


**HOWARD COUNTY DEPARTMENT OF CORRECTIONS
POLICY & PROCEDURE**

	SUBJECT:	Central Booking Facility
	P & P #:	K-103
	TITLE:	Detainee Property
	EFFECTIVE DATE:	October 1, 2019
	REVIEWED BY:	<i>Elhart G. Flurry</i> Elhart Flurry, Security Chief
	REVIEWED BY:	<i>Andrea King-Wessels</i> Andrea King-Wessels, Deputy Director
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POLICY: All detainee’s personal property shall be removed from each detainee, searched, inventoried, and securely stored to fully protect detainees and staff by maintaining a secure facility. Money, jewelry and valuables shall be stored in a secure location within the property room of the Central Booking Facility (CBF). Access to this property shall be limited to the Central Booking Officer’s (CBO) under supervision of the Officer in Charge (OIC). Excessive property, contraband, and property items having evidentiary value shall be surrendered to the Arresting Police Officer (APO).

REFERENCES:

Memorandums of Understanding between the Howard County Department of Corrections and sworn law enforcement agencies, each producing detainees at the Central Booking Facility.

Arrest Booking System, Users Guide – January 21, 1997.

K-101 Receiving Detainees, K-109 Suicide Precautions, HCDC Policies C-201, Lost and Abandoned Inmate/Detainee Property and C-204 Safekeeping Inmate/Detainee Jewelry/Valuables.

DEFINITIONS:

Arresting Police Officer (APO): A sworn member of a law enforcement agency who is authorized to take custody of detainees (initiate detention process). For providing detention, this officer is so designated when transporting any detainee to the CBF.

Central Booking Officer (CBO): A certified Correctional Officer or a Police Service Support Technician (PSST) assigned to the Central Booking Facility, who has successfully completed the CBO training program.

Contraband: Any item, legal or illegal, expressly forbidden for detainee possession or otherwise prohibited by the Department of Corrections.

Detainee: An individual lawfully arrested by a sworn member of a law enforcement agency.

Excessive Property: Any item(s) that are carried, attached, or otherwise arrive at the CBF and are not contained within the pockets of clothing worn by the detainee. Purses belonging to detainees shall be accepted only if they are easily stored within containers specifically designed for securing detainee property.

Confiscated Property: Items of property carried into the CBF by a detainee and surrendered to the Arresting Police Officer (APO) suspected as having evidentiary value to the charges being placed by the APO.

Officer-In-Charge (OIC): A Lieutenant, Sergeant or Corporal, who has successfully completed the CBO training program, and is assigned as lead supervisor at the Central Booking Facility post responsible for the operation of the Central Booking Facility and the actions of those officers assigned.

Shift Supervisor: The highest-ranking Security Supervisor on duty. Normally, this position shall be staffed by a Captain (or Lieutenant in his/her absence) with direct supervision and authority for assigning staff to posts within the Department of Corrections.

Valuables: Items of property having significant real value, i.e. cash, jewelry, etc.

PROCEDURE:

I. Detainee Property - Detainees shall be allowed to retain only minimal property while in the custody of the Central Booking Facility.

A. Valuables - All valuable property shall be relinquished when a detainee is received at the CBF. This includes, but may not be limited to:

1. All jewelry (rings, watches, bracelets, earrings, necklaces, etc.);
2. Wallets and purses;
3. Currency, credit cards, and checkbooks; and
4. Cell phones and portable electronics.

Note: If the detainee's jewelry cannot be removed, it shall be noted on the Record of Confinement Sheet K-103a. If the detainee/inmate is committed to HCDC the medical department shall be notified to examine the detainee/inmate to see if the jewelry can be removed.

B. Clothing – Detainees shall be allowed to retain personal clothing when their clothing is not taken as evidence and its composition does not threaten the safety or security of the CBF.

1. Clothing allowed to be retained by detainees:
 - a. Shirt, sweater, or blouse;
 - b. Trousers, pants, skirt, or dress;
 - c. Socks and shoes (laces removed);
 - d. Undergarments; and

e. Religious headgear (that does not threaten safety and security).

2. Clothing **not-allowed** to be retained by detainees:

- a. Coats, jackets, or parkas;
- b. Belts, chains, suspenders, or other cinching devices;
- c. Scarves, ties, or bonnets;
- d. Shoe laces or shoe straps not permanently affixed;
- e. Long stockings or hose;
- f. Non-religious headgear (hats, caps, wigs, hairpieces, etc.) or that which threatens facility safety and security;
- g. Any item that could pose a security breach;
- h. Sweat pants with draw string; and
- i. Hooded sweat shirt.

C. Medication / Medical Devices

1. Detainees/inmates (except detainees/inmates on suicide watch – refer to policy K-109) shall be allowed to retain the following:

- a. Inhalers, respirators, and oxygen delivery systems;
- b. Eyeglasses and hearing aids;
- c. Medication patches (medication delivery systems);
- d. On-body medical apparatuses (casts, clamps, immobilizers, braces, catheters, or other device that if removed, may jeopardize the health of the detainee);
- e. Prosthetic limbs.

2. Crutches, canes, or walkers shall be confiscated and replaced with a wheelchair provided by the CBF.

3. A medical device, used or having the potential to be used in a manner that jeopardizes the safety and security of the facility shall be confiscated. An Incident Report must be forwarded to the Shift Supervisor detailing the justification for its removal, and a copy of this report shall be placed in the detainee's file. The medical department shall be consulted in such matters to ensure removal will not harm the detainee.

