

I. PURPOSE

To establish guidelines for the removal, accountability, storage, and security of inmate personal property in the Fairfax County Adult Detention Center.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that personal property removed from inmates will receive continuous accountability, proper storage, and security until such time that it is returned to inmates upon their release or transfer.

III. PROCEDURE

- A. The Confinement Branch Chiefs have the overall responsibility for the accountability, storage, and security of property removed from inmates. Confinement squad supervisors and trained Property Officers share the responsibility for day-to-day management of inmate property matters.
- B. Property Deputies (Property Officers) and Correctional Technicians
 - 1. Each Confinement Squad will be assigned two (2) Correctional Technicians to assist in the day-to-day operations of the ADC. A deputy, who has been trained to be a Property Officer, will be tasked with the overall operation of the inmate Property Rooms.
- C. Property removed from an inmate will be secured in a Property Room.
 - 1. In order to provide control and security of property within the Property Rooms and fix responsibility for missing items, only Property Officers, Correctional Technicians, and Squad Supervisors, will be allowed in the inmate Property Rooms on a routine basis.
 - 2. Inmate Property Rooms will always be locked when a deputy or Correctional Technician is not present.
 - 3. Only assigned Property Officers, Correctional Technicians, Squad Supervisors, and designated deputies will be given scan card access to the Property Room.
 - a. Four (4) key sets are designated for Property Room use. These sets will be secured, accounted for, and passed on by the Property Officers and Correctional Technicians assigned to the Property Section.
 - b. One (1) emergency key set for the Property Room will be in the KeyWatcher system located inside the main control booth (CB1).
 - 4. At no time will inmates be allowed to enter the inmate Property Rooms.
- D. Property Entering the ADC
 - 1. Prisoner property entering the ADC must be able to fit into the provided 13"x16" clear plastic bags.

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2. Excess property that cannot fit inside one (1) clear plastic 13"x16" bag will not be allowed to enter the ADC. The exception will be in cold temperatures, allowing a jacket to remain in the prisoner's property.
3. Any additional clothing that the prisoner is not wearing and which cannot fit into the one clear plastic bag will not be allowed into the ADC.

E. Items Prohibited from Entering the ADC

1. Alcohol
2. Drugs (unless in a valid prescription bottle)
3. Weapons
4. Lighters
5. Needles or capsules
6. Cigarette containers, opened or sealed
7. Vapes
8. Perishable items
9. Liquids
10. Firearms
11. Electronic Control Devices (ECW) and stun guns
12. Aerosols
13. Cannabis - Any amount of cannabis found in the possession of an individual committed to the custody of the Fairfax County Sheriff's Office shall be treated as contraband. This policy does not prohibit a deputy from pursuing appropriate charges for unlawful amounts of cannabis in excess of (1) ounce. The only exception regarding marking the cannabis for destruction shall be if an inmate possesses a current active patient registration issued by the Virginia State Board of Pharmacy. The Medical Section shall be responsible for verifying this information.

Excessive property and any of the above-listed prohibited items will be returned to the arresting officer. Excluding firearms, a supervisor may authorize excessive property and prohibited items to be disposed of as non-evidentiary contraband and/or marked for destruction when the arresting officer is no longer available to take possession of the items/property.

F. Processing Inmates' Personal Property into the ADC

1. Receiving deputies (Post 3/Post 4) will search inmates and their clothing immediately upon entering the ADC for any items that can be used as weapons or contraband.
2. A supervisor will witness the packaging of received property for currency, jewelry, and precious metals. The witnessing supervisor will initial or sign the appropriate property receipt to indicate that they witnessed the packaging of the property.
3. The name of the supervisor witnessing the packaging of the property will be documented in any report associated with the receiving and packaging of the above-listed property.
4. A supervisor is not required to witness the packaging of the property if conducted in view of a recorded camera and the packaging is documented in an incident report.

5. Correctional Technicians may assist the Receiving deputies with the inventory of inmate personal property, except clothing being worn, using the Personal Property Receipt Form (Property Receipt) to document incoming property.
 - a. Descriptions of items entered on the Property Receipt will be specific, including color, make, condition, quantity, etc.
 - b. The Receiving Deputy or Correctional Technician and the inmate will sign the Property Receipt. The white original will remain with the property and the copy will be given to the inmate.
 - 1) If the inmate refuses or is unable to sign the Property Receipt, the Receiving Deputy will verify the information on the Property Receipt and sign the form.
 - 2) A notation will be made on the Property Receipt that the inmate refused to sign.
6. Inmate personal property will be placed in a bag with attached property receipt indicating the inmate's full name, booking number, and number of bags (e.g., Bag 1 of 2). The bag will then be sealed and placed in an Intake Center Property Room bin.
 - a. Controlled item(s) (any object which could be used as a weapon) will be put into a separate clear bag with the inmate's name, booking number, brief description of the controlled item, and date. This is only applicable to FCSO sworn deputy sheriffs affecting an arrest or court deputies taking defendants into custody following their court proceedings where they have been remanded into the custody of the Sheriff's Office.
 - b. The "Controlled Item" box in the upper right-hand corner of the Property Receipt will be checked to indicate the inmate has a controlled item.
 - c. Controlled items will be placed in a designated bin that is located within the Intake Control Booth (CB2).
 - d. Inmates may keep their wedding bands (no gemstones), prescription eyeglasses, and medical alert badges. The Property Receipt will indicate that the inmate has retained these items.
 - e. Any personal checks found during the initial intake process will be secured in the inmate's personal property. The Receiving Deputy or Correctional Technician will notate the amount and check number on the inmate's property receipt.
 - f. All medication containers will be placed in a bag marked with the inmate's full name, booking number and bag number (e.g., Bag 1 of 2). The bag will then be placed in the tray at the Booking Desk. The containers will be released by the Booking Desk to an ADC Healthcare Provider. The number of containers will be noted on the Personal Property Receipt Form. Medication that does not have a container will be sealed in an envelope and noted on the Personal Property Receipt Form. The name of the ADC Health Care Provider the medication was released to will also be placed on the Personal Property Receipt Form.

7. Inmates remaining in Receiving (Post 3/Post 4) will retain their personal clothing, except ties, belts, scarves, and shoelaces. Clothing that remains with the inmate need not be recorded on the Personal Property Receipt Form, but all property taken must be noted.
 - a. If an inmate is known to be held on a "No Bond" status, there is an expectation that the inmate will be moved to a general housing unit outside of Post 3/Post 4. Receiving deputies should try to change these inmates into a jail-issued uniform and remove all items that are not authorized outside of Receiving posts.
 - b. In the event inmates become dangerous to themselves or others, additional clothing, as deemed necessary, may be removed from them.
 - c. Additional clothing removed will be inventoried, recorded on a new Personal Property Receipt Form, placed in a bag, and stored in the inmate's Intake Center Property Room bin.

- G. Moving Inmates into the General Population or to Special Housing
 1. The Classification Section will notify the Inmate Property Section of which inmates will be moved from Post 3 and/or Post 4 (Receiving) via the move report. Prior to conducting any change-ups, the deputy assigned to Post 22/Property Officer will perform a thorough and detailed inspection of the change-up room, ensuring the area is free of any contraband and trash. On the 2100 hour move the Property Officer and a Correctional Technician will:
 - a. Bring the inmates' personal property stored in the Intake Center Property Room to the appropriate change-up processing station.
 - b. No more than five (5) inmates will be escorted at a time to the change-up processing station. During the change-up procedure the Property Officer will position themselves within the change-up room where they will directly observe the inmate, ensuring the inmate is not in possession of any contraband or unauthorized clothing items.
 - c. Take and inventory the inmate's remaining personal clothing such as shirt, pants, shoes, and undergarments that are not white in color.
 - 1) Any inmate who does not have suitable underpants at change-up will be offered one (1) pair of new underpants. Acceptance or refusal will be noted on the Inmate Property Record. Inmates who are deemed indigent can request additional items from the commissary, consistent with [SOP 207 - Inmate Commissary](#).
 - 2) The Property Officer will ensure a supply of religious head coverings are kept in stock and are made available in accordance with [SOP 533 – Religious Head Coverings](#).
 - d. Issue each inmate clothing and a bed roll according to restriction status.

