

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

**CHAPTER 3 - RELEASES**  
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DATE  
8-03-94

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**ABANDONED PROPERTY**

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**POLICY**

Abandoned property will be secured and stored in the outside storage unit. A letter will be sent to the inmate's last known address allowing him/her 120 days to claim property per Civil Code 26640.

**PROCEDURE**

In a circumstance where an inmate is released without their property, all property is considered abandoned. The Bkg. Sergeant notifies the Bkg. Deputy or SSA to secure all property. Small personal property and monies are placed in a small paper bag and secured with the inmates clothes. Clothing is placed in a large plastic bag.

The Deputy or SSA will enter the code letter "R" in the CJIS property screen "IMMNTCLO". The word "LOCATION" and "OUTSIDE STORAGE" will be entered on a miscellaneous line. In the "REASON" space the Deputy or SSA will enter "INMATE RELEASED WITHOUT PROPERTY". The document is printed twice with a copy forwarded to the Bkg. Sergeant. One document is included in the inmate's Jail File and the other is entered into the property bag. The bag is tied shut.

The Deputy or SSA fills out an abandoned property tag with the inmate's name, jail number, LAR number, date, Deputy's initials and I.D.#. This tag is attached to the property bag. The bag is removed from the property storage room and stored in the Abandoned Property Storage Room in the vehicle sally port. The Deputy or SSA places the inmate's name, jail number and the date the property was placed in storage on the Abandoned Property Form.

The Bkg. Sergeant notifies the Admin. Secretary to have the Abandoned Property form letter sent to the last known address of the inmate. The inmate will be allowed 120 days to claim the property per Civil Code Section 26640. The Admin. Secretary makes a copy of the letter and forwards it to Records to be added to the inmate's Booking Jacket.

If the property remains unclaimed for over 120 days it will be disposed of as follows:

1. Usable clothing will be placed in inmate welfare clothing.
2. Personal property of value will be inventoried. The inventory is retained by the Admin. Lieutenant for his/her files. The inventoried property is auctioned by the Sheriff's Property Clerk with other unclaimed property.
3. Items of no real value will be sorted and discarded.
4. Monies will be contributed to the County General Fund.

When property is being inventoried or sorted there will always be 2 Deputies or SSA's for liability reasons. The abandoned property room will be inventoried once per month to purge any unclaimed property which has been stored for longer than 120 days.

RELATED STANDARDS:  
Civil Code, Section 26640  
Chapter 3 Section 1

DATE REVISED  
None

By order of

DANIEL PAYNE  
BUREAU COMMANDER