

8-36/000.00 - Contraband Confiscation and Disposal

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for identifying, confiscating and disposing of contraband found at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

Personnel assigned to IRC shall ensure all inmates entering the facility for processing are searched for contraband.

Note: All inmates entering the facility for the purpose of being transported to and/or from court shall be allowed to carry items listed in the *Custody Division Manual (CDM) Section 5-06/010.05 Allowable Inmate Property* (male inmates) are acceptable for possession.

Contraband Defined:

As defined in *Custody Division Manual (CDM) Section 5-07/010.00 Contraband Defined*, contraband includes but is not limited to the following:

- Any goods brought illegally into the jail
- Allowable inmate property in excess of authorized limits
- Any item legally possessed which has been altered from its original form,

contents, or purpose

- Any material which is pornography, sexually explicit material that depicts full or partial frontal nudity and/or sexual acts; depicts violent acts, violence or cruelty
- to animals; depicts or describes how to create weapons or defeat jail security; depicts or describes how to commit crimes; or any matter concerning illegal gambling or an unlawful lottery
- Any item illegally in the possession of an inmate, or in violation of posted facility rules
- Possession of illegal drugs, guns, handmade weapons, lethal weapons, knives, shanks, and tattoo equipment
- Any item that is worn, carried or displayed that denotes gang affiliation
- Any gambling paraphernalia such as dice chips, markers and marked decks of cards
- Perishable items, which will be disposed of

At an inmate's first housing location, inmates shall be issued a "new generation inmate property bag." Inmates shall store all personal and county issued property in their property bags. All personal property (excluding bedding) must fit inside one inmate property bag. Property bags are subject to search at any time, any excess property shall be considered contraband. As stated in *Custody Division Manual (CDM) Section 5-06/050.00 Individual Inmate Storage of Personal Effects*, facilities shall not forward excess inmate property to IRC to be placed into an inmate's personal property.

Contraband Disposal:

IRC has two contraband containers for disposal of all potential contraband (i.e. glass, metals). One contraband container is located at IRC booking front and the other container is located at IRC custody line. Employees shall ensure contraband items are properly disposed of in either of the two designated contraband containers.

IRC logistics shall be responsible for managing the contraband containers and for the removal and proper disposal of all contraband items.

Once per week designated IRC logistics staff shall open the contraband containers, remove and properly dispose of any item(s) inside the containers.

The weekly maintenance, inspection and removal of items shall be logged in the "IRC Contraband Weekly Removal Log" which is kept inside each of the contraband containers.

The purpose of the log is to verify the weekly maintenance, inspection and removal of items.

Broken and disposable hypodermic needles and syringes shall be disposed of in the appropriate and secured medical container designated by IRC medical staff.

When IRC personnel identify and confiscate weapons and/or narcotics, an incident report (SH-R-49) shall be written and the weapons and/or narcotics shall be placed into evidence.
