



INMATE PROPERTY

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ), to ensure that all arrestee/inmate personal property is received, inventoried, stored and released in a safe, secure and systematic manner, in accordance with the law. This policy ensures the safety of the facilities through effective weapons and contraband control; and establishes authority to conduct inventories of the personal possessions of arrestees during pre-booking, the booking process, or lodging at AJ.

PURPOSE.

The purpose of this policy is to inventory the property of the arrestee to protect private property, reduce or prevent false claims for lost or stolen property, and protect people and property from any hazardous condition or instrument involving an arrestee's personal property.

OREGON JAIL STANDARDS:

- B-301 Removal of Personal Property
- B-302 Property and Clothing Inventory
- B-303 Inventory and Receipt
- B-304 Storage
- B-307 Securing Clothing
- B-405 Inmate Property and Money Return

REFERENCES.

- ORS 133.455, Receipts for property taken from person in custody
- ORS 169.076, Standards for local correctional facilities

DEFINITIONS.

Confiscated. To take or seize someone's property with public authority.

Contraband. Alcohol, firearms, ammunition, explosive devices, weapons, drug paraphernalia or any item that if possessed by the arrestee would constitute a crime or evidence of a crime. Any item which presents a safety and/or security concern to the AJ, staff, or arrestee shall be considered contraband.

Personal Property. Includes, but not limited to, all clothing, jewelry and money.

Valuables. Arrestees legally owned or rightfully possessed property that has significant monetary or personal value for the arrestee. Valuables include but are not limited to: purses, back packs, fanny packs, electronic cases, coin purses, jewelry, watches, wallets, checkbooks, credit or debit cards, checks, money orders, keys, cellular telephones, pagers and prescription medications.

PROCEDURES.

SECTION A: PROCESSING INMATE PROPERTY

A-1. When an arrestee is brought to the AJ for processing and/or lodging, all personal property shall be searched and inventoried, prior to the arresting Law Enforcement Officer (LEO) leaving the facility. Property will be searched to ensure no weapons, drugs, or contraband items are brought into the AJ. Approved and authorized property will be properly inventoried and stored.

A-2. The AJ will not accept or store the following property:

- a. Any weapon or ammunition
- b. Knives or any sharps, including scissors, needles and shaving razors
- c. Explosive devices
- d. Mace and pepper spray
- e. Alcohol or marijuana in any form
- f. Illegal items or drug paraphernalia
- g. Perishable items such as food, drinks or plants
- h. Hazardous materials, to include any flammable liquids
- i. Large Bags (Backpacks), large bulky items which cannot be stored in the arrestee's property container
- j. Loose, unidentified pills or medication
- k. Improperly labeled and/or prescription medication which does not belong to the arrestee
- l. Clothing or property contaminated with a hazardous material
- m. Glass containers
- n. Pressurized containers
- o. Lighters, matches, electronic cigarettes and other flammable devices
- p. Liquid in containers

A-3. If there are closed containers in the arrestee's property that are not commonly used to carry valuables, ask the arrestee for consent to search the closed container. If consent is not given, the corrections deputy will not accept the container and the arresting LEO or transporting LEO will be required to retain the container.

A-4. Closed containers designed to or likely to contain valuables such as wallets, purses, fanny packs and jewelry containers shall be opened for purposes of inventory.

- A-5.** Members will remove, inventory and properly handle the contents of all closed containers likely to contain any unauthorized items. This includes items likely to contain flammable liquids, perfumes, pressurized containers, cigarette packages, cases that may contain matches, e-cigarettes, or cigarette lighters.

Any container labeled as containing biohazards should be handled according to DCAJ policy [*CD 4-6 Bio-Hazard Disposal*](#).

Flammable materials will be retained by the arresting/transporting LEO and not be stored or accepted into the AJ. Items discovered after the arresting LEO has left will be placed into DCSO evidence for disposal.

