

<b>DATE:</b>	JANUARY 14, 2020
<b>NUMBER:</b>	Q.55
<b>SUBJECT:</b>	PROPERTY RECEIVED WITH INMATES
<b>RELATED SECTIONS:</b>	<a href="#">M.9</a> , <a href="#">P.3</a> , <a href="#">Q.7</a> , <a href="#">Q.57</a> , <a href="#">Q.59</a> , <a href="#">Q.61</a> , <a href="#">Q.63</a> , <a href="#">Q.66</a>

## PURPOSE

To minimize the amount of, and to account for all, personal property received with new inmates accepted into the custody of the Sheriff.

## POLICY

Only clothing, purses and small personal effects on the inmate's person will be accepted. Inventory and storage of personal property shall be handled per the following procedures.

## PROCEDURE

### I. UNACCEPTABLE PROPERTY ITEMS

- A. Unacceptable property items will not be accepted for any inmate booked into custody or already in custody. The following items are deemed unacceptable property items.
1. Bulk property (e.g., backpacks, boxes, luggage)
  2. Electronic devices (e.g., computers, iPads, tablets, e-Readers)
  3. Purses larger than 10"x10"x4"
  4. Perishable items (e.g., food)
  5. Tobacco products (e.g., cigarettes, cigars, etc.)
  6. Marijuana in any form (e.g., prescription, edibles, oils, leaf, concentrate)
  7. Alcoholic beverages
  8. Weapons of any type
  9. Cutting tools (e.g., knives, scissors, razors)
  10. Incendiary items (e.g., explosives, vaping or electronic smoking devices (e-cigs), ammunition)
- B. It will be the responsibility of the arresting/transporting officer to maintain custody of the inmate's bulk property as well as any other unacceptable property items.

### II. PERSONAL PROPERTY INVENTORY

- A. It will be the responsibility of the arresting/transporting officer to accurately itemize all personal property items belonging to the arrestee.
- B. The arresting/transporting officer will document the arrestee's personal items on a Booking Intake/Personal Property Inventory (J-15) form. The officer will verify items with the arrestee. Both the officer and the arrestee must sign the property receipt. If the arrestee refuses to sign the J-15 form, the arresting/transporting officer will write "refusal" on the inmate signature line and initial it.

- C. Jewelry or body adornments found on any inmate being booked into a facility will be removed and placed in the inmate's property. Items such as rings, necklaces, bracelets and earrings visible during the initial intake process shall be removed. If needed, the arrestee can be provided with any available hand lotion, hand cleaner, oil or soap to assist with the removal.
- D. The arresting/transporting officer will place all the arrestee's personal items and the money inventory receipt printed from the kiosk in a plastic bag (9 ½" x 12") and heat seal it. The officer will print the inmate's name and date of birth in ink on a white label. The officer will place the label on the upper left-hand corner of the plastic bag and will give the sealed property bag to the detention processing technician (DPT). The DPT assigned to the pre-book position will appropriately log the receipt of the sealed property bag in the Jail Information Management System (JIMS). The sealed property bag will be forwarded to the property room.
- E. The inmate's property bag will remain sealed at all times. If for any reason an inmate's sealed property bag is opened, the deputy opening the property bag will record in JIMS the date, time, and reason for the property bag being opened. The deputy will then reseal the bag and return the sealed property bag to the property room.

### III. MONEY INVENTORY

- A. It will be the responsibility of the arresting/transporting officer to accurately inventory the arrestee's money. The officer will count and verify the money amount in the presence of the arrestee. The officer will deposit cash into the intake cash kiosk machine. All coin currency will be placed in the arrestee's plastic property bag and will not be placed on an inmate's funds account. The machine will generate a receipt, which will be placed in the inmate's sealed property bag. Cash deposited into the kiosk machine will be immediately reflected on the inmate's funds account.
- B. If the cash kiosk is not functioning, the officer will inventory the cash on the J-15 form and heat seal the money bag onto the sealed personal property bag.
- C. During the intake process, the officer will give the property bag and money bag (if not deposited at the kiosk) to the DPT assigned to the pre-book position. All monies must be verified by the DPT prior to the officer leaving the detention facility. It is the responsibility of the arresting/transporting officer to resolve all money discrepancies prior to acceptance of the arrestee. The arresting/transporting officer cannot leave the facility until they have received a copy of the J-15 form.
- D. If there is a discrepancy in the amount of money when the sealed money bag is opened, the watch commander or designee will be notified immediately.
- E. Contaminated/mutilated/soiled currency will not be posted to an inmate's account. The arresting/transporting officer will be required to place the currency in a separate envelope and mark "contaminated" on it. That envelope will be placed in the inmate's property bag prior to heat sealing and "contaminated money" will be indicated on the J-15 form.

