



GOVERNMENT OF GUAM  
DEPARTMENT OF CORRECTIONS  
DEPARTMENTON MANGNGURIHI  
MANGILAO, GUAM 96913

MEMORANDUM

Date: December 17, 2024

To: All housing units  
Custody Staff

Info: Visitor Processing Center, Mangilao and Hagatna Facility

From: Prison Security Administrator

Subject: Holiday Drop 2024

The following items on **holiday drop handout** will be authorized for the month of January 2025 calendar. **The schedule for Holiday drop will coincide with the unit's regular schedule for January 2025 Calendar.**

**Instructions:**

1. Only prisoners with an approved Visitation Listing will be authorized to receive these items
2. All items shall be in factory sealed packaging with weight and ingredients labeled in **ENGLISH**. Items that are open or have any indication of tampering will not be accepted.
3. All items shall be in original plastic container/sealed wrapper for security, health and sanitation concerns.
4. Items wrapped in aluminum foil will not be accepted.
5. Items may be placed in (01) Disposable Plastic bag. Any other type of bag materials will not be accepted.
6. The approved items are very specific and **ABSOLUTELY** no substitution.
7. There will be no make-up for holiday drop off.
8. For those that are authorized care packages, Packages arriving thru mail must be post marked by **January 01, 2025 – January 31, 2025** and anything beyond the allowable date will not be accepted.
9. **There will be no special/regular visitation during the Holiday Drop week.**

**Exclusions:**

Prisoners on Disciplinary Segregation and Housing units under lockdown status are excluded to receive the Holiday drop.

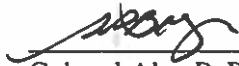
For compliance,

Colonel Alan P. Borja, Warden

## CHRISTMAS HOLIDAY DROP 2024 HANDOUT

	ITEM	QUANTITY
1	Candy	(06) total; Individual bars, No Hard Candy; No Foil; No Gummy type or bite size
2	Crackers (Sky Flakes)	(01) pkg. not to exceed 24 individual single packs; NOT IN A CASE/CONTAINER
3	Granola Bars	(12) Bars total, No Protein Bars
4	Muffins Variety	(12) Must be individually wrapped and sealed
5	Board Games	(01) For unit donation, NO Metal/Wood ( <b>A total of 05 per unit for donation</b> ) Must be approved via remedy requested
6	Card Games	(01) For unit donation, NO Plastic/Metal/Wood ( <b>A total of 05 per unit for donation</b> ) Must be approved via remedy requested

For compliance,



Colonel Alan P. Borja, Warden