- A-6.** If during the inventory, items are discovered that are not allowed into the facilities, the corrections deputy will not accept property and the arresting or transporting LEO will be required to retain these items.
- A-7.** Upon transport from another facility, members will be required to dispose of unauthorized items.
- a. If the inmate provides consent to dispose of the item, it will be placed in the secure drop box. The discarded item will be inventoried in the JMS property tab and given a disposition code of, “discarded with consent.” Both the deputy and inmate will sign the property form agreeing consent was provided and property was disposed of.
 - b. If the inmate does not provide consent, the property will be placed into DCSO evidence for safe keeping, per *DCSO policy 4.10 Evidence Control*.
 - c. Marijuana in any form or alcoholic beverages will be placed into DCSO evidence for disposal.
- A-8.** All items of an arrestee's personal property that are retained by the arresting or transporting LEO will remain the responsibility of the LEO who retains the items. The AJ will not be responsible for the inventory, safekeeping or return of these items.
- A-9.** Personal property from the arrestee's pockets (money, wallet, etc.), outer clothing, purses, jewelry, belts, or other items deemed appropriate will be removed, searched, inventoried and documented on the property form in the Jail Management System (JMS). A deputy and arrestee will sign the property form, noting which property was confiscated.
- A-10.** All items of an arrestee's personal property and money that are accepted by the AJ shall be inventoried and logged in the JMS. An inventory of all property, money and medications in the inmate's possession at the time of lodging will be conducted in the following manner:
- a. Inmate's clothing and pockets will be searched to ensure all property is inventoried. Clothing will be listed by item and color.

- b. In the Pre-Booking room when money is taken from the arrestee, the deputy will count and deposit all bills and coins into the Telmate/GTL Booking kiosk. The deputy will print a receipt and place the original receipt in the locked box in Booking. The deputy will print a copy of the JMS deposit receipt for the inmate to sign. A copy of the signed receipt will be given to the inmate and copy placed in the inmate's jail file.
 - c. Items such as rings, bracelets, necklaces and watches will be listed by color and description, (i.e., yellow metal ring with clear stone, white metal necklace with red stone). Items will be secured in a sealed bag.
 - d. Small pocket items (i.e., pens, comb, nail clippers, etc.) will be inventoried by item and description. All bags, wallets or purses will be emptied and completely inventoried. Items will be secured in a sealed bag.
 - e. Check numbers shall be inclusively noted, and the total value of food stamps will be tallied and entered into the JMS. Any other items of monetary value shall be entered by description and amount (i.e., credit/debit cards, money orders, issued checks, lottery tickets, pre-paid calling cards and/or gift cards).
 - f. Prescription medications will be inventoried by name and total number of pills in each bottle, if applicable. If a nurse is on duty, the nurse may complete this inventory.
 1. All prescription medication in containers will be delivered to the Medical Unit (MU) for processing.
 2. Nursing staff will place a single green sheet labeled, "Personal Medication for Release" on the left side of the booking file when applicable.
 3. All non-controlled prescription medications not currently in use will be organized and stored alphabetically in the records area in the MU.
 4. Controlled prescription medications not currently in use will be secured in the locked cabinet in records area of the MU.
- A-11.** To minimize the risk of any exposure to pathogens in the AJ, new arrestees wearing clothing that appears to have been exposed to bodily fluids will have the clothing processed in the following manner:
- a. Members shall wear disposable, protective gloves when handling contaminated clothing. The clothing will be placed into a clear, water-soluble bag and washed alone, as specified in Policy [CD 9-3 Inmate Clothing, Bedding and Hygiene](#). If the clothing is so wet it appears the bag may disintegrate, a plastic bag will be used to transfer the clothing to the washing machine. The plastic bag and gloves will be disposed of in an approved bio-hazard container as per Policy [CD 4-6 Bio-Hazard Disposal](#).
 - b. Deputies shall either instruct inmate workers to wash and dry the clothing separately from any other items, or deputies may do it.
 - c. It is the deputy's responsibility to ensure the clothing is placed into the proper inmate property bag after it is properly laundered. This must be done as soon as it is reasonably possible, in order to minimize the risk of misplacing the property.

SECTION B: RETAINED PROPERTY

- B-1.** Items retained by the inmate must be approved by the AJ and will be retained by the inmate at his or her own risk. The AJ will not be responsible for the safekeeping of these items. Below listed items will be recorded in the JMS property inventory list and noted that the inmate has the item(s) in his/her possession. The inmate may retain possession of the following items:
- a. Inmate medication, specifically, nitroglycerin tablets, nitroglycerin lingual aerosol, transdermal patch, asthma/nasal inhaler or eye/ear drops, after being cleared by a nurse.
 - b. Prosthetic devices, unless they pose a safety or security risk to the Facility, corrections members or inmate.
 - c. Medic-alert bracelet or necklace approved by corrections members. Medic-alert bracelet or necklace will be approved unless it poses a safety and security risk to the Facility, members or inmate.
 - d. Any prescription or reading eyeglasses that are not damaged or altered.

