

IDAHO DEPARTMENT OF CORRECTION

Property Disposition Form

Inmate Name: _____ IDOC: _____ Date: _____

Attached is an inventory of your personal property for disposition. You have four choices listed below. Complete the form and return it to the property officer or designee. If you do not submit this form to the property officer or designee within 45 days, your property is disposed of at the discretion of the facility head or designee.

If you want the property mailed out, you also must submit a signed *Inmate Personal Funds Withdrawal Slip* for postage and if you want insurance state the amount of insurance. If you have insufficient funds to mail the property out, you must select another method of disposition within 45 days or the department considers your property abandoned. Property cannot be mailed cash on delivery (COD). Property cannot be sent out through the visiting.

- _____ Donate to a charitable organization
- _____ Destroy the property
- _____ Mail out at my expense
- _____ Picked up at the facility within 30 days (requires facility head or designee approval)

Mail out to **or** authorize the following person to pick up:

Name: _____

Address: _____

Telephone: _____

Pick up signature: _____

Inmate signature: _____

Date: _____

Approving Authority:

- _____ Donate
- _____ Destroy*
- _____ Mail out
- _____ Pick up**

Approving Authority

Date

*If after 45 days of the confiscation of property, the inmate fails to return a *Property Disposition Form*, the facility head or designee must approve before the property is destroyed. Check for grievances or disciplinary offense report (DOR) appeals before approving destruction.

**Must be approved

_____ Destruction or pickup **approved**

_____ Destruction or pickup **denied**

Dispose the property in the following manner: _____

Facility head or designee: _____

Date: _____