

DATE:	FEBRUARY 11, 2016
NUMBER:	Q.69
SUBJECT:	PROPERTY ROOM
RELATED SECTIONS:	Q.55 , Q.59 , Q.61 , Q.63

PURPOSE

To establish guidelines for the handling of inmate property, going into and out of a Sheriff's detention facility property room.

POLICY

Each facility will properly inventory, inspect, package, and store inmate property in a secure area, using set procedural guidelines.

PROCEDURE

- I. Property received with newly booked inmates or with inmates transferred from other facilities or institutions shall be inventoried, searched, and stored according to the facility's prescribed procedures.
- II. The detention processing technician (DPT) assigned to final release will return the inmate's property after the inmate has signed for it. If the inmate claims to be missing items, this will be reflected in the notes section in the inmate's personal property screen in the Jail Information Management System (JIMS) as well as following the procedures as specified in Detention Policy and Procedures section Q.63.
- III. Inmate property found/unclaimed will be given immediately to the processing sergeant. The item(s) discovered will be entered into the inmate's note section in JIMS followed by the procedures specified in Detention Policy and Procedures section Q.67.
- IV. All Incoming or Outgoing Property Receipts (J-53 and J-54 forms) will be processed according to prescribed procedures. File copies will be kept with the custody records.