

MonDay Community Correctional Institution

1951 S. Gettysburg Ave.

Dayton, Ohio 45417-4160

Lobby Hours (Bldg. 1) - Monday through Friday from 8:30 a.m. to 4:30 p.m., closed Holidays.

Residents are allowed two personal property boxes to be dropped off or mailed in during their stay at MonDay. Boxes can be dropped off in the lobby of Bldg. 1 by the flagpole, Monday through Friday 8:30 a.m. to 4:30 p.m.

Items dropped off at the facility MUST:

1. Be in a sealed cardboard box ready for drop off prior to entering the facility.
2. Have the resident's name clearly written on the outside of the box.
3. Have a packing list noting the contents of the box taped to the top of the box. (i.e. Shirts -3; Pants -2). Please feel free to use the blank packing list on the back of this paper if needed -- or -- you can write/type your own list on plain paper.

This list can be printed from our website at: www.MonDaycbcf.com. **Unauthorized and excess items** will be mailed to the address designated by the resident and the resident will be charged a \$10.00 fee per box for shipping and handling.

FEMALE PERSONAL PROPERTY LIST: Please **do not exceed** the quantities listed beside each item.

Bras - (8) – no underwire	Shoes – (3) - No sandals, open toes, open heels, high heels or steel toes	Ball Point Pens – (10) - must be in a sealed package (blue or black ink only) – (no retractable spring loaded pens)
Dress or Dress Suit - (1)	Shorts – (3)	Bible – (1)
Gloves – (1)	Sleeping Cap – (1)	Envelopes – (No limit) with printed prepaid postage only (No stamps accepted)
Knit Sweaters – (2)	Slip – (1)	No. 2 Pencils – (10) - must be in a sealed package (No mechanical/colored pencils)
Long Thermal Underwear - (1)	Socks – (8)	Non-spiral Notebooks or Loose Leaf Notebook paper – (3)
Pajamas – (3)	Stocking Cap – (1)	
Panties – (10) - no thongs	Sweat Pants – (2)	
Pants and/or Skirts – (7)	Sweat Shirts/Hoodies – (2)	
Pantyhose – (1)	Windbreaker/Jacket – (1)	
Plain Belt – (1) No oversized buckles	Winter Coat – (1)	
Robe – (1) Mid-calf length		
Shirts – (10) - No tanks or sleeveless shirts		

MALE PERSONAL PROPERTY LIST: Please **do not exceed** the quantities listed beside each item.

Gloves – (1)	Sleeping Cap – (1)	Ball Point Pens – (10) - must be in a sealed package (blue or black ink only) – (no retractable spring loaded pens)
Knit Sweaters – (2)	Socks – (8)	Bible – (1)
Long Thermal Underwear - (1)	Stocking or Baseball Cap – (1)	Envelopes – (No limit) with printed prepaid postage only (No stamps accepted)
Pajamas – (3)	Suit – (1)	No. 2 Pencils – (10) - must be in a sealed package (No mechanical/colored pencils)
Pants – (7)	Sweat Pants – (2)	Non-spiral Notebooks or Loose Leaf Notebook paper – (3)
Plain Belt – (1) No oversized buckles	Sweat Shirts/Hoodies – (2)	
Robe – (1) - Mid-calf length	Tie – (1)	
Shirts – (10) - No tanks or sleeveless shirts	Undershorts – (10)	
Shoes – (3) - No sandals, open toes, open heels, high heels or steel toes	Windbreaker/Jacket – (1)	
Shorts – (3)	Winter Coat – (1)	

CONTRABAND: Any item received that is not on the list above will be considered contraband. The Assistant Director may deem any paraphernalia contraband.

PROHIBITED TRANSACTIONS: No financial transactions are permitted between: (1) residents; (2) residents and staff; and (3) residents and volunteers. The resident's family and friends are NOT permitted to bring in personal property items for another resident in the program or place money on their account. Funds and/or items from any prohibited transactions will be confiscated. Confiscated funds and items will not be returned.

MONEY & KIOSK: A Kiosk machine, for cash deposits is located in the lobby (Bldg. 1). The Kiosk charges a fee and does not accept one dollar bills. Deposits can also be made via the Internet at Accesscorrections.com or by phone at 1-866-345-1884 and you will need the following information: (1) MonDay Community CI, OH & (2) Resident's ID number – please call facility to obtain Resident's ID #.