SECTION C: PROPERTY FORM

- C-1.** After all of the inmate's property has been inventoried and recorded in the JMS, the property inventory form shall be signed by the inmate and the corrections deputy indicating the accuracy of the inventory. A copy of the property inventory form shall be given to the inmate as a receipt for the property. If the arrestee is unable to sign or receive the receipt, the receipt will be given to the arrestee when reasonably possible. Copies will also be placed in the inmate's property bag, and the inmate's custody file.
- C-2.** If the inmate cannot or will not sign the property inventory form, the deputy will note the reason on the signature line as a refusal.

SECTION D: STORAGE OF INMATE PROPERTY

- D-1.** All inmate property, except money and medications, will be placed and stored in an individually numbered hanging property bag in the property room. The bag number will be placed on the Property Form.
- Maximum bag weight is 40 lbs. Any property in excess of 50 lbs. shall be released to a third party or may be destroyed after 30 days – as outlined in *Section F*.
- D-2.** Access to the property room is restricted. Inmates are **not** allowed in the property room.
- D-3.** Property will be stored in a well ventilated room.

SECTION E: REMOVAL OF INMATE PROPERTY

- E-1.** Once the inmate's property is inventoried and placed in a property bag, the items will not be removed unless authorized by a search warrant or under the procedures set forth in sections **G** and **I** below.

SECTION F: RELEASE OF INMATE PROPERTY

- F-1.** While lodged at the AJ, inmates will not be allowed to release property to any person unless the release is deemed emergent and approved by a shift supervisor. In most instances, requests to release inmate property will be denied unless the shift supervisor determines that the release is necessary to prevent hardship to the inmate's family. In these rare cases, the release of property will be a one-time transaction.
- F-2.** If property is approved for release, a *Property Disposal/Release Agreement Form No. 315*, will be completed, signed by all required parties and filed in the inmate's custody file.
- F-3.** Items which cannot be transported can either be disposed of per the inmate's request, or may be held up to thirty (30) days for release to a friend, relative or acquaintance of the inmate (or the inmate himself, if out of custody within the 30 days). A signed *Property Disposal/Release Agreement Form No. 315* **shall** be left with the property before the inmate is transported. After the 30-day period and with supervisor approval, the property may be disposed of.
- F-4.** If a signed *Property Release Agreement Form No. 315* is not attached to excess property prior to release, an attempt will be made to notify the inmate via the *Notice of Property Disposal/Release Form No. 315*. Property not claimed within 30 days of notification may be discarded or destroyed.

SECTION G: ACCEPTING PROPERTY FOR INMATES

- G-1.** Inmates lodged in the AJ will not be allowed to receive any property from outside the facility. **Exception:** Religious material (soft covered books), outer clothing for inmates going to trial, and approved medical items, including medication, approved by facility medical staff. Negotiable instruments which are not acceptable for deposit into an inmate's account will be inventoried in the JMS and placed in the inmate's property bag.
- G-2.** Items accepted for inmates shall be inventoried, searched, documented in JMS and placed in the inmate's property bag. The *Additional Property Form No. 304* will be completed and placed in the inmate's custody file. A copy of the form will be forwarded to the inmate as receipt.

SECTION H: INMATE RELEASE FROM CUSTODY

- H-1.** When an inmate is released from the AJ all inmate property received during booking will be accounted for and returned to the inmate. After releasing property, the deputy and

inmate will sign the Property Form indicating returned property as verification that all property held by the AJ has been returned to the inmate. If any discrepancies arise concerning inmate property or funds, every effort will be made to resolve the issue. If the issue cannot be resolved, an incident report will be forwarded by the deputy releasing the property to their supervisor detailing the circumstances.

- H-2.** Prior to release, members will check the booking file for, “Personal Medications for Release” (green sheet), and if applicable notify the Medical Unit. Deputies will provide advance notification, when able. Members will retrieve the inmate’s personal medications from the Medical Unit and return them to the inmate. The green sheet will be returned to Medical. In the absence of nursing staff, a shift supervisor will check the Medical Unit for any personal medications.

FORMS USED:

- Property Inventory Form (Jail Management System)
- Additional Property Form No. 304
- Notice of Property Disposal/Release Form No. 315
- Personal Medications for Release Form No. 575