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- e. Record the items issued as listed on [SOP 528 - Attachment 1](#). The Correctional Technician or Property Officer and inmate will sign and date the Inmate Property Receipt Form, the original will be maintained by the Property Section and a copy will be given to the inmate.
 - f. Open the property bag in front of the inmate and verify again the personal property taken from the inmate during admission. Return all items allowed in general population (reference inmate handbook/Kiosk or inmate tablet) Record all items that were returned.
 - 1) If items are missing, they will be noted on the Property Receipt and investigated by the Property Officer or Correctional Technician on duty at the time of change-up. If the Property Officer cannot locate the missing items, a Confinement Supervisor will investigate the matter further.
 - 2) A report will be written by the individual who discovered that the property was missing and submitted through their squad supervisor to the appropriate Confinement Branch Chief.
 - g. Dispose of all perishable food items found in the inmate's personal property.
 - h. Assign the inmate a bin in the Main Inmate Property Room for storage of clothing. The inmate's assigned bin numbers will be placed on the front of the inmate's property file envelope.
 - i. Subsequent inspections of the change-up processing room will be conducted following every group of inmates being changed up.
2. The Inmate Handbook lists the items that will be returned to the inmate upon transfer from receiving to general population. The Property Officer or Correctional Technician will notify the inmate if they have excessive property and their options for the removal of the excess property from the ADC.
- a. One set of clothes for court and/or release will be stored for the inmate.
- H. Visiting
- 1. Correctional Technicians may be assigned to the Visiting Reception area (Post 18) during inmate visiting hours.
 - 2. Correctional Technicians will:
 - a. Ensure that a supply of bags and Personal Property Receipt Forms are available.
 - b. Accept only the following:
 - 1) Items approved in writing by a Confinement Branch Chief or above.
 - 2) One exchange of clothing to be used for jury trials in Fairfax County Circuit Court or Federal Court. When clothing is brought

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in for a jury trial, a contact name and phone number of the person dropping off the clothing will be obtained. At the conclusion of the jury trial, the individual will be contacted to collect the jury trial clothing.

- c. Family or friends of inmates who are delivering medications for an inmate may drop off medications in the safe located at Post 18 or they may be collected by an ADC Medical staff member. The safe designated for medication drop-off will be checked routinely by members of the ADC Medical staff.
- I. Property Forwarded through the Mail
 1. No property will be received through the mail.
 2. Property received via mail will be returned to the sender. If no sender can be determined, the property will be disposed of in the same manner as delineated in Section III., G., 2. of this SOP.
- J. Change-Up for Court
 1. Property Officers and/or Correctional Technicians are solely authorized to change up inmates going to and returning from jury trials in Fairfax County Circuit Court or Federal Court.
 2. The Property Officer or Correctional Technician will complete a receipt identifying each item the inmate wears to court (i.e., color of trouser, shirt, suit coat, shoes, and socks). No other clothing (tie, belt, or personal items such as cuff links, etc.) will be given to the inmate for court. The Property Officer and/or Correctional Technician and the inmate will sign the Property Receipt ([SOP 528 - Attachment 4](#)).
 3. The Property Receipt will be placed in the inmate's personal property file until after the clothing is returned to the Property Room.
 4. Upon the inmate's return from court, the Property Officer or Correctional Technician will verify the personal property items against the Property Receipt and initial the receipt with the date and time. The Property Officer and/or Correctional Technician will search the property in the presence of the inmate prior to returning it to the property bin.
 5. Inmates refusing to change up for Circuit Court are required to sign a statement that they are refusing to change up.
 - a. The inmate's statement will be witnessed by the Correctional Technician or a deputy sheriff.
 - b. The statement will be forwarded to the Court Security Branch Chief with a copy to the inmate's personal property file ([SOP 528 - Attachment 5](#)).
 6. Inmates will not change up for General District Court appearances.
 7. Inmates will not use other inmates' personal clothing or shoes for court appearances.

- K. The Sheriff's Office will **not** release the property of any inmate in the custody of the Sheriff's Office to a law enforcement officer without a search warrant. The following procedures will apply:
1. When a law enforcement officer reports to the ADC requesting to obtain an inmate's property, the on-duty Property Officer will be contacted.
 2. Once the Property Officer receives a copy of the search warrant, the Property Officer will be responsible for ensuring that the law enforcement officer receives the requested property.
 3. The Property Officer will fill out a Release of Property or Funds Form ([SOP 528 - Attachment 2](#)) and provide the law enforcement officer with a copy of the form.
 4. The original Release of Property Form along with a copy of the search warrant will be maintained by the Property Officer. The inmate will receive a copy of the execution page of the search warrant which includes the inventory of property seized.
 5. This procedure will also be followed by sworn staff of the Sheriff's Office when seizing any property of an inmate as evidence in a criminal case.
- L. Release of Inmate Property or Cash
1. Property Officers or Correctional Technicians will release property to persons designated by the inmate on the Release of Property or Funds Form ([SOP 528 - Attachment 2](#)).
 2. Cash and/or personal property may not be released from one inmate to another.
 3. Inmates will be required to sign a Release Form specifying to whom the property is to be released, prior to individuals arriving to pick up the property. The post deputy will verify the inmate's signature and initial the Release of Property or Funds Form before submitting it. The person receiving the property will sign the Release of Property or Funds Form. The Property Officer or Correctional Technician will list all property being released on the reverse side of the Property Release Form.
 4. A copy of the receipt will be placed in the inmate's property file.
 5. Money must be released through the Commissary/Finance Section unless the money is still physically being held in the Intake Control Booth (CB2).
- M. Out-Processing
1. A Booking deputy will notify the Inmate Property Section and the Inmate Finance Section which inmate is leaving.
 2. The deputy releasing the inmate from the ADC will check with the Intake Control Booth (CB2) to ensure all funds are released to that inmate. If the inmate's funds have been retrieved by the Inmate Finance Section, the deputy will coordinate with the Booking Desk to verify that Finance has been notified of the release. The

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Finance Clerk will prepare a check in the amount of the inmate's account balance and deliver it to the Booking Desk.

