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INMATE PERSONAL PROPERTY AND CLOTHING

I. POLICY: Inmate's personal property and clothing will be systematically received, recorded, controlled, and stored for safekeeping. Inmate's clothing will be cleaned, if required, to eliminate odors and vermin accumulation.

II. DEFINITIONS

- A. Bulk Property - Refers to large articles such as musical instruments, suitcases, backpacks, tents, bicycles, etc. Items too bulky or numerous to be contained in the arrestee's clothing pockets or purses.
- B. Personal Property - Inmate's valuables (wallets, purses, jewelry, etc.) and clothing.

III. BULK PROPERTY

- A. Bulk items from persons arrested by any agency other than the Sheriff's Office will not be accepted for safekeeping at any time by Sheriff's Office custody personnel, and shall remain the responsibility of the arresting agency.
 - 1. Only those items physically worn or in the pockets of an arrestee shall be received by custody staff as property storage and only at the time of booking.

IV. ARRESTING OFFICER'S RESPONSIBILITY

- A. At the time the inmate is presented for booking, notify custody staff of the general description and location of the property.

V. BOOKING DEPUTY'S RESPONSIBILITY

- A. Note the presence and storage location of such property in the Property Screen: for example; bulk property at Ukiah Police Department.

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VI. RELEASING DEPUTY'S RESPONSIBILITY:

- A. Direct the released individual to contact the arresting agency to arrange for release of the stored property as described by that agency.

VII. INMATE PROPERTY

- A. Property vs Evidence - There are laws and court decisions, which permit an arresting agency or investigating officer to seize an inmate's personal property for evidentiary purposes.
- B. After the inmate has been booked, the Government Code requires the Sheriff to issue a receipt for personal property, dispose of said property as the inmate directs, or by court order and return the remaining property to the inmate upon release from custody.
- C. Once an inmate has been booked and a property receipt issued, an arresting agency may recover the inmate's personal property as evidence without a competent court order.
- D. Release Of Property Requested By Field Personnel As Evidence – Property that has been booked as inmate's personal property that is not in a closed container (for example; briefcase, suitcase, etc.) may be released to the Deputy Sheriff or officer requesting the property.
 - 1. Property that is in a closed container will not be released unless the requesting Deputy Sheriff or officer has a valid search warrant allowing seizure.
 - 2. The Deputy Sheriff-Coroner or officer who has taken said property, after obtaining approval, becomes the custodian of said property. A completed property receipt indicating the items recovered will be made out and signed by the requesting Deputy Sheriff-Coroner or officer. The releasing staff member will also sign the form. Distribution of the form is as follows:
 - a. One copy to the inmate; and
 - b. Original to the inmate's "A" file.

VIII. JEWELRY REMOVAL

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- A. At Booking, due to safety and security concerns, the Booking staff will tell the arrestee/inmate to remove all jewelry.
- B. If any jewelry cannot be removed by the arrestee/inmate during the Booking Process, the Booking Deputy will attempt removal.
- C. If it has been determined that an item of jewelry will not come off, the Booking Deputy shall notify the Facility Supervisor of the situation and request permission to cut off the piece of jewelry.
 - 1. Wedding rings will not be cut.
 - 2. Every effort must be made to remove any item of jewelry worn by an inmate before cutting it off (for example: soap and water, hand cleaner, etc.)
- D. With the Facility Supervisor's approval, the Booking Deputy will retrieve the jewelry cutter and carefully remove the jewelry.
 - 1. The jewelry removal tools shall be kept in a secure place in the Booking areas of Building One and Building Two.
- E. Items of jewelry that were cut or removed from an inmate before or after the booking process will be placed in a sealed plastic bag. The inmate shall be given a Property Receipt and the items stored in the inmate's assigned property bag.
- F. The Corrections Deputy who cut the item of jewelry will complete an incident report documenting the steps taken to remove the jewelry prior to cutting and the approval of the Facility Supervisor.

