

Personal Property Inventory

Youth Name:	Unit:	Date:
-------------	-------	-------

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: _____ **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 By	Date	Staff/Youth
							/
							/
							/
							/
							/
							/

Property Release Signatures

Personal Property listed on this form has been returned to my possession and is fully accounted for. Restricted items, such as knives or other things that can be used as a weapon, are not permitted to be released to a juvenile and may only be released to the parent or guardian after the parent or guardian has signed for the item(s). The parent or guardian confirms by signing the form and receiving the item(s) that they are not a restricted person and can legally accept the identified item(s).

Youth Signature: _____ **Date:** _____

Guardian/Program: _____ **Date:** _____

Staff Signature: _____ **Date:** _____