



SECTION 4

SAFEKEEPING OF PROPERTY

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PROPERTY HANDLING

Reference: San Diego County Sheriff's Department, Policy and Procedures Manual, Section Q.69 Property Room.

Property that is discovered, gathered, or received in connection with departmental responsibilities is processed in accordance with established departmental procedures. Employees will not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or, withhold any property found or obtained in connection with the performance of their duties, except in accordance with department procedures.

Stock Clerks assigned to the Inmate Processing Division play a vital role in the safeguarding of inmate property. All property within our control is maintained and safeguarded, regardless of its' value. Stock Clerks are not authorized to take, borrow, or use inmate property.

GLOVES: Gloves are provided for your protection and should always be worn when handling property.

SMOCKS: Smocks are provided for your protection.

CONTAMINATED PROPERTY: Contaminated property is initially received by sworn staff during the strip search process. If property is suspected of contamination, inventory of the contaminated items IS NOT required. Place the property in a double plastic bag. The stock clerk will make a notation in the JIMS.

MODULE PROPERTY: If determined that the inmate's housing property (also known as Mod property) is in excess of what is allowed, the excess property can be placed in the inmate's garment bag. Module property may include court papers, photographs, and letters. Commissary items **are not** stored in the property room. If a stock clerk is given commissary items to store in the Property Room, contact the on-duty detention processing supervisor.

CLOTHING EXCHANGE: Clothing exchanges are handled in accordance with Detention Policy and Procedures; section Q.59, Court Ordered Clothing. Court clothing exchanges are made on a one for one basis unless otherwise directed by a court order.

In extenuating circumstances, if an inmate does not have suitable clothing upon release, intake clothing may be accepted and exchanged. For further instructions, follow Court Clothing/Exchange procedures. When in doubt as to whether or not clothing will be accepted, contact the on-duty detention processing supervisor.

KEY ACCOUNTABILITY: When a stock clerk is issued a key for the property room, it is his/her responsibility to ensure the safekeeping of the key and to turn it in at the end of the shift.



OPERATIONAL PROCEDURES TO MANUALLY ASSIGN A STORAGE LOCATION:

1. Select IMS>Book>Maintenance
2. Enter the booking number, click on the Find button and press OK.
3. On the Maintenance Navigator, the Personal Property screen will appear.
4. To assign a new storage location, check the existing storage location release box, and select a Storage type from the drop-down menu.
5. Highlight the number that comes up in the number section and press the Delete key.
6. Type in the storage location number assigned to the inmate. (the storage location number must contain six digits), i.e. 000025; 000125; 001125, etc.
7. Click Save, Clear to find and continue with the next inmate, or Close.

INCOMING PROPERTY

INTAKE

When the sealed property bag from Intake is received, an additional label is attached for Bulk Property.

IMS>Book>Maintenance

1. Enter the inmate's booking number. Click on the Find button and click OK.
2. Under the Maintenance Navigator, the Personal Property Screen will appear.
3. Assign a storage location.
4. Under Property Type, inventory and enter each article of personal clothing.
5. Under Description, include the color and clothing status (i.e., blue, multi-colored, torn, dirty, etc.) then click Save.
6. Place clothing and sealed property bag in the proper storage location in JIMS.
7. Enter the inventory into JIMS, check the Property verification list for a specific facility and go through the list to ensure all entries and hanger locations are accurate. This acts as a self-check system.

INCOMING SLIPS

IMS>Book>Maintenance

1. Enter the inmate's booking number, click on the Find button and click OK.
2. The Personal Property screen will appear on the Maintenance Navigator.
3. Under the Property Type, input each piece of property into JIMS.
4. A copy of the Incoming Property Receipt (J-53 form) shall accompany the property in the garment bag.
5. Click Close, and then close again.
6. Click on Clear to find to continue with the next inmate.
7. Place property in the proper storage locations.



To view all property records, use the small buttons on the bottom of the Property screen labeled: First, Prev, Next, Last.

Once the transaction is recorded in JIMS, forward the receipt to custody processing to be filed in the inmate's custody record.

ADDITIONAL INCOMING PROPERTY

Authorized items can be received for inmates via the Custody Information Office. Prior to accepting any property the DIA will run the inmate's booking number through JIMS to verify the inmate is currently in custody. Detention information assistants shall process all incoming property requests.

AUTHORIZED ITEMS

When medication, dentures, prescription glasses, or prosthetic devices, are brought to the Custody Information Office for an inmate, Medical must be notified prior to the acceptance of these items. Once it is determined the item is acceptable, an Incoming Property Receipt (J-53 form) is completed by the delivering party. Medical staff will have the inmate sign the incoming property receipt J-53 form upon delivery of items to the inmate. The yellow copy will be forwarded to custody processing. Items determined a security risk will be forwarded to the property room accompanied with a J-53 form. The stock clerk must then record the item(s) into the JIMS and place items inside the garment bag.