3. A Booking deputy will notify the post deputy to move the inmate(s) with their personal items and jail property to the appropriate intake area (Female Receiving - Post 4, for females; or the Receiving Intake Property Room - Post 3, for males).
4. The post deputy will inspect the departing inmate's cell for any damage to the cell, pillow, and mattress, prior to leaving the cell with the inmate.
5. The Property Officer or Correctional Technician will change up one inmate at a time at the Intake Center Property Room window. At this time, the inmate will have all items belonging to the ADC collected and inventoried. The Property Officer or Correctional Technician will sign the ADC Inmate Property Record Form ([SOP 528 - Attachment 1](#)), verifying the individual returned all ADC property.
6. The Property Officer or Correctional Technician will collect all items belonging to the inmate from the assigned property bin.
 - a. Clothing and shoes will be returned to the inmate and the property receipt signed.
 - b. All other property such as controlled items, watches, rings, etc. will be returned to the inmate during release by the Booking Desk. The Property Officer or Correctional Technician will have the inmate sign the Property Receipt, verifying the return of the items.
7. If an inmate's property is missing:
 - a. An immediate thorough search of the Property Rooms will be conducted.
 - b. The inmate and ADC copies of the receipt will be annotated accordingly.
 - c. Inform the inmate that if the missing property is found they will be notified, or they will be contacted about what further-action will be taken.
 - d. Obtain a thorough description of the missing item(s) (e.g., serial number, brand, style, color, and any peculiarities).
 - e. Ascertain where the property was purchased (city, state, etc.).
 - f. Obtain date or approximate date of purchase and cost of the item(s).
 - g. Write a detailed comprehensive report. Completed reports will be forwarded through the chain of command, to the appropriate Confinement Branch Chief for final disposition.

N. Inmates Being Transferred

1. The Property Officer or Correctional Technician will pack all the inmate's personal clothing and equipment in sealed bags.

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2. The Property Officer or Correctional Technician will escort the inmate and their property to Post 3. All property will be turned over to a Post 3 deputy. The Post 3 deputy will then escort the inmate to the Booking Desk.
 3. A deputy will also retrieve the inmate's controlled items.
 4. The inmate will sign the Property Receipt acknowledging receipt of their property.
 5. If an item is missing, the procedure outlined in Section III., M., 7. of this SOP will be followed.
 6. If an inmate is unable to transport their property to another facility, they will sign and initial a 60-Day Property Hold Notification Release Form ([SOP 528 - Attachment 6](#)). The inmate will be notified that they have sixty (60) days for the individual they designate on the release form to retrieve their property. Commissary food items will not be stored and will be appropriately disposed of. After sixty (60) days, the inmate's property will be declared unclaimed property.
- O. Unclaimed Property
1. Unclaimed property will be inventoried and stored each month.
 2. Only a Property Officer is authorized to dispose of any unclaimed property.
 3. The Property Officer/Correctional Technicians will attempt to notify the owner of any unclaimed property.
 4. If any unclaimed property has not been retrieved within sixty (60) days, the Property Officer may proceed with the destruction process.
 5. An itemized list of all unclaimed property will be prepared by the Property Officer and forwarded to a Confinement Branch Chief for approval, prior to any property disposal.
 6. All forms of personal identification/certificates will be returned to the document originator. If the Property Officer is unable to determine a return address for the originator of the document, it may be disposed of as unclaimed property and in accordance with this SOP.
 7. The Property Officer will maintain a record of all unclaimed property that has been disposed of. These records will be maintained for no less than three (3) years.
 8. Unclaimed controlled items will be inventoried every other month or as needed by a Shift II Property Officer or Correctional Technician. The items will be recorded on the Unclaimed Controlled Items Form ([SOP 528 - Attachment 3](#)). The Unclaimed Controlled items will then be secured in the vault located in the Supply Section and placed in a bin for removal by the Material Management Section Supervisor.

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DATE APPROVED



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SHERIFF

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