Chapter 12 - Property Control

The accounting and control of an inmate's property while in a court facility shall be done in a manner that provides for the proper transmittal of the property, a recorded chain of custody, and secured storage of all property. Lockup personnel shall be responsible for the receipt, security, and release of all property received from an inmate.

Property received from station bookings and those agencies in the consolidated booking system shall be sealed in a plastic bag. All property bags shall be inventoried and reconciled with the transmittal sheet. In the event of a discrepancy between what was received and what was transmitted, lockup personnel shall immediately contact the Station or agency and try to reconcile the discrepancy. If the problem cannot be resolved, lockup personnel shall immediately contact the Branch Supervisor.

All property received shall be stored in a secured drawer or cabinet within the control area of a lockup. Access to the drawer or cabinet shall be controlled by the lockup lead Deputy.