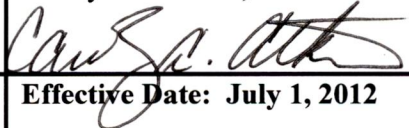




DPSCS
Central Region Directive


Approved by:
Wendell M. France
Executive Director

Title: Detainee Property Disposition	Directive Number: CREG.220.0005 Change Notice
Related MD Statute/Regulations: Estates and Trust Article § 5-601 to 5-608 Annotated Code of MD	Supersedes: PDSD 220-5 issued March 31, 2004
Related ACA Standards: 4-ALDF-6A-07	Authorized by: Carolyn A. Atkins, Detention Director 
Related MCCS Standards: .04-I	Effective Date: July 1, 2012 Number of Pages: 3

CHANGE NOTICE 1

.01 Purpose

To revise current policy as required by the introduction of a new records management system.

.02 Scope

This change notice applies to:

- A. The Baltimore City Detention Center; and
- B. The Baltimore Center Booking and Intake Center

.03 Definitions

- A. In this change notice, the following terms have the meanings indicated.
- B. Terms Defined

(1) "Offender Case Management System" means a Department-wide computer program for the management of individual case records and the generation of associated reports.

.04 Changes

- A. The definition of abandoned property as stated in §IV. is replaced with the following:

"Abandoned property" means any category of detainee personal property:

- (a) Which has remained in the control of the facility for at least thirty (30) consecutive days, subsequent to the individual's intake, release, escape, or death; or

(b) For which the owner, upon the thirtieth (30th) day following documented notification, has failed to provide the facility with proper authorization to either:

(i) Release the property to a properly-identified designee; or

(ii) Mail the property to a legitimate address, at the owner's expense.

B. Procedures for the disposal of abandoned personal property, as stated in §§ VI. I and J, are replaced with the following:

The property supervisor shall establish a thirty (30) day schedule for the disposal of all abandoned personal property and ensure:

1. An update to the property status in appropriate OCMS records to indicate "disposed";

2. Processing of abandoned medication, to include:

(a) Inventory on a Monthly Discard Roster indicating:

(i) Owner's name and identification number;

(ii) Date item came under facility control;

(iii) Category: "Disposed";

(iv) Subcategory: "Regular" ;

(v) Notation of drug name and dosage to be penned-in by the receiving medical staff if such identification can be made; and

(vi) Signature of the property supervisor and the receiving medical staff on each page of the inventory.

(b) Receipted transfer of custody, from the property supervisor to receiving medical staff, (Record of Monthly Disposal: Abandoned Personal Property, Appendix A) to be completed within thirty (30) days of the determination of abandonment; and

3. Processing of abandoned regular property and valuable property items not appropriate for sale, (e.g. credit cards) to include:

(a) Inventory on a Monthly Discard Roster indicating:

(i) Owner's name and identification number;

(ii) Date item came under facility control;

(iii) Category: "Disposed";

- (iv) Subcategory: "Regular" or "Valuable"; and
 - (v) Signature of the property supervisor and the designated transport officer on each page of the inventory.
- (b) Completion of a Record of Monthly Disposal: Abandoned Personal Property form, (Appendix A) within the thirty (30) day cycle to include:
- (i) Documented chain of custody from the property supervisor to the designated transport officer; and
 - (ii) Attachment of the landfill receipt documenting property discard.
4. Processing of abandoned valuable property which is appropriate for sale, (e.g. jewelry) to include:
- (a) Inventory on a Monthly Discard Roster indicating:
- (i) Owner's name and identification number;
 - (ii) Date item came under facility control;
 - (iii) Category: "Disposed";
 - (iv) Subcategory: "Valuable"; and
 - (v) Signature of the property supervisor on each page of the inventory.
- (b) Completion of a Record of Monthly Disposal: Abandoned Personal Property form, (Appendix A) within the thirty (30) day cycle to include:
- (i) Declaration of disposal by "sale" completed by the property supervisor; and
 - (ii) Attachment of the receipt of sale and a receipt for postage documenting disposal.
5. All documentation required by this directive shall be maintained for a period of at least three years;

.05 History.

