

POLICY AND PROCEDURES

NUMBER: 1403

SUBJECT: Inmate Property Storage/Records

ACA STANDARDS: 4-ADLF-1A-11; 2A-21, 24, 26, 28; 4B-01, 03; 6A-07; 7D-19

ACTING DIRECTOR: Julia Childrey

EFFECTIVE DATE: 9/98 REVISION DATE: 3/99, 3/00, 12/00, 7/08, 10/09, 11/11, 11/13, 2/14, 7/18, 12/18



I. POLICY

The St. Louis County Department of Justice Services will itemize the personal property of housed inmates in the facility's Integrated Jail Management System (IJMS) and the property will be securely stored in the Facility Property Room, until the release of the inmate and/or his/her property.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Intake staff, Facility Property Room staff, Corrections Case Managers and Corrections Medicine staff are responsible for the following procedures.

III. PROCEDURES

A. Processing Inmate Personal Property in the Facility Property Room

1. While inmates are still in the Intake Service Center (ISC) but are on the Classify 'Movement' screen, the Facility Property Room staff will produce an inmate wristband and a Housing Unit card.

NOTE: Inmates who are pending a move to a housing unit will have 'ISC' placed beside their names on the 'Movement' screen.

2. After the Movement Officer conducts a strip search of the inmate, 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., the officer will obtain the clothing sizes of the inmate and write the sizes on an Inmate Clothing Property card. (See Attachment 1) The officer will then legibly sign his/her name and write his/her D.S.N. on the Inmate Clothing Property card.

3. The Movement Officer will have the inmate place all of the required clothing in the plastic container, allow the inmate to shower and give the container with the inmate's clothing and the Inmate Clothing Property card to the Property Room staff.
4. The Facility Property Room staff will give the movement Officer the inmate's property box containing all of the inmate's jail issued items. (See Policy # 811 Authorized In -Cell Items)
5. Upon receiving the container, the Facility Property Room staff member will sign his/her name and place his/her D.S.N. on the Inmate Clothing Property card. The Facility Property Room staff will enter the clothing sizes in the Resident Property screen.
6. The Facility Property Room staff will then itemize the inmate's property in the plastic container in the Resident Property screen. This will integrate with the inmate's property in the Law Enforcement Lobby Property Room.
7. The Facility Property Room staff will then generate two (2) receipts for the inmate's property. One (1) receipt will be given to the inmate and one (1) copy will be signed by the inmate and the Facility Property Room staff which will be placed in the storage bag with the inmate's clothing. The Movement Officer will ensure the inmate verifies the itemized property prior to signing the receipt.

Note: The Facility Property room staff will give an Issued Inmate Items sheet to the Movement Officer who will ensure the inmate checks his/her plastic box for items and signs the sheet. The sheet will be returned to the Facility Property Room staff and placed with the property sheet.

8. The Facility Property Room staff will give the Movement Officer a wristband to be placed on the inmate and a Housing Unit card to be given to the Housing Unit Officer in charge of the inmate's housing unit. The inmate will be issued a plastic container with all of the jail items issued at the Facility Property Room.

9. The Facility Property Rooms staff will place the inmate's clothing and the Inmate Clothing Property card in a plastic bag and proceed to the Law Enforcement Lobby Property Room to retrieve the inmate's personal property. The clothing and personal property will then be placed in the storage bag and be placed on the carousel according to the number assigned to the inmate in the IJMS. Any bulk item will be placed on a bulk storage shelf which is also assigned in the IJMS.
 10. The Facility Property Room staff will then release the shelf number from the Law Enforcement Lobby Property Room in the IJMS.
- B. Receiving Property from the Law Enforcement Lobby (LEL) Property Room
1. The Facility Property Room staff will obtain the names and Inmate Master Number (IMN) of inmates to be housed from the movement list. The movement list is generated from the IJMS in the Operation Screen under the Cell Movement Tab.
 2. After obtaining the names and IMN's of the inmates, the Facility Property Room staff will enter Book Operations in the IJMS and type in the inmate's name or IMN and go to 'Property' in the Operations Navigator. The Facility Property Room staff will obtain the LEL Property Room shelf number and/or the oversize bin locations of all of the inmate's property on the movement list.
 3. When the Facility Property Room staff has obtained all of the shelf and/or oversize bin locations for the inmates' property, the staff will go to the LEL Property Room and pull the correct property from the shelves and/or bins. (See Policy # 1402 Inmate Property/Personal)
 4. The Facility Property Room Staff will then write the following information in the Property Transfer Log Book of each of the inmate's property.
 - a. Inmate Master Number
 - b. Inmate's Name
 - c. Shelf/Bin Number
 - d. Property Amount (Number of Bags)

