



Division of Juvenile Justice and Youth Services  
 Personal Property Inventory

YOUTH NAME:	CASE#:
UNIT:	DATE:

INTAKE PROPERTY DESCRIPTION

SHIRT:	BELT:	CASH/CHECK:
T-SHIRT:	SHOES:	
PANTS:	WALLET:	
SHORTS:	ID:	OTHER:
UNDERWEAR:	KEYS:	
BRA:	PHONE:	
SOCKS:	GLASSES:	JEWELRY:
COAT/JACKET:	HAT:	

Youth Signature:	Locker #	Storage Location:
Intake Staff (Print):	Date:	

**PROPERTY RELEASED TO OR RECEIVED FROM AN OUTSIDE PARTY**

RECEIVED PROPERTY DESCRIPTION				RELEASED PROPERTY DESCRIPTION			
PROPERTY	RECEIVED	DATE	STAFF	PROPERTY	RELEASED TO	DATE	STAFF/YOUTH
							/
							/
							/
							/
							/
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**PROPERTY RELEASE SIGNATURES**

**The personal property listed on this form has been returned to my possession and is fully accounted for.**  
*Restricted Items such as knives or other things that can be used as a weapon are not permitted to be released to a juvenile and only the parent or guardian after they have signed for the item(s). The parent or guardian confirms by receiving the item and signing the form that they are not a restricted person and can indeed accept the item identified.*

Youth Signature: _____	Date: _____
Guardian/Program: _____	Date: _____
Staff Signature: _____	Date: _____