

## 7-02/060.10 Outside Agencies

When transporting inmates from the Los Angeles Police Department, the Station Jailer will secure the inmate's property and/or money in the lockable metal boxes provided by that agency.

When transporting inmates from other agencies, the inmate's property and/or money shall be secured in padlocked canvas property bags provided by Transportation Bureau.

When an inmate comes from an outside agency, the outside agency shall keep all bulk property. Bulk property is any property that will not fit into the standard clear plastic property bag. It is Inmate Reception Center's policy not to accept more than one standard size property bag per inmate.

**Note:** Sybil Brand Institute for Women will not accept bulk property, however, they will accept the purse of a new booking.

When an inmate is brought to Men's Central Jail to be transferred to another court, he is considered a "turnaround". When picking up turnarounds from Sheriff's stations or outside agencies, the property will not be placed in a canvas property bag.

The inmate's property and money shall be itemized and sealed in a clear plastic bag by the Sheriff's station or outside agency. The sealed bags shall not be opened by the transporting Deputy. It is the responsibility of the receiving Deputy to check the "Booking and Property Record," (Appendix VII) line 18, in the "cash deposit" box to determine the amount of money deposited by the agency. The transporting Deputy is to then compare the indicated amount with the amount written on the deposit envelope to ensure that they match. The inmate's name, booking number and the amount is to be written on the envelope. Unless the two amounts match, do not accept the inmate, property, or money.

The inmate's property and/or money sealed in the clear plastic bag is to be stapled to the transmittal. Upon arrival at Men's Central Jail the inmate is placed in an Inmate Reception Center's "Turnaround cell," and the transmittal with the property stapled to it is given to the Transportation Bureau Desk Deputy, who will give it to the appropriate crew going to the prisoner's designated court.

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