

**DEPARTMENT OF CORRECTIONS**

**Inmate Impounded Personal Property List  
(Please Print)**

Inmate's Name \_\_\_\_\_ Inmate Number \_\_\_\_\_

Institution \_\_\_\_\_ Date Property Stored \_\_\_\_\_

Item	Number	Code	Item	Number	Code

I. Signature of Officer(s) inventorying property:

\_\_\_\_\_ Date

\_\_\_\_\_ Officer's Name-PRINT Rank

\_\_\_\_\_ Signature of Officer

\_\_\_\_\_ Date

\_\_\_\_\_ Officer's Name-PRINT Rank

\_\_\_\_\_ Signature of Officer

II. The personal property listed above was inventoried in my presence and is a true listing of all personal property taken from me.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Inmate Inmate Number

III. I have on this date received all of the above personal property marked K – Inmate allowed to keep.

\_\_\_\_\_ Signature of Inmate

\_\_\_\_\_ Inmate Number Date

\_\_\_\_\_ Date

\_\_\_\_\_ Name of Officer issuing property-PRINT Rank

\_\_\_\_\_ Signature of Officer issuing property

IV. I have on this date received all of the above listed personal property which has been stored.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Inmate Inmate Number

V. Signature of Property Officer who returns property to inmate:

\_\_\_\_\_ Date

\_\_\_\_\_ Name of Officer returning stored property-PRINT

\_\_\_\_\_ Signature of Officer returning stored property Rank

ORIGINAL - Remain with property until Section IV is signed by inmate, then original will be filed in the inmate's Personal Property File.	Symbols Indicate: S - storage
COPY - To inmate whose property is collected.	C - contraband/confiscated
COPY - To inmate's Personal Property File.	K - inmate allowed to keep

**Department of Corrections**

**INSTRUCTIONS FOR COMPLETION OF THE**

**INMATE IMPOUNDED PERSONAL PROPERTY LIST**

1. When an inmate is placed in confinement (or for any reason the inmate's property is picked up, i.e., escape, etc.) all personal property is to be inventoried as soon as is practical. The property will be inventoried in the presence of the inmate whenever possible unless doing so would be a threat to security, or unless the inmate is unavailable. In those cases where the inmate is not present, another DC employee shall assist in the inventory process and sign in the appropriate space provided.
2. The officer(s) conducting the inventory will place the property in a property bag and complete the appropriate form entries. (List the item name, number, and disposition code; S = store in property room, K = inmate allowed to keep certain items, C = confiscate contraband items.) The inventory sheet is to be prepared in triplicate, with the following distribution:
  - Original placed in the property bag until the property is returned and the inmate signs Section III verifying receipt of the property.
  - One copy to the inmate - after the inmate has checked and signed the appropriate block.
  - One copy to the inmate property file.
3. When the inmate is released from confinement or when the property is returned, the inmate shall sign the original of this inventory form, indicating receipt of the property. The original of this form shall then be forwarded to the inmate property file.
4. Any exceptions to these instructions MUST be documented and approved by the Warden or designee.