

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 11.16	<b>PAGES:</b> 1 of 11
	<b>RELATED ORDERS:</b> ACA 4-ALDF-2A-24, 6A-07 MJS 1041, 1264 R&R 2.1.13, 2.2.13 P&P 11.48, 15.06	
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<b>CHAPTER:</b> Intake, Transfer, Release and Records	<b>SUBJECT:</b> Inmate Property - Handling and Storage	

- I. **PURPOSE:** To outline the proper procedure for handling and storing inmate property.
- II. **POLICY:** All inmate property in the care of jail staff will be properly receipted and stored in a secure location.
- III. **PROCEDURE:** The following procedures shall be adhered to when handling and storing all inmate property until such property is properly released or disposed of:
  - A. **RESTRICTED AREAS:** Clothing exchange, clothing storage rooms, Property Storage *Rooms*:
    1. Inmates will not be permitted access to these areas.
    2. Personnel not assigned to Intake, Transfer and Release (ITR) shall not enter these areas. Access is restricted to the assigned Sheriff's Technician or Deputy for that shift.
    3. ITR personnel will not allow other personnel to use their keys, nor allow them entry to the clothing *or property* storage *rooms*, without the express permission of the ITR Sergeant.
    4. There shall be a minimum of one Sheriff's Technician on each shift assigned to the Property Room. In the absence of a Sheriff's Technician, a Deputy will be assigned. Only the designated person shall have access to the property storage *room*.
  - B. **PROPERTY RECEIVED FROM COURTS:**
    1. Arrival at the facility:

- a. The bag(s) containing an inmate's personal property will be taken to the property storage room and secured. Property will not be left unattended or unsecured in areas accessible to inmates.
- b. The money bag will be delivered to the ITR's Accounting Office at the Glenn E. Dyer Detention Facility (GEDDF), or the Accounting Office located in CP-11 at Santa Rita Jail (SRJ). If there is not an accounting clerk on duty, the money bag will be locked in the accounting drawer at the ITR release counter.

2. Confirmations:

- a. ***The Sheriff's Technician will take the property and AJIS receipts and compare them to the court remand list to ensure all property has been received from the courts.***
- b. The ***Sheriff's Technician*** will take the receipts and confirm the Personal File Numbers (PFNs) marking any appropriate changes. Receipts will then be compared with the property envelopes.
- c. After confirmation, the property will be stored on the Space-Saver storage shelves ***and the AJIS receipts will be filed in the Live AJIS file cabinet.***
- d. ***If there is an inmate listed on the court remand list and no property or AJIS receipt is received, the property clerk will notify the day shift property clerk to follow up on with the courts. Once property has been located and received, steps b and c above shall be followed.***

C. PROPERTY RECEIVED-NEW ARRESTS:

1. All property, money and clothing shall be receipted on an AJIS property receipt at the time of acceptance. All property received, including bags, ***small*** backpacks, purses, or containers, and its contents, shall not exceed the maximum dimensions of 15" H x 14" L x 10" W. Property exceeding these dimensions will be retained by the arresting agency and stored per the arresting agency's policies and procedures.
  - a. The following property will not be accepted:
    1. Perishables: Foods, candies and beverages
    2. Weapons of any kind, including firearms and ammunition, knives (except small pocket knives), and explosive material
    3. Hazardous materials, including flammables, corrosives, and aerosols.