- A. This change notice modifies procedures for the disposal of abandoned property, pursuant to the introduction of the Offender Case Management System.
- B. This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

Department of Public Safety and Correctional Services
 Central Region Detention

Record of Monthly Disposal: Abandoned Personal Property

Baltimore Central Booking and Intake Center
 Baltimore City Detention Center

Note: Information provided in this document refers to items on the attached property inventory. Chain of Custody is not valid unless all persons relinquishing/accepting custody have also signed the attached property inventory. For abandoned medication, the drug, dosage & quantity is to be noted on the inventory if known.

DISPOSAL CYCLE: _____, 20____
 Month Year

JUSTIFICATION:

- All items met the criteria for abandoned personal property:
 - (a) They remained in the control of the facility for at least 30 consecutive days, subsequent to the owner’s intake, release, escape, or death; or
 - (b) Upon the 30th day following documented notification, the owner failed to provide the facility with proper authorization to either: (i) Release the property to a properly-identified designee; or (ii) Mail the property to a legitimate address, at the owner’s expense.

METHOD:

- DISCARD:** items were either “regular” or “valuable-ineligible for sale”
- SALE:** items were “valuable-eligible for sale”

DOCUMENTATION OF DISPOSAL is attached to this document in the form of :

- 1 landfill receipt dated and signed to verify that items were discarded
- 1 receipt for medication turned over the medical contractor for proper discard
- 1 receipt for the sale of items and 1 receipt for posting same to the buyer

CHAIN-OF-CUSTODY I affirm that I turned over all of the above referenced property to a

- designated transport officer for discard at the landfill
- designated medical staff for proper discard
- postal service for delivery to the buyer

 (property supervisor signature) (date)



As transport officer, I affirm that I received the above referenced items from the property supervisor and delivered all items for disposal to the designated landfill.

 (name of landfill) (signature of transport officer) (date)

As designee for the medical contractor, I affirm that I received the above referenced medication from the property supervisor for proper disposal.

 (medical contractor) (signature of designated staff) (date)

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF PRETRIAL DETENTION AND SERVICES

	PROGRAM: Resident Property & Clothing
	PDSD: 220-5
	TITLE: Resident Property Disposition
	ISSUED: March 31, 2004
	APPROVED:  William J. Smith, Commissioner

- I. References:
- a) Estates and Trust Article, Sect. 5-60-1 to 5-608 Annotated Code of MD
 - b) MCCS .041
 - c) PDSD # 75-10 and # 270-3
- II. Applicable to: The Division of Pretrial Detention and Services
- III. Purpose: To establish procedures for the disposition of resident property.
- IV. Definition:
- Abandoned Property – Any property, valuable or medication, which is left at DPDS for more than 30 days.
- Resident money – All currency, (which have a standard face value) and institutional checks (issued by a security facility or any state agency) made payable to the resident, which are in the resident's possession.
- Valuable – Jewelry, cellular phones, pagers, wallets/ contents, credit cards, picture I.D., keys, travelers' checks, and all checks other than institutional checks, medication, and any coin or currency of greater than face value.
- V. Policy: It is the policy of the Division of Pretrial Detention and Services that the property rights of residents shall be fully protected. The disposition of resident property shall be handled in a manner that provides control and accountability.

VI. Procedures

A. Property Disposition

The institution shall maintain resident property for up to 30 days. A resident may elect to: pick up the property, if the resident has been released within 30 days of the arrest date; designate a third party to pick up the property; or request that the property be mailed out.

B. Property Release to Resident/ Designee

1. Within 3 days of arrest, property shall be issued from the BCBIC Property Room. After the third day, it shall be issued from the JI Property Room.
2. Residents may claim property with a copy of their Personal Property List/Receipt (Appendix A) or another institutional property receipt. If a resident cannot produce a property receipt, but has a picture ID, the property officer shall access CJIS to verify identifying information (ID number, Social Security number, date of birth and address at time of arrest,) as provided by the resident.

