

# POLICY AND PROCEDURES

NUMBER: 1402

SUBJECT: Inmate Property/Personal

ACA STANDARDS: 4-ALDF-2A-21; 2C-03; 7D-19

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/92

REVISION DATE: 6/98, 3/99, 5/00,  
12/00, 12/02, 7/04, 12/05, 1/12, 5/14,  
10/18



## I. POLICY

The St. Louis County Department of Justice Services will ensure an accurate and secure inventory of all inmates' personal property to protect the department from claims as well as decreasing the amount of contraband in the confinement area and the potential for property thefts among inmates.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Intake Service Center (ISC) staff are responsible for the following procedures.

## III. PROCEDURES

### A. Property Inventory

1. The arresting or conveying police officer will present the prisoner to the Intake Officer, along with the handwritten Record of arrest, all warrants and/or teletypes and the Medical Acceptance Form. (See Attachment 1)

NOTE: Police Officers escorting prisoners into the Law Enforcement Lobby (LEL) will not be allowed to depart the LEL until their prisoner(s) has been placed in one of the transfer cells.

2. The ISC Officer will inventory all of the prisoner's property and money, in the property task item of the Integrated Jail Management System (IJMS) 'Pre-Admit' section by clicking the appropriate drop down item. A brief description will be included.

For example:

Ring - 1 yellow metal with clear stone

Watch - 1 black digital

Earring - 1 only yellow metal with clear stone

Miscellaneous - 3 pairs. Levi jeans, 2 white tee shirts

**NOTE:** Gold or silver items will be listed as yellow metal or white metal. Stones in jewelry will be described by the color of the stone only, such as 'clear stone', 'red stone', etc. Do not use words such as diamond, ruby, sapphire, etc. Items which normally come in pairs are listed as '1 pr.' or if one is present, as '1 only'. Name brands should not be used to describe any items.

**NOTE:** All officers working in the LEL, will place all inmate jewelry in a coin envelope and list the contents on the outside of the envelope and seal the envelope prior to placing the jewelry in the brown bag.

3. Any item which is visibly damaged at the time of inventory will be listed as such in block letters readily apparent to the prisoner. For example:

Ring - 1 yellow metal STONE MISSING

Necklace - 1 yellow metal BROKEN LINK

4. The ISC Officer will frisk the prisoner to ensure that all property has been removed.
5. The Department of Justice Services does not allow firearms or ammunition within the secure perimeter of the jail. This will include any lawfully possessed firearm/ammunition that is the personal property of an arrested person. Therefore, the Department of Justice Services staff will not allow any firearm or ammunition into the secure perimeter of the jail or accept responsibility for such items as personal property of an arrestee. If a firearm and/or ammunition is found in the possession of an inmate in the LEL, all prisoners will be secured in the holding cell or transfer cells immediately, the firearm/ammunition will be locked in the LEL property room money cabinet and the property

room will be secured. The ISC Shift Supervisor will open the money cabinet and allow the police officer escorting the prisoner to retrieve the firearm and/or ammunition and then direct the officer to remove it from the LEL and place the firearm and/or ammunition in the trunk of his/her vehicle. If a firearm and/or ammunition is found in any open area, all prisoners will be secured in holding cells or transfer cells immediately and Clayton Police will be notified (Clayton Police will be directed to park in the vehicle sallyport) and the area will remain secure until the police arrive and retrieve the firearm and/or ammunition. If the firearm and/or ammunition has to be moved for safety reasons, the staff member moving the firearm and/or ammunition will put on gloves, and carefully place the firearm and/or ammunition in an evidence bag and move it to the LEL property room money cabinet where it will be secured. The Watch Commander will take charge of the situation upon his/her arrival and will supervise the handling of the firearm and/or ammunition and the preparation of all necessary reports. The ISC Shift Supervisor will open the money cabinet and allow the police officer to retrieve the firearm and/or ammunition and then direct the officer to remove it from the LEL and place the firearm and/or ammunition in the trunk of his/her vehicle. If the firearm and/or ammunition is part of a crime scene, it will not be handled or moved, if possible, and all inmates or prisoners will be secured and the immediate area will be secured until police arrive. **Do not attempt to unload a firearm.** Due to security issues, there will be no exceptions to this procedure.