Checks and money orders may be placed in an inmate's property. The inmate may later fill out a Check Cashing Request if he/she desires to have it cashed and the funds placed on their inmate funds account. When a check and/or money order is brought to the Custody Information Office, the delivering party completes an Incoming Property Receipt (J-53 form). The description must include serial numbers/check numbers, amount, and the bank or company name. The original white copy is given to the delivering party. The yellow copy of the Incoming Property Receipt is forwarded to custody processing. A copy of the slip is attached to the check/money order. Verify that the slip is an Incoming Property slip and not an Outgoing Property slip. The stock clerk must then record the item(s) into the JIMS and place items inside the garment bag.

Medical Envelopes: All medical envelopes shall be accompanied by an Incoming Property Receipt (J-53 form). The stock clerk must then record the item(s) into the JIMS and attach the medical envelope to the inmate's sealed property bag. In the event the sealed property bag is released prior to the inmate's release from custody, the medical envelope will remain in the garment bag to be delivered to the inmate upon their release.



DMV ID Program Envelopes: The detention processing supervisor will forward all DMV ID program envelopes to the stock clerk after the envelope has been recorded on the tracking sheet. The stock clerk will attach the envelope to the inmate's sealed property bag and make the entry "DMV Identification" under property type in the personal property screen. If an Outgoing Property Receipt (J-54 form) is received requesting the release of the inmate's sealed property bag, the DMV envelope will be detached and placed back into the garment bag.

OUTGOING PROPERTY

Personal property is often released from an inmate's property. An outgoing property receipt (J-54 form), authorizing the release of personal property is completed. The outgoing property receipt is filled out by the inmate or receiving party, and signed by the inmate and a witnessing deputy.

All personal property items contained in the inmate's sealed personal property bag is released on an "all or nothing" basis **ONLY**. Upon request, the stock clerk will bring property to the custody information office for release. Inmates committed to state prison or to Sheriff's custody for a term longer than 1 year may release their clothing to a designated person by completing the J-54 form.

Upon receipt of an outgoing property receipt, an entry should be made in the JIMS releasing the property. Under the JIMS property screen, use the Status drop-down menu and select "R" to release each item of property. Additional documentation is entered in the Notes section of JIMS to include the following:

- The name of the recipient receiving released property items
- Identification number of the recipient
- Current date
- ARJIS and initials of stock clerk processing items for release

When releasing property to the public via outgoing slips, make sure a copy is put in the garment bag and the signed yellow copy filed into the custody record. At the end of each shift, the custody information office is checked for yellow copies of outgoing slips in an effort to file them into the custody records at the corresponding facility.

Bail agents are not required to wait until the inmate has "Cleared" before he/she can request property or funds from the inmate.

Any agency requesting to review items in an inmate's personal 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 departments 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.

