



**INTERNAL DOCUMENT**

**ADDENDUM TO THE GUIDANCE ON  
HANDLING OF PERSONAL PROPERTY IN VERMONT CORRECTIONAL FACILITIES:  
DOCUMENTATION OF CONFISCATED PROPERTY**

The purpose of this document is to provide guidance on how to document the reason an item of inmate property is confiscated. The following method should be used until the necessary changes can be made to the Offender Management System (OMS) to capture this information electronically.

The guidance document on the [Handling of Personal Property in Vermont Correctional Facilities](#) specifies that anytime an item of an inmate's personal property is confiscated, staff shall indicate the confiscation in OMS. It was intended that OMS would require the staff member to enter the reason the item was confiscated, but this functionality is not yet available. Until this change can be made, all staff members who confiscate an item of inmate property shall complete the [Confiscation of Offender Property Form](#) and upload it to the offender's file in OMS.