- e. Property Received by
- f. Date
- g. Note Money (write \$ for money or “No Money”)

NOTE: The Facility Property Room staff will complete the information in the Property Room Transfer Log Book prior to departing the LEL Property Room.

- 5. The Facility Property Room staff will return to the Facility Property Room with all of the property removed from the LEL Property Room. Each inmate's property taken from the LEL Property Room will be placed with the inmate's clothing, (except bulk items), after the inmate has been showered and given his/her jail issued items. All property will be stored in a storage bag and/or bulk storage and placed in an assigned location in the Facility Property Room carousel and/or bulk storage room. Electronic monitoring devices are to stay with the inmate's property and transferred to the Facility Property Room storage bag.

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.

- 6. Property envelopes which contain electronic monitoring device used for probation which will be secured to the prisoner's original property envelope will be kept with the original property envelope and noted in property log. The Intake Service Center (ISC) Office Specialist will ensure all electronic monitoring devices used for probation are returned to the Office of Probation and Parole or other law enforcement agency in a timely manner.
- 7. When a prisoner arrives in intake with a bracelet, follow the below procedures, depending on the type of monitoring device:
 - a. County EHD (Electronic Home Detention) bracelets noted as “Property of G4S” are not to be cut off of prisoners with releasable charges. If the subject is moved upstairs, the bracelet should be cut off, placed in a manila envelope labeled with the subjects' name, and placed in the Intake Supervisors' office to be picked up by EHD staff.

b. SCRAM bracelets noted with D C (Drug Court) are not to be cut off. If the subject is sentenced, being held on “No Bond”, or probation and parole holds, the bracelet should be cut off, placed in a manila envelope labeled with the subjects’ name, and placed in the Intake Supervisors’ office to be picked up by EHD staff.

c. State of Missouri Probation and Parole EMP (Electronic Monitoring Program) bracelets are to be cut off and placed in the subjects’ property.

d. Bracelets on prisoners that are held on fugitive charges and will remain in Intake awaiting pick up by another agency will be allowed to keep the bracelet on. The wanting agency will be notified at pick up that the prisoner has a bracelet on.

C. Acceptance/Release of Property from the Facility Property Room

1. General Information

a. The Corrections Case Manager or Corrections Medicine staff will ensure an Acceptance/Release form (See Attachment 1) has all of the necessary information, prior to the acceptance or release of property for an inmate. If the form does not contain all of the necessary information the acceptance or release of the property may not be able to be completed.

NOTE: Property will not be accepted for federal inmates.

b. The Corrections Case Manager will call the Corrections Medicine Health Care Clinic Nurse's station and inform the Corrections Medicine staff of any medical items, e.g., eyeglasses, contacts, etc.) that an inmate may need. If the inmate needs a certain medication brought from his/her home, that inmate must inform the Corrections Medicine staff. The Corrections Medicine staff is responsible for ensuring all necessary information is placed on the form. The Corrections Medicine staff does not need an inmate's signature on the form for anything but prescription medication received from home. The Corrections Medicine staff will also print the name of the Corrections Case Manager who informed him/her of the medical item.

- c. People bringing in property to be accepted for an inmate will be sent to the Lobby Clerk desk. People who are to pick up released inmate property will be sent to the Bonding Window.

NOTE: Court clothing may only be received up to two (2) weeks prior to the scheduled trial date. Corrections Case Manager will verify the trial dates.

