

PERSONAL PROPERTY INVENTORY

(Allowable quantity listed is the maximum for General Population, combination of State-issued & personal property.)

Inmate Name _____ Number _____ Facility _____
 Inventory Reason: () Intake/Transfer In () Transfer Out () Segregation () Release from Segregation () Hospital () Escape
 () Out in Custody () Other _____

Item	Allow Quant		Item	Allow Quant		Item	Allow Quant		Item	Allow Quant	
CLOTHING			APPLIANCES & ACCESSORIES			RECREATIONAL MATERIALS					
Belt, 2" buckle (no logos)	1		Alarm clock	1		Toothbrush Holder	1		Art brushes	5	
Bras, state issue	7		Antenna, TV	1		Over the counter med- includes: Aspirin/Tylenol (pack), Antacid (pack)	8		Art set	1 set	
Coat, Jacket	1		Batteries (as needed plus 1 additional set)	As Req.		Cough drops (bag), Vitamins -Multiple (container), (no amino or creatine) (Total combined)			Board games / Dominos (no dice)	1	
Footwear (any combo athletic shoes, shower shoes, slippers, sandals)	4		Beard/mustache trimmer and attachments	1		HYGIENE ITEMS			Chess set (solid) \$20	1	
Handkerchiefs	6		Book lights	1		Hygiene items (aftershave lotion, bunion & callus pads, chapstick, contact lens cleaner, contact lens solution, cotton swabs, dental loops, denture adhesive & cleaner, deodorant, eye wash, hair conditioner & dressing, mouthwash, shampoo, shaving cream, skin cream & lotion soap talcum	25		Guitar w/wo case \$150	1	
Hat (knit style)	1		Calculator	1		Toilet paper rolls	3		Guitar strings (exchange only)		
Hat (baseball style)	1		Cassette tapes, or CD's commercially recorded factory sealed-no DVD	8		STATIONERY ITEMS			Harmonica w/case \$25	1	
Hat (stretch style) Male	2		Extension cord or 1- outlet surge protector (9 ft max)	1		Approved extension course material	As Req.		Jigsaw Puzzle	2	
Hat (rain bonnet) Female	1		Fan	1		Binder (notebook/no metal)	1		Playing cards	2	
Pajama sets (nightgown, female only)	2		Handheld Game System	1		Books & papers (personal, religious, legal (Magazines & newspapers included (12"x12"x18")	1.5 cu ft.		Support belt/athletic supporter	As Req.	
Rain poncho or raincoat	1		Game Cartridges \$35	6		Books, school (As required)			MEDICAL ITEMS (Quantities Only As Prescribed)		
Shirts (jerseys, sweatshirts, sweaters)	6		Headphones (Clear) \$25	1		Greeting Cards (As approved)			Dentures and containers		
Shorts, athletic	4		Headphones (Clear) \$25	1		Pens	4		Eyeglasses / Contacts and Case		
Shower robe	1		Radio, AM or AM/FM, w/wo cassette or CD no recording capability or detachable speakers \$75	1		Photo album (no metal)	1		Other items (braces, etc.), elastic joint support, other medical items		
Socks (pair)	9		Television or TV/AM/FM Combo, w/wo remote \$200	1		Photograph with frame	1		Prosthetics		
Special work clothing	As per.		Typewriter (or word processor, no detachable monitor or disk) \$250	1		Postage stamps / Stamped envelopes	20		FOOD/DRINK ITEMS - NO GLASS		
Thermal underwear (set)	2		Other accessories for appliances (typewriter ribbon, earphone extensions, AC adaptor, no universal adaptors, coax connectors. (As permitted)	As Req.		Ruler, plastic	1		Beef Jerky	6	
Trousers, Pants, Sweatpants, leisure-style pants (Skirts, female only)	4		MISCELLANEOUS			Scotch tape rolls	2		Candy, bags	5	
Undershirts/Tee-shirts	8		Air Freshener, solid	2		Writing paper tablets	2		Candy Bars	24	
Underpants, Boxers/Briefs	8		Comb	1		LINEN ITEMS			Canned goods & Packaged Meals (Total)	15	
JEWELRY & PERSONAL ACCES.			Drinking cup 16 oz. max.	1		Laundry Bag	2		Cereals	2	
Clothes Hangers (plastic)	0		Hair Brush	1		Personal Sheets & Pillow	1		Coffee, Hot Chocolate	24	
Combination lock	2		Laundry Soap	2		Cases (set)	1		Individual packs	24	
Earrings, pair (females)	1		Mirror (plastic)	1		Towels, hand or bath	6		Crackers, cookies, cakes (box)	3	
Religious Articles			Nail clipper (small)	1		Washcloths	4		Creamer-non-dairy (box)	2	
Jewelry \$25	1		Razor (Disposable only)	2					Instant drinks (containers)	5	
Clothing (Female 4)	3		Roach/Ant motel	3					Potato chips, popcorn, pretzels, nuts	8	
Other	4		Soap Dish (Plastic)	1					Pudding (packages)	2	
Ring, Wedding \$75	1		Toothbrush	2					Soft drinks, juice (case)	1	
Shoe/boot laces (spare)	3								Soup noodles	14	
Shoe polish - no wax	1								Spreads - condiments, mayo, honey, cheese, jelly	6	
Shoeshine brush	1								Sweetener (box)	1	
Shoeshine cloth	1								Tea bags (box)	1	
Sunglasses	1								Plastic bowl	1	
Trash can- max 3 gal.	1								Plastic fork & spoon (pack)	1	
Wrist watch \$50	1										

I/we, _____, Date _____, have personally inventoried the above listed items and find this to be true and correct.

I, inmate _____, ID# _____, have checked the above list of personal property and agree that all the items hereon are mine, and consist of all my personal property.

I, _____, Date _____, have checked the above list of property and certify that the items were received into my custody and issued to the above-named inmate.

I, inmate _____, ID# _____, have received these items on date _____.

DC Form 220-004a (01/17) Distribution: White--Property File Canary--Base File Pink--Inmate