NOTE: Escorting police officers will not leave the LEL until their prisoner has been placed in the transfer cell.

- [6. Prisoners will be directed to remove all body piercing jewelry (e.g., nose ring, tongue piercing, earring, etc.) and give the piercing jewelry to the staff in the Law Enforcement Lobby Property Room. If the prisoner refuses to remove a piercing and give it to staff, that prisoner will be secured alone in a holding cell in the ISC area until the prisoner cooperates. The prisoner may request assistance of the medical staff in removing the body piercing.

*NOTE: If an inmate states that his/her piercing cannot be removed, intake staff will ask corrections medicine to assess the status of the piercing. If it is confirmed by medical staff that the piercing will have to be surgically removed, staff will add the caution code to the inmate's booking in IJMS and the inmate can remain in open seating.]*

- [7. Any inmate with body piercings classified to be moved to a housing unit floor will be moved to the 8th floor Administrative/Disciplinary Housing Unit until the piercings are removed and given to staff. ISC Supervisors will inform Watch Commanders and Movement staff prior to the movement of the inmate. The Watch Commander will inform the Housing Unit Supervisor of the situation.

*If it is confirmed by medical staff that the piercing will need to be surgically removed, the caution code will be added to the inmate's booking in IJMS and the inmate will be allowed to be moved to general population housing.]*

8. Individuals entering the facility with hoodies or sweatpants on, will be given the option to have the cords removed or to have the article of clothing placed in their property. Do not allow inmates to enter the open seating area with these cords in their clothing.
- [9. If the prisoner has an electronic monitoring device used for probation, the ISC Officer will immediately remove the electronic monitoring device, *if necessary*, while the prisoner is still in the Law Enforcement Lobby.

EHD has only ankle bracelets. It will have listed on the bracelet—Property of G4S. If an EHD inmate is arrested, but the charge is releasable do not cut the ankle bracelet. If the inmate has to be moved upstairs, then cut the bracelet, bag it, tag it, and put it in the supervisor's office.

There is no need to remove a bracelet if the inmate remains in intake even if the inmate has a fugitive hold. The wanting agency should be notified at pick-up that the inmate has on a bracelet.

Do not cut any SCRAM bracelets. These bracelets will have D C (Drug Court) on the top part of the bracelet. *SCRAM bracelets will remain on in the housing unit unless the inmate is sentenced, held on a "No Bond" warrant, or being held on a Probation/Parole Hold. If an inmate is booked and the SCRAM bracelet will remain on, the booking officer will notify the Intake Manager and Community Corrections staff so the inmate's case can be monitored for future removal.*

The tools needed to remove the SCRAM bracelets are stored in the ISC Supervisor's office until needed. Once the bracelet is removed, it should be placed in the inmate's property.

EMP (Electronic Monitoring Program) bracelets can be cut, *if necessary*, and placed in the inmate's property. *EMP bracelets are for State of Missouri Probation and Parole.*]

10. All personal property, with the exception of money and electronic monitoring device used for probation will be placed into a property envelope. As a precaution small jewelry items will be placed in a small envelope which will be sealed and placed inside the property envelope. All money will be placed in a money envelope. All ankle bracelets used for probation will be placed in a separate property envelope which will be secured to the prisoner's original property envelope. All envelopes containing ankle bracelets will have the words "electronic monitoring device" and the prisoner's name on the outside of the envelope.

**NOTE:** Employees will be responsible for any inmates' property in their charge, until the property is either returned to the inmate and the inmate signs for the property or the property is passed on to another employee.

