7-02/060.20 Sheriff's Stations

Inmate's property and money picked up at Sheriff's stations shall be itemized and sealed in a clear plastic bag and shall be properly noted on the transmittal. 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. He is to then compare the indicated amount with the amount written on the deposit envelope to ensure they match. The inmate's name, booking number and the amount is to be written on the envelope. Property and money shall not be accepted unless the money envelope is sealed separately in an end portion of the inmates' plastic property bag.

Whenever an inmate's property contains such large bulky items as tool kits, duffel bags, sleeping bags, suitcases, etc., the transporting Deputy shall leave all such bulky items at the station for safekeeping. The only exception to this procedure is out-of-state arrests by Fugitive Detail booked at Lennox Station.