

Sending a Quarterly Package?

CBCB allows family and friends to purchase one quarterly gift package for offenders. The quarterly package can consist of shoes, books or a radio (if the offender meets the required criteria). All quarterly packages must come directly from the vendor and contain an invoice or the package will be rejected. All quarterly packages must be pre-approved by the Property Sergeant and the person listed on the pre-approval must be the person purchasing the package - NO EXCEPTIONS.

Anything received for an offender that does not meet policy requirements will be rejected and the offender will be responsible to choose the disposition option. If the offender chooses to send the item(s) out, he will be responsible to pay for return shipment. He can also have the rejected material picked up by an approved visitor or may donate.

Shoes must be purchased directly from Eastbay, Footlocker, JCPenney or Union Supply Company, and have a maximum price limit of \$100.00 before tax. The shoes cannot have a non-continuous sole. Nike Shox, Adidas Bounce, and other shoes which contain any type of holes in the sole will be rejected. Shoes must also be able to clear a metal detector and must not contain any type of pockets or compartments.

Books must be purchased and sent directly from a reputable book store (Barnes & Noble, Amazon, Borders, etc.). There is no maximum price limit regarding books; however, the package cannot weigh more than 15 pounds. Books must be new and the content must meet policy requirements as set forth in DOC Policy 450.100, Mail for Offenders. Offenders housed in the Intensive Management Unit cannot receive hardback books.

CD Players must be purchased and sent directly from Sears, DEMCO, Access, Walkenhorst's or Union Supply Company. In order for an offender to be eligible to receive a radio as a quarterly gift package, he must be at least six (6) months serious infraction free and the person purchasing the radio must be either on the offender's approved visit list or proven to be immediate family (Mom, Dad, Brother, Sister, Son, Daughter or Wife). The price limit on the CD player is \$120.00 and the size limit is 20"x10"x6". Double deck tape decks and multi-disc CD players are not authorized.

Only the person the offender indicates on the Quarterly Package Authorization form can pay for, or send in the package. All offenders must obtain pre-approval from the Property Department, before any quarterly package is sent.