

7-02/060.05 Inmate Property and Property Bags at Court Lockups

Upon processing inmate property in preparation for pick up by Transportation Bureau personnel, Court Services lockup personnel will complete an LASD/LAPD Transfer Record Form (SH-CR-275) which is commonly referred to as a "transmittal". One additional carbon copy of the transmittal will be prepared for the property bag. The number of the canvas property bag being utilized will be entered in the appropriate space, in the upper right corner of the transmittal form. The last carbon copy of the transmittal will be placed inside the canvas property bag with the inmate property, and the bag shall be locked closed prior to it being transferred to the custody of the Transportation Bureau Deputies. Caution must be exercised by the Court Lockup Deputy to ensure that the copy of the transmittal being placed in the property bag is legible.

Transportation Bureau Deputies receiving inmates shall continue to sign the transmittal acknowledging receipt of the inmate, paperwork and locked canvas property bag. Transportation Bureau personnel will not verify individual inmate property with the transmittals, nor will they have keys to the property bags. Court Services Lockup personnel shall retain one copy of the signed transmittal.

Transportation Bureau personnel will transport the inmates, appropriate paperwork and the locked canvas property bags to the Inmate Reception Center/Sybil Brand Institute in accordance with existing procedures. Upon receipt of each numbered canvas property bag, the Transportation Bureau Deputy will enter the number of the property bag in the "Remarks" section of the Mobile Digital Terminal Log and/or the Trip Ticket. Upon arrival at Inmate Reception Center, the Transportation Bureau Deputy delivering the property bag shall complete a "Property Bag Receipt" (Appendix VI) by entering the bag number(s) and date, then sign and give it to the Inmate Reception Center Clerk/Cashier taking possession of the canvas property bag. The completed and signed receipt shall be given to the Watch Sergeant at Transportation Bureau for filing. Such receipts shall be maintained at Transportation Bureau for a one year period.

Empty property bags will be secured in the Inmate Reception Center "Intoxilizer" room. Morning court crews will transport an appropriate number of empty canvas property bags to each of their courts for use of property transport. Each crew will enter the property bag number(s) in the "Remarks" section of the Mobile Digital Terminal Log and/or the Trip Ticket.

Empty property bags shall not be left at court lockups or custody facilities over night, nor shall they be "stockpiled" at these locations. It is incumbent upon each crew making pick ups at courts to take a sufficient number of bags with them. Ensure the bags are unlocked prior to leaving the Bureau. Do not leave unused bags in the vehicle, at the end of the shift.

Any discrepancies in the above policy shall be immediately brought to the attention of the Watch Sergeant.
