

## 07-110/00 Released Inmate Property

### Los Angeles County Sheriff's Department

	<b>Unit Order: #07-110/00</b>
<b>CUSTODY SERVICES DIVISION</b>	<b>Effective Date: 01-01-1998</b>
<b>GENERAL POPULATION</b>	<b>Reviewed Date: 06-05-2023</b>
<b>NORTH COUNTY CORRECTIONAL FACILITY</b>	
<b>Subject: Released Inmate Property</b>	
<b>Reference: CDM 5-06/010.00, 5-06/040.00 and 5-06/060.00</b>	
<b>Unit Commander Signature:</b>	<b>Date:</b>

**PURPOSE OF ORDER:** The purpose of this unit order is to establish procedures for the handling of property belonging to transferred or released inmates within the North County Correctional Facility (NCCF).

**SCOPE OF ORDER:** This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

### ORDER:

Inmates' personal property or bulk property shall be packaged and labeled in accordance with Custody Division Manual (CDM) section 5-06/060.00 "Safeguarding Inmate Property." The following procedures shall also be adhered to when an inmate is no longer housed at NCCF due to a transfer to another custody facility, or is being released from LASD custody, and has left his personal property behind:

1. All property not deemed to be contraband shall be placed in an adequate size clear plastic bag. Manila envelopes with a metal clasp are optional for other items not considered to be a bulk size.
2. Document the collection and movement of the property by completing a "Custody Division Inmate Personal Property Inventory" (triplicate) form.

The property shall also have completed Official Property Tag (SH-CR-35) affixed to it.

3. Place the property form in the bag and securely seal the bag shut. When using a manila envelope, secure the property form to the outside of the envelope.
4. Hand deliver the bag to the Inmate Processing Area (IPA) office.

*NOTE: Deputy Personnel working the IPA intake center shall NOT accept any property that is not identified as belonging to an inmate. Property considered as "FOUND" will be handled in accordance with Manual of Policy and Procedures (MPP) Section 5-04/060.00 "Property/Evidence Accountability."*

5. The IPA Deputy receiving the property shall verify all information is correctly recorded on the property form:
  - Custody Division reference number
  - Date and time of property removal
  - Inmate's name and booking number
  - Current housing location
  - New inmate housing location
  - Reason for inmate transfer
  - Inventory of inmate personal property, (similar items to be inventoried; i.e., papers, books, etc., may be described as "miscellaneous papers," etc. and not individually itemized)
  - Name and employee number of custodial personnel supervising the property collection packaging, removal and storage
  - Destination of property
6. Place the property bag into the Prisoners Property Storage Locker located in the IPA search area.
7. Obtain the Prisoner Property Ledger from the file drawer. Record the DATE, LAST NAME, FIRST NAME, BOOKING NUMBER, INMATE'S NEW HOUSING LOCATION (OR "RELEASED") and a brief description of the property on the corresponding page and day.

#### IPA SUPERVISOR

On a weekly basis, the IPA supervisor shall ensure that a purge of the Prisoners Property Storage Locker has occurred. They shall arrange transportation of property belonging to inmates housed at another custody facility to that facility. Property belonging to inmates no longer in the custody of the Los Angeles County jails shall be forwarded to Central Property.

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