

Department of Corrections Transfer

DOC TRANSFER NOTIFICATION:

- Inmates sentenced to the Department of Corrections (DOC) will need to notify friends or family to pick up their personal property. No notification will be made to the inmate prior to transport.
- Property will be held for friends / family to pick-up within 30 days of being transported. If it is not released within 30 days to your being transported, it will be donated to a local charity.
- **Once you are sentenced, it is your responsibility to release your property.** Inmates will receive no notification of when they will be transported. Inmates will receive no notification from Detention Staff that they need to release their property.

RELEASE OF PROPERTY:

- Inmates can release property during scheduled visitation by notifying a Detention Officer one hour prior to said visit.
- If wishing to release property on days when no visitation occurs, notify a Detention Officer. Inmates will need to coordinate a time with the staff for friends/family to pick-up belongings