|  |  |  |
| --- | --- | --- |
| C:\Users\dllordier\Desktop\doc-logo-black.png |  | **PROPERTY** |

|  |  |  |  |  |  |  |  |  |  |
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| Name: |  | DOC #: |  | Facility: |  | Unit: |  | Date: |  |

**PERSONAL CLOTHING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **QTY** | **BRAND / STYLE** | **COLOR** | **CONDITION** |
| Baseball hat |  |  |  |  |
| Raincoat |  |  |  |  |
| Shoes/Sneakers/Sandals |  |  |  |  |
| Shower shoes/sandals |  |  |  |  |

**HEALTH CARE ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **QTY** | **DESCRIPTION** | **CONDITION** |
| Contacts |  |  |  |
| Glasses |  |  |  |
| Glasses/Contacts Case |  |  |  |
| Reading Glasses |  |  |  |
| Sunglasses |  |  |  |

**DURABLE MEDICAL EQUIPMENT (DME)**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **SERIAL #** | **CONDITION/WORKING (Y/N)** |
| CPAP Machine/Mask |  |  |  |
| Hearing Aid(s) |  |  |  |
| Wheelchair |  |  |  |

**JEWELRY -** no gems/stones

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **QTY** | **DESCRIPTION** | **CONDITION** |
| Earrings - 8 mm max |  |  |  |
| Medallion - 2” max |  |  |  |
| Neck chain - 24” max |  |  |  |
| Ring - only if married/SRDP |  |  |  |
| Wristwatch |  |  |  |

**MAJOR NON-CONSUMABLES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **BRAND NAME** | **TYPE** | **SERIAL #** | **CONDITION** |
| Alarm clock |  |  |  |  |
| Cassette/CD Player/Radio |  |  |  |  |
| Electric fan |  |  |  |  |
| Electric razor or Hair trimmer |  |  |  |  |
| Head/Earphones |  |  |  |  |
| MP3 player |  |  |  |  |
| Television, no remote |  |  |  |  |
| Typewriter and accessories |  |  |  |  |

**MUSICAL INSTRUMENT AND ACCESSORIES**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **SERIAL #** | **CONDITION** |
|  |  |  |
|  |  |  |
|  |  |  |

**MISCELLANEOUS**

|  |  |
| --- | --- |
| **ITEM** | **QTY** |
| AC adapter |  |
| Awards/plaques/medals |  |
| Bowl |  |
| Brush, hair |  |
| Cable splitter, two way |  |
| Calculator |  |
| Cards, playing |  |
| Cassette head/CD cleaner |  |
| Cassette tape/CD holder |  |
| Cassette tape/CD |  |
| Comb |  |
| Cup |  |
| Curling iron/Straightening comb (Female only) |  |
| Ear plugs |  |
| Games |  |
| Hair clips/accessories (Female only) |  |
| Hair dryer (Female only) |  |
| Hangers (per facility) |  |
| Headphone extension cord |  |
| Hot pot |  |
| Mirror |  |
| Nail clipper - large |  |
| Nail clipper - small |  |
| Photo album |  |
| Pick |  |
| Pitcher |  |
| Power strip |  |
| Reading lamp |  |
| Soap dish |  |
| Television cable |  |
| Toothbrush holder |  |
| Tumbler |  |
| Tweezers |  |
| Y adapter |  |
|  |  |
|  |  |
| **CONTRABAND - EXCESS PROPERTY** | |
| **ITEM** | **CODE** |
|  |  |
|  |  |
|  |  |
| S/O - Send Out TR - Trash DT - Donate | |

**STATE ISSUED CLOTHING**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **QTY** | **OTHER** |
| Bathrobe (Female only x1) |  |  |
| Belt (1) |  |  |
| Bra (Female only x 6) |  |  |
| Briefs (6) |  |  |
| Watch Cap (1) |  |  |
| Coat (1) |  |  |
| Pajamas/Nightgown (Female only x1) |  |  |
| Pants (3) |  |  |
| Shirt (1 x long, 2 x Short) |  |  |
| Sport Shoes (1) |  |  |
| Shorts (2) |  |  |
| Shower shoes (1) |  |  |
| Socks (6 pair) |  |  |
| Sweatpants/Sweatshirt (1 each) |  |  |
| T-shirt (6) |  |  |

**STATE ISSUED LINEN**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **QTY** | **OTHER** |
| Blanket(s) |  |  |
| CI bag (1) |  |  |
| Laundry bag (1) |  |  |
| Mattress (1) |  |  |
| Pillow and pillowcase (1 each) |  |  |
| Sheet (2) |  |  |
| Towel (3) |  |  |
| Washcloth (2) |  |  |

