

5-03/200.20 - Missing or Lost Prisoner Property - Claims

After notification, the unit commander shall be responsible for having an immediate search conducted for missing property:

- The property records shall be examined to ensure that the property was received; and
- Inform prisoner or ex-prisoner if another agency is holding the property.

Property found during the search shall be handled as follows:

- Store found property with prisoner's other property;
- Inform prisoner; and
- Return found property to ex-prisoner.

If property is not found and Prisoner Claim for Missing or Damaged Property form (SH-AD-495) is completed, the following is necessary:

- Prepare Incident Report (SH-R-49), classify as "Missing Property of Prisoner," and assign an URN;
- If the facts indicate no further investigation is necessary, classify as inactive; and
- If further investigation is warranted, the Incident Report shall be active.

The assigned unit shall submit a claim to the Executive Officer of the Board of Supervisors for property not found as follows:

- Prepare a cover letter with the claim to the Executive Officer of the Board of Supervisors with copy of letter to Fiscal Administration; and
- Send cover letter and two copies each of the Incident Report, the Prisoner Claim for Missing or Damaged Property, and all supporting documents to:

Executive Officer, Board of Supervisors, Attention: Claims

500 West Temple Street, Room 383

Kenneth Hahn Hall of Administration, Los Angeles, CA 90012

After a claim has been forwarded to the Executive Officer of the Board of Supervisors:

- Dispose of property in the prescribed manner if the claim has been processed and settled; and
- If the claim has not been processed or settled, it shall be closed. Use recovered property procedure.

The assigned unit shall notify the Executive Officer of the Board of Supervisors-immediately by telephone, followed by a supplemental report when missing property is found.
