

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

CHAPTER 2 - BOOKING
CUS - 2 - 2
PAGE 1 OF 2

DATE
1/7/2016

REMOVAL OF PROPERTY BY ARRESTING AGENCY

POLICY

All loose property will be removed from the person being booked. The arresting agency will search and secure the property prior to acceptance into the secure areas of the facility.

DEFINITIONS:

LOOSE PROPERTY: All removable items from shirts, pants, hats and jackets. All items in wallets, purses and small bags.

DRUGS AND DRUG PARAPHERNALIA: All items defined by the Health and Safety Code to be an illegal controlled substance and paraphernalia. Alcohol is also included.

WEAPONS: Guns, open blade knives, chemical agents, and any illegal weapon as defined in the Penal Code.

WRITE-UP ROOM: The room arresting agencies use to complete paperwork and testing prior to booking. It is adjacent to the vehicle sally port.

PROCEDURE

The arresting agency will remove all loose property from the arrestee's pants, shirts, jackets, hats, purses and small bags. All property is searched for drugs, drug paraphernalia and weapons. All acceptable property will be placed into a paper or plastic bag provided by the Sheriff's Department. Any sharp objects found will be placed in the bag and noted on the outside of the bag with a marker. The arresting agency will secure the property. All drugs, drug paraphernalia or weapons will be removed from the facility by the arresting agency. Any perishable food items or open beverage containers shall be removed from the facility and disposed of by the arresting agency. When the arresting agency has completed all pre-booking procedures and paperwork they will give the property bag and completed booking paperwork to the Booking Deputy.

If drugs are found during the search of the arrestee's property, the arresting officer and the Booking Sergeant shall be notified. The drugs will be returned to the arresting officer to book into evidence and the Booking Deputy will prepare an ARS Assist Agency report. If drugs are found after the arresting officer has left, the Booking Deputy will notify the Booking Sergeant of the find and create an ARS

report to document the event. A case number will be taken, and the drugs will be booked into evidence, for future prosecution.

RELATED STANDARDS:

Chapter 2, Section 15

Revised

02/26/14

By order of

**RICK NAVARRO
BUREAU COMMANDER**