

Florida Department of Corrections

INSTRUCTIONS FOR COMPLETION OF THE

INMATE IMPOUNDED PROPERTY LIST

1. When an inmate is placed in confinement, or if an inmate's property is to be picked up by an authorized individual for any reason, the inmate's property is to be inventoried as soon as it is practical. The property will be inventoried in the presence of the inmate whenever possible unless doing so would be a danger or a threat to security, or unless the inmate is unavailable. In cases where the inmate is not present, another Department employee must be present during the inventory process and sign in the appropriate space provided.
2. The officer(s) conducting the inventory will place the property in a property bag and complete the appropriate form entries. (List the item name, number, and disposition code; S = store in property room, K = inmate allowed to keep certain items, C = confiscate contraband items.) The inventory sheet is to be prepared in triplicate, with the following distribution:
 - Original placed in the property bag until the property is returned and the inmate signs Section III verifying receipt of the property.
 - One copy to the inmate - after the inmate has checked and signed the appropriate block.
 - One copy to the inmate property file.
3. When the inmate is released from confinement or when the property is returned, the inmate shall sign the original of this inventory form, indicating receipt of the property. The original of this form shall then be forwarded to the inmate property file.
4. Any exceptions to these instructions MUST be documented and approved by the Warden or designee.