

PERSONAL PROPERTY					
Resident's Name:				ICON #:	
Intake Date:		Program:		RPPO:	
Clients are issued a padlock from the Department of Correctional Services. This padlock is for the clients use while assigned to the ANCHOR Center and must be returned upon leaving the facilities. If the client fails to return the padlock they will be charged \$15.00 for replaced cost. V _____ Serial Number _____					
Clients are issued a laundry basket that may not leave the building. If the client damages or removes the laundry basket the client will be charged a replacement cost of \$10.00.					
PROPERTY RELEASE: I understand that it is my responsibility to mark/label my property. I accept full responsibility for my personal items. The ANCHOR Center and its staff are not liable for the loss, theft, or damage of items that I bring into the facility. I understand that the facility will dispose of my belongings if they are not removed within 30 days of my departure.					
Person Authorized to Receive Personal Property					
Name:			Address:		
City:		State:		Zip Code:	
				Phone Number:	
Changes are only accepted from the resident in person or in writing. Do NOT change information via a phone call. Use "Authorization to Change Personal Property Pick-Up" (Form 2334C) for changes if they are in jail.					
Resident's Signature:			Date:		Staff Initials:

PROPERTY BAGGING INFORMATION					
Date Bagged:		Location of Property:			
Number of Bags:		Number of Boxes:		Other Items:	
Medication: Yes: _____ No: _____		Front Locker: Yes: _____ No: _____		RO Office/To be removed items: Y/N	
Contraband: Yes: _____ No: _____		Location of Contraband:			
Bike: Yes: _____ No: _____		Location of Bike:			
SS Card/ID located and mailed to IMCC Records: Yes: _____ Dated Mailed: _____ No: _____					
Staff Signature:			Staff Signature:		
DISPOSITION OF PROPERTY					
Resident's Status:	Jail or Escape	Date Items Donated:		Staff Initials:	
30 Days Date to be Removed:					
Authorized Pick Up Person: _____					
Address:			Phone:		
Date called:		Staff Initials:		Date Letter mailed:	
				Staff Initials:	
Receiver's Signature:			Date Property Picked Up:		Staff Initials: