6-04/007.30 Release of Property (Only) To Third Parties

PURPOSE OF ORDER:

To establish policy and procedures for all personnel of the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

Evidence & Property Custodians (EPC) are authorized to release an inmate's personal property to third parties upon receipt of a properly completed form.

**** Evidence & Property Custodians may accept fax copies of release orders from Deputy personnel for inmates housed at any of the various custody facilities. We should be willing to accept this paperwork in lieu of the actual "blue" form or other letter format, if the third-party visitor is not able to go to the current housing location of the inmate desiring to release their property. In this instance, EPCs should contact deputies at the housing location and request their assistance in providing this paperwork.**

It should be noted that Evidence & Property Custodians must release **ALL** property included in the sealed bag when presented with the "Approval to Release Property" form. It is our stated intention to release all the property, although exceptions may be made in some particular instances. If any EPC is unsure as to any transaction, they should check with the unit manager or Watch Commander.

After receiving this "Approval to Release Property" form, Evidence & Property Custodians shall:

- Obtain valid identification from the person requesting the property and check the physical description of the person against the description written on the I.D. Question any discrepancies. A copy of the I.D should be made to keep a record of the person retrieving the property.

- Retrieve the property belonging to the affected inmate.

- Open the property bag in front of the third party and verify the contents according to the inventory information written on the front of the Booking Slip. Each item described in the "property" section of the booking slip must be individually marked off to denote recovery of and delivery to the person taking possession of the items.

- In the case of "Bulk Property", Evidence & Property Custodians releasing these items must open the container (purse, bag, plastic bag, etc.) and individually inventory each item included therein.

It is NOT sufficient to list the content of any bulk property as "purse", "Plastic bag", "zippered bag", etc., etc., etc. These items MUST be inventoried.

- After performing the inventory of the items, the Evidence & Property Custodian assigned to this task shall obtain the signature of the individual accepting the property, and note on the back of the booking slip, that person's name, address, phone number, form of identification used to positively identify the third party, and relationship with the inmate affected by this transaction.

- If any items are found to be missing from the package, the Evidence & Property Custodian handling the transaction shall obtain and cause to be completed, a "Missing Property Complaint Report". The proper procedure for completing this process is described in section 6-04/010.20 of this manual. The missing property should also be circled on the booking slip.

- The EPC shall also present to the person accepting the items, a "Prisoner Claim for Missing or Damaged Property" form. This form should be completed by the inmate and returned to the Inmate Reception Center.

- After all property is released, and no problems are encountered, the Booking Slip and Release of Property form are stapled together and filed according to the inmate's booking number (last three) in the boxes specifically designated for this purpose.

- This filing procedure must be accomplished by the end of each shift, every day.

- When a third-party inquiry about retrieving property via phone, letter, email or in person, EPCs must check JIMS to verify the status of the property. If the property is within 14 days of its Purge date (120 days after release) a hold will be placed on the property for an additional 30 days from the date the inquiry is received.

- A Hold label will be placed on the property to avoid accidental purging. Mark the Hold label with the new purge date.

- Ensure continued correspondence is maintained between the third party and the IRC Property to coordinate the release of the property.

- An additional 15-day hold may be placed on the property beyond the initial 30-day hold (45 days total) if necessary to accommodate the release of the property.

- The hold may be removed after the property has been released to the third party or the 30-day (45 day maximum) hold has expired and there has been no communication.

- Additional holds may be placed, at the unit commander’s discretion, if there is continued communication with the third party.