

To: All BPRC/WTC Residents

From: BPRC/WTC Program Administrators

RE: Inventory

All new residents are allowed to have a variety of items on your inventory. Attached you will find an inventory sheet that has exactly what you can have during your stay at the BPRC/WTC. There are no exceptions unless approved by the program administrator. This is the guideline for BPRC/WTC.

All clothing must be put on your inventory upon arrival, items brought in during your stay that are not allowed, the resident shall be give 30 days to make arrangements to have sent out, if after 45 days and a good faith efforts have failed, those property items will be donated or destroyed.

Remember random inventory checks will be conducted throughout your stay and it is your responsibility to make sure your belongings are on your inventory.

All personal identifying documents (e.g., ID cards, birth certificates) left behind by a resident will be sent to the Programs and Facilities Contract Manager at the Helena Central Office (PO Box 201201, Helena MT 59620) within five (5) days. Documents will then be forwarded to the offender once resident's location has been verified.

Personal Legal documents may be kept on the resident.

Further questions may be directed to the Program Administrator. Thank you