

## **Unit Order #21C - Station Jail Operations - Arrestee Property**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER #21C

**STATION JAIL OPERATIONS- Arrestee Property**

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The purpose of this unit order is to define unit level operating procedures for the Crescenta Valley Station Jail Facility.

The procedures contained in this order are supplementary and subordinate to those contained within the Department's Manual of Policy and Procedures (MPP), Custody Division's Manual (CDM) and the Station's Jail Manual.

This order establishes Crescenta Valley Station's standard operating procedures for correct packaging of an arrestee's property. All jail, deputy personnel and outside agencies are required to be familiar with and adhere to the provisions of this attachment.

When packaging an arrestee's property, **Deputies/Officers shall:**

- **Document** each item placed in the property bag, on the booking slip.
- **Currency** shall be placed in a money envelope. The inmates name and booking number shall be printed on a wristband label and affixed to the envelope, sealing it closed. Place your initials on the edge of the label and envelope. Make sure the dollar amount is written on the outside of the envelope and that it matches the dollar amount written on the booking slip. (Currency over \$400 shall be placed in the Watch Commander's Safe with U.S. Currency Tally sheet.)
- **Jewelry** will be placed in a money envelope. The inmates name and booking number shall be printed on a wristband label and affixed to the envelope, sealing it closed. Place your initials on the edge of the label and envelope. Write a description of the jewelry on the outside of the envelope. Do not use words like gold, silver or diamonds. Use words like yellow metal, white metal or clear stones to describe the jewelry. **High value items shall be stored in the Watch Commander's Safe.**
- **Cellular Telephones** shall be powered down before being placed in the property bag. If there is damage to the phone (such as a cracked screen, missing battery, etc.) please note on booking slip.
- **Do not place** perishable items, weapons, or tools that can be used as a stabbing device. Perishables shall be discarded and weapons or tools shall be booked as Bulk Property.

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Todd D. Deeds  
Crescenta Valley Station

(Revised on 09/19/2019)

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Date Approved

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