IX. INTAKING OF PROPERTY

- A. The inmate's personal clothing and property will be searched and jointly inventoried by the inmate and booking staff.
- B. The booking staff will accurately and completely describe and record all items of clothing and property on the property record.
 - 1. The number of the assigned property bag will be recorded at the top of the property record.
 - 2. The inmate will be required to sign the property record and will be given a copy.

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- C. The inmate's property will be stored in a numbered mesh property bag.
 - 1. The inmate's name and MID Number shall be clearly marked on a piece of paper inserted into the right pocket on the front of the bag.
 - a. Any dangerous items (knives, weapons, etc.) contained in the bag shall be identified on this form.
 - 2. If the property exceeds the capacity of one bag, a second unnumbered bag will be used and attached to the first.
 - a. If more than two mesh bags are required, the property shall be stored as bulk property in a large plastic trash type bag and the property record shall be altered to reflect a bulk property number (1000, etc.)
- D. At the conclusion of each shift, booking staff shall ensure that all property of inmates booked on the shift is secured in the property storage room.
 - 1. Property bags shall be hung on the corresponding numbered rack.
 - 2. Bulk property shall be stored on the designated shelves.
 - 3. Upon placement or removal of property bags, a notation will be made on the Property Tracking Log.
 - a. Corrections personnel placing and/or removing inmate's property from the property room shall fill out the "Property Sign In/Out" form, with the date, time, inmate's name/master I.D.#, and the Corrections personnel's name and I.D.#. The form will be kept on a clipboard in the property room.
- E. Clothing deemed by the medical staff to be infested with vermin shall be marked as such, bagged in a water soluble and red bag, and transferred to the laundry for cleaning, unless the inmate is due to be immediately released.
 - 1. Vermin infested clothing shall be cleaned, disinfected, placed in a sealed bag, and returned to booking for placement in the appropriate mesh bag.
- F. Property that is contaminated with urine, fecal matter, blood, or vomit will be disposed of by placing the property into a "red bag" and placing it into a hazardous material can located adjacent to the Transportation office.

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1. Document the description of the property on the property record with the notation the property has been disposed of.
2. Document the items disposed of and the reason in an incident report.
3. The person whose clothes were disposed of will either be given clothing from excess clothing or can have clothing brought to the jail.

X. SECURITY OF PROPERTY

- A. Personal property and/or clothing will not be removed from the Property Room except for the following reasons:
 1. Court order;
 2. The personal property and/or clothing is to be released to a person or agency designated by the arrestee/inmate;
 3. When the inmate is released from the custody of the Mendocino County Sheriff's Office; and/or
 4. When a special request is granted by the on-duty Facility Supervisor, and/or Corrections Sergeant.
 5. In accordance with Corrections Division, Policy and Procedure 1655.00 - *Disposal of Unclaimed Property*.
- B. Property sent to inmates through the mail, such as books, cards, periodicals, photographs, etc., will not be stored in the inmate's property in the property room.

XI. INMATE COURT CLOTHING

- A. Inmates will wear facility clothing for all court appearances, except trials when they may wear civilian clothing.
- B. Up to four sets of personal clothing will be accepted and stored in the designated cabinets in booking for jury trial purposes.
 1. All clothing items will be searched for contraband prior to storage.

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- C. In the case of longer scheduled trials, soiled clothing may be exchanged, on a one-for-one basis, (for example, if visitors deliver pants, shirt, and suit coat, they must take an exchange of pants, a shirt and jacket [if any] in storage).
 - 1. The following items of clothing will not be accepted:
 - a. Jewelry.
 - b. Belts with large, heavy, or sharp buckles.
 - c. Hats.
 - d. High-top boots (above ankle).
 - e. Topcoats or raincoats.
- D. Jury trial clothing will only be accepted from a representative of an attorney's or investigators office. Booking staff will confirm the contact phone number for the office.
 - 1. The contact information will be noted on the paper identifying the clothes in the storage cabinet.
 - 2. Upon completion of the trial, the clothes will be bagged and clearly marked as to the responsible office. That office will be notified that the clothes need to be picked up as soon as possible. The date and time of notification will be noted on the bag. If not picked up within thirty days, the clothes will be treated as unclaimed property.
 - 3. Pro-Per inmates may be allowed to receive clothes from an alternate source with the approval of the Corrections Sergeant.

