2-14/030.00 Inmate Property Bag Accountability

When lockup personnel complete inmate transmittal forms, they shall write the number of inmate property bags that are placed into the canvas property bag on the transmittal. A second Deputy, CA or supervisor will also sign his/her name on the transmittal, verifying the amount of plastic bags enclosed in the canvas bag. The bag shall then be locked in the presence of both personnel.

CST personnel are advised not to take possession of the canvas property bags, unless two signatures are present on the inmate transmittal and the bag is locked.