

## **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.

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