

DATE:	JULY 7, 2016
NUMBER:	Q.63
SUBJECT:	LOST INMATE MONEY OR PROPERTY
RELATED SECTIONS:	Q.55 , Q.57 , Q.66 , Q.67

PURPOSE

To standardize the procedure for processing lost/missing inmate property claims.

POLICY

Whenever an inmate claims to be missing personal property (including money or other valuables) or module property (such as commissary or hygiene products), the watch commander shall be notified. If the claim regarding personal property is not immediately resolved, a crime report shall be completed. The grievance process should be followed for claims of missing module property (to include commissary and hygiene products).

PROCEDURE

- I. Whenever an inmate claims lost/missing personal or module property, the watch commander will be advised. The watch commander will ensure an investigation is conducted into the claim and a lost property crime report will be completed for lost/missing personal property within the shift hours. This report shall be routed to the Detention Investigations Unit once approved. The grievance process will be used for claims of lost/missing module property or commissary items.
- II. When moving an inmate to another housing unit, facility, or an inmate is released, the deputy doing so shall ensure the inmate's module property is moved with the inmate.
- III. When an inmate is moved from mainline housing to administrative segregation or to disciplinary housing, the deputy shall indicate in the written report (inmate status report, administrative segregation report, etc.) where the inmate's module property was stored, including how it was labeled.
- IV. At the time of the claim, every effort will be made to resolve claims of lost or missing personal property. If the claim is made after the inmate has been released and cannot be resolved, the inmate must fill out a Claim for Lost or Damaged Personal Property (RM-122) form and forward to Financial Services for a claim number.