3. A designee, named by the resident on the institution's copy of the Personal Property List/Receipt, may claim that property by presenting photo identification. Those designees who are named after the booking process must present photo identification and written authorization from the resident that specifies the name of the designee.
4. During issuance, the property officer shall instruct the resident/ designee to compare property bag contents with the property list and then sign the Personal Property List/Receipt to acknowledge receipt of all items.
5. If there is a discrepancy the property officer shall:
 - a. Instruct the recipient to sign the Personal Property List/Receipt and also print " I DID NOT RECEIVE THE FOLLOWING ITEMS..."
 - b. Provide the resident/ designee with written instructions for filling a missing property claim (Appendix B);
 - c. Obtain the signature of the resident/designee on the institution's copy of the Notification of Grievance Procedure form letter to acknowledge notification and forward a copy of the signed form to the Resident Grievance Coordinator (If the individual refuses to sign, note their refusal and all pertinent information regarding the discrepancy.)

- d. Prepare a Matter of Record within 24 hours and forward copies to:
 - i. manager of Resident Property ; and
 - ii. coordinator of Resident Grievance .
 For discrepancies involving cash exceeding \$100 or property valued in excess of \$500, the Matter of Record shall also be distributed to the following:
 - iii. commissioner
 - iv. deputy commissioner
 - v. DPDS Investigative Unit

C. Property Mail-Out

1. Property authorized for mail-out shall be transported to the Property mail-out room by a correctional supply officer (CSO) III, designee, or a transportation officer.
2. The mail-out room supervisor shall ensure that:
 - a. Property is packed into mailing boxes;
 - b. The resident's name and the recipient's name and address, as recorded on the Person to be Notified to Obtain Property form (Appendix C) are entered into the computer;
 - c. Address label, return address label and postage are secured;
 - d. Package number and postage amount are recorded on the Personal Property List/Receipt;
 - e. An audit report and ship-to report are prepared for all packages mailed that day. Reports are forwarded to the manager of resident property and to the fiscal clerk in Administrative Services .
 - f. On a daily basis, ledger recordings are made of: date; number of packages mailed out; beginning postage used; postage used daily; and ending postage used.

D. Transfer to Another Institution

To prepare a resident for transfer to another institution, a correctional officer, in the presence of the resident and another correctional officer, shall:

1. Using the receiving institution's criteria, separate property in the resident's possession into "allowable" and "non-allowable" property;
2. Bag allowable property for transport with the resident;

3. Inventory non-allowable property on a Person to be Notified to Obtain Property form DPDS #033-92 and bag that property;
4. Offer the resident the following options for non-allowable property: Mail-out if MOBS account has sufficient funds; Pick-up within 30 days (resident is responsible to notify a designee to make the pick-up) or the institution will dispose of the property after 30 days.
5. Secure the signature and the initials of the resident on the receipt;
6. Sign the receipt as the inventory officer;
7. Distribute receipt as follows: Original - inside property bag
Copy - to the resident
Copy - secured to the property bag
8. Secure bags in a designated area for collection by a Resident Property officer or until transported by security to the JI Property Room; and
9. Maintain a Resident Property Log to include:
 - i. Date/time of receipt
 - ii. Resident ID#
 - iii. Resident name
 - iv. Number of bags
 - v. Date/time released to Resident Property
 - vi. Signature of Resident Property officer receiving the bags

E. Resident Death Within the Institution

1. The shift commander shall ensure that:
 - a. Property is secured in compliance with PDSD #270-3;
 - b. In the presence of a witnessing correctional officer, a second correctional officer inventories the property;
 - c. A signed receipt is obtained for any property taken by the DPDS Investigative Unit;
 - d. Bagged property, inventory and Investigative Unit receipts, if any, are turned over to a resident property officer; and
 - e. The director of Social Work is notified to enclose a notice of personal property (Appendix D) in the family's notification packet;

2. The manager of Resident Property shall ensure that:

- a. Property is released to the resident's next-of-kin presenting a letter of administration. A copy of the letter of administration shall be maintained on file per the established retention schedule;
- b. Unclaimed property shall be maintained for up to 1 year. After 1 year, the director shall seek written authorization from the DPDS Assistant Attorney General to dispose of the property. When so authorized, property shall be handled as outlined in section VI.H of this directive.

