

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.

• 2-12/010.00 Money

All cash in an inmate's possession shall be placed in a money envelope. The envelope shall have the inmate's name written across the envelope before sealing it. The outside of the envelope shall indicate, in ink, the amount of cash sealed inside, the inmate's name and booking number, and the date and time it was taken from the inmate.

Inmates shall not have any cash, coins, or negotiable instruments in their possession while in a court lockup facility. Any money received from an outside agency booking, not sealed in a property bag, shall be counted in the presence of the agency representative and the inmate, and placed in a money envelope and sealed. The pink copy of the receipt shall be given to the inmate. The yellow copy shall be placed in the plastic bag, folded so the inmate's name is visible, and heat sealed in the bottom of the plastic property bag.

• 2-12/015.00 Incapacitated Inmates

If an inmate is physically or mentally unable to care for or safeguard the property kept in his/her possession, lockup personnel shall assume responsibility for the safeguarding and forward the inmate's property to Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF).

• 2-12/020.00 LAPD Bookings Property

Los Angeles Police Department inmates' property will be sealed in plastic bags and transported in secured locked metal boxes provided by that agency. The property shall be handled in the same manner as property

received from Station bookings.

- **2-12/025.00 City Police Department Bookings**

Property received from City Police Departments is packaged in many different ways. Those agencies involved with the Consolidated Booking System will typically follow the Sheriff's guidelines and procedures. When an agency brings inmates to court, their representative is responsible for the inmate and property. Do not accept unsealed property. Any illegal contraband found on the inmate during the search shall be immediately confiscated. The agency Watch Commander shall be contacted and a request shall be made for an agency representative respond and take the inmate back to the agency. All illegal contraband shall then be turned over to the responding officer. A memo regarding the incident shall be forwarded to the Branch Supervisor. Sealed property bags should not be opened. Other property found on City Police Department bookings shall be sealed in property bags and handled appropriately.

- **2-12/030.00 Lockup Personnel's Responsibility To Safeguard Property**

Lockup personnel shall be responsible for the security of all inmate property while at the court. Property, including money, shall be kept in a secured drawer or cabinet until it is transmitted to IRC/CRDF. The sealed plastic property bags containing the property and money of inmates being transferred directly to IRC/CRDF from Sheriff Stations and court lockups shall be secured in padlocked and numbered canvas property bags while in transit. The canvas property bags will be supplied by the CST. Empty bags shall not be stored or stockpiled at Sheriff's facilities. CST Deputies do not have keys to property bags.

- **2-12/035.00 Branch Supervisor Responsibility To Safeguard Property**

Branch Supervisors shall ensure that all property received is properly inventoried and stored. Should any questions arise regarding an inmate's property, the Branch Supervisor shall respond and handle the situation. Large amounts of money (in excess of \$400.00) may be stored in a Branch safe, but under all circumstances, shall be recorded in the Uniform Daily Activity (UDAL)/Title 15 Log in the unusual occurrences section.

- **2-12/040.00 New Remand Property**

All new court remands shall be thoroughly searched. All property shall be inventoried and processed in accordance with Department procedures including a booking slip and an inventory of all property.

- **2-12/045.00 County Inmate Contraband**

All County inmates are searched on arrival at court. Any contraband, including excessive property or items that are not necessary to be in the possession of the inmate while at court, may be taken from the inmate, stored, and returned to the inmate just prior to departing the court facility. If the search turns up any questionable property or illegal material, the Branch Supervisor shall be notified.

• 2-12/050.00 Opening Sealed Property Bags

The sealed property package may be opened in the presence of the person responsible for custody of the inmate's property for the following reasons:

- Concerned personnel's need to examine the contents. Court Services personnel shall have good cause to open the bag. A supervisor shall be notified prior to opening.
- The inmate requests the release of his/her property to another person.
- The inmate claims that the property contains evidence that he has been erroneously arrested on a warrant.
- Station detectives, outside agency detectives, etc. say that the property contains evidence relating to a crime. If the property is going to be seized by the investigator, have them sign a release for the property and provide a copy to the inmate.

Note: Any time property is, removed or added, to a property bag, the booking slip shall reflect those changes and the inmate shall sign the booking slip.
