



Division of Juvenile Justice Services
Personal Property Inventory

YOUTH NAME: _____	UNIT: _____	DATE: _____
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INTAKE PROPERTY DESCRIPTION

SHIRT: _____	BELT: _____	OTHER: _____
T-SHIRT: _____	SHOES: _____	
PANTS: _____	WALLET: _____	
SHORTS: _____	ID: _____	
UNDERWEAR: _____	KEYS: _____	
BRA: _____	PHONE: _____	JEWELRY: _____
SOCKS: _____	GLASSES: _____	
COAT/JACKET: _____	HAT: _____	

Youth Signature: X _____ Locker # _____ Storage Location: _____
 Intake Staff (Print): _____ Date: _____

PROPERTY RELEASED TO OR RECEIVED FROM AN OUTSIDE PARTY

RECEIVED PROPERTY DESCRIPTION				RELEASED PROPERTY DESCRIPTION			
PROPERTY	RECEIVED BY	DATE	STAFF	PROPERTY	RELEASED TO	DATE	STAFF/YOUTH
							/
							/
							/
							/
							/
							/

PROPERTY RELEASE SIGNATURES

Personal property listed on this form has been returned to my possession and is fully accounted for.

Youth Signature: X _____ Date: _____
 Guardian/Program: X _____ Date: _____
 Staff Signature: X _____ Date: _____

(Property not claimed within 90 days from release shall be considered abandoned)