

DEPARTMENT OF CORRECTIONS
Hagatna Detention Facility
REGULAR INCOMING

PRISONER NAME: _____

UNIT: _ DATE _____

ITEM	Quantity	Amount Received	ITEM	Quantity	Amount Received
Shampoo (24 Fl.Oz. Transparent Liquid & Container)	01		Conditioner (24Fl. Oz/Transparent Liquid & Container)	01	
Body Wash (24 Fl.Oz. Transparent Liquid & Container)	01		Shaving Gel (Transparent/ Plastic Container)	01	
Deodorant (Transparent Gel type & Container)	01		Disposable Razor (Twin Blade)	01	
Comb/Brush (No Wood/Metal)	01		Nail Clipper (Small Size; NO File)	01	
Shower Scrub	01		Toothpaste (Transparent Gel/Container)	01	
Towel (Standard Size/Solid/Light Color)	02		Toothbrush (Standard Size)	01	
Wash Cloth (Solid/Light Color)	01		Toilet Tissue	04	
Laundry Detergent (150 Fl oz Liquid; 70 Pods)	01		Mouth Wash (24 Fl oz; Transparent Container; Alcohol Free)	01	
Fabric Softener (50 Fl oz; 80 Sheets)	01		Lotion (16 Fl oz; Jergens)	01	

DONATION

Laundry Detergent (Liquid)		Fabric Softener (Liquid/ Sheets)	
Cleaning Materials			

CLOTHING

T-Shirt (Plain White/Crew neck/No Pocket)	03		Shoes (Recreation/Court) <i>NOTE: Shoelaces will be removed when checking out to Superior Court of Guam</i>	02	
Trousers (No Cargo pockets/Camouflage)	02		Socks (Ankle; black or white)	03 pairs	
Shorts (No Cargo pockets/Camouflage)	03		Underwear	05	
Slippers/ Zories (NO Scotts Brand)	01		Reusable/Disposable face mask	02	

MISCELLANEOUS ITEMS

AM/FM Radio/Walkman (Receipt must be provided & not exceed \$50.00 in value if inclusive of earphones: NO SPECIAL FEATURES)	01		Earphones/Headphones (Receipt must be provided & not exceed \$20.00. NO SPECIAL FEATURES)	01	
Batteries (AA/AAA)	04		Reading Materials (Soft Cover)	06	
Fleece Blanket (Twin Size: Solid/Light Color)	01		Pillow Case (Standard Size: Solid/Light Color)	01	
Flat Sheet (Twin Size: Solid/Light Color)	02		Religious Necklace (No Wood/Metal)	01	
Disposable Pen	01		Envelope	10	
Pencil (Non-Mechanical)	01		Postal Stamp	10	
Notepad (Wireless)	01		Photographs (3"x5")	40	
Leave/ Pupulu	30		Photo Album (Wireless; Soft Cover)	01	
Betelnut (Must be cut into quarters & peeled/husked)	30		Playing Cards (Paper Type)	01	
12pk Soup (Factory Sealed)	12		DVD (15 per Wing/Cubicle/Block)	15	
Cookies (Not to Exceed 16oz Total)	02		12pk Soda (Factory Sealed)	12	
Rice Crackers (Not to Exceed 16oz Total)	02		Beef Jerky (Total 16 oz Each.)	02	
			Coffee (3-in-1)	50	

REVISED 06/28/2022

Person DELIVERING Items: _____ **Date:** _____

RECEIVING OFFICER: _____ **Date:** _____

PRISONER Signature: _____ **Date:** _____

UNIT OFFICER Acknowledge: _____ **Date:** _____

Remarks: _____