4. Tobacco products, ***including liquid nicotine cartridges, all forms of electronic cigarettes, Vape pens,*** lighters (Except self-contained lighters such as Zippo lighter), and matches.
  5. ***Marijuana or any derivative thereof which can be smoked, inhaled or otherwise consumed.***
  6. ***Any item used in the smoking or the inhalation of any marijuana product.***
  7. Bicycles, grocery carts, scooters, skateboards, and sleeping bags.
  8. ***Property items not specifically mentioned above may or may not be accepted at the discretion of ITR staff to ensure the safety of all ACSO staff handling inmate property.***
- b. When accepting property and before distributing the receipts, the arresting officer shall pat-search the inmate to ensure all property has been removed. Any additional items found are to be added to the receipt, as appropriate. Any contraband items are to be seized by the arresting officer for disposition.
2. Packaging:
- a. Personal property is to be stored in permanently sealed plastic bags. An adhesive tag containing the inmate's name and PFN will be attached to the outside of the bag.
  - b. All large pieces of property, such as wheelchairs and personally owned medical equipment, will be tagged with a tie for each piece ***containing the inmate's name and PFN and written on the AJIS receipt.***
  - c. All property is to be marked legibly with the inmate's name PFN, and AJIS number. If no PFN is available, the PFN area will remain blank.
  - d. Clothing and shoes will be bagged and stored pursuant to Detention and Corrections Policy and Procedure 15.06, "Cleaning and Storage of Inmate Personal Clothing."
3. Distribution and storage:
- a. The original (white) receipt is to be given to the inmate.
  - b. The yellow money portion of the receipt shall be attached to the money envelope and will be placed in the locked box to be picked up by Accounting. The remainder of the yellow copy will be attached to the Consolidated Arrest Report or filed in the jail jacket.

- c. The pink copy will accompany the personal property to the *property* storage room for filing.
- d. If an inmate is to be released to citation, "C" will be written *at the top* of the receipt to alert the *Property Sheriff's Technician*.

D. PROPERTY FILING:

1. The Intake Sheriff's Technician prepares a property AJIS form. If no property is taken, an AJIS form must still be made up and marked "No Property". The AJIS form will be attached to the property. Property and AJIS forms marked "No Property" will be placed on the property table in the Intake/Booking office or hand-carried to the Property Room.
2. The Property Room Sheriff's Technician shall:
  - a. Check the *name and/or PFN written on the AJIS receipt* against computer records and confirm the PFN and name are the same as on *the* property bag label.
  - b. Remove and file the AJIS *receipt* in the *Live AJIS* file cabinet.
  - c. Store the property in the proper location on *the Space-Saver storage shelves*.
3. The Clothing Room Sheriff's Technician shall:
  - a. At GEDDF:
    1. Prepare a clothing bag tag and attach it to an empty clothing bag.
    2. Hang clothing according to the last two digits of the inmate's PFN.
    3. When the inmate goes to court and requires being dressed in street clothing, the jail clothing will be placed in the clothing bag and returned to the appropriate "Out to Court Rack" until the inmate returns from court. If the inmate dresses for court on the housing floor, his or her jail clothing will be hung in the closet on that housing floor.
  - a. At SRJ:
    1. Prepare a tag and attach it to an empty clothing box.
    2. Place clothing into the clothing box and file the clothing box by the last two digits of the inmate's PFN.

3. When an inmate goes to court and requires being dressed in his or her street clothing, the jail clothing will be placed in a laundry cart designated for return to the laundry.

E. PROPERTY RELEASE:

1. External: Inmates wishing to release their property, clothing, or money may do so by completing the property release form PD-132. The completed form shall be submitted to a Deputy in their housing areas. The receiving Deputy shall inspect the form for accuracy and complete his or her portion of the form. Completed forms shall be delivered to the ITR Sergeant.
  - a. Denied requests will be returned to the inmate. Approved requests will be forwarded to the reception lobby and maintained in a file by the lobby staff.
  - b. When the person to whom the property is to be released attempts to pick up the articles, the following will occur.
    1. The lobby clerk will verify and make a copy of the person's identification; if money is involved, the account clerk will also verify his or her identification.
    2. Once identity has been verified, the clerk will send the release form to the appropriate office.
    3. The person receiving the property will be required to sign the release form prior to the release of the property/money.
  - c. The property release form will be disbursed as follows:
    1. At GEDDF, the property release form will be attached to the original property receipt.
    2. At SRJ, the original will be **attached to the AJIS receipt, the second copy will be** given to the individual picking up the property. **The third copy will be sent to the inmate.**
    3. **If the release is for money, the original will be retained by the Accounting office, the second copy will be given to the property room to attach to the AJIS receipt and the third copy will be given to the individual picking up the money.**
  - d. Property to be released shall be accounted for on the inmate AJIS form by checking off each item to be given to the recipient named on the release form.