**ADDITIONAL/OPTIONAL STATE ISSUED WORK CLOTHING**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **QTY** | **OTHER** |
| Bandana (3) |  |  |
| Boots, Specialty (1 pair) |  |  |
| Boots, Work (1 pair) |  |  |
| Gloves (4) |  |  |
| Hard hat (1) |  |  |
| Hard hat liner (1) |  |  |
| Jeans (DNR only x 3) |  |  |
| Rainwear (1 set) |  |  |
| Shirt (3) |  |  |
| Socks (4) |  |  |
| Suspenders (1) |  |  |
| Sweatshirt (DNR only x1) |  |  |
| Thermal underwear (2) |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Individual signature: |  | Date: |  | Employee name: |  | Signature: |  | Date: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 2nd Employee name (if necessary): |  | Signature: |  | Date: |  |

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| Name: |  | DOC #: |  | Facility: |  | Unit: |  | Date: |  |

RELIGIOUS PROPERTY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **QTY** | **DESCRIPTION** | | |
| Altar Cloth |  |  | | |
| Beads |  |  | | |
| Bell/Bowl and Striker w/Cushion |  |  | | |
| Book/Literature |  |  | | |
| Bowl |  |  | | |
| Choker |  |  | | |
| Dagger, Paper |  |  | | |
| Earrings (Female only) |  |  | | |
| Earth |  |  | | |
| Hand Drum Beater |  |  | | |
| Head Covering - Bandana, headband, handkerchief |  |  | | |
| Head Covering - Fez |  |  | | |
| Head Covering - Hijab, Snood, Tichel, veil, shawl, or scarf (Female only) |  |  | | |
| **ITEM** | | **QTY** | | **DESCRIPTION** |
| Head Covering - Keffiyeh (Male only) | |  | |  |
| Head Covering- Kippah, Yarmulke, skull cap (Male only) | |  | |  |
| Head Covering - Kufi (Male only) | |  | |  |
| Head Covering - Turban (Male only) | |  | |  |
| Herbs/Plants | |  | |  |
| Holy Water | |  | |  |
| Incense Burner | |  | |  |
| Incense Stick/Cone | |  | |  |
| Istinja Bottle | |  | |  |
| Kara | |  | |  |
| Long Sleeved Tee Shirt (Female only) | |  | |  |
| Medallion | |  | |  |
| Neck Beads | |  | |  |

|  |  |  |
| --- | --- | --- |
| **ITEM** | **QTY** | **DESCRIPTION** |
| Oil |  |  |
| Palm |  |  |
| Prayer Beads |  |  |
| Prayer Mat |  |  |
| Prayer Rug |  |  |
| Rosary |  |  |
| Salt |  |  |
| Scapular |  |  |
| Thawb |  |  |
| Tunic |  |  |
| Tzitzit, Shirt (Male only) |  |  |
| Tzitzit, Strap (Male only) |  |  |
| Vase |  |  |

**Special Handling Required -** If these items must be touched to perform an adequate search, the individual should be present to handle the items for examination.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | | | **QTY** | **DESCRIPTION** | |
| Altar | | |  |  | |
| Book/Literature/Prayer Books (e.g., Qur’an, Prose Edda) | | |  |  | |
| Cauldron | | |  |  | |
| Chalice | | |  |  | |
| Cloth Strips/Squares; Prayer ties | | |  |  | |
| Deity | | |  |  | |
| Deity Images | | |  |  | |
| Dreamcatcher | | |  |  | |
| Dress (Female only) | | |  |  | |
| Egg w/ Cloth Bag | | |  |  | |
| **ITEM** | | | | | **QTY** | **DESCRIPTION** | |
| Fan | | | | |  |  | |
| Feather | | | | |  |  | |
| Hand Drum | | | | |  |  | |
| Icon | | | | |  |  | |
| Leather Ties | | | | |  |  | |
| Medallion - Thor’s Hammer | | | | |  |  | |
| Medicine Bag | | | | |  |  | |
| Miswak | | | | |  |  | |
| Ogham Staves/Disc | | | | |  |  | |
| Pebbles | | | | |  |  | |
| Pentacle | | | | |  |  | |
| **ITEM** | | **QTY** | **DESCRIPTION** | | |
| Pipe | |  |  | | |
| Ribbon Shirt (Male only) | |  |  | | |
| Rune Cards | |  |  | | |
| Rune Casing Cloth | |  |  | | |
| Rune Tile Set | |  |  | | |
| Shell | |  |  | | |
| Tallit w/ Bag | |  |  | | |
| Tarot Cards | |  |  | | |
| Tefillin w/ Bag | |  |  | | |
| Wand | |  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Individual signature: |  | Date: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Chaplain/designee name: |  | Signature: |  | Date: |  |

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