

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

CHAPTER 4 - HOUSING
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DATE
8-03-94

INMATE PROPERTY RELEASE TO THE PUBLIC

POLICY

Inmate property may be released to friends or family during their first 48 hours of incarceration. After 48 hours, property releases will be denied unless special circumstances exist and with the Bkg. Sergeant's approval.

DEFINITION:

INMATE REQUEST FORM - Form used by inmates to request in house services, money or property releases and communication requests with staff.

PROCEDURE

Item(s) may be released from an inmate's clothing or personal property during the first 48 hours of incarceration. The visitor requests the item(s) from the Lobby SSA. The SSA will confirm the inmate has not been housed more than 48 hours. The SSA contacts the inmate's Pod Deputy for permission to release the property.

If the inmate grants permission, the Lobby SSA contacts the Bkg. SSA to retrieve the property item(s). The Bkg. SSA will note the removal of any personal property on the property form. The Bkg. SSA will sign and date the form and return the form to the inmate's property valuables pouch. Removal of clothing or large items will be released in the CJIS property screen "IMMNTCLO". The SSA prints the screen and places the document in the inmate's Jail File. The property is released through the Bkg./Lobby window.

After 48 hours all property releases shall be denied unless approved by the Bkg. Sergeant. The inmate fills out an Inmate Request Form listing the item(s) they want released. If the Sergeant approves the request, it is given to the Lobby SSA and kept on file. If the request is denied, it is returned to the inmate. When the visitor requests the item(s), the Lobby SSA will check to see if a request is on file. The property is released to the visitor and the request is signed and dated by the SSA. The form is filed in the inmate's Jail File.

Property will not be released without the inmate's permission or pre-approved request form. Exceptions to this policy will be approved by the Bkg. Sergeant.

RELATED STANDARDS:

None

DATE REVISED:

None

By order of

DANIEL PAYNE
BUREAU COMMANDER