FLORIDA DEPARTMENT OF CORRECTIONS

Inmate Impounded Property List (Please Print)

Inmate's Name			Inmate Number		
Institution			Date Property Stored		
Item	Number	Code	Item	Number	Code
					1
I. Signature of Offic	er(s) inventorying pro	operty:			
Date			Officer's Name-PRINT		Rank
			Signature of Officer		
Date		_	Officer's Name-PRINT		Rank
Date			Officer 5 Name-1 Kilvi		Kank
			Signature of Officer	·	
	erty listed above was	inventor	ried in my presence and is a true	e listing of all	property
taken from me.					
Date			Signature of Inmate	Inmate 1	Number
III. I have on this date	received all of the ab	ove pro	perty marked K – Inmate allow	ed to keep.	
Signature of Inmate			Inmate Number	Date	
Date			Name of Officer issuing prop	erty-PRINT	Rank
			<u> </u>		
			Signature of Officer issuing p		
IV. I have on this date	e received all of the ab	ove liste	ed property which has been stor	ed.	
Date			Signature of Inmate	Inmate 1	Number
V. Signature of Prope	erty Officer who retur	ns prope			
					
Date			Name of Officer returning stored property-PRINT		
			Signature of Officer returning	g stored property	Rank
				r-r-r-y	

will be filed in the inmate's Property File.

COPY COPY

To inmate whose property is collected.
To inmate's Property File.

S - storage C - contraband/confiscated K - inmate allowed to keep

Florida Department of Corrections

INSTRUCTIONS FOR COMPLETION OF THE

INMATE IMPOUNDED PROPERTY LIST

- 1. When an inmate is placed in confinement, or if an inmate's property is to be picked up by an authorized individual for any reason, the inmate's property is to be inventoried as soon as it is practical. The property will be inventoried in the presence of the inmate whenever possible unless doing so would be a danger or a threat to security, or unless the inmate is unavailable. In cases where the inmate is not present, another Department employee must be present during 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 <u>MUST</u> be documented and approved by the Warden or designee.