- e. All remaining items will be placed in a new property bag, sealed, and filed.
2. Internal: Only property authorized by the housing unit sergeant will be released to an inmate while in custody. The housing unit Deputy will be responsible for obtaining a properly completed property release form from the inmate. He or she will have the form approved and signed by the housing unit sergeant. The Deputy will then give the property release form to the Property Room Sheriff's Technician and receive the property. The housing unit Deputy will then deliver the item to the inmate.
    - a. If the medical staff determines that the standard issue shoes create a problem for an inmate, they may issue a medical slip for the inmate to wear his or her personal shoes. Once approval has been obtained from the medical staff, the inmate is to complete the property release form PD-132, and submit it to the housing unit Deputy. The housing unit Deputy is to confirm the legitimacy of the medical slip, arrange for the exchange of the inmate's personal shoes for their jail-issued shoes, complete the property release form and forward it to the Property Room for attachment to the AJIS receipt.
    - b. Personal shoes must be a low-heel standard type. High fashion shoes, shoes with high heels, or any shoe not approved by staff for safety or security reasons cannot be worn.
    - c. Criteria established by the medical staff for issuance of a slip for personal shoes are:
      1. A deformity that prevents the wearing of jail-issued shoes
      2. Severe calluses, bunions, or a blister that would be irritated by jail-issued shoes
  3. ***Inmate Release: The Property Sheriff's Technician*** will confirm the inmate's identification against his/her armband. The ***technician*** will physically verify each item in the inmate's presence against the items listed on ***AJIS*** property receipt. As each item is accounted for, the ***technician*** will place a check mark next to the item on the AJIS receipt. ***If any items not listed, but in the bag, the technician will add the items onto the AJIS receipt and place a check mark next to the item. After*** all items are accounted for the technician will write "All property accounted for and released by," ***then sign, put their badge # and date the receipt.*** The property technician will ***then*** have the inmate ***sign and date*** the property receipt. The property will then be released to the inmate and ***the AJIS*** property receipt will ***then be filed in the Inactive AJIS filing cabinet.***
  4. ***If any items are listed on the AJIS receipt and not inside the property bag, the item will be marked "UTL" (unable to locate) and the inmate will be given a Lost Property or Clothing Information form to fill out. The Sheriff's***

*Technician will process the form per P&P 11.16 section K.*

F. CLOTHING EXCHANGES:

1. Clothing exchanges at the GEDDF will be accepted between 0630 and 2300 hours. At the SRJ, clothing exchange will be accepted 24-hours a day. Clothing exchanges will be accepted no earlier than 72-hours before either a preliminary examination or trial. No clothing shall be accepted immediately prior to an inmate's release, unless there is no clothing stored for the inmate.
  - a. Exchanges are on a one- for -one basis: One set of clothing will be released for one set accepted.
  - b. Inmates receiving the exchange shall have completed property release form PD-132 prior to the exchange. Forms shall indicate one set being released and to whom.
2. If the person making a clothing delivery refuses to accept the inmate's clothing in exchange, the clothing exchange will not take place.
3. The property release form will be distributed as indicated in the property release section of this order.

G. **CELL** PROPERTY TRANSFER WHEN RE-HOUSED (GEDDF): Personnel moving an inmate from one housing floor to another for security or disciplinary reasons will adhere to the following procedures:

1. The inmate will be allowed to retrieve his or her personal **cell** property from his or her housing unit prior to moving to another floor.
2. In the case of violent or uncooperative individuals, the Deputy removing the inmate will ascertain where the inmate's personal **cell** property is and remove it from the housing unit immediately after moving the inmate.
3. The Deputy searching the inmate's personal **cell** property will be responsible for placing prohibited items in the inmate's property envelope or clothing bag in ITR. Intake, Transfer and Release staff shall properly inventory and adjust the property receipt.

H. TRANSFERRING AN INMATE'S **CELL** PROPERTY WHEN MOVED FROM MINIMUM OR MEDIUM-SECURITY TO MAXIMUM-SECURITY(SRJ): Personnel removing an inmate from medium or minimum-security to maximum-security for security or disciplinary reasons will adhere to the following procedures:

1. The inmate will be allowed to retrieve his or her cell property from his or her

housing unit prior to moving to maximum-security.