11. The ISC Officer will print two (2) copies of the Property Receipt and three (3) booking labels. The completed property receipts will be signed by the prisoner and the ISC Officer. If the prisoner refuses to sign the receipt another Intake Officer will co-sign the receipt and the word 'Refused' placed in the space reserved for the prisoner's name. Before co-signing, the second ISC Officer should verify that the property inventory is complete and accurate.
12. One (1) copy of the signed Property Receipt will be placed in the property envelope and the other copy will be given to the prisoner. The envelope will be sealed with adhesive sealing tape. One (1) booking label will be placed over the sealing tape and signed by the ISC Officer. One (1) booking label will be affixed to the handwritten Record of Arrest and the last booking label will be used to seal the money envelope.
13. The ISC Officer will open the 'Pre-Admit' section of the IJMS and it will automatically assign the prisoner's property to a numbered shelf in the Law Enforcement Lobby Property Room. If the prisoner's property includes bulk storage items, the officer will manually change the location from 'shelf' to 'oversize bin' and the IJMS will automatically assign an oversize bin.
14. The money envelope will be dropped immediately into the money slot in the Law Enforcement Lobby Property Room area. At the

next available opportunity the ISC Officer will place all dropped money envelopes in the appropriate alphabetical dividers.

**NOTE:** Employees will be responsible for any money in their charge, until the money is signed for by:

- a. Another employee who is authorized to receive the money
  - b. An inmate who has been properly identified to receive the money.
- 15.** The Intake Officer will write the information of all money envelopes to be given to the Bonding Clerk in the money transfer log, upon the Bonding Clerk's arrival at the Law Enforcement Lobby Property Room. The information will include the following:
- a. Inmate Master Number
  - b. Inmate's Name
  - c. Amount of Money Marked on the Outside of the Envelope
- This will include the monies of all inmates moved from Intake to a housing unit.
- 16.** The Bonding Clerk is responsible for receiving the inmates' money. The Clerk will sign and date the money transfer log at the Law Enforcement Lobby Property Room at the time of the transfer. This will be done in the presence of the Intake Officer, who will also sign the money transfer log.
- [17.]** If a prisoner is released from the Intake Service Center without his/her money, the money will be transferred to the Bonding area by the Bonding *Clerk*. Prior to the transfer, the money will be logged in the LEL Property Funds Inventory Book from shift to shift with the other money in the drawer. The ISC Officer will notify the Bonding *Clerk* to pick up the money. Upon the arrival of the Bonding *Clerk*, he/she will sign for the money in the Money Log. The Bonding *Clerk* will *place the unclaimed money on the prisoner's account*. The releasing officer will then provide the ISC Manager with an *incident* report explaining how the prisoner was released without his/her money.]
- 18.** Each ISC Shift Supervisor will make random checks of the Money Log at least three (3) times a month. The Shift Supervisor will sign the money log when these checks are made.

19. Corrective action will be taken by the ISC Manager if any staff member fails to properly complete the log or if any staff member fails to return money to a prisoner/inmate who is released.
20. Personal checks will not be considered money but will be listed as other property and written with the check number and amount of check in that item's "Note" area. Institutional checks that the inmate does not wish to place on account will be handled in the same manner. Institutional checks signed "Payable to Department of Justice Services" will be listed by choosing "Check" in the IJMS Money Type dropdown. Place the amount of the check in the "Amount" section and the check number in the "Check Number" section.
21. A prisoner may have cash that is a collector's item or has some sentimental value. When advised of this the Intake Officer will not include this money with the prisoner's other money. This money will be noted in the 'Notes' section of the property screen, i.e., 'One U.S. Silver Dollar (collector's item)'. The amount of the collector's item will not be included in the total of the prisoner's money. This money will be placed in the property bag, not in the money envelope.
22. Foreign money, whether coin or paper money, is not considered money for the purpose of property inventory. It will be included as 'Miscellaneous' property, i.e., 'One Canadian twenty-five cent piece' or 'One French 1000 franc note'.