- d. Court clothes with proper authorization will be accepted by the Facility Property Room staff. Medical items with proper authorization will be accepted by the Corrections Medicine staff. Specialty items with proper authorization (e.g., inmate too large or too small for institutional clothing, etc.) will be accepted by the appropriate staff.
- e. When a specialty item is to be accepted, the Corrections Case Manager needs to specify what type of item is to be received on the 'other item(s)' line of the form.
- f. Medical items that need to be brought in new, (e.g., contact solution, etc.) will be delivered in the following manner:
 - (1) New contact solution in original unopened box, etc.
- g. If an inmate requests the release of his/her property in the Facility Property Room, that inmate may request the following types of release:
 - (1) All of his/her property may be released (only when the inmate is to be sent to Missouri Department of Corrections MDC)
 - (2) The inmate's clothes may be released
 - (3) The inmate's property bag may be released.
- h. Medical Acceptance forms will be kept in a file in the Health Care Clinic, nurse's station.
- i. All items will be searched by custody staff prior to being given to an inmate.
- j. Anytime a Corrections Case Manager removes an inmate's property from the Facility Property room or returns an

inmate's property to the Facility Property room, the Corrections Case Manager and the Facility Property Room staff will complete an entry in the Property Log Book.

2. Accepting Property

a. The Lobby Clerk will inform the Facility Property Room staff or the Corrections Medicine staff that property is waiting to be accepted in the lobby and the inmate's name.

b. The Facility Property Room staff or the Corrections Medicine staff will:

(1) Locate the inmate's form in the Acceptance file and proceed to the lobby area

(2) Ensure that only the specific items mentioned on the form for medical or specialty or court clothes are accepted.

NOTE: When accepting court clothes the Facility Property Room staff will place a check mark under 'check yes' for items received. The Facility Property Room staff will also place the number and color of each item received, on the appropriate lines. Court clothes do not include underclothes or tennis shoes.

(3) Ensure the form has been signed before departing the lobby area and give the copy to the person who brought in the item(s).

(4) Place the item(s) in the appropriate area in the Facility Property Room.

NOTE: All items will be searched by custody staff prior to being given to the Corrections Case Manager or inmate.

(5) Ensure the form is filed in the Facility Property Room or if a medical item, ensure the form is given to the Corrections Medicine Clerk to be filed in the inmate's medical file.

NOTE: If the item(s) is kept in the Facility Property Room, that staff member will place the items in the appropriate location in the IJMS.

3. Releasing Property

a. The Bonding Clerks will inform the Facility Property Room staff that a person is in the lobby to pick up an inmate's property. The Bonding Clerk will also inform the Property Room staff the name of the person picking up the property and the inmate's IMN

b. The Facility Property Room staff will:

(1) Locate the inmate's release form in the Release form file and the inmate's property which is to be released to the person that is listed on the Release form

(2) Perform the release of the property in the IJMS and proceed to the lobby

NOTE: The Corrections Medicine staff does not have to place the release of property in the IJMS.

(3) Check the identification of the person in the lobby to ensure the correct person is receiving the property

(4) Give all of the property to that person, ensure the release form is signed and give a copy of the form to the person picking up the item(s)

NOTE: Ensure that the property bag is opened and the property is checked off as listed so the person can see the property they are receiving, prior to signing for the property. The Facility Property Room Officer will ensure all property release information is entered properly in the IJMS.

4. Releasing Inmate Property to Law Enforcement Agencies

a. A law enforcement agency will obtain a search warrant for an inmate's property, unless the search falls into one (1) of the recognized exceptions:

(1) Consent: If the inmate gives consent, a search warrant is not needed

- (2) Plain View: If the item(s) is in plain view, or discovered during a routine search (where there is no expectation of privacy) a search warrant is not needed
- (3) Exigent circumstance: If an emergency exists, a search warrant is not needed.