2. In the case of violent or uncooperative individuals, the Deputy moving the inmate will ascertain where the inmate's cell property is located and move it from the housing unit prior to moving the inmate to maximum-security.
3. The maximum-security Deputy searching the inmate's cell property will be responsible for placing prohibited items in the inmate's property envelope or clothing bag in ITR. Intake, Transfer and Release staff shall properly inventory and adjust the property receipt.
4. Maximum-security deputies will not accept inmates removed from other housing units unless accompanied by their cell property.

I. SECURING AND RECEIPT OF INMATE PROPERTY RECEIVED INTO A HOUSING UNIT:

1. Inmate property received into a housing unit will be secured, receipted for, and returned to ITR for processing by staff working that housing unit.
  2. Housing unit deputies will immediately notify the appropriate sergeant if inmate arrives at a housing unit with personal property, including jewelry, in their possession. The sergeant will contact the ITR Sergeant and provide a brief report of what occurred. The property will be receipted for, secured and returned to ITR for processing.
- J. Sheriff's Technicians assigned to Property shall review all AJIS FORMS and containers for completeness and compliance with this order. Discrepancies shall be noted and forwarded to the ITR Sergeant. It shall be the responsibility of the ITR Sergeant to resolve discrepancies.

K. LOST PROPERTY OR MONEY:

1. Claims for lost inmate property or money will be investigated immediately and completely.
2. When an employee is made aware that a loss has occurred, the following will be adhered to:
  - a. ***The employee shall immediately notify the Property Room Sheriff's Technician.*** An immediate search shall be conducted of all storage areas for the missing item(s). If missing items are located, no further action is necessary.
  - b. If the items are not located, the ITR Sergeant will be notified and ***the releasing Sheriff's Technician will give the Inmate*** a Lost Inmate Property

Information Form *to complete*.

- c. The inmate will provide a description of the property, the inmate's stated value, age of the items, etc.; address and telephone number where the inmate can be contacted. ***If the inmate refuses to complete the form, the releasing Sheriff's Technician will notate this on the AJIS receipt. The releasing Sheriff's Technician will complete agency required information documenting what actions were taken to locate the property. The Lost Inmate Property Form along with the original AJIS receipt will then be placed in the mesh file holder in the property room for the Day Shift Technician to take investigative action.***
  - d. The inmate shall be released and ***given an instruction sheet on how to check the status of lost property and/or money as well as how to file a claim (103-66) with the Board of Supervisors, 1221 Oak Street, Oakland, California 94612.***
3. Investigative Action:
- a. ***The day shift Property Sheriff's Technician will check the Lost Inmate Property mesh file holder.***
    1. ***If the form is for lost clothing, they will deliver to the appropriate clothing room for further action.***
    2. ***If the form is for lost property, a search will be conducted to determine if the inmates property was possibly misfiled. They will complete any missing information on the lost property form and input the information into the Lost Property Data base for location in the future through a purge and advise the ITR Sergeant.***
  - b. ***If the property is located, the inmate will be contacted via the information provided on the lost property form. The information will be entered into the lost property database. The property and form will be placed on the will call shelf in the NIC cabinet until the inmate returns to obtain the property or a Not In Custody letter is completed.***
  - c. ***If the property is not located, the Property Sheriff's Technician will notify the ITR Sergeant. The lost property form will be placed in the Lost Property binder with any backup documentation, pending location of property at a purge or contact by the Grievance Unit or Civil Litigation regarding a claim that has been filed.***
  - d. ***The ITR Sergeant will assign an ITR Deputy to complete a "Missing Property" report in I/Leads. This report will document the steps taken by the Property Sheriff's Technician to locate the missing property. The***



2. After confirmation in part or as a whole, a “Found Property Letter” will be sent to the owner’s last known address. The last known address and telephone information will be found in either the missing property report or in *ATIMS*.
3. The property will be moved from the “NIC” cabinet to the “Letter” cabinet pending pickup by the owner or a final purge to salvage is done.
4. The owner will be required to provide proper identification and have the original notification letter in their possession when re-claiming their property.
  - a. If the owner is in custody at another institution and unable to reclaim their property personally, they may authorize another person, as instructed on the form.
  - b. The authorized person must have the notification letter and signed authorization from the owner in their possession.
5. Pursuant to Government Code, Section 26642, the owner of the property is required to reclaim their property within 120 days from the date of the letter. After 120 days, unclaimed property will be purged and turned over to the Alameda County Purchasing Agent for disposal.