadent		Contact Lenses	
UNTRIED PRISONERS ONLY - IS OWN CLOTHING IN USE. YES/NO delete as applicable	YES/NO	Spectacles. 2 pair allowed	

**ALL ITEMS MUST BE IN GOOD CONDITION TO BE ACCEPTED. ALL ITEMS WILL BE XRAYED AND SEARCHED  
 ALL PERSONAL ITEMS RECEIVED INTO USE BY ANY PRISONER ARE ENTIRELY AT THEIR OWN RISK**

RECIPIENTS NAME	
RECIPIENTS ADDRESS	
POSTCODE	

**IMPORTANT**

Untried	When own clothing in use, no other clothing stock/rack will be held e.g for court
Untried	Only one outfit in use at any one time.
Convicted	Not allowed any personal clothing in use with exception of socks and underwear.

**IF ANY ITEMS ARE HANDWRITTEN ON THIS PROFORM IT WILL NOT BE ACCEPTED**

	DATE	NAME (PRINT)	SIGNATURE
GALLERY OFFICER			
VISITS OFFICER			
ADDRESSEE			
RECEPTION OFFICER			
PRISONER RECIEVING			

**ALL ITEMS RECEIVED INTO JAIL MUST NOT PRESENT A RISK TO SECURITY OR SAFETY OF PRISONERS OR STAFF.**