F. Resident Death Outside of the Institution

If a resident, in the custody of DPDS, dies while in an outside hospital or other facility, the resident's property shall be handled as outlined in sections VI.E.1,a,c,d,e and 2 of this directive.

G. Property of an Escaped Resident

- 1. The shift commander, or designee shall follow procedures in sections VI.E.1.a. through d of this directive.
- 2. If the resident does not return within 30 days, the manager of Resident Property shall ensure that the property is handled as outlined in section VI.I of this directive.

H. Lost or Missing Property

- 1. When Property Room staff cannot locate property in response to an resident's/ designee's receipted claim, the Resident Property officer shall follow procedures outlined in section VI:B.5 of this directive.
- 2. To determine loss, the Resident Grievance coordinator (RGC) shall:
 - a. Compare the merchandise receipt(s) submitted by the resident/designee with the DPDS property receipt to verify the resident's possession of the article(s) and to determine the original cost;
 - b. Consult the Baltimore Claimsman Guide to estimate the depreciated value of the missing article(s) as follows:
$$\frac{\text{Age of item}}{\text{Life Expectancy}} = \% \text{ Depreciated Application}$$

c. After assessing the current value, notify the deputy commissioner of the property loss, estimated value, and propose the restitution to be paid.

3. To process the proposal to the resident, the RGC shall, in writing, notify the resident of the institution's offer of restitution, as authorized by the deputy commissioner. The resident has 30 days to accept or reject the proposal.

a. If the offer is accepted, the RGC shall secure the resident's signature on a Statement of Restitution Acceptance form (Appendix E) and forward a copy to the fiscal administrator for payment.

b. If the initial offer is rejected, the deputy commissioner may offer a counter-proposal.

I. Property Disposal

1. The Resident Property Room supervisor shall ensure that:

a. After the 30th day of storage, all items are separated into either "valuable" or "regular" property groups;

b. All items are inventoried by group, to include resident name and item;

c. A copy of the "valuable" and "regular" inventory is forwarded to the Compliance Office. A copy is also forwarded to the Resident Grievance Coordinator in an attempt to match abandoned property with complaints of missing property;

d. All "valuable" abandoned property is inventoried on an Excess State Property form (Appendix F) in conjunction with the D.G.S. Inventory Management Division officer, and turned over to the Inventory Programs Officer for disposal in compliance with applicable section of PDSD# 75-10. A copy of the inventory is forwarded to Compliance staff;

e. All remaining "regular" abandoned property shall be turned over to the Laundry supervisor/designee and receipted on a Resident Property Unit Abandoned Property form (Appendix G.)

2. Laundry Services staff shall separate property into:

a. Serviceable items to be forwarded to the chaplain (for distribution to indigents) and documented on a Linen Collection Form DPDS# 378-97 (Appendix H) under "Linen Delivered, Misc."; and

- b. Non-serviceable items, to be documented on the Linen Collection Form under "Linen Destroyed, Misc." and discarded as trash.

J. Disposal of Abandoned Personal Medication

The Resident Property Room supervisor shall ensure that, after the 30th day of storage:

1. Medication is inventoried on an "Abandoned Personal Medication Transfer Record" (Appendix I) and secured in a designated area.
2. Within 30 days, such medication shall be transferred to contractual medical personnel for disposal per established protocol. The transfer shall be documented on an "Abandoned Personal Medication Transfer Record" and remain on file in the Property Room for a period of no less than 3 years.

