

## 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.

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