

## HAMPTON ROADS REGIONAL JAIL Property Received by Mail Disposition form

Inmate's Name: \_\_\_\_\_ Housing Unit: \_\_\_\_\_ Date: \_\_\_\_\_

**Part A. The following authorized property was received:**

Item Description	Quantity	Disposition	Comment
		Given to Inmate /Placed in Property	
		Given to Inmate /Placed in Property	
		Given to Inmate /Placed in Property	
		Given to Inmate /Placed in Property	
		Given to Inmate /Placed in Property	
		Given to Inmate /Placed in Property	
		Given to Inmate /Placed in Property	

**Part B. The following unauthorized property was received:**

Item Description	Quantity	Disposition	Comment
Unauthorized		Given to Inmate /Placed in Property	all contents
Publication		Given to Inmate /Placed in Property	returned to
of		Given to Inmate /Placed in Property	sender.
material		Given to Inmate /Placed in Property	(MIM Distributors)
		Given to Inmate /Placed in Property	

I \_\_\_\_\_ request that the above listed property be destroyed/return/stored.  
(Circle one)

Inmate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mail Clerk's Signature: [Signature] Date: 03/11/09  
 Print Name: T. Punter  
 Property Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

**Notification to Sender**

**To whom it may concern:**

The property listed in Part B of this form was seized as unauthorized property. You may appeal this seizure by writing a letter to the Jail, Attention Chief of Operations.

Date sent to sender: \_\_\_\_\_ Mail Clerk's Signature: \_\_\_\_\_

White Copy (Inmate file)

Yellow Copy ( Sender Copy)

Pink Copy ( Inmate)