- VII. Attachments:
- Appendix A – Personal Property List/Receipt
 - Appendix B – Notification of Grievance Procedure
 - Appendix C – Person to be Notified to Obtain Property
 - Appendix D – Notice of Personal Property
 - Appendix E – Statement of Restitution Acceptance
 - Appendix F – Excess Property Declaration
 - Appendix G – Resident Property Unit/ Abandoned Property
 - Appendix H – Linen Collection Form
 - Appendix I - Abandoned Personal Medication Transfer Record

VIII. Rescissions: PDSD# 220-1, Inmate Property Control (4-30-02)

Distribution: B

Personal Property List/Receipt

DATE: _____ TIME: _____

Defendant's Name: _____

Cash:	Number of Bags	Amount
Valuables:	Number of Bags	
Regular:	Number of Bags	

Valuable Items: _____

Regular Items: _____

Note: If you are incarcerated/ committed, you may have your personal property mailed (at your expense) or released to your next of kin or other person you want to designate. If you do not designate someone, your property will be held 30 days from today and disposed of if not claimed.

Check One:

Designee Name: _____

Mail: _____ Release to Designee: _____

Address: _____

Hold: _____

(No Designee)

City, State, Zip: _____

Telephone No: _____

Continued on Next Page

Receipt of Personal Property	
Date	Defendant
Date	Arresting Officer
Date	CBF Personnel

Return of Personal Property		
Date	Recipient	Agency Name (blank if Defendant)
Date	CBF Personnel	

(BAR CODE)

*To be reproduced on
official
LETTERHEAD*

220-5

Appendix B

Date: _____

Please be advised that any claims for missing property should be forwarded in writing within seven (7) days from the date and receipt of this letter to:

Resident Grievance Coordinator's Office
Baltimore City Detention Center
401 E. Eager Street
Baltimore, MD 21201

Resident Property Staff/individual issuing this form

I hereby acknowledge that I have received a copy of this letter, and have been notified that any claim for missing property must be filed in writing within seven (7) days from the date of this letter to the Resident Grievance Coordinator, at the above listed address.

Resident's Identification # and Name: _____

Signature of Designee or Resident : _____

Date: _____

DATE _____

RESIDENT'S NAME _____ ID# _____

PERSON TO BE NOTIFIED TO OBTAIN PROPERTY

NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

TELEPHONE NUMBER _____ OFFICER'S SIGNATURE _____

COURT _____ OFFICER'S SIGNATURE _____

RESIDENT'S SIGNATURE _____

QUAN	ITEM	QUAN	ITEM
	BELT		ROBES
	BOOTS		SHIRTS
	BRAS		SHIRTS (SWEAT)
	DRESSES		SHOWER SHOES
	DRESS SHOES		SOCKS
	GOWNS		SUITS
	HAT		SWEATERS
	JACKET		TENNIS SHOES
	LONGJOHNS (SHIRT)		TIES
	LONGJOHNS (PANTS)		UNDERSHIRTS
	OVERCOAT		UNDERSHORTS
	PANTS (LONG)		OTHER
	PANTS (SHORT)		OTHER
	PANTS (SWEAT)		OTHER

I acknowledge that I have been advised that if I or my designated representative, which I have noted above, does not pick up my property within 30 days, that this property will be considered abandoned and will be disposed of in accordance with Division of Pretrial & Detention Services policy.

INITIAL

WHITE (Inside Property Bag) CANARY (Resident's) PINK & GOLDENROD (Attach to Property Bag)

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220-5

Appendix D

Date _____

Dear _____;

As the next of kin to _____, you are hereby notified that the Division of Pretrial Detention and Services (DPDS) has custody of all personal property belonging to the deceased, other than any property that may have been taken for an investigation. As the next of kin, you are authorized to pick up the property because no one had been designate to pick up the property in the case of death.

The property will be released to you only if you present current photo ID and a LETTER OF ADMINISTRATION to the Resident Property Window at 531 E. Madison Street, _____ . The LETTER OF ADMINISTRATION
(Insert current days/hours of operation.)
simply appoints you as the administrator of the decease's estate. It can be obtained from the Orphan's Court of Baltimore City.

