

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 11.17	<b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> P.C. 1300, 1301 P&P 11.09 CCR 26642	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> December 4, 2015	
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<b>CHAPTER:</b> Intake, Transfer, Release and Records	<b>SUBJECT:</b> Unclaimed Inmate Property Purging	

- I. **PURPOSE:** To establish a process for disposing of unclaimed inmate property in a timely and correct manner.
- II. **POLICY:** Unclaimed property will be disposed of in accordance with Government *Code* Section 26642 and this policy and procedure.
- III. **DEFINITION:** CALIFORNIA GOVERNMENT CODE SECTION 26642: "The Sheriff shall pay into the general fund for the use and benefit of the county any money of a prisoner or the proceeds of the sale of his or her valuables remaining unclaimed for a period of one year after his or her release, or five years after his or her death, or 120 days after a notice has been sent to his or her last known address or, in the event of his or her death, one year after a notice has been sent to his or her last known next of kin."

**IV. PROCEDURE:**

A. **RELEASE:**

1. Ongoing purges of the property storage areas shall be conducted at least every other month. The day shift Intake, Transfer and Release (ITR) Sergeant shall coordinate all property purges. The listing shall be run against all property located in the property bins and bulk overflow area.
2. The property room sheriff's technician shall handle any unclaimed property found during the purge:
  - a. Research the PFN to ensure it is correct and if not label with the correct PFN and print out the current address.
  - b. Mark property with a suspense date 120 days from the date of the purge.

- c. Place property in a locker by the last 2 digits of the PFN in the bulk property room.
3. The day shift ITR Sergeant will direct the property room sheriff's technician to:
  - a. Prepare a "Found Property Letter." Mail the original letter and retain one copy.
  - b. Supervise quarterly removal of unclaimed property after a 120-day waiting period.
    - 1) Open property bags, removing all forms of identification, photographs, credit cards, flammables, etc. These items are to be destroyed.
    - 2) At the Glenn E. Dyer Detention Facility (GEDDF), bag unclaimed property and list contents on an ML-1. The property and form will be turned over to the Storekeeper. At the Santa Rita Jail, (SRJ) bag unclaimed property and clothing and deliver it to Supply.
    - 3) Unclaimed clothing, if useable, is to be washed and used as welfare clothing pursuant to Detention and Corrections Policy and Procedure 11.09, "Inmate Release Process."
    - 4) Prepare a memorandum to the facility Commanding Officer, indicating total number of properties purged, and amount of cash turned over to Accounting. Attach copies of letters sent out.
    - 5) Mark property receipts "purged" and sign-off, including the purge date. Forward receipts to Records for filing in the inactive jail file.
    - 6) The Supply Storekeeper II is to make arrangements with the County Purchasing to pick up purged property. Upon pick-up, Supply shall write a memorandum to the facility Commanding Officer including:
      - a. Name of the person receiving the property
      - b. Date and time the property was turned over
      - c. The original receipt from the purchasing agent for items the received.
4. Claimed property:
  - a. The owner or designated agent may pick up property. The "Found Property Letter" must be presented at the time of pick up.

- b. A copy of the letter is to be pulled from the property room sheriff's technician's "Not in Custody" (NIC) binder. The letter is to be signed by the person picking up the property. The property can then be released.
  - 1) The signed letter is to be left for the day shift sheriff's technician to enter in the pick-up date into the database.
  - 2) The day shift sheriff's technician will then file the signed copy of the letter into the current year dead AJIS files.

**B. IN-CUSTODY DEATH:**

1. When an inmate dies, all property will be turned over to the Coroner's Bureau when the decedent is picked up. The coroner will issue a receipt for the property.
2. When property is discovered after the decedent has been removed, the procedure for purging property shall be the same as listed above with the following exception.
  - a. The time limit is increased from 120-days to one year from when notification is sent.
  - b. The form letter cannot be used for notification. An individual letter following the form letter format shall be sent to the next of kin. The Coroner will usually have a contact person's name and address.