



**PROPERTY ISSUES/PICK-UPS/5 DAY NOTICE**  
 CONTACT: PROPERTY

**Resident Property Held in Property Storage**

Property is not held any longer than needed. There is a misconception that the D.O.C. has unlimited storage space. As soon as your resident number is checked, your property is placed on the shelf designated for pick-up by your unit property officer. Only property not allowed in SHU, HSC and R&D is stored.

**Leaving SHU, HSC and R&D**

It is your responsibility to write an Inmate Request Slip to “Property” if you leave SHU, HSC and R&D units to have your property pulled and placed on the shelf for pick up by your unit.

**Transfer Between Facilities**

If you transfer from Berlin to Concord or vice-versa, all property left behind, including Book Orders and Union supply orders, will be forwarded to your new location. This process can take 2-3 weeks. If you are curious about the status of your property, do not have your family call, you must write an Inmate Request Slip.

**Property Pick-Ups**

Residents must provide an address that their property will be mailed to if items are not picked up. If property is not picked up on the day stated on the 5 Day notice it will automatically be mailed out at the resident’s expense as stated on the 5-Day notice.

**Property Pick Up By Appointment Only:**

Monday	Wednesday	Saturday
8:00 AM	9:00 AM	8:00 AM
8:30 AM	10:00 AM	8:30 AM
9:00 AM		9:00 AM
9:30 AM		9:30 AM
		1:00 PM

Please plan accordingly with family and friends, property not picked-up after 60 days will be mailed to the address you provide. If you do not have sufficient funds in your account it will be destroyed as abandoned/unclaimed property (pursuant: PPD 9.02, sec. F). No notice will be given. The property officer is often pulled for a variety of reasons, so keep track of your property pick-ups.