

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 2 BOOKING
CUS - 2 – 15
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DATE
2/11/2013

INTAKE, INVENTORY AND STORAGE OF ARRESTEE'S PROPERTY

POLICY

All arrestees will be searched upon entry into the secure areas of booking. All property will be received, inventoried and stored in a secure and uniform manner.

DEFINITION:

SMALL PROPERTY: Includes such items as money, credit cards, jewelry, keys, wallets, watch, pocket knives, identification, medications, pens, checks, belts, etc.

LARGE PROPERTY: Shirts, pants, Jackets, hats, shoes, boots, etc.

BULK PROPERTY: Any item(s) that are too large or bulky to fit in a property storage box. This could include musical instruments, suitcases, large back packs, etc.

PAT SEARCH: A search which involves the patting or rubbing of the arrestee's body through their clothing to detect contraband by tactile sensation.

PROPERTY INVENTORY FORM: Form to inventory and list all valuable property, signed by both the arrestee and Booking Deputy.

SECURE PROPERTY BAG: Nylon webbed pouch used to store all small valuable property of arrestees and inmates.

PROPERTY STORAGE AREA: Room next to booking showers.

PROCEDURE

When an arrestee first enters the facility they will be pat searched by the Bkg. Deputy. The pat search is conducted by a Deputy of the same sex as the arrestee unless exigent circumstances exist. The Booking Deputy removes any items found in the arrestee's clothing and places them on top of the booking counter. All jackets, hats, shoes, and

loose clothing will be removed, inventoried and placed into a property crate.

All wallets and purses will be emptied and searched for contraband. All paper money (US currency) will be counted and listed as the first item on the inmate property inventory sheet. All loose coin will be placed in small property bag and listed as an item. All small and large property will be inventoried in front of the arrestee and the amounts and description of all items will be listed on the Property Inventory form. If practicable, all jewelry will be placed in a small plastic zip lock bag and then placed in the secure property bag. A numbered property tag will be entered in Tiburon and attached to the inmate small property bag.

Three copies of the inmate property form will be signed by the booking Deputy and inmate. One copy will be folded and placed into the clear pocket attached to the small property bag with the inmate name showing. The second copy will be placed in the large property bag with the inmate clothes. The third copy will be attached to the inmate cash money. If the inmate refuses to sign, the Deputy notes the refusal and the reason. A copy of the form will be given to the inmate.

All money is placed in a zip lock bag and will be placed in the clear pocket of the small property bag. If the inmate is to be housed the money will be given to the SSA. The SSA will open an inmate account and enter the money into the booking secure money kiosk machine. If the inmate is to be released the money will be placed in the clear pocket on the small property bag. The Deputy closes the property bag and seals it with a security tag. The Deputy places the original form in the clear front pouch of the property bag with the inmate's name showing.

All shoes, jackets, hats, etc. are placed into a property crate. The Deputy will attach a property tag with the inmate's name, and JID number to the large property bag. If the inmate is to be housed, the rest of the inmate's clothes will be placed in the large property bag when the inmate is dressed in for housing. The property tag will then be attached to the property bag and placed in the large property crate. The small property bag and large property bag are then placed in a storage crate and stored alphabetically in the large property storage room.

If the inmate is to be released from booking the small and large property bags are kept under the booking countertop in a crate.

RELATED STANDARDS:

None

DATE REVISED

8/3/1994

5/11/1999

02-11-2013

By order of

Doug Endy
BUREAU COMMANDER