# 5-06/060.00 Safeguarding Inmate Property

Unit commanders shall develop and implement unit orders delineating procedures for the safe removal, locked storage, and transfer of all inmate personal property.

Personal property belonging to inmates who are transferred to another custody facility, healthcare facility, or to another location within the same facility, and who are unable or unwilling to take their personal property, shall be removed from the housing area and placed in a secure container. If the inmate is not transferred to another facility, the inmate's property shall be stored in a designated location until the inmate returns. In the event the inmate is transferred, the property shall be transported to the inmate's newly assigned housing location by the originating facility. The Inmate Reception Center (IRC) will not accept any property for inmates that are being transferred to other facilities.

## CUSTODY DIVISION INMATE PERSONAL PROPERTY INVENTORY

All custody personnel shall be responsible for the safekeeping of property belonging to inmates incarcerated within the Los Angeles County jail system. Inmate workers may assist in the collection and packaging of an inmate's personal property. However, custody personnel shall supervise the entire collection and packaging process as the removal and packaging occurs. Custody personnel shall be responsible for the storage of all packaged inmate personal property.

All excess or "bulk" property which is collected shall be packaged and affixed with an Official Property Tag (SH-CR-35) and forwarded to Central Property for storage.

## STORAGE OF INMATE PERSONAL PROPERTY

Unit commanders shall ensure that inmate property is transferred to the inmate's new housing assignment as soon as the new location can be determined. Once per week a purge shall be conducted to ensure the timely transfer of inmate property and prevent the accumulation of property.