



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 506.12
Subject: Inmate Programs and Services	Topic: Inmate Property
Accreditation: 6VAC15-40-710, 6VAC15-40-780, 6VAC15-40-790, 6VAC15-40-810	
Enacted: 12/01/2007	Reaffirmed:
Revised: 04/16/2008	Review:
Last Review:	

I. PURPOSE

The purpose of this General Order is to provide directives for the accountability, storage and security of personal property belonging to inmates while in the custody of the Loudoun County Adult Detention Center.

II. POLICY

It is the policy of the Corrections/Court Services Division that personal property removed from each inmate shall receive proper accountability, storage, and security until such time that the property is returned to the inmate. This is accomplished through a comprehensive inventory, documentation, and storage process. Inmate property becomes the responsibility of the Adult Detention Center at the time of committal. An initial custody search shall be completed on each inmate or arrestee for weapons and contraband immediately upon their return or committal to the facility. The Booking Deputy is responsible for performing the property inventory and completing an Inmate Property Record for all items removed from and/or retained by each inmate. The Booking Deputy and the inmate shall verify and sign the Inmate Property Record. If the inmate is unable or refuses to sign the form, the Booking Deputy shall document this on the form and sign it. An additional deputy shall also sign as a witness. The inmate shall receive a copy of the Inmate Property Record. Inmates shall not trade, gamble, barter, give, or exchange their property items with another inmate. A list of authorized property shall be maintained in the Inmate Handbook.

III. PROCEDURE

A. Property Reception and Inventory Procedures

1. Firearms and Other Potentially Dangerous Items

- a. If firearms, ammunition, fireworks, narcotics, alcohol or other potentially dangerous items are discovered during the initial custody search of an inmate or during the property inventory procedure, such items must immediately be seized and removed from the secured area of the facility. Refer to General Order # 502.7, Contraband Control for proper chain of custody procedure.
- b. All potentially dangerous weapons, excluding all firearms and large sharp edge weapons or tools, will be placed in a sharps bag in the inmate's secured property storage. The contents of the sharps bag will be returned outside the

secured confines of the jail upon the inmate's release from custody. Examples of such weapons include razors, knives, needles, nail clippers, scissors, tools, or anything the deputy feels may have the potential to cause bodily harm. For additional information on contraband storage refer to General Order # 502.7, Contraband Control.

2. Medication

- a. If medications are discovered during the search of an inmate or during the property inventory procedure, medical staff will be notified and will report to the Intake area.
- b. The medical staff will be responsible for identifying the medication and advising a squad supervisor on proper handling during the booking and property inventory process.
- c. All prescription medications must be inventoried and given to the medical staff for storage in the pharmacy.
- d. A notation will be entered on the Inmate Property Record indicating the location of the stored medication(s).

3. Money

- a. For information on how to properly handle inmate monies refer to General Order # 506.2, Inmate Financial Accounting System.

4. Additional Property Inventory

- a. All additional items not listed above will be taken during the search and placed in a property bag for storage. (Small items and/or valuables may be placed in a clear plastic evidence bag and sealed for safe storage).
- b. During the committal process, the Searching Deputy will be responsible for completing a thorough, systematic and detailed inventory of all inmate property. All items will be documented on the Inmate Property Record.

5. Inmate Property Record

- a. The Inmate Property Record is an itemized inventory that is specific in its description of the items that are listed (e.g. color, make, condition, location, and quantity, name brands will not be used as descriptors, gem stones and metallic jewelry will be described by color, i.e. red stone, yellow watch; at no time will gold, silver, diamond, etc. be used when describing jewelry).

- b. After verifying that the Inmate Property Record is correct, both the Booking Deputy and the inmate will sign it. If the inmate is unable or refuses to sign the form, the Booking Deputy will make a note on the Inmate Property Sheet stating the inmate's refusal to sign and the Booking Deputy will sign it. An additional deputy shall also sign as a witness. A copy of the form will be given to the inmate.
- c. The Inmate Property Record will serve as a receipt for the money discovered during the initial custody search and becomes a part of the inmate record.
- d. At the completion of the committal process, security staff will verify that all property is secured in the Inmate Property Storage Room.
- e. When an inmate's property is placed in the property room on the rack, the rack number will be recorded on the Property Screen in OMS.
- f. At the time an inmate is permanently release from the facility the booking deputy will delete the rack number from the booking screen in OMS.

B. Issued Property and Personal Possessions

1. To prevent health problems and fire hazards, and due to minimal storage space in housing units, inmates are limited in the amount of property they may keep in their cell or assigned living area. Property in excess of the authorized amounts will be confiscated and stored with the inmate's secured property in the Inmate Property Storage Room.
2. Upon initial committal, all inmates will be allowed to retain the following list of items unless a squad supervisor determines them to be a safety or security risk:
 - a. Wedding band (no stones or sharp edges)
 - b. Personal papers such as warrants and property sheets
 - c. Medical Alert bracelet or necklace
 - d. Prescription glasses or contacts
 - e. Hearing Aids
 - f. Dentures
 - g. One pair of socks (White)
 - h. Underwear (White)
 - i. Tee-shirt (White)
 - j. Bra (White, no under-wire)
3. Upon completing the classification process and prior to being transferred to general population housing, inmates will be issued the following items:
 - a. 1 Mattress
 - b. 2 Sheets

- c. 1 Blanket
- d. 1 Laundry Bag
- e. 1 Towel (2 for females)
- f. 1 Washcloth
- g. 1 Pair of Canvas Shoes
- h. 1 Pair of Shower Shoes
- i. 3 Shirts/Trousers (jail issue) 2 – uniforms if housed in a unit with washers / dryers; 3- if housed in a unit without washers / dryers
- j. 1 Toothpaste
- k. 1 Toothbrush
- l. 1 Roll of Toilet paper
- m. 1 Soap
- n. 1 Drinking Cup

4. Each inmate will be given a storage bin to store their property items. Each inmate is responsible for properly storing and caring for property items in their possession. Inmates will be required to sign the Loudoun County Adult Detention Center Inmate Property Record upon issuance of the above items.
5. Inmates may send excess allowable property out of the facility using the Mail system or request that the property be placed into to their secured storage in the property room. Property placed into the inmates secured storage in the property room must be documented in the Offender Management System and a receipt should be generated for the inmate.
6. Inmates are responsible for managing the amounts of allowable property in their cells, property bins and on their person and are required to either mail out or request to the post deputy that the items be placed into their secured storage in the property room. Only items ordered from the inmate commissary will be returned to inmates in the confinement area at their request, all other items such as photos or excessive mail will not be returned to the inmate. Items discovered to be in excess of allowable amounts during a cell search or shakedown will be treated as contraband in accordance with General Order # 502.7 and will be placed in their property and logged into the property section of the Offender Management System.

C Property Released or Destroyed

1. Upon release of an inmate, all property will be returned to the inmate with the exception of any weapons. If an inmate has a weapon, security staff will escort the inmate into the Vehicle Sallyport, and return the item as the inmate exits the pedestrian door. (General Order # 502.7, Contraband Control). Prior to being released, the inmate and the deputy returning the item(s) must sign the Inmate Property Record acknowledging that all property was returned.

2. If an inmate wishes to release property to an outside party the following procedure must be followed: the inmate must fill out the appropriate Property Release Request Form which will then be forwarded to Central Control and filed to await the arrival of the named party to pick up the item(s).
3. Inmates with excessive amounts of property that does not fit in a property bag must mail out their property at their expense or have property released to a third party. If property is not mailed out or picked up within thirty (30) days the property will be destroyed. The inmate will complete and sign a Property Release Form noting either a mailing address or naming a third party or check the box permitting the destruction of the excess property.

D Transfer of Inmate Property

1. When an inmate is transferred to the Loudoun County Adult Detention Center they will only be permitted to retain the following items:
 - a. Legal Materials
 - b. Religious Items (no stones, sharp edges or handmade artifacts)
 - c. Personal clothing (What they are wearing only)
 - d. Medications/Medically required items (glasses, hearing aids, etc...)
 - e. Wedding bands (no stones or sharp edges)
 - f. Small address/telephone book/paper (no metal fasteners)
2. Inmates will not be permitted to bring any other property into the facility.
3. All remaining property will be held at the Loudoun County Adult Detention Center for thirty (30) days and it is the inmate's responsibility to have the additional property picked up.
4. If an inmate wishes to have property picked up, they must fill out and sign the Inmate Property Transfer Sheet (Attachment A). If the property is not picked up within fourteen (14) days the property will be destroyed pursuant to VA Code 53.1-228.
5. When inmates are transferred from the Loudoun County Adult Detention Center to another facility, they must release their excess property. If the property is not picked up within fourteen (14) days the property will be destroyed pursuant to VA Code 53.1-228.

IV. DOC STANDARD

6VAC15-40-710: Admitting Individuals into Jail

Written policy, procedure and practice for admitting individuals into the jail shall address the following:

1. Verification of commitment
2. Complete search of the individual and his possessions
3. Dispositions of clothing and personal possessions
4. Interview for obtaining identifying data
5. Photograph
6. Telephone calls.

Compliance Documentation:

- Review written policy and procedures
- Review commitment records
- Review property records
- Review inmate records
- Interview staff/inmates

Care must be taken to ensure appropriate legal commitments are in place prior to accepting an inmate into custody. Searches must be conducted in compliance with applicable laws, and disposition of property must be documented. Interviews to obtain identifying information should be initiated at this time. A photograph and telephone calls must be part of the admission process.

6VAC15-40-780: Items Inmates may retain

Written policy and procedures shall state what items the inmate may retain in his possession.

Compliance Documentation:

- Review written policy and procedures
- Inmate Handbook/orientation
- Observation
- Interview staff/inmates

A list of allowable items such as clothing, valuables, books, magazines or newspapers, pictures, personal hygiene items and commissary items should be provided to inmates. Consistent enforcement discourages the accumulation of such items, assists in minimizing clutter and reduces potential problems with vermin and pests.

6VAC15-40-790: Inventory of Cash and Personal Property

A written itemized inventory of cash and personal property of each inmate shall be made at the time of initial booking. A copy signed by both staff and inmate shall be furnished to the inmate.

Compliance Documentation:

- Review inventory sheets for both inmate and staff signature (computerized officer identification will not substitute for a signature, inmates refusing to sign shall be documented)
- Review documentation for property released by inmate

- Interview staff/inmates

Current and accurate inmate property records reduce grievances and unfounded complaints by inmates. Property released to family members, destroyed, etc., should be accurately documented.

6VAC15-40-810: Return of Inmate Property and Funds

Inmate's property and funds shall be returned to him upon release or transfer and receipted for the inmate in writing, when practical.

Compliance Documentation:

- Review property and account records acknowledged by the inmate in writing
- Interview staff

(It is expected inmates will generally receive their funds at the time of transfer or discharge, however, circumstance may arise when this is not possible, such as bonding out at night, emergency transfers, etc.)

Every effort should be made to return both personal property and inmate funds at the time of release.

This General Order becomes effective September 23, 2016, and rescinds all previous rules and regulations pertaining to the subject.



Loudoun County Sheriff's Office
Adult Detention Center



INMATE PROPERTY DESTRUCTION NOTICE

TO: Inmates Being Permanently Transferred to Another Jurisdiction/Facility

FROM: Major M. Manning
Chief Correctional Officer

DATE: March 26, 2015

Effective this date, all inmates being permanently transferred to another jurisdiction or facility will be allowed to take with them the following items only:

- Legal materials
- Religious items
- Personal clothing (only what can be worn safely during transport)
- Medication and medically required items (glasses, contacts, hearing aids, etc.)
- Wedding band (no stones or sharp edges)
- Personal funds (money)
- Small address/telephone book (no metal fasteners)
- Government issued identification

All other property will be held at the Loudoun County Adult Detention Center for 30 days and it is your responsibility to indicate on this form who is authorized to pick up said property and to notify them of this. **After 30 days, all property will be disposed of in accordance with the provisions of the Code of Virginia (53.1-228) and agency policy.**

I hereby authorize (please print) _____ to pick up my property.

Authorized Individual's Address: _____

Authorized Individual's Telephone: _____

Printed Inmate Name: _____

Inmate Signature: _____

Date Notice Given to Inmate: _____

Disposal Date: _____

Disposing Officers Signature/Badge: _____