

WTC/BPRC Personal Property Inventory

Name of Resident: _____ AO#: _____ Arrival Date: _____

Admitting Staff: _____ Case Manager: _____

Item Description:	Item Added (Date/Staff Initials)	Item Deleted (Date/Staff Initials)	Exit Inventory (Staff /Resident)
Pants			
1			
2			
3			
4			
5			
6			
7			
8			
Shorts			
1			
2			
3			
4			
Shirts			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
Sweatshirts/Sweatpants			
1			
2			
3			
4			
5			
6			
7			

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Item Description:	Item Added (Date/Staff Initials)	Item Deleted (Date/Staff Initials)	Exit Inventory (Staff /Resident)
Sweaters			
1			
2			
3			
4			
Robe			
1			
Pajamas			
1			
2			
Slippers			
1			
Seasonal Wear (hat, gloves...)			
1			
2			
3			
4			
5			
Underwear (Reasonable Limit)			
Bras (Reasonable Limit)			
Item Description:	Item Added (Date/Staff Initials)	Item Deleted (Date/Staff Initials)	Exit Inventory (Staff /Resident)
Shoes			
1			
2			
3			
4			
5			
Socks (reasonable limit)			
Coats			
1			
2			
3			
4			
Accessories (belts, purses...)			
1			
2			
3			

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4			
Watch			
1			
Ring (wedding, etc.)			
1			
Necklace			
1			
Earrings			
1			
2			
3			
Misc. Appliances/Serial#			
1			
2			
3			
Item Description:	Item Added (Date/Staff Initials)	Item Deleted (Date/Staff Initials)	Exit Inventory (Staff /Resident)
Misc. Appliances cont....			
4			
5			
6			
Hobbies/Craft Items			
1			
2			
3			
4			
Luggage/Duffel Bags			
1			
2			
3			
Cassettes/CDs/ Movies/Games			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

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12			
13			
14			
15			
16			
17			
18			
19			
20			
Misc. Items			
1			
2			
3			
4			
5			
Item Description:	Item Added (Date/Staff Initials)	Item Deleted (Date/Staff Initials)	Exit Inventory (Staff /Resident)
Misc. Items cont...			
6			
7			
8			
9			
10			
Special Circumstances			
1			
2			
3			
4			
5			
6			

In the event of; my return to prison, serious injury or death; my personal inventory and money may be released to the person listed below. I understand if I am returned to prison it is my responsibility to contact the person listed below.

In the event of an escape my personal property will be bagged and stored for 30 days. After 30 days, if the items are not claimed by the individual listed below, they will be donated to charity.

Residents are required to track and update inventories for all music CDs, movies and video games. The limit is 20 total for a combination or any one type. Items that have a value of \$75.00 or more will not be allowed.

Community, Counseling and Correctional Services, Inc.

Release to:

Name _____

Address: _____

Telephone #: _____ Cell Phone #: _____

Relationship: _____

Resident Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Released To:

Print Name: _____

Recipient's Signature: _____ Date: _____

Staff Signature: _____