B. Sealed Plastic Bags

1. Many of the prisoners arrested by St. Louis County Police have their property inventoried by the arresting officer and placed in a sealed plastic bag with a copy of the field arrest report, which lists the property. When these prisoners are conveyed to Intake, with the exception of the prisoner's money of \$10.00 or more, it is not necessary to inventory their property again at this time.

**NOTE:** When processing property in clear plastic bags all monies in the amount of \$100.00 or more will be removed from the bag and placed in a money envelope and put in the locked cabinet. The envelope label will be initialed by the LEL officer in addition the police officer and LEL officer will initial the receipt.

The money will then be listed as cash in the computer. In addition, all monies in the amount of \$500.00 or more will be counted by



more than one officer, (Intake officer or supervisor only), for verification purposes.

When bond money is subtracted from an envelope in the drawer, the subtracted amount and remaining amount will be written on the envelope and initialed by the LEL officer and the bonding clerk. The money will still be listed in the money transfer log.

Do not forget to reseal the clear plastic bag with evidence tape and initial the tape. If necessary, the entire torn bag can be placed in a new clear plastic bag and sealed and initialed.

2. Officers who convey prisoners from precincts will submit all paperwork and sealed plastic bags to the Intake Officer.
3. The ISC Officer will record the receipt of '1 Sealed Plastic Bag' on the property screen of the IJMS. No money will be recorded at this time.
4. If there is money amounting to \$10.00 or more in the plastic bag, the ISC Officer will open the sealed bag at the bottom, remove and count the money. The arrest sheet will then be removed and signed by both the ISC Officer and the transporting officer to verify the funds. The ISC Officer will then return the money and the arrest sheet to the property bag and reseal the property bag with evidence tape placing his/her initials over the tape. If there is no evidence tape available, place the open plastic bag inside a new plastic bag. **Do not use packaging tape or staples.** If the amount is over \$100.00 do not place back in the plastic bag. Place the money in an envelope with a booking label sticker in the locked cabinet. Enter the plastic bag and money in the IJMS 'Property Task', print a receipt and have the inmate sign it and secure it inside the new plastic bag or evidence taped plastic bag.
5. If the inmate is going to be placed in a housing unit, the plastic bag will then be inventoried again. **Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.**
6. Any plastic bag which arrives at Law Enforcement Lobby Property Room torn open will be inventoried by the ISC Officer. The ISC Officer will follow normal inventory procedures using the property



screen of the IJMS, a property envelope and a money envelope. The copy of the field arrest report will be checked to ensure that all items are still in the property bag. Any discrepancies will immediately be brought to the attention of the Intake Service Center Shift Supervisor and the conveying police officer. All necessary written reports will be submitted to the ISC Supervisor II along with all evidence, (i.e., plastic bag, field arrest report, receipts, etc.) regarding the property or money discrepancy.

C. Sentenced Prisoners

1. Prisoners who surrender themselves at the Bonding Window to begin serving a sentence will be taken into custody by an Intake Service Center Security Officer. The officer will escort the prisoner through the secure corridor to the Law Enforcement Lobby. The officer will present the prisoner to the ISC Officer assigned to the Law Enforcement Lobby Property Room along with all necessary paperwork, including a Medical Acceptance form from the Corrections Medicine staff.
2. Prisoners taken into custody in court will be escorted to the Law Enforcement Lobby by a Transportation Officer. The officer will complete a Field Arrest Report and obtain a Medical Acceptance form from the Corrections Medicine staff, before presenting the prisoner to the ISC officer in the Law Enforcement Lobby Property Room.

**NOTE:** Transportation Officers are expected to wait their turn and will not be given any higher or lower priority than any other officer waiting to have a prisoner processed. Only one (1) Transportation Officer needs to stay with prisoners taken into custody while in the Law Enforcement Lobby, unless otherwise authorized by the Transportation Supervisor/designee.

D. Prisoners with No Property

1. Prisoners with no property or prisoners with money only but not property will sign a receipt stating such and said receipt will be placed in the booking jacket with the arrest report. The prisoner will receive a copy of the receipt if money was taken.