

Possession Inventory Form

Resident Name: _____

Date: _____

Omegon will inventory the resident's personal property, including, but not limited to clothing, books, CD's, etc., and an Omegon staff and the resident will sign the inventory checklist upon intake. If a resident refuses to sign the inventory checklist, two Omegon staff will sign the inventory checklist. Omegon will ensure that a resident retains the use and availability of personal property unless restrictions are justified in the resident's treatment plan.

Counselors will return all of the resident's personal property to the resident upon discharge.

Counselors will document clothing and items the resident has upon admission and update the inventory throughout the resident's placement. This includes, but is not limited to, items brought in during family therapy and passes.

Upon discharge, counselors will review the personal inventory sheet with the resident and have the resident sign the items out. Any discrepancies will be documented and attempts to be resolve as well as the outcome will be documented by counselors.

***Omegon is not responsible for any stolen or lost property, please be mindful of that

Clothing Resident Has (Write description on lines)	Items Resident Has (Write Description in Box)
**Jeans (7) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____	Duffel Bag 1. _____
Short-Sleeve Shirts (Spring/Summer) (5) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	Laundry Basket 1. _____ 2. _____
Long-Sleeve Shirts (Fall/Winter) (5) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	Pillow 1. _____
Dress Shirt (2) 1. _____ 2. _____	Blanket 1. _____

<p>Underwear (10)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p> <p>10. _____</p>	<p>Socks (10)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p> <p>10. _____</p>
<p>Summer/gym Shorts (5)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	<p>Sweatshirts (7)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p>
<p>Mittens/Winter Gloves (Fall/Winter) (1)</p> <p>1. _____</p>	<p>Work out sets (bottom & tops) (2)</p> <p>1. _____</p> <p>2. _____</p>
<p>Stocking Cap (1)</p> <p>1. _____</p>	<p>Winter Coat (Fall/Winter) (1)</p> <p>1. _____</p>
<p>Baseball Hat (1)</p> <p>1. _____</p>	<p>Jacket (Spring/Summer) (1)</p> <p>1. _____</p>
<p>Slippers (1)</p> <p>1. _____</p>	<p>Belt (1)</p> <p>1. _____</p>
<p>Pajamas (bottom & tops) (2)</p> <p>1. _____</p> <p>2. _____</p>	<p>Winter Boots (Fall/Winter/All Weather) (1)</p> <p>1. _____</p>
<p>Shoes (2)</p> <p>1. _____</p> <p>2. _____</p>	<p>Bras (Girls) (3)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
<p>Swimsuit (1)</p> <p>1. _____</p>	<p>Sports Bras (2)</p> <p>1. _____</p> <p>2. _____</p>

Additional items (things of value; i.e. jewelry, CD's, books, belts, etc.):

Horizontal lines for listing additional items.

Signature of resident: _____ Date: _____

Signature of unit counselor: _____ Date: _____

Signature of unit counselor: _____ Date: _____

In addition to the Possession Inventory Form, please take note of the following Omegon items/rules/limitations regarding resident items:

- Cold weather gear notice: kids will not be allowed to go outside or to appointments/activities if they do not have appropriate cold weather apparel (gloves, hat, coat).
- Hair Products cannot have alcohol within the first 3 ingredients.
- Cosmetics (no mirrors, no glass containers, no items with alcohol in the first 3 ingredients)
- Blanket (must be flat, ie: no down comforters, “tie” blankets)

(Omegon provides a pillow and bedding, towels, washcloths and laundry soap, but resident can bring in own if preferred.)

OTHER ALLOWABLE ITEMS:

- Personal portable music device (to have limited allowable content; will be screened and monitored by staff; NO Wi-fi and NO camera feature allowed on device)
- Alarm clock w/NO RADIO (please make sure to purchase/bring a plastic vs. metal alarm clock)
- Resident can bring own razor, but **cannot be electric**. Omegon also provides and does monitor shaving gel and razors.

ITEMS ALLOWED BUT KEPT IN LOCKED MED. ROOM (to be checked out, or used at med. room window):

- 1 Hair dryer
- 1 Curling iron
- 1 Straightener
- Spritzer bottles (hairspray, body spray, **NOTE: alcohol cannot be in the first three ingredients**)
- Nail clippers
- Tweezers

ITEMS NOT ALLOWED:

- ‘Parental Advisory’ music
- Burned CD’s
- Any clothing depicting chemical use, violence, inappropriate sayings, etc.
- Handheld video games, DVD players, etc.
- Food/Drink
- Glass in picture frames
- Mirrors
- Glass bottled products
- Aerosol can products
- Alcohol based products (alcohol cannot be listed in the first 3 active ingredients)
- Air Fresheners
- Alcohol
- Bleach
- Cameras *No pictures of past or current residents*
- Cell Phones
- Drugs/Mood-altering Chemicals
- Lighters/Matches
- Nail Polish/Polish Remover
- Nicotine Gum *or any other smoking cessation aid*
- Pictures depicting nudity, violence, or drug use
- Pens
- Tape recorders

- Tobacco products
- Video cameras
- Weapons/Firearms

ALL BELONGINGS WILL BE CHECKED IN. THERE MAY BE ITEMS NOT LISTED ABOVE WHERE APPROPRIATENESS WILL BE DETERMINED BY STAFF.

(Updated 1-29-2013)