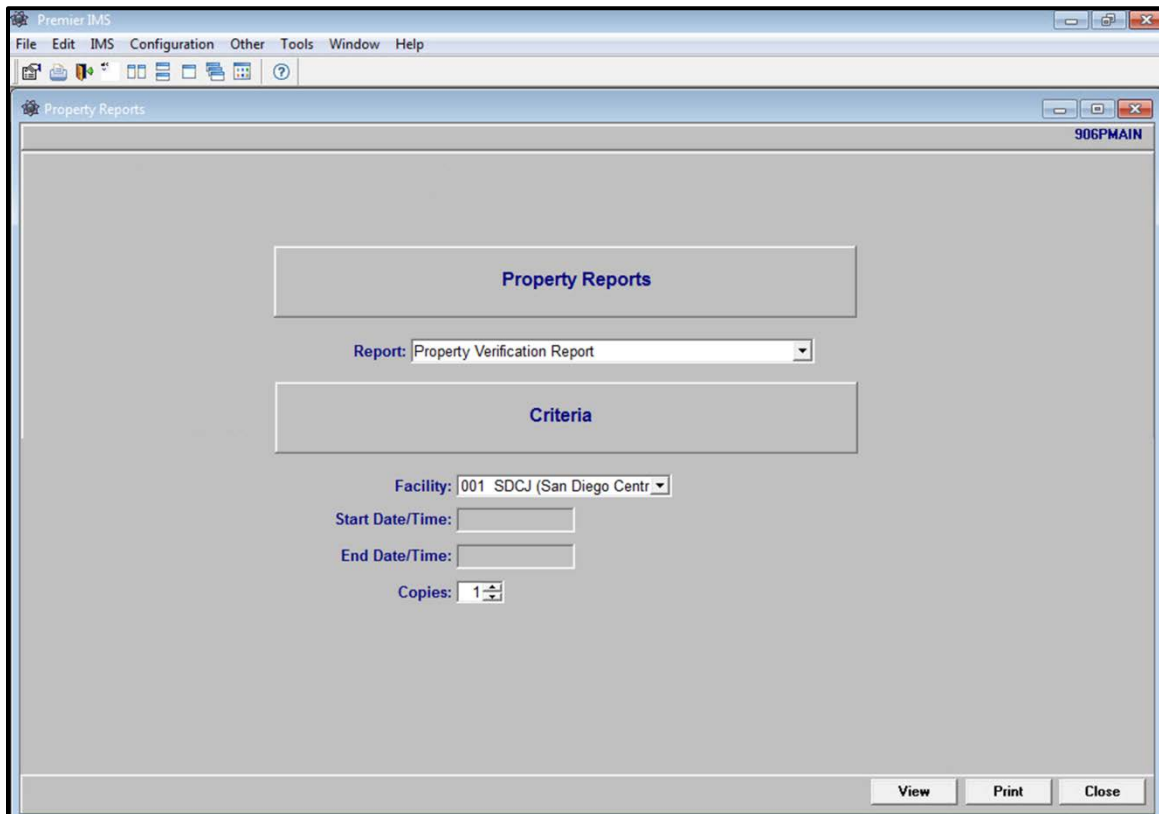
QUALITY ASSURANCE

The Stock Clerk is responsible for completing a quality assurance every two weeks or, according to specific facility regulations.

PROPERTY VERIFICATION REPORT

Click on IMS>Reports>Property Reports

1. Select the "Property Verification Report"
2. Select the appropriate facility
3. Click on view and/or print
4. Do a bag to bag inventory, matching name, booking number and storage location and facility
5. Correct incorrect storage locations
6. If property is located for an inmate housed at another facility, forward the property to that facility.
7. If property is located for an inmate that is out of custody, follow the Evidence/Found Property Procedures, Detentions Policy and Procedures Section Q.67.



The screenshot shows the Premier IMS software interface for generating Property Reports. The window title is "Premier IMS" and the menu bar includes "File", "Edit", "IMS", "Configuration", "Other", "Tools", "Window", and "Help". The main window title is "Property Reports" and the user ID "906PMAIN" is visible in the top right corner. The interface contains several input fields and buttons:

- A large button labeled "Property Reports".
- A dropdown menu for "Report" with "Property Verification Report" selected.
- A large button labeled "Criteria".
- A dropdown menu for "Facility" with "001 SDCJ (San Diego Centr)" selected.
- Input fields for "Start Date/Time:" and "End Date/Time:".
- An input field for "Copies:" with the value "1" and a spinner control.
- Buttons for "View", "Print", and "Close" at the bottom right.



FOUND PROPERTY

All found inmate property will be recorded on the Property Tracker. The tracker will maintain a chain of custody and ensure found property is properly handled. The form can be accessed on the Inmate Processing Division's homepage>Forms and Resources>IPD Forms (select facility before printing) and shall be posted in a common area in the property room at each respective facility.

PROPERTY TRACKER									
San Diego Central Jail									
BOOKING#	NAME	LOST [✓]	FOUND [✓]	REASON	Contact Attempts [Time]			DPS NOTIFIED [ARIS]	Stock Clerk [ARIS]
					1	2	3		

1. The stock clerk must log the following information on the Property Tracker:
 - a. Inmate booking number
 - b. Inmate name
 - c. Enter a check mark in the "Found" column
 - d. Give a brief explanation of how it was found in the "Reason" column (i.e. during a property purge, property not received with inter-facility transfer, etc.)

2. The stock clerk will make a minimum of three attempts during their shift to contact the released inmate to make arrangements for pickup. During the course of the call, the stock clerk must inform the individual their property will be held for 24 hours from the time the call was placed. If the property is not picked up, it will be transferred to Sheriff's Property and Evidence. They must also be informed the property will not be released to anyone other than themselves. If this occurs during C shift hours, a reasonable amount of time must be allowed for the individual to receive the voicemail and return the call (during A shift).

3. If unsuccessful, the stock clerk will notify the on-duty DPS along with the following information: inmate's name, booking number, date and time of attempts. The stock clerk will deliver the property to the on-duty DPS.

4. The on-duty DPS will be responsible for following up and presenting the property to the Processing Sergeant. The DPS will make a Property event type in the DPS log book with the following information:
 - a. Inmate name and booking number
 - b. Inmate contact number
 - c. Date and time property was presented to the Processing Sergeant (name)



5. The stock clerk will also make an entry into the inmate's note section of the Personal Property screen in the Jail Information Management System with the following:
 - a. Item(s) found (sealed property bag, etc.)
 - b. Date and ARJIS # of the Processing Sergeant receiving item(s)

The Processing Sergeant will ensure:

1. An investigation is conducted and a Found Property/Incident report is completed within the shift hours.
2. Item(s) are packaged and transferred to the Sheriff's evidence section via a Found Property/Incident report.
3. A copy of this report will be sent to the Detentions Investigation Unit.

The Detention Investigation Unit will:

1. Review and maintain Found Property/Incident Reports.
2. Mail the 90 day letter to the inmate.
3. Monitor the 90 Day property.
4. Dispose of unclaimed property pursuant to sections 2800.4 and 2080.6 of the Civil Code.