XII. RECEIVING INMATE PERSONAL CLOTHING

- A. Personal clothing may be brought to the jail for an inmate that does not have clothing or the clothing that they do have is not proper for the weather conditions or the clothing they were arrested in no longer fits.
- B. The Booking Deputy will inventory and inspect the incoming clothing for contraband.

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1. The Booking Deputy will immediately notify the Facility Supervisor if any contraband is discovered.
- C. The Booking Deputy will list accepted incoming clothing on the "Property/Update Record" on the computer and have the visitor sign a copy of the form for verification.
- D. The clothing will then be placed into the inmate's clothing bag.

XIII. RELEASE OF INMATE PROPERTY

- A. An inmate may release all or part of their property. The following is the procedure for releasing the property
 1. Only when the person picking up the property arrives at the lobby, the inmate will be allowed to fill out the Property Release Form.
 2. The Booking Staff will then retrieve the property and verify the identification of the person picking up the property. Once the identification is verified, the property will be given to the person. The property release form will be signed by the person receiving the property and verifying deputy. A copy of the release form will be given to the person.
 3. The Booking Staff will then generate an updated property sheet that reflects the property that has been released and attach a copy of the release form to it.
 4. The inmate will receive a copy of the completed release form.

XIV. DISPOSAL OF UNCLAIMED PROPERTY

- A. Procedure
 1. At least once during every six-month period, the Designated Sergeant will ensure:
 - a. That all inmate property located in the Inmate Property Room, for which the owner cannot be identified, will be transferred to the unclaimed property storage area in the Building-Two Sallyport.
 - b. Property that has been identified as belonging to an inmate that is no longer in our custody will also be transferred to the Unclaimed Property Storage area.

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2. All property that is transferred to the Unclaimed Property Storage area will first be adequately placed in large brown paper bags.
 - a. At the time the property is transferred, the date will be placed on the outside of the bag.

B. Property Owner Identified

1. When the owner of the unclaimed property can be identified, the Designated Sergeant will complete an "Inmate Abandoned Property List" and determine the inmate's last known address.
 - a. The Designated Sergeant will generate a Property Notification Letter:
 - (1) The original letter will be mailed to the property owner notifying the person of a thirty-day period in which the property may be picked up.
 - (2) The Designated Sergeant will maintain the yellow copy in a file.
 - (3) The property list will be attached to the property bag.
2. The property may be claimed by the inmate or other person designated by the inmate in writing, or a person possessing the notification letter.
 - a. The property list will be removed from the bag and the notation "picked up by" and the receiving persons printed name will be entered on the form in the area titled "method of Disposal." The person will then sign the form.
 - (1) The completed form will be routed to the Designated Property Sergeant who will attach it to the yellow copy of the notification letter and forward both to jail records for filing in the inmate's permanent file.

C. Disposal Of Unclaimed Property

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1. At the end of the thirty-day period, after approval by the Corrections Sergeant, all unclaimed property will be disposed of in the following manner:
 - a. Clothing items of suitable appearance will be forwarded to the Laundry room to be washed, folded and returned to the Unclaimed Property Storage Room. Shoes will be sprayed with a disinfectant, or washed if appropriate, and forwarded to unclaimed property.
 - b. Greatly soiled, torn, or otherwise inappropriate clothes and shoes will be discarded to the dumpster.
 - c. Watches, rings and other small items, except disposable lighters, will be itemized and forwarded to General Services for sale at the county auction.
 - d. The completed abandoned property list and notification letter copy will be filed in jail records.

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