

DATE:	MARCH 11, 2016
NUMBER:	Q.66
SUBJECT:	TRANSFER OF INMATE PROPERTY
RELATED SECTIONS:	Q.63 , Q.67 , Q.69

PURPOSE

To establish a uniform policy for the inter-facility/agency transfer of inmate property.

POLICY

When transferring inmate property between facilities/agencies, employees shall observe proper handling procedures to minimize damage or loss.

PROCEDURE

With the exception of the Facility 8, all inmate property is stored at the individual facility where the inmate is housed. Property for inmates housed at the Facility 8 is stored at the George Bailey Detention Facility.

I. INTER-FACILITY TRANSFERS

- A. Upon determination that an inmate will be transferred to another Sheriff's detention facility, the detention processing staff will notify the property room.. Property room staff will then pull the property and ensure the computer reflects an "in transit" status.
- B. The property room staff will deliver the property to the appropriate area for transfer to the receiving facility.
- C. Property for inmates transferred to Facility 8 shall be transferred to the George Bailey Detention Facility.
- D. Property will remain in the garment bag and will be transferred intact.

II. INMATE MODULE PROPERTY

- A. When an inmate is transferred out of a facility, the following procedure will be followed.
 - 1. Once all inmate transfers for the day have been scheduled in the Jail Information Management System (JIMS), the housing deputy will print out the daily transportation list.
 - 2. All inmates transferring to another facility will receive a brown paper bag with their name, booking number and facility destination printed legibly on the outside of the bag. All the inmate's module property will be placed in the bag and secured

(either stapled or taped) to prevent property from falling out and mixing with other inmates' property.

3. When the inmate is removed from the module per the daily transportation list, the floor deputy will make a notation next to the inmate's name stating whether the inmate has module property. The notation will be "Y" for "yes," or "N" for "no." If the inmate has module property, the number of bags will be noted. The deputy will initial/ARJIS the daily transportation list.
4. The sealed brown bags will be placed together in a large plastic bag for ease of transportation. The plastic bag will be tagged with the facility of origin and destination. No more than five brown property bags will be placed in a single plastic bag. When more than one plastic bag is used, the brown property bags will be grouped alphabetically by last name, in order to make it easier to retrieve brown property bags for inmates who are scratched from the transfer list.
5. The annotated daily transportation list will be turned over to the deputy in charge of processing outgoing inmate transfers. (The list is not to be sent with the deputies who are transporting the inmates.)
6. Using the annotated daily transportation list, this deputy will make a JIMS entry within each inmate's "inmate history." In the event type pick list, select the appropriate event (PROM- no property to send, or PROS- property sent). In the comments section, specify the number of bags belonging to the inmate.
7. The annotated copy of the daily transportation list will be archived for 90 days. This will allow it to be referenced in case any property is lost and an investigation needs to be made. After 90 days, the list can be discarded.

III. INCOMING TRANSFER PROCESS

- A. When an inmate arrives as a transfer, the following procedure will be followed.
 1. The receiving deputy will prepare for incoming transfers by printing out an incoming daily transportation list. After verifying the names of the inmates received, the deputy will cross-reference them against the daily transportation list. The deputy will determine if the inmates' property accompanied them.
 2. The receiving deputy will initial/ARJIS by the inmate's name on the transfer list and indicate whether they received property with a notation of "Y" (yes) or "N" (no).
 3. If an inmate's property does not arrive, the receiving deputy will review the inmate's JIMS history to determine if property was sent. If the JIMS history shows "PROS" the deputy will notify the facility the inmate came from to attempt to clear up any discrepancies.
 4. The inmate will be notified that the property did not arrive before the inmate leaves the receiving area.

5. The receiving deputy will make a JIMS log entry under the inmate's history. From the event type pick list, select the appropriate event (PRON- property not received or PROR- property received). In the comments section, record how many module property bags were received for the inmate. This entry will be logged for all inmates who arrive at the facility whether or not they have property in order to prevent false claims of lost property.
6. Deputies at the receiving facility will check the brown bags for contraband. Any items, other than contraband which will not be given to the inmate, will be disposed of or mailed out of the facility at the inmate's expense.

IV. TRANSFER TO OTHER JURISDICTIONS

A. Adult Institutions

1. Upon transfer of an inmate to adult institutions, the detention processing staff will initiate property transfer pursuant to section I.A. All property will be packaged and forwarded to the designated area for release to the adult institution representative at the time of transfer. The property staff will ensure the computer reflects "released" status.
2. Missing items will be noted in the inmate's computer record.

B. 1203.3 P.C. Temporary Out of Custody

1. Inmates transferred to the Richard J. Donovan for men or California Institution for Women (RJD/CIW) on 1203.3 P.C. observations will be entered as temporarily out of custody in JIMS and the custody record will be maintained at the facility.
2. All property disallowed by RJD/CIW will be maintained at the facility until such time the inmate returns.

C. Commitment to State Prison

1. Upon notice of an inmate's release to state prison, the property staff will pull the property and ensure the computer reflects "released" status.
2. The sealed property bag and inmate's clothing will be removed from the garment bag(s) and placed in a brown paper bag(s) and secured. The inmate's name and booking number will be printed legibly on the outside of the bag(s). The inmate's bag(s) will then be placed inside a larger, more durable, plastic bag that is also secured. If there is more than one inmate going to prison, the individual bags will be placed in large plastic bags together for ease of transport. A tag will be secured to each bag noting where the property is to be delivered.
3. The large plastic bag(s) will be placed in the designated pick-up area for California Department of Corrections and Rehabilitation (CDCR).

V. INMATE PROPERTY DISTRIBUTION

- A. Property for inmates no longer in Sheriff's custody shall be processed in the following manner.
1. The property will immediately be given to the processing sergeant. The items will be noted in the personal property screen in JIMS. Detentions Policy and Procedures section Q.67, subsection II will be followed.
 2. Items other than clothing that are salvageable, including watches, jewelry, money, negotiable certificates, valuables, etc., shall be packaged and transferred to the Sheriff's evidence section via a Property and Evidence Form (EVID-1). The property and a copy of this form will be sent to the Detentions Investigations Unit.
 3. All other unclaimed property will (for the purposes of this section) be considered abandoned and shall be disposed of pursuant to sections 2800.4 and 2080.6 of the Civil Code.