

Personal Property Inventory List

Note: No Glass or Aerosol Items are allowed. All items must be NEW and non-alcoholic. All items are subject to restrictions. Offenders will not be given items in excessive amounts.

4-ACRS-7D-14

Offender Name (PLEASE PRINT)		First, Middle, Last										Date of Birth:		Date:		
Person Dropping Off/ Picking Up Property for Resident:										Staff Receiving Property / Time Received:						
	Inventory	Allowed	Returned	Offender Initials		Inventory	Allowed	Returned	Offender Initials		Inventory	Allowed	Returned	Offender Initials		
Toiletries/ Misc.					Clothing Items					Miscellaneous Items						
disposable razors (10) or (1) electric razor *					pairs of shoes (2)					box coffee creamer packets (100 packets max) (1)*						
shaving cream (1) *					pair of shower shoes (MUST HAVE) (1)					saltshaker/pepper shaker (table size) (1)*						
shampoo (1) *					underwear (7)					box sugar packets (100 pks max) (1)*						
conditioner (1)*					undershirts (7)					watch (1)						
hair spray (clear bottle / non-aerosol) (1)*					drawstring mesh laundry bag (MUST HAVE) (1)					sets of earrings (2)						
aftershave lotion (1) *					ties (3)					rings (2)						
facial cleansers (1) *					coat or jacket (1)											
bar of soap (1) *					bras (female) (5)					sleeping mask (1)						
deodorant (1) *					belt (1)					books of stamps (2)						
cologne/perfume (1)					cap or hat (1)					pkg of batteries(1)*						
toothpaste (must be in a sealed box) (1) *					pair of gloves (1)					set of ear plugs (1)*						
toothbrush (1) *					wash clothes (5)*					wallet (1)						
brush (1)*					bath towels (3)*					purse (1)						
comb or pick (plastic only) (1) *					sweat pant/ shorts (1)					plastic hangers (10)						
hair dryer (1)					pair of coveralls (1)											
curling /flat iron (1)					pairs of socks and/or pantyhose (7)					rain suit/umbrella (small folding type) (1)						
lipsticks (2)					suits/dresses (<i>if required by job</i>) (3)					colors of yarn (3)*						
types of make –up (5)					pajamas/nightgowns (2)					plastic crochet needle (1)*						
make-up remover (1)					Description:					deck of cards (1)*						
box sant. napkins (1) *										puzzle (1)						
box tampons (1)*					slacks, shorts, jeans (7)					small calendar (1)						
finger nail clippers (small only) *					Description:					current newspaper (1)						
mustache scissors (must be small w/ rounded tip) (1)										family pictures (NON-PORNOGRAPHIC) (3)						
denture cleaner (1)*					shirts/blouse/ sweaters (7)					pad lock for bike with two keys (1)						
contact lens cleaners/supplies (2)					Description:											

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Miscellaneous Items	Inventory	Allowed	Returned	Offender Initials	Other Items (PLEASE LIST)	Inventory	Allowed	Returned	Offender Initials
school books for GED or approved College course									
paperback books (NON-PORNOGRAPHIC/ NON-OBSCENE) (Discretion of Staff) (1)									
magazines (NON-PORNOGRAPHIC/ NON-OBSCENE) (Discretion of Staff) (1)									
religious books including BIBLE (2)									
Legal papers (CURRENT CASE ONLY)									
lead pencils (4)*									
blue or black ball point pens (4)									
tablet of writing paper (spiral only) (1) *									
box of envelopes (1)*									
set of artist pencils (1 set)									
tablet of drawing paper (spiral only) (1)*									
						Number of Bags: _____			
Signature of Officer Inventorying						Signature of Offender			

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