

## 5-21-025 Inmate Money and Property Release Procedures- Approved by CSS on 2/28/2024

<b>Unit Order: 5-21-025</b>	
<b>CUSTODY SERVICES DIVISION</b>	
<b>SPECIALIZED PROGRAMS</b>	<b>Effective Date: 10/01/2012</b>
<b>CENTURY REGIONAL DETENTION FACILITY</b>	<b>Reviewed Date: 6/28/2023</b>
<b>Subject:</b> Inmate Money and Property Release Procedures	
<b>Reference:</b> CDM sections 5-06/015.00, 5-06/020.00 and 5-06/040.00	
<b>Unit Commander Signature: ON FILE</b>	<b>Date: 03/05/2024</b>

### **PURPOSE OF ORDER:**

The purpose of this order is to ensure the security of an inmate's money and/or property when being released from the Century Regional Detention Facility (CRDF).

### **SCOPE OF ORDER:**

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

### **ORDER:**

#### **MONEY RELEASE**

Personnel working housing modules shall adhere to the following procedures when an inmate makes a request to release funds from his/her inmate account.

The inmate shall obtain a pink, Los Angeles County Jail Inmate Money Release form (SH-J-17) from their module staff. The module staff shall provide the inmate with a black or blue ink ballpoint pen. The inmate shall

complete the form in pen ONLY and in the presence of module personnel. The maximum amount of money an inmate may release is \$200 a week. Module personnel shall verify the authenticity of the form by comparing the inmate's identification wristband against the inmate's signature and booking number notated on the form. Module personnel shall ensure the form (SH-J-17) is properly filled out with the following information:

- A payee's name is printed in the "Deliver To" field
- The amount to be released is written out and printed in the "Charge My Account" field
- The amount to be released is written numerically in the "Dollar" field
- The inmate's signature is present in the "Prisoner's Signature" field
- The inmate's booking number is written in the "Booking Number" field
- The inmate's full name is printed below the last line toward the bottom of the form
- The correct date is written in the "Date" field

Upon positive verification of the inmate's identity and authenticity of the money release form, module personnel shall collect the form and the pen from the inmate. Module personnel shall fill out the following information:

- Print their rank, initial of first name and full last name along with their employee number in the "Checked by Officer" field
- Print "CRDF" and the inmate's housing location in the "Housing Facility" field

**NOTE:** This information is necessary to provide the CRDF cashier's office with someone to refer to in the event they need to re-verify the authenticity of the money release form.

At the end of their shift, module personnel shall place the completed form(s) in the visiting box located in the sallyport in front of main control. The completed form(s) shall not be placed in the floor control booths. At no time shall an inmate be allowed to pass an Inmate Release Form during a visit.

#### Visiting Personnel

- Visiting personnel shall collect all Inmate Money Release forms from the visiting box at the beginning of each public visiting day, prior to opening the doors to the visiting lobby.
- Upon the request of a Money Release form from a payee, a member of the visiting staff shall obtain a valid form of identification from the payee. Visiting personnel shall verify the name listed as the payee on the Inmate Money Release form matches the identity of the person requesting the form.
- Upon verification, visiting personnel shall write their name, employee number, date, and time on the back of the form.
- Visiting personnel shall hand the payee the Inmate Money Release form and instruct them to submit it to the CRDF Cashier's Office within twenty-four (24) hours of the time notated on the form.
- In the event a money release form has not been properly filled out as described in this unit order or has been filled out in anything other than black or blue ink ballpoint pen, the form shall be immediately destroyed by visiting personnel to prevent possible fraudulent use of the form.
- Inmate Money Release forms shall be kept on file in the visiting area for no longer than two (2) years. Inmate Money Release forms bearing dates older than two (2) years from the purge date shall be destroyed by visiting personnel.

## **PROPERTY RELEASE**

Module personnel shall adhere to the following procedures when an inmate wishes to release their property to a designated person:

The inmate shall obtain a blue Los Angeles County Jail Order for Release of Prisoner's Property Form (SH-J-18) from their module officer. The module officer shall provide the inmate with a black or blue ink ballpoint pen. The inmate shall complete the form in pen, in the presence of the module officer. The module officer shall verify the authenticity of the form by comparing the inmate's identification wristband against the inmate's signature and booking number notated on the form. The module officer shall also ensure the following:

- A first and last name is printed in the "Please Deliver To" field
- The information of the named person is printed in the "ADDRESS" field, "CITY" field, and "PHONE" field
- The words "ALL PROPERTY" are printed in the "The following property" field
- The inmate's signature is present in the "Inmate's Signature" field
- The inmate's booking number is written in the "Booking Number" field
- The inmate's full name is printed on the line above their signature
- The correct date is written in the "DATE" field

Upon positive verification of the inmate's identity and authenticity of the Release of Prisoners Property form, module personnel shall collect the form and the pen from the inmate. The module officer shall fill out the following information:

- Print their rank, initial of first name and full last name in the "Check by Officer" field
- Write their employee number in the "Badge No#" field
- Print "CRDF" and the inmate's housing location in the "LOCATION" field

**NOTE:** This information is necessary to provide the CRDF property personnel with someone to refer to in the event they need to re-verify the authenticity of the property release form.

Module personnel shall place the completed form(s) in the visiting box located in the sallyport in front of main control at the end of their shift. The completed form(s) shall not be placed in the floor control booths. At no time shall an inmate be allowed to pass a property release form during a visit.

### **Visiting Personnel**

- Visiting personnel shall collect all Release of Prisoner's Property forms from the visiting box at the beginning of each public visiting day, prior to opening the doors to the visiting lobby. The Release of Prisoners Property form shall be kept on file in the visiting area for two (2) years. Any Release of Prisoners Property forms bearing dates older than two (2) years from the purge date shall be destroyed by a visiting staff member.
- Upon the request of the Property Release form from a visitor, a member of the visiting staff shall obtain a valid form of identification from the visitor. The staff member shall verify the name listed on the Property Release form matches the identity of the person requesting the form.
- The form shall then be time stamped on the front of the form bearing "CRDF", the date, and the time.

- The visiting staff member shall hand the visitor the Property Release form and direct them to the CRDF Property Room.

In the event a property release form has not been properly filled out as described in this unit order, has been filled out in anything other than black or blue ink ballpoint pen, or if specific property is listed in "The following property field," the form shall be immediately destroyed by a visiting staff member to prevent possible fraudulent use of the form.

Pursuant to the Inmate Reception Center policy, CRDF Property personnel shall not release portions of an inmate's property to anyone. CRDF Property personnel will only release all the inmate's property or nothing at all.

**Custody personnel shall adhere to the following guidelines for the disposition of a released inmate's personal property, which was accumulated while in custody, in the event they were released without retrieving it:**

- Obtain all remaining property from the inmates housing unit.
- All edible and perishable items shall be destroyed.
- All remaining property not deemed to be contraband shall be bagged and forwarded to Central Property.
- Bulk property shall be bagged and affixed with the official Property Tag (SH-CR-35).
- All property removed pursuant to this section shall be stored at Central Property for a period of six (6) months, after which time it will be destroyed.

**NOTE:** In the event that an inmate alleges property is missing or damaged, the inmate shall be supplied with a "Prisoner Claim for Missing or Damaged Property" (SH-AD-4950). Claims shall be investigated and submitted to the Board of Supervisors for consideration and appropriate disposition.

**NOTE:** Any deviation from these procedures shall be approved by the on-duty watch commander.

**REVISED 06/28/2023**

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