You are also notified that if you do not pick up the property it may be disposed of, pursuant to DPDS policy.

Sincerely,

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STATEMENT OF RESTITUTION

I, _____ a current or former resident who was incarcerated with the Division of Pretrial Detention and Services (DPDS) from _____ until _____ am filing out this form because there is a discrepancy between the amount of resident property that was collected by agents and employees of DPDS during my incarceration, and the amount that is being proffered by the DPDS to myself and/ or my designee.

IF YOU ACCEPT THIS OFFER OF RESTITUTION, READ AND SIGN BELOW.

I hereby acknowledge that I agree to accepted \$ _____ from DPDS as restitution for the following property:

In exchange for this amount of money, I hereby release, remise and discharge any claims, causes of action, lawsuits, or rights against the State of Maryland, its employees, its agents, or its assigns which have resulted from, or relate to, the discrepancy described above. This release does not apply to any other claims, causes of action, lawsuits, or rights that I have against the State, its employees, its agents, or its assigns, so long as those claims, causes of action, lawsuits, or rights do not relate to the discrepancy described above.

Dated: _____
(Sign) _____

(Witness) (Print Name)

IF YOU REJECT THE OFFER OF RESTITUTION, READ AND SIGN BELOW.

I hereby reject the offer of \$ _____ from DPDS as restitution for the following property:

Dated: _____
(Sign) _____

(Witness) (Print Name)

EXCESS PROPERTY DECLARATION

STATE OF MARYLAND
 DEPARTMENT OF GENERAL SERVICES
 301 W. PRESTON STREET
 BALTIMORE, MARYLAND 21201
 (410) 225-4256

INSTRUCTIONS:
 1. Refer to Property Disposal Procedures in Department of General Services Inventory Control Manual.
 2. See preparation instructions on reverse side.
 3. Send two copies of the completed form to:
 Department of General Services
 Inventory Standards and Support Services Division
 301 W. Preston Street - Room M-7
 Baltimore, Maryland 21201

Page _____ of _____

DGS Control No. _____

AGENCY: _____
 SUB-UNIT: _____
 SUB-UNIT CODE: _____
 ADDRESS: _____

 CONTACT PERSON: _____
 PHONE NO. _____ DATE _____

FORWARDED BY _____
 Property Officer _____
 Signature _____ Date _____
 Agency Head or Designee _____
 Signature _____ Date _____

Items listed below are certified to be in excess of this agency's needs. The Department of General Services is hereby requested to arrange disposal.

Item No.	Qty	Description	Acquisition				If Unserviceable, provide			
			Cost	Date Mo/Yr	Good	Fair	Poor	Unserviceable	Repair Estimate - \$	Description of needed repairs, or other comments
TOTAL										

INSTRUCTIONS FOR COMPLETING FORM

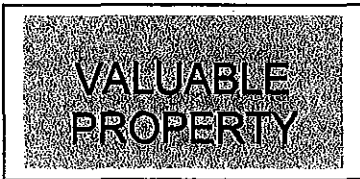
1. **ITEM NUMBER**—Number items on each declaration consecutively starting from 1.
2. **QUANTITY**—List the number of identical items under a single description. (i.e. 25 classroom chairs....).
3. **DESCRIPTION** - Provide as much descriptive information for each item as necessary for positive identification, such as color, size, type of material, unit of measure if other than each, etc. For equipment, also include the year, make, model and serial number.
4. **ACQUISITION COST AND DATE**—List the total purchase cost of all units and month and year acquired.
5. **CONDITION** - Check the column marked "Good", "Fair" or "Poor" to indicate that an item can be used "as is" without repairs or refurbishing, even though it may be old, worn or obsolete. "Good" means an item is serviceable and both appearance and operation are completely satisfactory. "Fair" means an item is serviceable and the appearance or operation does not show signs of abuse or hard wear. "Poor" means serviceable but abuse or hard wear is obvious in the appearance or operation.

Check the column marked "Unserviceable" to indicate that an item is inoperable, will not operate in a satisfactory manner or is not functional without repairs or refurbishing.

