

## **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.

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