

**KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
Policies and Procedures Manual**

TITLE: RECEIVING INMATE PROPERTY E-100

EFFECTIVE DATE: 10-3-98

REVISED: 3-12-04

APPROVED BY: C.R.F. Division Manager

REVIEWED: 3-12-04

REFERENCE: CRFPPM Section K-200, DBPPM Section C-1000

POLICY

The Sheriff's Department is responsible for maintaining custody of an inmate's personal items while in custody. Inmate property may be searched or seized as evidence pursuant to the Detention Bureau Policies and Procedure Manual, [Section C-500](#).

RECEIVING MONEY

- There is no limit to the amount of money that may be placed on an inmate's account.

CORRESPONDENCE ACCEPTED FOR INMATE'S SIGNATURE

- Court forms for release of property seized.
- Property Release Forms.
- Payroll checks (not welfare or unemployment checks).
- SSI checks
- All other papers must be sent via the mail (e.g., pink slips, tax forms.)

ACCEPTING CLOTHING

- For Court Clothing refer to [CRFPPM E-400](#).
- Street clothing may be accepted just prior to a time served release, only if the inmate has no clothing to be released in or inadequate clothing for the current weather conditions. (Contact the Shift Supervisor for approval after verification that the inmate is in CRF custody and ready to be released.)
- Clothing will not be accepted for inmates being sent to State prison. Prisoners will be sent to Wasco Prison in County clothing, or paper

disposable clothing.

CONTRABAND RECEIVED IN THE MAIL

- Refer to CRF Policy and Procedure, [Section K-200](#).

PROCEDURE A. A PROPERTY CARD (FORM #2010) WILL BE COMPLETED ON ALL ITEMS RECEIVED FOR INMATES BY THE JAIL CLERK

Acceptable items to receive are prescription glasses (in a soft case with no clips) and dentures. Any other items must be approved by the shift supervisor.

The Visiting Clerk will:

Sign and date the Property Card as receiving the property.

- Give the yellow copy of the Property Card to the person bringing the property to the Facility as a receipt.
- Place the remaining copies with the property.
- Notify the Shift Supervisor that an S&E Officer is needed to deliver property.
- The S&E officer will sign as releasing the property to the inmate.
- The inmate will sign as receiving the property.
- The hard copy will be returned to the Jail Office for filing in the inmate's file.

**KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: RECEIVING INMATE'S MONEY

E-200

EFFECTIVE DATE: 10-3-98

REVISED: 10-3-03

APPROVED BY: C.R.F. Division Manager

REVIEWED: 10-3-03

REFERENCE: Title 15, Article 4

POLICY

Central Receiving Facility prisoner receiving staff will follow strict money accounting procedures to ensure that funds taken from inmates are safeguarded. Clerical or Detentions staff performing IRC booking duties will be assigned a cash drawer and a Swanson terminal. They will have responsibility for inmate money.

PROCEDURE A

Receiving Officers will:

- Follow the procedure in CRFPPM Section C-100.

Clerical / Detention Staff with money responsibility will:

- Receive inmate property, including money envelope, from the Receiving Officers.
- Open the money envelope and confirm the money is correct. In the event of a discrepancy, the booking staff will contact the Shift Supervisor immediately.
 - Non-soiled currency, non-keepsake currency, money orders, cashiers checks, and checks from other government agencies will be placed in the inmate's Swanson account.
- The booking staff will place the prisoner's money in the cash drawer and will and will open an inmate Swanson account.

- Be responsible for their money drawer. They will restrict access to the money drawer.

PROCEDURE B END OF SHIFT PROCEDURES

At the end of each shift, or whenever the cash drawer is closed out, the booking staff will:

- Total the entries in the Swanson computer.
- Count the money in the money drawer.
- Check the money count against the Swanson amount.
- Rectify any discrepancies. Notify the Shift Supervisor if these entries can not be rectified through a detailed memorandum and route a copy to the Account Clerk.
- Seal the property bag with a numbered seal. Drop the property bag in the drop box located in the Jail Clerical Office.

PROCEDURE C ACCEPTING MONEY FOR AN OPEN ACCOUNT

Clerical Staff will:

- Accept only exact change amounts of currency.
 - May accept money orders, cashiers checks, and personal checks from charitable organizations ie; halfway houses, churches etc.
- Verify the inmate's identity using the booking number, name, DOB, address, or other identifying information.
- Open the correct Swanson account and follow the established procedures to add to an account.
- Paperclip the money to the receipt and place in money drawer.
- Provide the person leaving the money with a receipt.
- Forward the inmate receipt copy to the inmate.



Kern County Sheriff's Office Central Receiving Facility-Policy & Procedures

TITLE: Managing Inmate Property and Clothing			E-300
APPROVED: Brian Wheeler, Commander			
REFERENCE: Title 15, Section 1041			
EFFECTIVE: 10-3-1998	REVIEWED: 7-21-2011	REVISED: 7-21-2011	UPDATED: 7-21-2011

POLICY

Inmates may release their money and property to any out of custody person, if the person possesses a government issued picture identification. Clothing, belts, purses and items from an inmate's cell will not be released unless the inmate is being transferred to a state prison as indicated by an entry in the Inmate Management System (IMS).

Money or personal property may be released completely or partially at any time of the day or night with the inmate's approval. The Shift Supervisor may postpone the property release if the release will interfere with court pulls, meal passes, sick call or any other necessary function.

PROCEDURE A: RELEASING PERSONAL PROPERTY

The Clerk releasing property will:

- Break the tie seal in front of the person the property is to be released to.
- Verify that the property listed in the inmate's file is the same as the items being released.
- Sign the release form on the line below the officer's signature.
- Write the new seal number on the Property Release form
- Place the property release form in the inmate's file.
- Place the old seal inside the property bag.
- Reseal the bag

NOTE: Do not release the original booking form or release slips.

Missing Inmate Property or Clothing

When a deputy discovers an inmate's property or clothing missing; the deputy will notify his supervisor and conduct a thorough search for the missing property.

If an inmate is released without all of his property, the deputy shall:

- Complete a CJIS Incident containing details of the missing property
- Link the CJIS Incident to the inmate's booking

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- Explain to the inmate the process for making a claim against the County.

PROCEDURE B: Inventory of Inmate Personal Clothing

Accountability of inmate property is an important aspect of our custodial duties. Many things can happen during the booking and housing process that cause us to misplace or lose inmate property. Potential errors are much more likely to be corrected if caught early. To help accomplish this, the Deputy assigned to Dress Out will inventory the red bags once each shift.

The Dressout Deputy shall:

- Print a CRF in custody list to verify that each inmate’s clothing is properly hung in its assigned location.
- Correct any red bag hung in the wrong location.
- Route any clothing of inmates transferred to other facilities to that facility via a court transportation vehicle if one will soon be available. If not, transport the red bag to the appropriate facility as soon as possible and preferably by the end of your shift.
- Send an email report to your supervisor and CC the Administrative Sergeant with all errors and what was done to fix the problem.

If property is located on a released inmate, the deputy discovering the lost property shall:

- Using the information in CJIS attempt to contact the owner of the property by telephone.
- Complete a CJIS incident detailing the discovery of the missing property
- Use CJIS code OCPR (Found Property on Released Inmate). This CJIS code will allow you to link the incident to the released inmate.
- Send a letter to the property owner’s last known address advising them to pick up their property.
- Attach a copy of that letter to the inmate’s red bag
- Hang the red bag on the rack located on the south wall of the Dressout Red Bag room.
- This letter will instruct the owner to pick up the property within 30 days
- Book the property into the KCSO Property Room as “Prisoner Property” if it is not picked up within 30 days.

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- Complete a CJIS supplemental report (a supplemental to the OCPR report) explaining the property was booked into the KCSO Property Room. Use the CJIS incident number to book the property into PRIMUS.
- Put the date the letter was sent to the owner in the comment line in PRIMUS. The Property Room will dispose of the property if it has not been picked up within 120 days of the letter being sent to the owner.
- Send an email report to your supervisor and CC the Administrative Sergeant with all errors and what was done to correct the problem.

The Shift Supervisor shall:

- Review the email report from the Dressout deputy. Try to determine the cause of the problem and take corrective action. Forward a copy of the report to the sergeant from the previous squad so that sergeant will be aware of the mistakes made since the last inventory.

NOTE: Occasionally, due to a busy shift, the inventory will not be able to be completed. The Squad Sergeant shall be notified of the inability to complete the inventory. The Squad Sergeant shall send an email to the Administrative Sergeant explaining the reason the inventory was not completed.

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**KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
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TITLE: COURT CLOTHES

E-400

EFFECTIVE DATE: 10-3-98

REVISED: 5-12-03

APPROVED BY: C.R.F. Division Manager

REVIEWED: 5-12-03

REFERENCE:

POLICY

CRF will accept court clothing for inmates when a court has ordered an inmate to be dressed in civilian clothing for a jury trial. CRF will accept court clothes from the family or attorney of inmates housed at CRF. Court clothes for inmates housed at Lerdo will only be accepted at CRF when the clothes are needed for a court appearance on that day,

PROCEDURE A: ACCEPTING COURT CLOTHES

Clerical Staff will:

- Clerical staff will check CJIS and verify that an inmate is scheduled for jury trial.
- Notify the A-Deck officer that court clothes are being left for an inmate.

Detentions Staff will:

- Accept the clothing from the attorney or family, obtain the name and a contact number for the return of the clothes, have the person wait for a receipt.
- Use IMMNTCLO to enter a new set of clothing (court clothes), and the return contact information, print the receipts.
- Give one receipt to the person leaving the clothes, give the other receipt to clerical staff for the inmate's file.
- Label the clothing with the inmate's name and booking number.
- Store the clothes in the appropriate court clothes area; A-Deck for males, C-Deck for females.

Court clothes accepted for inmates not housed at CRF but appearing in court that

day will be dressed out in the clothing and returned to Pretrial in them.

Court clothing for inmates transferring to Pretrial shall be sent with them on the transfer bus.

Court clothing that an inmate no longer needs shall be returned to the contact person listed in the computer court clothing record.