

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 GHC, Hope House, or LANC 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 Gerald R. Hinzman Center, Hope House, and the Lary A. Nelson 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 15 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 1504C) 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							
Authorized Pick Up Person: _____							
Address:						Phone:	
Date called:		Staff Initials:		Date Letter mailed:		Staff Initials:	
Date Property Picked Up:		Receiver's Signature:				Staff Initials:	
Resident's Status:		Jail or Escape		Date Items Donated:		Staff Initials:	
						15 Days Date to be Removed:	