## U.S. DEPARTMENT OF JUSTICE

## FEDERAL BUREAU OF PRISON

Nama			1. Name						
Name:									
2. Register No:	3. Unit:		4. Date &	Time of Invento	ry:				
5. Purpose of Inventory (Check or	ne that ap	plies): Date and Time	of Action:	_			6. Disposition (D	* /	
a Admission b.	Hosp	ital c	Writ	d	Transfer e	Detention	D-Donated K-Keep in Posses	M -M ail ssion	S-Storage
f. Release g.	Incon	ning Package h.	Other (specify	y)			C-Contraband (A	ttach BP-S102)	
7. Type of Property:									
a. Personally Owned Items					b. Hygiene, etc.		d. <u>Food</u>		
# Article	Disp.	# Plastic spoon,	Article	Disp.	# Article Aspirin	Dis	<u>#</u> Ar Bean	ticle	Disp.
Address Book		Playing Card			Body Soap		Cake		
Batteries Belt		Purse			Cotton Swabs	_	Candy		
B illfold		Radio (w/earp Religious Med	•		Deodorant Dental Floss	_	Chips Coffeen	ate	
Books, Reading hard soft		Shirt/Blouse			Dentures Power			nk mix, soda	
Books, Religious		Shoes Shoes, showe	-		Hair Oil Petroleum Jelly	_	Cough   Fish Pa		
hard Soft Boot		Shoes, Slippe			Menthol Rub	_	Fruit	CKS	
Brassiere		Shorts		_	Razor	_		Hi-protein	_
Cap, Hat		Skirt Slip		—	Shampoo Shaving Lotion	_	Instant (	Coffee/Instant Cho	colate
Coat Comb		Socks			Skin Lotion	_	Oatmea		
Combination Lock		Socks, Athletic			Soap Dish		Peppero		
Dress		Stamps Stockings			Toothbrush Toothbrush Holder	<del></del>	Noodles		
Eyeglass Case Eyeglasses		Sunglasses			Toothpaste	_	Sausage	,	
Gloves	_	Sweat pants T-Shirt			Tweezers	_	Spices Tea		
Hairbrush/Pick Handkerchief		Sweat Shirt				<del></del>	Vitamir	ıs	_
Headphones		Thermal Botto	oms	_	·		_		
Laundry Jacket		Thermal Top Underwear			c. Hobby craft				
Laundry Detergent Legal Materials		Watch/Watch	oand	_	c. iloudy clair				
Letters					# Article	Dis	· P ·	neous (List any da	-
Magazines Mi					<del></del>		e.g. U.S. M	d from where it wa arshal)	as received;
Mirror Nail Clippers							_		
Pen/Ballpoint							_		
Pencils Personal Papers					<del></del>	<del></del>	_		
Photo Album									
Photo							_		
Plastic Bowl Plastic Spoon, cup					·	<del></del>	_		
<ol> <li>Items Alleged by Inmate to Have V Description of Property</li> </ol>	Value Ove	er \$100.00						Value Allege	d by Inmate
_ No individual item over \$100.00									
9. Article(s) listed as "Mail" (M) Are	to be for	worded to (Name and	Address of Cons	ianaa).					
7. Afficie(s) listed as Maii (M) Afe	: 10 00 101	warded to (Name and	Address of Colls	ignee).					
10. Claim Release: a. The receiving offi	icer. as so	on after receipt of the	property as possib	le. will re	view the inventory with the in	mate to verify it'	s accuracy. Proper	tv that is stored, ke	ept in possession
of the inmate, mailed out of the institution	on, or don	ated is to be marked	in the appropriate	section o	this inventory form. The rec	ceiving officer ce	rtifies receipt, revi	ew and disposition	n of the property
by signing below. The inmate by signing and receipt of a copy of the inventory.	_	*			, 1	0		, 1	
or damaged property, this information s				iitory, tiic	receiving officer shall attemp	of to resolve the t	discrepancy. If the	illillate states that	there is missing
COMMENTS:									
Printed Name/Signature of Receiving	officer:						Date:	Ti	ime:
									<del></del>
I have today reviewed the property r	eturned t	Signature of	Inmate			Register	#	Date	Time
b. Upon release of the inmate from the u	nit, detent	ion, etc., the releasing	officer is to give the	ne inmate	that property stored as a resul	t of the inmate's	housing. The inma	te certifies release	of the property,
except as noted on this form, and receidiscrepancy. If the inmate states that the	-						ory, the releasing of	officer shall attemp	pt to resolve the
COMMENTS:	1010 15 11113	ong or damaged pro	ocity, this infollia	aon snou	a se noted under COMIMEN	10.			
Drinted Name/Signature of Daniel	. Off!						Datas	an a	ima
Printed Name/Signature of Receiving	g Omcer:	·					pate:	Ti	ime:
I have today reviewed the property r	eturned t						"		
		Signature of	lnm ate			Register	#	Date	Time

## GENERAL INSTRUCTIONS AND PROCEDURES FOR HANDLING INMATE PERSONAL PROPERTY (For specific information on Disposition of Offender Personal Property to Chapter 15, PS 5500.1, Custodial Manual.)

1. The officer preparing the inventory is to list all property picked up, including that property identified as con item in the first blank space preceding the name of the property. Property is not to be identified as "1 Lot." Up property are forwarded to the receiving unit. The officer is to certify the inventory by signature in the space limits to the inventory by signature in the space limits.	on completion of the inv	1 3
Signature of Officer Preparing the Inventory:	Date:	Time:
Printed Name of Officer Preparing Inventory:		
2. The receiving officer will, as soon as practicable after receipt of the property, review the inventory with the receiving officer is to give the inmate all allowable items, and record this action by placing a "K" in the "Disp." marked "S" is stored until the inmate is able to receive the property (for example, release from the unit). Prop in the "Disp." space opposite the name of the property. Property which is to be mailed to another person is record the name of the property. When property is mailed out, each package is to be individually inventoried and acc 15, Custodial Manual). Property identified as contraband is recorded by placing a "C" in the "Disp." space op and Disposition of Contraband" form is also to be completed.	" space opposite the name erty which is donated is r rded by placing a "M" in t counted for by certified m	of the property. Property ecorded by placing a "D" he "Disp." space opposite ail slip, etc. (See Chapter
The receiving officer certifies receipt, review disposition of the property by signing in section 10 (a), page signing, certifies the accuracy of the inventory, except as noted on the form, relinquishing of all claim to artitlems (K), and receipt of a copy of the inventory. When the inmate claims a discrepancy in the inventory discrepancy.	cles listed as donated (D)	), receipt of all allowable
3. Upon an inmate's release from the unit, detention, etc., the releasing officer is to give the inmate that property. The releasing officer certifies release of the property by signing in section 10 (b), page 1, of this form. In the sa of all property marked "S". When the inmate claims a discrepancy in the inventory, the releasing officer shall	me section, the inmate, by	signing, certifies receipt
4. In unusual circumstances, such as receiving an inmate just prior to shift change, whereby the receiving office of the need to inventory the property. In such cases, the relief officer also becomes the receiving officer and		
ADDITIONAL INSTRUCTIONS & PROCEDURES - SPECIAL (In addition to the general instruction above, the following procedures are to occur whenever an inmate is plan		
1. When an inmate is placed in special housing status, which inmate's property is to be secured as soon as po advise staff of the inmate's property and its location within the housing area. Where property is not immediate staff is to ensure that the property is placed inthe inmate's locker and is secured with a Captain's lock (not the integrated property is to be recorded in the space below.	ly removed from the inma	ite's regular housing area,
Signature of Officer Securing Property:	Date:	Time:
Printed Name of Officer Securing Property:		
2. When an inmate is placed in special housing status, the name of the officer assigned to pick-up and invento and in the log book. Where practicable, the same officer should handle the securing, pick-up and inventory of		corded at the space below
Signature of Officer Picking-Up Property:	Date:	Time:
Printed Name of Officer Picking-Up Property:		
3. Where possible, one of the officers working in detention is designated property officer. That officer has ge unusual circumstances, property is only issued during that officer's shift, so that one officer supervises and designated property of the control of the officer supervises and designated property of the officer supervises and designat		
4. A copy of the Form 40 or, for intra-unit movement, a local form for identifying inmate personal property i least two years.	s to be retained within Sp	ecial Housing Unit for at

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