

SHU PROPERTY PROCESS FORM

THIS FORM IS TO BE USED TO SECURE, PACK AND TRANSPORT THE PROPERTY OF AN INMATE WHO IS MOVED TO SHU.

INMATE'S NAME		DIN	CELL LOCATION	TODAY'S DATE
DATE INMATE MOVED	DATE AND TIME PACK-UP COMMENCED	DATE AND TIME PROPERTY TRANSFERRED TO SHU		INMATE'S SHU CELL LOCATION

Was a television present in the cell? YES NO

(If **YES**) I have tagged the TV with the inmate's name and number and secured it in a designated storage area until the inmate is released from SHU.

Was the inmate's cell/cube/locker SECURE UNSECURE prior to the packing of the inmate's property?

If the inmate was issued a razor, was it confiscated? YES NO

I have bagged every property item found in this inmate's cell/cube/locker and have secured it in # bags.

I found the following items damaged: _____

All of this property was transported to: _____

Packing Officer: _____ (Print Name) _____ (Signature)

I have received and secured # bags of property on _____ / _____ / _____ at _____ : _____ (AM) or (PM)

SHU Receiving Officer: _____ (Print Name) _____ (Signature)