

State of Utah - Department of Corrections



Department Manual

<i>FC13 - Property Pick-up</i>	<i>PROCEDURE</i>
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<i>GRAMA Designation:</i>	<i>PUBLIC</i>
<i>Authorized by:</i>	<i>Executive Director Brian Nielson</i>
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01.00 PROPERTY PICK-UP BUILDING

The building designated for civilians to pick up inmate property shall be located conveniently for staff and civilians to access, outside of the secure facility fences, and easily accessible for security checks and emergency responses.

01.01 Location

The property pick-up building shall be located in an area that:

- A. Is convenient for the public to access without the need to enter the secure area inside the facility fences.
- B. Easily accessible for certified staff to complete security checks and respond to emergencies.

01.02 Hours

The property pick-up building shall consider the following when determining operation hours:

- A. Civilian schedules;
- B. Not disrupting the department's operations schedule for employees assigned to the property pick-up location, e.g.:
 - 1. Department civilian employees' regular working days and hours; and
 - 2. Operations during times when security staffing levels are inadequate to complete sufficient security checks or respond to incidents at the property pick-up location.
- C. Operation hours that are easily obtainable by the public to plan a scheduled visit with adequate notice.

01.03 Staffing

Staffing for the location conducting the property pick-up shall be done by certified or non-certified, staff as approved by the warden, e.g.:

- A. certified security staff;
- B. USCF Property Room staff;
- C. CPO staff; and
- D. other civilian staff working for UDC.

01.04 Security

Security for the property pick-up location shall be maintained by the following:

- A. certified security staff; and
 - 1. During operational hours, certified security staff shall maintain security measures to include the parking lot, building, and people, to identify, at minimum, the following:
 - a. any safety hazard or maintenance concern;
 - b. suspicious persons, vehicles, or circumstances; and
 - c. welfare of all persons at the location.
 - 2. During non-operational hours, certified security staff shall conduct checks at this location.
 - 3. All checks shall be properly documented.
 - 4. Any event that is cause for concern shall be responded to by the appropriate number of security staff and/or outside resources, depending on the situation.
- B. property room, UCI, and CPO Staff.
 - 1. All staff working in this location shall be safety and security minded and receive training on the expectations of their position.
 - 2. For any situation that is considered a threat to safety and security, or an abnormal condition, certified security staff shall be notified and respond immediately

02.00 PUBLIC RELATIONS

The property pick-up location is intended for use by members of the public. It is important that any staff member, certified or civilian, remain professional and respectful to those visiting.

02.01 Professionalism

All staff members working at the property pick-up location shall adhere to Department policy and procedure "AE02 Code of Conduct." Situations where the ethics, values, and professionalism of the Department are in danger of being represented negatively by any staff member are to be avoided.

02.02 Security

In concurrence with "01.04 Security" of this procedure, professionalism and respect towards any civilian, or another member of the public, shall not mean to neglect or ignore any incident or situation that is deemed to be a concern to the safety and security of the department or any person.

03.00 PROPERTY STORAGE

The property pick-up location shall provide set time(s) and day(s) for the public to pick up inmate property outside of the facility's secure perimeter. The property is meant to be in the property pick-up location temporarily.

03.01 Building Storage

The location used for property pick-up can expect to have the property delivered from the USCF Property Room in accordance with the scheduled pick-up day(s). Upon the arrival of the property, it shall then:

- A. be logged and secured safely until the scheduled pick-up or return;
- B. be given to the correct person upon their arrival during the scheduled time(s), using an approved identification verification procedure and
- C. any property that is not picked up during the scheduled time(s) shall be returned to the USCF property room.

03.02 Property Pick-up

Inmates who are required, or desire, to have the property picked up shall refer to the outgoing property procedure stated in "FD14 Inmate Property." In addition, they are to notify a designated person to pick up the property. The designated person shall then:

- A. contact the USCF Property building to schedule a time to obtain the property during operational hours;
- B. arrive at the pick-up location at the scheduled day and time;
- C. the property will be transported from the Property Room to the Property Pick-Up location by appointment only;
- D. persons arriving to pick up the property without a scheduled time/date will not be able to pick up any property. A scheduled appointment must be made;
- E. provide any identification needed to verify they are the designated person to obtain the property; and
- F. if an appointment is made and the property is not picked-up, it will be returned to the USCF Property Room, and a new appointment must be made.

03.03 Property Return

Property that was not picked up during the scheduled time(s) shall be returned to the USCF Property Room. USCF Property staff will then determine the options to use in the release or disposition of the property in accordance with "FD14 Inmate Property."

04.00 DOCUMENTATION

Documentation shall occur to reduce liability and resolve concerns involving outgoing or restocking of property between the USCF Property Room and the location used for property pick-up.

04.01 Property Logs

Upon receiving property at the location, staff shall document the following:

- A. received the listed property;
- B. any concerns with the condition of the property;
- C. verify the property coincides with the scheduled list of property to be picked up that day(s); and

- D. staff shall document any property remaining after the scheduled pick-up day(s) in the following manner:
1. the remaining property that is being returned to the USCF property room;
 2. any concerns with the condition of the property; and
 3. any important factor as to why the property is being returned (e.g., unauthorized civilian, wrong property, the person failed to show up, etc.).

04.02 Daily Logs

Daily logs shall be kept in a secure yet sharable location describing at least the following:

- A. events of the day;
- B. property pick-up details (i.e., time of pick-up, name of civilian picking-up, significant issues with pick-up);
- C. inventory of important equipment, tools, and other items;
- D. staff working that day and their working hours; and
- E. security checks.

04.03 Receipts

Civilians approved to pick up property shall be given a receipt from staff upon acceptance of the property in order to address any future concerns that might arise with:

- A. inmate property items picked up;
- B. condition of the property; and
- C. verification of the property being picked up, and by whom.