



LEON COUNTY SHERIFF'S OFFICE

Standard Operating Procedure 450.I5 Inmate Personal Property Control

<i>EFFECTIVE:</i>	<i>REVISED:</i>	<i>RESCINDS:</i>
1 OCTOBER 1999	05 August 2015	10 June 2015

A. PURPOSE: The purpose of this procedure is to establish a system for inventory, storage and release of inmate personal property.

B. SCOPE: This procedure shall apply to all Corrections Personnel.

C. POLICY: It is the policy of the Leon County Jail to protect and safeguard inmate personal property. A system of providing receipts to inmates requiring staff and inmate signatures when property is taken from or returned to the inmate will be utilized [FCAC 9.10M].

D. DEFINITIONS:

PROPERTY – Articles an inmate has in their possession at the time of commitment, including but not limited to clothing, footwear, jewelry, watches, wallet contents, collectibles, money, foreign currency, keys, phone, prescribed and over the counter medications, prescription glasses, contact lenses and solutions, dentures, hair pieces, personal documents, drivers license, ID card, passport, credit cards, checks, etc.

E. PROCEDURE:

1. INMATE PROPERTY

- a. Upon entering the facility each inmate shall be pat searched. Their personal property will be taken from them and stored in a secured property bin in Booking [FCAC 9.10M]. The searching officer shall complete a Property Intake Receipt listing in detail, all property. The officer and inmate shall both sign the receipt before securing the property [FCAC 9.10M]. If the inmate refuses to sign the receipt a second officer shall note the refusal and also sign [FMJS 4.07j].
- b. If the inmate is released while in Booking, Booking staff shall return all properties/monies and require the inmate sign and date the Property Intake Receipt as acknowledgment that he/she has received all of their property. The Booking Officer releasing the property shall also sign the Property Intake Receipt [FMJS 4.17]. The receipt shall be placed in the inmate's file.
- c. Upon completion of the booking process, and if the inmate is not to be released, the inmate and the property shall be escorted to the property room. Items that

may be retained by the inmate shall be determined by checking the authorized inmate personal property list maintained in property [FCAC 7.02].

- d. In the presence of the inmate, the inmate's personal property shall be inventoried and entered into the property computer system, described by name, color, amount, condition and brand.
 - 1) Inmate clothing may be secured/stored in a property hanger. If a property hanger is utilized, the hanger number shall be listed in the property computer system.
 - 2) Property other than clothing and medications as defined in section D shall be secured in an assigned property bin. If a property bin is utilized, the bin number shall be listed in the property computer system.
 - 3) Monies shall be counted and processed in the presence of the inmate. The property officer shall search the property computer system, inmate commissary accounts, to determine if the inmate has an established commissary account from a past incarceration in the Leon County Jail. If no commissary account exists, the property officer shall create the inmate an inmate commissary account. The money amount shall be entered into the inmate's commissary account. The property officer shall cause the computer to subtract the authorized booking fee against the inmate's commissary account. A computer generated receipt shall be signed by the inmate and property officer processing the money. The money shall be secured in a money envelope along with a signed copy of the inmate's commissary account receipt. The envelope shall be placed in the property officer's bank bag. At the end of the property officer's shift, the property officer shall generate a report reflecting monies collected. The report shall be placed in the property officer's bank bag and the bank bag dropped in the secure drop box in property. The monies shall remain secured in the drop box until the jail's Fiscal Coordinator or Commissary Manager removes the monies and reviews the money received against the computer generated report to ensure they balance. Once the review is complete, the money remains with the jail's Fiscal Coordinator or Commissary Manager.
 - 4) All non-controlled medications to include over the counter medication shall be inventoried and stored in a safety deposit box in the property vault. The property officer shall assign a safety deposit box which shall be documented on the Personal Property Inventory Form. Once the non-controlled medications are secured, the safety deposit box key will be placed in the yellow property bag, sealed and secured in the inmate's assigned property bin. Controlled medications shall be processed and secured in medical in accordance with Jail SOP. 450.11 Adult Admission and Processing.
 - 5) Once all property is listed in the property computer system, the computer shall generate a Personal Property Inventory Form to be signed by the inmate and property officer. If the inmate refuses to sign the Personal Property Inventory Form, a second officer shall note the refusal and sign. A copy of the Personal Property Inventory Form shall be placed in the inmate's file [FMJS 4.07j]. The inmate shall receive a copy of the Personal Property

Inventory Form [FCAC 9.10M FMJS 4.07j] and a copy stored with the assigned property hanger or assigned property bin.

