

INITIAL OFFENDER PERSONAL PROPERTY INVENTORY

Date Received _____

Name _____ Number _____ Facility _____

Amount of money brought into facility: _____

Offender Personal Property
(Fill in quantity of items in each category)

<u>Item</u>	<u>Stored</u>	<u>Mail</u>	<u>Destroyed</u>
Coat	_____	_____	_____
Shoes (pair)	_____	_____	_____
Shorts	_____	_____	_____
Shirts	_____	_____	_____
Socks (pair)	_____	_____	_____
Undershirt	_____	_____	_____
Trousers	_____	_____	_____
Belt	_____	_____	_____
Wallet	_____	_____	_____
Jewelry	_____	_____	_____

Description of articles in the possession of offender _____

Value of articles in the possession of offender _____

Offender's Signature

Processing Officer's Signature

Personal Property mailed to:

Name: _____

Address: _____

City, State & Zip Code: _____

Offender's arrival signature acknowledges receipt of the following items:

_____ Shoes _____ Earphone _____ Toothbrush _____ Toothpaste _____ Sock (pr.) _____ Disposable razor

_____ Institution rules Copy No. _____ of Book "Orientation Handbook for Offenders" by GDC.

Other _____

Offender's Signature at Arrival

Remarks: _____

I certify that I have received the above listed personal property that has been stored for me during my incarceration at this institution.

Offender's Signature at Departure

Date of Transfer _____

Destination: _____

Retention Schedule: Upon completion, this form shall be placed in the offender's institutional file.