5-01-010 Allowable Inmate Property, Storage of Personal Items, and Contraband Control

Los Angeles County Sheriff's Department

	Unit Order: 5-01-010
CUSTODY SERVICES DIVISION	**Effective Date:** 11/04/15
SPECIALIZED PROGRAMS	**Reviewed Date:** 02/21/2025
CENTURY REGIONAL DETENTION FACILITY	

Subject: Allowable Inmate Property, Storage of Personal Items, and Contraband Control

Reference: CCR Title 15 section 1270; MPP 5-04/090.20, 5-04/090.40; CDM 5-01/050.15, 5-06/010.10, 5-06/010.05, 5-06/020.05, 5-06/030.00, 5-06/050.00, 5-07/010.00, 5-07/020.00, 5-08/010.00, 5-11/060.00, and 5-14/080.00

Unit Commander Signature: On File **Date: 2/21/2025**

PURPOSE OF ORDER:

The purpose of this order is to identify allowable inmate property, establish protocols for the storage of inmate property and contraband control at 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:

All property possessed by female inmates must conform to Custody Division Manual (CDM) section 5-06/010.10, "Allowable Inmate Property-Female Inmates," and must be stored in a "new generation inmate property bag."

All personal and county property (excluding bedding) must fit inside one (1) inmate property bag. Inmates found to have allowable personal property in excess of authorized limits may elect to:

- Discard the excess property
- Mail the item(s) through the United States Postal Service (USPS) at their own expense
- Arrange for the release of the item(s) to a designated person

For additional information about an inmate's personal property and contraband disposal, refer to CDM sections 5-06/050.00, "Individual Inmate Storage of Personal Property," 5-07/010.00, "Contraband Defined," and 5-07/020.00, "Contraband Disposal."

Pro-Per Inmates

Pro-per inmates (approved through the CRDF Legal Unit) are allowed one (1) bag for property and one (1) additional bag for legal paperwork only.

Linen and Clothing Items

Excess clothing and linen items are considered contraband. Excess is defined as any clothing or linen beyond the quantity issued to inmates.

Exceptions:

Linen and Clothing items	Quantity
Blanket	2
Panties/underpants	7
Socks	2 pairs
L.A. County issued jail uniform	2 sets
L.A. County issued thermals*	1 set
Bra	5

NOTE: *Inmates housed in High Observation Housing (HOH) areas shall not be issued thermals, unless deemed appropriate by Correctional Health Services (CHS) mental health personnel, in consultation with custody.

NOTE: Property restrictions for inmates assigned to mental health housing shall be determined by a mental health professional after a clinical assessment has been conducted. The "Inmate Allowable Property Door Sign" shall be placed on the inmate's cell door by custody personnel. Module personnel shall ensure the door sign accurately reflects the inmate's allowable property, the correct name, the correct cell number, and the correct booking number. For additional information about property restrictions for mentally ill inmates refer to CDM section 5-01/050.15, "Property Restrictions for Mentally Ill Inmates."

NOTE: To maintain compliance with California Code of Regulations (CCR) Title 15 section 1270, "Standard Bedding and Linen Issue," the top bed sheet and mattress cover may be replaced with two (2) blankets at the

request of the inmate.

Contraband

Contraband includes, but is not limited to:

- Any goods brought illegally into the jail
- Allowable inmate property in excess of authorized limits which cannot fit into the inmate issued property bag
- Any item legally possessed which has been altered from its original form, contents, or purpose
- Any item that is worn, carried, or displayed that denotes gang affiliation
- Any item illegally in the possession of an inmate or in violation of posted facility rules
- Any gambling paraphernalia such as dice, chips, markers, and marked decks of cards
- Any item or property not listed in allowable inmate property
- Photographs or pictures that display gangs, gang tattoos, hand gestures (signs) or sexually explicit material
- Perishable items

For additional information, refer to CDM section 5-07/010.00, “Contraband Defined.”

Contraband Disposal

Department personnel shall utilize the red contraband waste containers to dispose of contraband items such as glass containers, bottles, cans, plastics, metals, rubber, razors (disposable and reusable without a protective cover) or any other items prohibited inside housing areas.

The custody assistant (CA) assigned to the inside clean-up crew shall be responsible for removing all red contraband waste containers every week. A log shall be kept for each red contraband waste container and shall list the following:

- Name and employee number of the employee who removed the contraband items
- Time and date the contraband waste container was checked and/or emptied

Broken or disposable hypodermic needles and syringes shall be kept in a secured area designated by CHS personnel. Final disposal of medical contraband items shall be supervised by Department personnel and disposed of at the nearest appropriate disposal site approved by CHS.

Weapons and narcotics shall be placed into evidence, pending possible disciplinary action and/or criminal proceedings. All evidence submitted shall adhere to procedures outlined in the Manual of Policy and Procedures (MPP), Volume 5, Chapter 4, “Property and Evidence Procedures,” and CDM section 5-14/080.00, “Narcotic Evidence Booking Procedures.”

For additional information on contraband and disposal, refer to CDM section 5-07/020.00, “Contraband Disposal.”

Prohibited Material

Photographs or pictures that display gang members or associates, gang tattoos, or hand gestures (signs) are prohibited. Sexually explicit materials (e.g., books, magazines, videos, or photos) are prohibited, as described in CDM sections, 5-06/030.00, “Inmate Reading Material” and 5-07/010.00, “Contraband Defined.” Retention of questionable photographs shall be decided by the tower sergeant.

Radical Literature

Literature which openly advocates any of the below subjects are prohibited and considered contraband:

- The violent overthrow of the government
- Describes the handling or manufacture of explosive devices or other weaponry
- How to defeat jail security
- Any material tending to incite murder, arson, riot, or other form of violence
- Any matter concerning gambling or an unlawful lottery

Disposal of Perishable Contraband

To ensure clean and sanitary housing for all inmates, perishable foods served with inmate meals not consumed within a four (4) hour period after the meal service will be considered contraband and shall be destroyed.

NOTE: Inmates housed in special population modules (discipline, HOH, administrative segregation, etc.) who consume meals inside their cells, shall have their trash removed at least two times per day. AM shift shall remove all trash accumulated during breakfast and lunch and PM shift shall remove all trash after dinner has been consumed.

For additional information, refer to CDM section 5-08/010.00, “Searches.”

Possession of Money

Any money found in the possession of an inmate shall be considered contraband and confiscated. The confiscated money may be deposited into the inmate’s account or placed on a status of “held” as evidence. An Inmate Reports Tracking System (IRTS) report shall be prepared by the module officer, or their designee, whenever an inmate is found with money.

A cashier’s receipt shall be issued for monies deposited to an inmate’s account. This does not apply to money held as evidence, nor does it affect the imposition of discipline for possession of money. Confiscated money deposited to an inmate’s account may be designated “Hold Until Inmate Released.” The facility watch commander must authorize the release of funds from “hold” status.

For additional information, refer to CDM section 5-06/020.05, “Confiscated Money,” and MPP sections 5-04/090.20, “Hold Currency,” and 5-04/090.40, “Deposit Money.”

Books and Magazines

Inmates may receive books or magazines sent directly from the publisher or bookstore. As specified in CDM sections 5-06/010.05 and 5-06/010.10, “Allowable Inmate Property,” excessive amounts of reading material or inappropriate publications that are already in possession of an inmate are considered contraband and shall be confiscated.

For additional information on the review procedures for the Inmate Reception Center mailroom and custody facilities, appeals of rejected publications, and reading material in disciplinary housing, refer to CDM section 5-06/030.00, “Inmate Reading Material.”

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