D. Legal Papers – Detainees (except detainees on suicide watch) shall be allowed to retain the following, provided the documents are void of binding devices that may jeopardize security (paper clips, staples, rubber bands, etc.):

1. Charging documents
2. Personal contact information (restricted to paper)
3. Business cards (lawyer, police, commissioner, etc.)

E. Confiscated Property – Detainee property identified as evidence shall be surrendered to the APO and specifically described on the Personal Property Inventory, HCDC Form K-103a attached as Appendix 1. The K-103a form shall be completed in full marking the yes/no as indicated. The APO seizing the

evidence shall place his/her signature in the space provided indicating such seizure.

- F. Retained Items – Items retained by detainees/inmates become the responsibility of the detainee and may not be loaned, borrowed, or otherwise shared by other detainees. The Howard County Department of Corrections shall not be held responsible for lost items of property once retained by detainees/inmates or otherwise concealed to avoid confiscation under enforcement of this policy.

II. Securing Detainee Property

- A. All detainee property received at reception or upon discovery at search shall be listed on the detainees Personal Property Inventory Form.
- B. Property taken from detainee and confiscated by the APO as evidence shall be so described upon the detainee's personal property inventory. Corresponding property bag location number shall be transferred to the detainee's Record of Confinement, HCDC Form K-101a.
- C. Contraband items recovered via search and not confiscated as evidence shall be entered onto the detainee's personal property inventory.
- D. Excessive detainee property shall be refused at the CBF and shall be the responsibility of the APO. Excessive property shall be given to the APO for disposition.
- E. Valuables taken from a detainee shall be included onto Form K-103a, Personal Property Inventory.
 - 1. Valuables shall be described as they appear:
 - Correct: 1 yellow metal chain with a clear stone***
 - Incorrect: 1 gold necklace with a diamond***
 - 2. Valuables shall be secured in the provided tamper resistant envelope, marked with the detainee's name and booking number, allowing visual inspection/confirmation without opening the envelope.
 - 3. Valuables shall be secured in a valuables lockbox (#1-#9) with the box assignment noted onto Form K-103a, Personal Property Inventory.
 - 4. Detainee property, aside from valuables, shall be placed into a property bag and assigned a property bag location number. The property bag number shall also be listed onto Form K-103a, Personal Property Inventory.
 - 5. The Personal Property Inventory shall list each item of property and a corresponding location/disposition. The detainee shall review and sign the receipt along with the CBO and APO.
- F. A completed, signed Personal Property Inventory shall be affixed to the outermost pocket of the property bag.

III. Maintaining Detainee Property

- A. The OIC shall be responsible for access to the Detainee Property Room. Additionally, the OIC shall be responsible for reconciling an ongoing inventory of assigned valuable boxes at each change of shift.
- B. Detainee property shall remain secured throughout a detainee's detention at the CBF.
- C. At no time shall detainees be granted access to property secured within the secured area of the Detainee Property Room.

IV. Returning Detainee Property

- A. Detainee property shall be returned at the last stage of release from the CBF.
- B. Detainee property and valuables shall be inventoried as returned to each detainee.
- C. The detainee and the staff member returning property to the detainee shall sign the Personal Property Inventory in the "returned property" section. The Personal Property Inventory shall be attached to the Record of Confinement and filed.
- D. CBF staff shall ensure that all detainee property is returned to the detainee or receiving agency at release, or to the intake officer at commitment to the Detention Center.
 - 1. The processing officer shall immediately notify the Shift Leader if any of the detainee's/inmate's property is missing and/or damaged.
 - 2. A written incident report shall also be submitted to the Shift Leader if the detainee's property is missing or damaged.
 - 3. The Shift Leader shall investigate missing/damaged property and report his/her findings to the Security Chief.
 - 4. In cases where departmental staff are responsible for missing and/or damaged property, the detainee shall be reimbursed for their loss. If an officer was negligent, he/she may be monetarily responsible.
- E. Property left by a detainee shall be deemed abandoned after 30 days and subject to disposition in accordance with HCDC Policy C-201, Lost and Abandoned Inmate/Detainee Property.

V. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

ATTACHMENTS: Appendix 1, Personal Property Inventory (HCDC Form K-103a).
RESCISSIONS: HCDC Policy K-103 Central Booking Facility: Detainee Property effective **October 8, 2018**.

Howard County Department of Corrections
Central Booking Facility
 Personal Property Inventory

Detainee Name: _____

Date: _____

CBF #: _____

IR#: _____

Property Bag #: _____

Valuables Box #: _____

Inventory

Item No.	Description of Property	Contraband or Evidence?		Seized by:
		Yes	No	
1	U.S. Currency – Total \$			
2				
3				
4				
5				
6				
7				
8				
9				
10				

Arresting Officer Name: _____

Badge Number: _____

Booking Officer Name: _____

Signature: _____

Print

I have reviewed the above property inventory and find it to be accurate. These items will be returned upon my discharge from the facility.

Detainee Signature: _____

Date: _____

Release of Property

The above property inventory has been returned to me upon release from the Central Booking Facility.
Note: Items seized, as evidence, shall be retained for trial. Noted seizures will not be returned at this time.

Detainee Signature: _____

Date: _____ Time: _____

Releasing Officer Name: _____

Signature: _____

(Print)

Date: _____ Time: _____

Released to HCDC

I have reviewed the above property inventory and find it to be accurate. These items will be returned upon inmate discharge from the HCDC Facility.

Inmate Signature: _____

Date: _____

Releasing Officer Name (Print): _____

Comment: