



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services

Section: 506.12

Subject: Inmate Programs and Services

Topic: Inmate Property

Enacted: 12/01/2007

Last Review: 03/07/2025

Review: 09/01/2027

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 custody of the Loudoun County Adult Detention Center.

II. POLICY

It is the policy of the Corrections 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. 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, deputies must immediately seize such items and remove them from the secured area of the facility. Refer to [General Order 502.7, Contraband Control](#), for the proper chain of custody procedure.
- b. All potentially dangerous weapons, excluding all firearms and large sharp edge weapons or tools, shall be placed in a sharps bag in the inmate's secured property storage. The contents of the sharps bag shall 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 shall be notified.

- b. The medical staff shall 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 shall 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 items not listed above shall 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 commitment process, the Deputy conducting the search shall be responsible for completing a thorough, systematic, and detailed inventory of all inmate property. All items shall 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 shall not be used as descriptors; gem stones and metallic jewelry shall 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 shall sign it. If the inmate is unable, or refuses, to sign the form, the Booking Deputy shall make a note on the Inmate Property Sheet stating the inmate's refusal to sign and the Booking Deputy shall sign it. An additional deputy shall also sign as a witness. A copy of the form shall be given to the inmate.
- c. The Inmate Property Record shall serve as a receipt for the money discovered during the initial custody search and becomes part of the inmate record.
- d. At the completion of the committal process, security staff shall verify that all property is secured in the Inmate Property Storage Room.

- e. When an inmate's property is placed in the property room, the rack number shall be recorded on the Property Screen in the offender management system.
- f. At the time an inmate is permanently released from the facility, the Booking Deputy shall delete the rack number from the booking screen in the electronic management system.

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. Items that exceed the authorized amount shall be confiscated and stored with the inmate's secured property in the Inmate Property Storage Room.
- 2. Upon initial committal, all inmates shall 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. T-shirt (White)
 - j. Bra (White, no under-wire)
- 3. Upon completing the classification process, and prior to being transferred to general population housing, inmates shall 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. 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 shall be given a storage bin to store his/her property items. Each inmate is responsible for properly storing and caring for property items in his/her possession. Inmates shall acknowledge receipt of these items .by signing a printed form listing the property received. If the inmate refuses to sign, two deputies shall verify the property in the storage bin and sign in lieu of the inmate.
5. Inmates may send excess allowable property out of the facility using the mail system or request that the property be placed into secured storage in the property room. Property placed into the inmate's secured storage in the property room must be documented in the electronic 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 shall not be returned to the inmate. During a cell search or shakedown, all items discovered to exceed the permitted amount shall be treated as contraband in accordance with [General Order 502.7](#) and shall be placed in the

inmate's property and logged into the property section of the electronic management system.

C Property Released or Destroyed

1. Upon his/her release, all property shall be returned to the inmate except for any weapons. If an inmate has a weapon, security staff shall escort the inmate into the Vehicle Sallyport and return the item as the inmate exits the pedestrian door. ([General Order 502.7, Contraband Control](#)).
2. 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.
3. If an inmate wishes to release property to an outside party, the following procedure must be followed: the inmate must fill out the appropriate Authorization to Release Inmate Property Form, which shall then be forwarded to the Property Clerk.
4. Inmates with excessive amounts of property that does not fit in a property bag must mail their property at their expense or have property released to a third party. The inmate shall complete and sign a Property Release Form noting either a mailing address or naming a third party. If property is not mailed or picked up within thirty (30) days, the procedures for disposal of unclaimed property outlined in [General Order 414.2 Custody of Property](#) shall be followed.

D Transfer of Inmate Property

1. When an inmate is transferred to the Loudoun County Adult Detention Center from another facility, he/she shall 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 shall not be permitted to bring any other property into the facility.
3. All remaining property shall 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. If the property is not picked up, the procedures for

disposal of unclaimed property outlined in [General Order 414.2](#) shall be followed pursuant to [Virginia Code § 53.1-228](#).

4. When inmates are transferred from the Loudoun County Adult Detention Center to another facility, they must release their excess property. The inmate must fill out an Inmate Property Destruction Notice form (Attachment A) prior to his/her release. If the property is not picked up within thirty (30) days, the procedures for disposal of unclaimed property outlined in General Order 414.2 shall be followed pursuant to [Virginia 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 shall 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 property and funds shall be returned upon release or transfer and receipted for by the inmate in writing.

Compliance Documentation:

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

(It is expected inmates shall 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.



**Loudoun County Sheriff's Office
Adult Detention Center**



INMATE PROPERTY DESTRUCTION NOTICE

TO: Inmates Being Permanently Transferred to Another Jurisdiction/Facility

FROM: Chief Correctional Officer

DATE: March 22, 2023

Effective this date, all inmates being permanently transferred to another jurisdiction or facility shall 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 shall 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 shall 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: _____