- e. Upon release of the inmate, the property officer will return all property to include medications stored in the jail's inmate property section. The property officer shall access the inmate's commissary account to determine account balance. Monies up to five dollars (\$5.00) shall be returned to the inmate in the form of cash. Monies over this amount shall be returned to the inmate in the form of a debit card if being released from Jail. If being released to another jurisdiction or to the Department of Corrections, a check made out to the inmate will be generated and given to the transporting agency or sent to the Department of Corrections. If the system for debit card is inoperable, a check will be issued. The inmate shall sign for the return of the property and money. This form(s) shall be countersigned by the property officer and placed in the inmate's file [FMJS 4.17]. A copy of the receipt for the cash provided to the inmate shall be placed in the money box assigned to the property officer to be reviewed by the jail's Fiscal Coordinator or Commissary Manager.

- 2. **INMATE COURT CLOTHING** - Court clothing for inmates will be accepted from the general public provided there is a scheduled jury trial selection or jury trial hearing. Court clothing may be accepted twenty-four hours a day seven days a week. The clothing will only be accepted in the releasing area of the Jail. Only an inmate attending one of the aforementioned court appearances will be allowed to dress in civilian clothing, however, a Court Order or request from a Judge will supersede the above criteria. Court clothing provided by someone other than the Public Defender's Office shall be listed in the inmate's personal property inventory and a receipt provided to the inmate.

3. LOST PROPERTY

- a. Claims of lost or missing property shall be thoroughly investigated and documented to determine the validity of the claim and the proper course of action to be taken.
- b. When property is reported lost or missing by an inmate, at any time during their incarceration, the person receiving the claim will refer it to the property officer on duty. The property officer will:
 - 1) Determine if receipt of the property was documented on the inmate's Property Inventory Form at the time of the inmate's admission.
 - 2) Ascertain if the property was released to another person, facility or agency by checking the Property Inventory Form, and the Property Management Computer System.
- c. If after a preliminary investigation the property cannot be located and the inmate wishes to file a written claim, the inmate will be instructed to file an inmate request form that contains the following information:
 - 1) A list of the missing items;

- 2) A description of the property and the estimated value of the items;
 - 3) Date of acquisition, where purchased and purchase price, if known;
 - 4) A telephone number and address where the inmate can be contacted upon their release;
 - 5) The request form will be forwarded to the Operations Bureau Lieutenant for investigation.
- d. When claims are received from a former inmate, an initial attempt will be made to locate the property. If, after initial attempts, the property cannot be found, a memorandum will be written containing the steps taken to locate the property and a description of the missing item(s). The memorandum will be forwarded to the Operations Bureau Lieutenant who will conduct an investigation of the claim. The Operations Bureau Lieutenant will submit the results of the investigation to the Jail Director who will review the report to determine if the claim is valid. Final determinations for payment of claims shall be made by the Sheriff's Administration Division Director.

4. UNCLAIMED/FOUND PROPERTY

- a. If it is discovered that property items are unclaimed, abandoned or were not returned to an inmate in error, the discovering officer will promptly notify their immediate supervisor.
- b. If property is found and the owner cannot be determined an offense/incident report shall be written and the property placed into the evidence locker at the main office in accordance with LCSO General Order 84.1.
- c. If property is found and the owner identified, the Operations Bureau Lieutenant or designee shall contact the property owner and schedule a time for pick up. If the property owner can't be located or declines ownership an offense/incident report shall be written and the property placed in the evidence locker at the main office in accordance with LCSO General Order 84.1.
- d. If the unclaimed/found property is of contraband nature (drugs, illegal weapons, etc.) the property will be handled in accordance with LCSO General Order 84.1.

5. PROPERTY RELEASE REQUESTS

- a. A property release form must be completed and signed by both the inmate and witnessing officer before an inmate's personal property can be released. The witnessing officer shall confirm the inmate's identity by reviewing the inmate's issued wristband before signing the form. The information on the property release form must be accurate or the property will not be released. The property officer who makes the transaction shall sign the property release form and the computer generated receipt FMJS 4.07]]
- b. The completed property release form will be attached to the Inmate's Personal Property Form.

- c. Any property released will be reflected in the Inmate Property Management System, and a copy of the property release form will be placed in the inmate's file.
- d. Inmate property requested by law enforcement agencies or the State Attorney's Office will be released pursuant to a search warrant or court order. Inmates requesting release of property to their defense attorney, family members or designated individual need only to submit a property release form.

6. TRANSPORTED INMATES' PROPERTY

- a. If a transporting agency refuses to accept an inmate's property upon their release from the Leon County Jail, the property will be handled as abandoned property. An offense/incident report shall be written and the property placed in the evidence storage at the main office in accordance with LCSO General Order 84.1. A potential contact person can be listed to claim the property.
- b. Inmates being transported to the Florida Department of Corrections who have property items not accepted by Florida Department of Corrections will be asked to provide a contact person to accept their property. If there is no contact person provided, the inmate can choose to either donate the property or have it destroyed. In either case a property release form shall be completed and the inmate's decision documented. If a contact person is provided, the inmate shall complete the property release form and provide an address or telephone number of the contact person. The property officer shall attempt to make contact and arrange pick up of the property. If the provided contact person refuses delivery of the property items or contact was unsuccessful, the property will be handled as abandoned property as outlined above.
 - 1) Property items for destruction shall be stored in the appropriate area within the property room along with the property release form completed by the inmate. If the items can simply be discarded in the trash such as tobacco products, lighters, miscellaneous papers, etc., the property officer will ensure these items are placed in the proper trash receptacle to be placed in the jail's trash compactor.

7. ACCOUNTABILITY AND INSPECTIONS

- a. The Jail Property Unit custodians are accountable for all property within their control. Accountability is verified through documented inspections, inventories, and examination [FCAC 9.21].
- b. **Annual Examination:** The Office of Professional Standards shall conduct an annual examination of the Jail Property Unit. The annual examination will consist of an examination of conformance with agency controls, policies and procedures of the Jail Property Unit. [FCAC 9.21A].
- c. **Unannounced Inspection:** As directed by the CEO, the Operations Bureau Commander or designee shall conduct an annual unannounced inspection of the property storage areas for organization and orderliness [FCAC 9.21B]. The inspection may include, but not be limited, to the examining of:

- 1) The Jail Property Unit storage facility to ensure that it is maintained in a clean and orderly fashion; and
 - 2) All stored property is being protected from damage and/or deterioration.
- d. **Inventory:** As directed by the CEO, the Jail Property Unit Supervisor and the Operations Bureau Commander or designee shall conduct an annual full or partial inventory of property [FCAC 9.21C]. This inventory shall consist of a partial accounting containing a random sampling of property from all storage areas.
- e. A written account of all inspections, inventories, and audits which reflect the date conducted and any favorable or unfavorable findings will be provided to the Sheriff within 15 days of completion. A copy of each examination, inspection, and inventory will be routed to the Office of Professional Standards Jail Accreditation Manager, as well as the Jail Property Unit supervisor, Operations Bureau Commander and Jail Director, as applicable, within the 15 day time period.

F. INDEXING:

Accountability and Inspections
Inmate Court Clothing
Inmate Personal Property
Lost Property
Property Release Requests
Transported Inmate's Property
Unclaimed/Found Property

APPROVED: _____

CORRECTIONS DIVISION DIRECTOR