D. Releasing Property from the Law Enforcement Lobby Property Room

1. When a person requests the property of a prisoner in Intake, the Bonding Clerk will ask the person for a valid picture ID. The Bonding Clerk will complete his/her portion of the Intake Service Center (ISC) Property Release Request Form (See Attachment 2) by placing an 'X' in front of All property and money and proceed to complete:
 - a. The name of the prisoner
 - b. The name of the person requesting the property
 - c. The booking date
2. The Bonding Clerk will send the ISC Property Release Request Form via pneumatic tube to the Intake Service Center.
3. The ISC Officer or ISC Security Officer will ensure the prisoner is made aware of the identity of the person requesting the prisoner's property and will have the prisoner sign the ISC Property Release Request Form.

NOTE: When property is released from the LEL Property Room, the prisoner will release the entire contents of the property bag.

4. The ISC Officer or ISC Security Officer will enter the prisoner's name and go into Operations Field in the IJMS under the Property tab:
 - a. Place all items in 'R' status
 - b. Release the shelf number
 - c. Proceed to the 'Notes' section to enter:
 - (1) Release property

- (2) The name of the person the property was released to
 - (3) The date the property was released.
 5. The ISC Officer or ISC Security Officer will take the property bag to the Bonding Window and will ask the person requesting the property for a valid picture ID for verification.
 6. The person receiving the property will sign the St. Louis County Justice Services' Inmate Personal Property Receipt (See Attachment 3) or the St. Louis County Police Department Arrest Report (See Attachment 4) in the property bag and the ISC Property Release Form. That person will also sign a Property Release Logbook which is kept at the Bonding Window. (See C-3-b-(4)-NOTE of this policy.)
 7. The ISC Officer or the ISC Security Officer will then place the signed receipt and release form in the packet containing the prisoner's booking sheet.
- E. Disposal of Inmate's Property When Transferred to MDC or U.S. Marshals
1. The Missouri Department of Corrections (MDC) and the U.S. Marshals will no longer accept inmate property other than legal work and a copy of the Bible or Koran. This change in policy has necessitated new procedures for this Department that will address the issue of what to do with property left behind by Federal inmates and inmates sentenced to MDC. The initial focus of the procedures is to attempt to get contact information from all inmates for their family or friends whom the inmate says will be authorized to pick up the inmate's property.
 2. Disposal of Inmate's Property
 - a. The ISC Classification staff will obtain this information from all prisoners who are being admitted to the facility. The information will be entered and stored in the IJMS in "Associations' section checking "can receive property".
 - b. The Transportation Office Specialist will generate a list of the names of inmates who will be departing the facility and transferred to MDC or the U.S. Marshals. The Office Specialist will send a copy of the list to the Corrections Case Managers on the housing unit floors.

- c. Upon notification, the Corrections Case Manager will make contact with the inmate and have the inmate complete an Inmate Property Release form. The Corrections Case Manager will ensure the information is placed into the IJMS under “Associations” and “can receive property”. Case Managers will strongly encourage inmates to have their personal property picked up by the authorized person prior to the inmate’s transfer to MDC or U.S. Marshals.
- d. The completed form will be delivered to the bonding area for scanning into inmate’s file.
- e. When an inmate is scheduled to be transferred, the in cell property will be placed in a plastic bag, toe tagged with the inmate’s name and put in the inmate’s blue tub. Any legal material and/or Bible/Koran will be placed in a separate plastic bag with a toe tag indicating the inmate’s name and legal material and/or Bible/Koran. This process will take place on the second shift just prior to lock down.
- f. All in cell property will be delivered to the Facility Property Room by the Corrections Case Manager, with the exception of legal material and/or Bible/Koran.

NOTE: Legal material and/or Bible/Koran will be in a separate plastic bag and tagged and placed in the Transportation Staging area by the Movement Officers.

