5-03/200.10 - Order for Release of Prisoner's Property

Whenever a prisoner in a custody facility wishes to release his property and/or cash to another person, the following procedure shall apply:

- The prisoner shall completely fill out, in ink, the Order for Release of Prisoner's Property (SH-J-18) and/or the Order for Release of Prisoner's Cash (SH-J-17); and
- An officer shall:
    - Review the form for completeness;
    - Verify that the person who will be receiving the property has proper identification;
    - Sign the form;
    - Date and time stamp the back of the form; and
    - Present the signed form to the person designated as the property recipient.

The form is only valid for 24 hours after being time stamped.

The property recipient shall respond to IRC, where he shall:

- Present the signed form and proper identification;
- List his name, address, city, and state on the back of the booking slip; and
- Itemize the property received on the back of the booking slip and then initial the SH-J-18 and/or SH-J-17 and booking slip.

The IRC officer shall:

- Circle the items released on the face of the property record; and
- Staple the SH-J-18 and/or SH-J-17 to the property record, place them in the plastic bag, and reseal the bag.

If an inmate is no longer in custody, a letter of property release authorization from the inmate must be presented with proper identification. Letters of authorization shall be taken to the property room supervisor for approval to release property.