

RECEIPT/DISPOSAL AGREEMENT FOR DETAINEE PROPERTY/CONTRABAND

DETAINEE: _____ CASE #: _____

REASON ITEMS CONFISCATED OR RECEIVED: _____ DATE: _____

NAME OF STAFF MEMBER RECEIVING/TAKING ITEM: _____

ITEMS TAKEN OR RECEIVED:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Staff Signature

Date

Detainee Signature

Date

I _____ request the following be done (Please choose from options one (1) through five (5) below:

1) Donate to charity the following items (list by number):

Items received by (Processing Officer): _____

Name of Organization: _____

Receiving Agent Signature

Property Manager/Designee Signature: _____ Date: _____

2) Destroy the following items (list by number):

Processing Officer: _____

Destroyed by (Property Manager/Designee): _____

Witness Signature: _____ Date: _____

3) Mail home at my expense the following items (list by number):

Date Mailed: _____

Processing Officer: _____ Date: _____

4) Place the following items in visitor pickup for 30 days (list by number):

Date Stored: _____ By: _____

Staff Signature

Date Items Picked up: _____

Person Receiving Item(s): _____

Staff Signature: _____

5) Request the following items be stored (list by number):

Date Stored: _____ By: _____

Staff Signature

Date Removed: _____ By: _____

Staff Signature

Received Signature: _____

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The following items are being retained and stored as evidence for disciplinary, criminal prosecution, or investigative reason (list by number of item):

Stored by: _____ Date: _____

Chain of custody:

1)

2)

3)

Final disposition of item:

Signature: _____ Date: _____

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Distribution: **Detainee**
 Detainee File
 Property File

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