**Section 535.100 Procedure for Temporary Absence**

If a temporary absence is expected to be one day or less, the committed person's personal property need not be inventoried and packed, unless the committed person so requests. The following procedures shall be implemented when the committed person so requests, the absence is expected to exceed one day, or it becomes known that the absence will exceed one day.

a) Before a temporary absence of more than one day or when the committed person requests, the committed person shall, in the presence of an employee, inventory and pack personal property in the containers provided.

1) A copy of the inventory shall be placed in the container, and the container shall be sealed.

2) A copy of the inventory form shall be given to the committed person; a copy shall be filed in the committed person's master record file; and a copy shall be maintained by the facility in the personal property files.

b) In an emergency or when it becomes known that an anticipated absence will exceed one day, it shall be the responsibility of the shift commander to ensure that, before the end of the shift, an accurate inventory, preferably with a witness, is made of the committed person's personal property; that it is packed in an approved container and sealed with a copy of the inventory enclosed; and that it is stored in a designated secure area.

1) The shift commander or designee, the person making the inventory and packing the personal property, and the witness, if any, shall sign the inventory form.

2) A copy of the inventory form shall be placed in the committed person's master record file; a copy shall be forwarded to the committed person; and a copy shall be maintained by the facility in the personal property files.

c) At the time of repossession, the sealed container must be opened in the presence of an employee, and the contents listed on the committed person's inventory slip checked against the one sealed in the box. Any discrepancies shall be noted, and the employee and committed person shall sign the inventory report. A copy of the inventory shall be maintained by the facility in the personal property files and in the committed person's master record file.

d) For purposes of this Section, personal property of a single-celled committed person may be locked in the cell rather than placed in a container. All other provisions of this Section shall apply.

(Source: Amended at 14 Ill. Reg. 6765, effective May 1, 1990)