7-02/060.05 Inmate Property and Property at Court Lockups

Upon processing inmate property for new bookings in preparation for pick up by Transportation Bureau personnel, Court Services lockup personnel will complete an LASD/LAPD Transfer Record Form (SH-CR-275) which is commonly referred to as a "transmittal". One additional carbon copy of the transmittal will be prepared for inmate property.

Transportation Bureau Deputies receiving inmates shall continue to sign the transmittal acknowledging receipt of the inmate, property, and paperwork. Transportation Bureau personnel will verify individual inmate property with the transmittals. Transportation Bureau Deputies shall not open any sealed property bags at any time during the verification process. Transportation Bureau Deputies will also verify that each inmate property bag is sealed and will compare the amount of currency noted on the transmittal correctly matches the amount visible through the sealed property bag. Any discrepancies discovered regarding inmate money or property shall immediately be brought to the attention of the Court Lockup personnel and the branch supervisor for correction. Transportation Bureau Deputies will not transport any inmates that have not had their property verified and does not correctly match the prepared transmittal. Court Services Lockup personnel shall retain one copy of the signed transmittal.

Transportation Bureau personnel will transport the inmates, property, and appropriate paperwork in accordance with existing procedures.

New bookings which are transported to the Inmate Reception Center (IRC) will have their paperwork, property, and any currency verified by the IRC property clerks. IRC will take possession of the transmittal, property, and any currency. Custody Division will retain all records regarding new bookings in accordance with their existing policies and procedures.

Any discrepancies in the above policy shall be immediately brought to the attention of the Watch Sergeant.