

INMATE PROPERTY

POLICY.

It is the policy of the Deschutes County Adult Jail (DCAJ), and Work Center (WC) 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 DCAJ and WC.

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
- 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 DCAJ, 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 DCAJ or WC for processing and/or lodging, all personal property will be searched and inventoried. Property will be searched to ensure no weapons, drugs, or contraband items are brought into the DCAJ. Approved and authorized property will be properly inventoried and stored.
- A-2.** The DCAJ or WC will not accept or store the following property:
- a. Weapons and ammunition
 - b. Knives with blades 4" in length or longer
 - c. Explosive devices
 - d. Mace and pepper spray
 - e. Alcohol
 - f. Illegal items
 - g. Perishable items such as food, drinks, plants
 - h. Hazardous materials
 - i. Large, bulky items which cannot be stored in the arrestee's property box
 - j. Loose, unidentified pills or medication
 - k. Prescription medication which does not belong to the arrestee
 - l. Marijuana in any form
- 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 officer or transporting officer will be required to retain the container.
- A-4.** 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 officer will be required to retain these items.
- A-5.** All items of an arrestee's personal property that are retained by the arresting or transporting officer will remain the responsibility of the officer who retains the items.

The DCAJ and WC will not be responsible for the inventory, safekeeping or return of these items.

- A-6.** 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). The booking deputy and arrestee will sign the property form, noting which property was confiscated.
- A-7.** All items of an arrestee's personal property and money that are accepted by the DCAJ and WC will 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 pre-booking deputy will count and deposit all bills and coins into the Telmate Booking Kiosk. The deputy will print a receipt and place the original receipt in the locked box in the property room. 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).
 - 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.
 - e. Check numbers shall be inclusively noted, and the total value of food stamps will be tallied and entered into the computer system. Any other items of monetary value will 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 Medical 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 appropriate.
 3. All non-controlled prescription medications not currently in use will be placed in the black box labeled, "Personal Medications for Release" and stored in the records areas of Medical.

4. Controlled prescription medications not currently in use will be secured in the locked cabinet in records area of Medical.

A-8. To minimize the risk of any exposure to pathogens in the Adult Jail, new arrestees wearing clothing that appears to have been exposed to bodily fluids will have the clothing processed in the following manner:

- a. Staff 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. Booking staff shall either instruct inmate workers to wash and dry the clothing separately from any other items, or staff may do it
- c. It is the responsibility of a booking deputy to ensure the clothing is placed into the proper inmate property box after it is properly laundered. This needs to be done as soon as it is reasonably possible to minimize the risk of misplacing the property.

SECTION B: RETAINED PROPERTY

B-1. Items retained by the inmate must be approved by the DCAJ and WC staff and will be retained by the inmate at his or her own risk. The DCAJ and WC will not be responsible for the safekeeping of these items. Below listed items will be listed in JMS property inventory list and noted that the inmate has in his/her possession. The inmate may retain possession of the following items:

- a. Underwear, provided it is not swimwear or gym trunks. Female inmates may also retain a non-underwire bra.
- b. Inmate medication, specifically, nitroglycerin tablets, nitroglycerin lingual aerosol, transdermal patch, asthma/nasal inhaler or eye/ear drops, after being cleared by medical staff.
- c. Prosthetic devices, unless they pose a safety or security risk to the Facility, corrections staff or inmate.
- d. Medic-alert bracelet or necklace approved by corrections staff. Medic-alert bracelet or necklace will be approved unless it poses a safety and security risk to the Facility, staff or inmate.
- e. 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 box, and the inmate's custody file.
- C-2.** If the inmate cannot or will not sign the property inventory form, the booking 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 box in the property room. The box number will be placed on the Property Form.
- D-2.** Access to the property room is restricted by staff. Inmates are **not** allowed in the property room.

SECTION E: REMOVAL OF INMATE PROPERTY

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

SECTION F: RELEASE OF INMATE PROPERTY

- F-1.** While lodged at the DCAJ, inmates will not be allowed to release any property to any persons unless the release is 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 released, 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 **will** be left with the property before the inmate is transported. After the 30-day period, 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 DCAJ and WC 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 and will be inventoried in the JMS and placed in the inmate's property box.
- G-2.** Items accepted for inmates shall be inventoried, searched, documented in JMS and placed in the inmate's property box. 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 DCAJ and WC, all inmate property received during booking will be accounted for and returned to the inmate. After releasing property, the corrections deputy and inmate will sign the Property Form indicating returned property as verification that all property held by the DCAJ and WC 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 corrections deputy releasing the property to their supervisor detailing the circumstances.
- H-2.** Prior to release, booking staff will check the booking file for "Personal Medications for Release", and if applicable notify the nursing staff. Booking staff will provide advance notification, when able. Booking staff will retrieve "Personal Medications for Release" from Medical, and return them to the inmate. The green sheet will be returned to Medical. In the absence of nursing staff, the shift sergeant will check Medical for "Personal Medications for Release."

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