#### IV. SPECIFIC ITEMS

- A. It will be the responsibility of the arresting/transporting officer to place all arrestee medication in the sealed property bag with the labels facing up so the reviewing nurse can easily identify them. If the inmate has an excess amount of medication, the officer should use an additional sealed property bag.
- B. If a separate medication bag is required, the intake deputy will make a notation on the top of the J-15 form of "1MB" (one medication bag). This will indicate to booking staff the inmate has more than one sealed property bag. The intake deputy will forward the bag to the stock clerk when the nurse has completed documentation of the inmate's medications.
- C. Miscellaneous items (e.g., paperwork, legal materials) will be accepted upon approval of the watch commander or sergeant. Such miscellaneous items will be noted in the property section of the computer record.
- D. Medically indicated equipment (e.g., prosthetic appliances, wheelchairs, canes, crutches, prescription eyewear, hearing aids) will be evaluated by medical staff for the necessity to retain for use by the inmate during confinement. Medical equipment not approved for retention will either be returned to the arresting/transporting officer or sealed in the inmate's property bag.
- E. Items such as hairpieces, wigs or weaves that have been removed at intake will be the responsibility of the arresting/transporting officer. If found subsequent to the initial property inventory, these items will be placed in the inmate's property with completed documentation.

#### V. JEWELRY AND BODY ADORNMENTS LOCATED AFTER PRE-BOOKING

- A. Jewelry and/or body adornments can pose a safety and security risk. Every attempt will be made to have the inmate voluntarily remove all jewelry or body adornments utilizing any available hand lotion, hand cleaner, oil or soap. Deputies can provide reasonable assistance to cooperative inmates with removing items that are not in the genitalia area. The removal of an inmate's body adornments from the genitalia area shall only be attempted by the inmate, and shall be conducted in an area of privacy in the presence of a deputy of the same gender.
- B. With the exception of rings, if the inmate will remain in Sheriff's custody and is unable to remove jewelry and/or adornments, the deputy will ensure the items are documented in JIMS by a DPT or stock clerk, by selecting the "kept" option in the "personal property" status section of the "booking maintenance navigator" module.
- C. All rings that cannot be removed using the steps previously outlined shall be removed by using the ring cutting tool. Deputies should be aware that tungsten carbide and ceramic rings cannot be removed by cutting. All ring cutting tools will be properly sanitized before and after each use with an aerosol disinfectant (e.g., Clippicide, Cavicide). After removal, the deputy will follow procedures for placing the items in the inmate's sealed personal property bag and will document the removal in a JIMS inmate status report. If attempts to cut a ring are unsuccessful, the deputy will ensure the steps outlined above for marking the item "kept" are followed and an inmate status report will be written.

## VI. TRANSFER BETWEEN SHERIFF'S FACILITIES

Upon transfer to another San Diego County Sheriff's facility, all personal property is to be sent to that facility with the inmate (exception: property for the inmates housed at Facility 8 is stored at the George Bailey Detention Facility).

## VII. ACCEPTANCE AND RELEASE OF INMATE PROPERTY

- A. Only property and money an inmate actually needs, and is allowed to use while in custody, will be accepted via the Custody Information Office. Privately provided medications are generally not administered. Medications will be provided through the detention facility pharmacy. Should a member of the public wish to leave medications, the charge nurse will be notified. The charge nurse or designee will come to the Custody Information Office and obtain any necessary information.
- B. Property received via the Custody Information Office will be delivered to the inmate or placed in their facility property bag as per facility procedures. In all cases, an Incoming Property Receipt (J-53) form will be completed, signed and forwarded to the inmate.
- C. All inmates requesting to release their sealed property must complete and sign an Outgoing Property Receipt (J-54) form. Personal property items contained in the inmate's sealed property bag will be released only on an "all or nothing" basis. Medications contained in an inmate's sealed property bag will only be released to the inmate upon a release from custody.
- D. Inmates committed to state prison or to Sheriff's custody for a term longer than one (1) year may release their clothing to a designated person by completing a J-54 form. Personal clothing may be accepted for these inmates no more than thirty days prior to the date due to be released from Sheriff's custody. A J-53 form will be completed and the clothing must be inspected by sworn staff prior to acceptance. If personal clothing is not available upon release, jail-issued release clothing will be provided.
- E. Any agency requesting to review items in an inmate's sealed property bag may do so in the presence of the facility stock clerk. Any agency requesting to remove items from an inmate's sealed property bag must provide a signed letter (using their department's letterhead) itemizing all contents removed. Pursuant to court orders, departmental requests or other extenuating circumstances, the on-duty facility watch commander or designee will remove the items, insert the authorizing paperwork and reseal the bag.