6. Do not list serviceable and unserviceable items on the same declaration. Use a separate declaration for each type.
7. **REPAIR ESTIMATE AND DESCRIPTION OF NEEDED REPAIRS AND ANY COMMENTS**—If the unserviceable column is checked, list repair estimate and describe repairs necessary to restore to "Good" condition. Agencies without repair facilities can obtain estimates from vendors, even if the estimates are provided over the telephone from an agency's description of the problem. Repair estimates for office furniture may be obtained from State Use Industries. This space also may be used for general comments if repair information is not applicable.
8. **TRADE-IN ITEMS**—Refer to Excess Property Disposal procedures in the DGS Inventory Control Manual. Note that an item is to be traded-in and list the trade-in allowance immediately under the description.
9. **MOTOR VEHICLES**—Refer to Excess Property Disposal procedures in the DGS Inventory Control Manual.

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF PRETRIAL DETENTION AND SERVICES
RESIDENT PROPERTY UNIT

ABANDONED PROPERTY

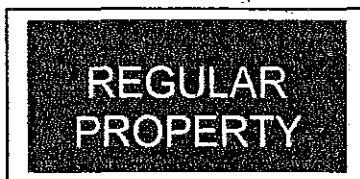


Disposal Month: _____ # of Bags: _____

Property Officer: _____ Date: _____

Correctional Supply Supervisor/Designee: _____ Date: _____

THE FINAL DETERMINATION FOR DISPOSAL IS TO BE MADE BY
ADMINISTRATIVE SERVICES.



Disposal Month: _____ # of Bags: _____

Property Officer: _____ Date: _____

Administrative Services: _____ Date: _____

cc: BCBIC Warden
Resident Property Manger

**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF PRETRIAL DETENTION AND SERVICES
LINEN COLLECTION FORM**

SECTION: _____		DATE: _____	
BODY COUNT: _____		TIME: _____	
LINEN PICKUP	LINEN DELIVERED	LINEN DESTROYED	
SHEETS: _____	SHEETS: _____	SHEETS: _____	
TOWELS: _____	TOWELS: _____	TOWELS: _____	
WASHCLOTHS: _____	WASHCLOTHS: _____	WASHCLOTHS: _____	
BLANKETS: _____	BLANKETS: _____	BLANKETS: _____	
MISC: _____	MISC: _____	MISC: _____	
UNIFORMS: _____	UNIFORMS: _____	UNIFORMS: _____	
_____ GOOD	_____ GOOD	_____ GOOD	
_____ DAMAGED	_____ DAMAGED	_____ DAMAGED	
_____ LEG	_____ LEG	_____ LEG	
_____ ARM	_____ ARM	_____ ARM	
_____ SIDE	_____ SIDE	_____ SIDE	
_____ CROTCH	_____ CROTCH	_____ CROTCH	
_____ OTHER	_____ OTHER	_____ OTHER	
(SIGNATURES:)	(SIGNATURES:)	(SIGNATURES:)	
_____	_____	_____	
SECTION OFFICER	SECTION OFFICER	SECTION OFFICER	
_____	_____	_____	
LAUNDRY OFFICER	LAUNDRY OFFICER	LAUNDRY OFFICER	

- Please verify your linen count before the Laundry Officer leaves!

COMMENTS: _____

DIVISION OF PRETRIAL DETENTION AND SERVICES
ABANDONED PERSONAL MEDICATION
TRANSFER RECORD

I have inventoried the following personal medications which were declared "abandoned property" per PDSD # 220-5.

_____ (Property Staff Signature)

_____ (Date)

<u>ITEM</u> (Description)	<u>RESIDENT</u> <u>NAME</u>	<u>RESIDENT</u> <u>ID #</u>	<u>ORIGINAL INVENTORY</u> <u>DATE</u>

I have accepted custody of the above listed medication for the purpose of disposal per established pharmacy protocol:

_____ (Medical Personnel Signature/ Title)

_____ (Date)