

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 20.17 PAGES: 1 of 1
	RELATED ORDERS:
	ISSUED DATE: May 1, 1993
	REVIEW DATE: October 20, 2015
CHAPTER: Transportation	REVISION DATE: October 1, 2010
	SUBJECT: Prisoner Property

- I. **PURPOSE:** To establish procedures for receiving and transferring inmate property.
- II. **POLICY:** Transportation personnel shall receive and transfer inmate property and monies pursuant to procedures described herein.
- III. **PROCEDURE:**
 - A. **ALAMEDA COUNTY FACILITIES:**
 1. Prisoner property and monies shall be received and transported in the bulk property/money bags used for that purpose.
 2. Transportation personnel shall not normally account for property or money, other than the bulk containers in which they are stored.
 3. Transportation personnel shall return when available, all unused or empty property/money bags to their facility of origin.
 - B. **FACILITIES OUTSIDE ALAMEDA COUNTY:**
 1. Transportation personnel receiving prisoners from facilities outside the County shall inventory and receipt property and money on an AJIS receipt.
 2. Transportation personnel shall inventory property and money prior to departure from an Alameda County jail when returning prisoners to an outside institution.
 3. Transportation personnel shall not accept prisoner money or property from an outside agency or person unless it is accompanied by the prisoner, unless prior arrangements have been made by the ACSO Transportation supervisor.