- g. The Property Room Officer will process the property by combining the in cell property and the personal property for each inmate being transferred.
- h. The morning of transfer, the inmates will be taken to the Facility Property Room for processing. If the property has not been picked up by the authorized person at the time of the inmate’s transfer to MDC or the U.S. Marshals, the Facility Property Room Officer in charge of dressing out the inmate will ask the inmate for an up-to-date name and number for authorized persons to pick up the inmate’s property. The inmates clothing bag will be kept in the Facility Property Room and the inmate’s property bag will be placed in a plastic bag with all other inmate property from that day. The plastic bag will be placed in the Intake Supervisors Office next to the cabinet marked “MDC Property”.

- i. Property will be kept in the designated area for a period of no more than ten (10) days after the inmate has signed the Property Release form. Any property not picked up will be donated to charity or discarded.

NOTE: Cell phones will be held for twenty (20) days after the inmate's release before being donated.

- j. An entry will be made in IJMS indicating the date the property was donated to charity or discarded.

3. When Property is Picked Up After Transfer to MDC/U.S. Marshals

- a. When a person arrives to pick up property for an inmate transferred to MDC or U.S. Marshals, the Bonding staff will check the IJMS to ensure the person is authorized to pick up the property. If the person is authorized, the Bonding staff will then notify the Facility Property Room staff of the person's arrival.
- b. The Facility Property Room Officer/Clerk will check the IMJS/Property Release form and ensure the person is authorized to receive the inmate's property. The Facility Property Room Officer/Clerk will also check the property sheet binder to ensure the inmate has property left in the facility.
- c. The Facility Property Room Officer/Clerk will report to the Intake Supervisors Office for the inmate's property bag and the Intake Supervisor will remove the property from the locked cabinet. The clothing bag will be retrieved from the Facility Property Room. The Facility Property Room Officer/Clerk will make two copies of the Property Receipt and release the property in the IJMS system.
- d. The Facility Property Room Officer/Clerk will go to the lobby and check the identification of the person picking up the property, using the Property Release form. The officer will have the person picking up the property sign one (1) copy of the property receipt and the Property Release Log and then release the property. The officer will give all of the property to that person, with a copy of the property receipt.
- e. The Facility Property Room Officer/Clerk will then forward the Property Release form and the property receipt

to the Bonding Supervisor/designee to be filed in the inmate's original packet.

- f. The Facility Property Room Officer/Clerk will write "PICKED UP" along with the date the property was picked up on the property sheet for that inmate in each of the three binders containing property release information.

4. Property Not Picked up within Ten (10) Days

- a. An ISC Supervisor will collect the clothing bags and take the bags to the ISC Supervisor's Office. The ISC Supervisor will retrieve property bags from the locked cabinet in the ISC Supervisor's Office. The bags are then opened in the ISC Supervisor's Office in the presence of the Shift Supervisor/designee.
- b. If contact information is available, the Shift Supervisor/designee will attempt to arrange an appointment for the property to be picked up. If no contact can be made, or if the person contacted decline picking the property up, the procedures will be as follows:

- (1) The ISC Shift Supervisor will determine if there is anything of significant value in the property bag, such as, expensive rings, watches, electronic items, etc.

NOTE: Cell phones will be held for twenty (20) days before being donated to charity.

- (2) If there are items of this nature, the property will be turned over to the ISC Manager who will confer with the Superintendent of Security to determine the proper disposal of the property.
- (3) If there are no items of values in the property, the property will either be destroyed or turned over to the transportation section to be donated to various charity organizations.

NOTE: Clothing items will be donated to charity.

- (4) If the property is donated or destroyed the Property Room Officer will complete the Donated Log located in the Facility Property Room, as follows:
 - (a) Inmate name
 - (b) Number of bags and description
 - (c) Date of donation
 - (d) Facility Property Room Officer's name and DSN
 - (e) Whether the property was donated or destroyed, under receiving officer.
- (5) An entry will be made in IJMS indicating the date the property was discarded or donated.
- (6) Property of a personal nature, such as, driver's license, credit cards, medical cards, etc., will be destroyed or shredded.
- (7) The Facility Property Room Officer will forward the Property Release form to the Bonding Supervisor/designee, only after the property is either picked up, donated or destroyed.
- (6) The Bonding Supervisor/designee will file the form in the inmate's original packet.

