5-03/200.20 - Missing or Lost Prisoner Property - Claims

After notification, the unit commander shall be responsible for ensuring an immediate search is conducted for the missing property:

- The property records shall be examined to ensure the property was received; and
- Inform the prisoner or ex-prisoner if another agency is holding the property.

Property found during the search shall be handled as follows:

- Inform the prisoner their property was found and stored; or
- If the prisoner has been released, inform the ex-prisoner their property was found and how to collect it.

If the property is not found:

- Prepare an Incident Report (SH-R-49), classify it as "Missing Property of Prisoner," and assign Uniform Report Number (URN);
- If the facts indicate no further investigation is necessary, classify as inactive; or
- If further investigation is warranted, the Incident Report shall be active.

The assigned unit shall instruct the prisoner to complete and mail a Claim For Damages to Person or Property form (SH-AD-672) to the Executive Officer of the Board of Supervisors for property not found to:

Executive Officer, Board of Supervisors, Attention: Claims

500 West Temple Street, Room 383

Kenneth Hahn Hall of Administration, Los Angeles, CA 90012

(213) 974-1440

Department personnel shall not complete or mail the claim form for the prisoner. Supporting documents (i.e., internal memos, Incident Reports etc.) shall not accompany the claim form.