

Oakland County Sheriff's Office
GENERAL ORDERS # 58



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| SUBJECT: Inmate Property Management | | NUMBER: 58 |
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This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

I. POLICY

It is the policy of the Oakland County Sheriff's Office (OCSO) to not accept personal property of arrests lodged at the Oakland County Jail by local police agencies, outside County Sheriff Offices or the Michigan Department of Corrections, except for legal material and any paperback religious book.

Property of OCSO arrests, court commitments, Friend of the Court, and OCSO special unit arrests shall be accepted, receipted and stored. The Oakland County Jail Booking Unit shall accept all U.S. currency of any arrest lodged at the Oakland County Jail.

It is the policy of the OCSO to establish and maintain an efficient system of inmate property management for OCSO arrests. This system shall incorporate adequate property receipt, storage, inventory, and release practices. Limited access to inmate property shall be purposeful and intended to reduce loss and/or misplacement.

II. PROCEDURE

A. Intake

1. Arresting/transporting deputies shall conduct a pat-down search of the handcuffed inmate upon entry into the intake area. When the intake procedure is complete, and the inmate has been accepted, a Deputy shall conduct a custody search regardless of the agency lodging or transporting before the inmate is placed in the uncuff. Any weapon, personal property (if not OCSO arrest) or contraband confiscated shall be returned to the arresting/transporting deputies. Contraband is defined as property that is prohibited by federal or state law to be owned, carried, concealed, or

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possessed; or any item identified by the OCSO as not being permitted within its correctional facilities. If it is an OCSO arrest, and marijuana that is not evidence is located on the inmate, the arresting Deputy will transport the marijuana contraband to the property room for destruction in accordance with General Order 4.7 Storage of Evidence and Property.

2. The booking personnel accepting the confinement form shall count and receipt the arrest's U.S. currency in front of him/her at the time of lodging. Collectable or foreign currency taken from OCSO arrests will also be receipted as property.
3. Medication will only be **accepted** at intake if it meets all of the following:
 - a. The medication is in its original prescription container (e.g., an Rx bottle) and is the correct medication for that container.
 - b. The medication can be easily identified as having been legally prescribed to the inmate (e.g., by reading the Rx sticker label).
 - c. The medication does not require refrigeration; and
 - d. **The medication is not a controlled substance** (e.g., no Adderall, Opioids; Ambien; etc.)

If medication is accepted the property deputy must note this in the Inmate Property Management System. Intake will let the clinic know the medication is available if they should need it for the inmate's care and note that in JMS. Medication accepted for storage will be stored in the Inmate Property storage bin unless picked up by the Clinic for the inmate's care. Medication stored in the Inmate Property Room shall be returned to the inmate upon the inmate's release. If the inmate fails to retrieve the medication within fourteen (14) days of release, the medication will be destroyed in accordance with this policy.

If an OCSO arrest has medication that is refused at intake they will be responsible for disposing of the medication and documenting the disposal.

4. All personal property of OCSO arrests, court commitments, FOC, and OCSO special unit arrests shall be inspected and inventoried in front of the inmate. The Property Deputy shall use all due caution when examining this property to avoid personal contamination. All personal property removed from prisoners being lodged by an outside department will be returned to the transporting officer for storage at their department. No large property items or weapons will be stored in the Main Jail Inmate Property Room.
5. Each item shall be listed as it appears (For example: (1) *wristwatch, cracked crystal, white metal band*, etc.) Please be specific in describing items in laymen terms, for example, yellow, not gold; white, not silver; and clear, not diamond, etc. The Property Deputy receipting the property into the Jail Management System shall record the box number used for the inmate.

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6. The Property Deputy shall have the inmate sign the property receipt. A signed copy shall be placed in the inmate's property box. In the event the inmate refuses to sign the property receipt or there is a discrepancy in the items received, an incident entry shall be made in the inmate's Jail Management System file.
7. The receipt shall include the statement "unclaimed property destroyed 14 days after release or transfer".
8. If an inmate is booked into the Oakland County Jail without personal property, it shall be noted the inmate has no personal property on the commitment form in the area provided for "property taken at Booking". Booking personnel will initial and have the inmate sign the commitment form verifying that no property was taken.
9. Inmates writted from any state, county, or federal facility will only be allowed to bring in legal material pertaining to their case and a paperback religious book. Nothing else will be accepted.
10. No perishable items will be stored in the Inmate Property Room.

B. Quality Control / Inventory

1. A check shall be made of the boxes in the Inmate Property Room against the bin usage report. This box-by-box check shall be completed once a week on day shift.
2. A quality control process check of pulling every box and comparing it with the current bin usage report shall be performed by the day shift Property Deputy every three (3) months.
3. The Jail Management System Destroy Property Report shall be reviewed and maintained by the day shift Property Deputy once a week.
4. The K-Block, Hospital, JCLC, DTU, and Writ and Released Cell shelves containing property shall be purged once a week by the day shift Property Deputy.
5. Tether devices must be placed in a paper bag with the inmate's name and number indicated on the bag. It is the responsibility of the day shift Property Deputy to consolidate and purge the tether shelf once every month.
6. Agents removing tether devices from the Property Room must sign for said tethers on the Tether Log.

C. Release From the Main Jail

1. When an inmate is being released from the Main Jail, the Release Deputy shall contact the Property Deputy with the name of the inmate who is to be released. The Property Deputy shall identify the property box to which the

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inmate was assigned by looking up the box number. The Property Deputy shall then retrieve the box, review its contents ensuring the items contained coincide with the most recent receipt, and take the box and the receipt to the Release Deputy.

2. The Release Deputy shall have the inmate inventory the property, and if all items are in order, the inmate shall sign the receipt from the property box. The property may then be released to the inmate.
3. The Release Deputy shall place the signed property receipt in the inmate's booking folder.

D. Release From District Courts

1. The Property Deputy shall ensure the inmate has been cleared for release through normal procedures.
2. The Property Deputy shall verify the person picking up the property is the former inmate and have him/her inventory the property. If all items are in order, the Property Deputy shall have the inmate sign the property receipt.
3. The signed property receipt shall be retained in the inmate's file in Booking or placed on the "Closed File" shelf in the Booking Office to be forwarded to the Record's Unit for file retention.
4. If the receipt is placed on the "Closed File" shelf, the Property Deputy must ensure the inmate number is legible on the receipt.

E. Release of Property to Person Other Than Inmate

1. The designated person picking up the property shall identify himself or herself using proper picture identification (state I.D., driver's license, military I.D., passport).
2. The Property Deputy shall contact the inmate and advise him/her of the name of the person requesting his/her property. If the inmate authorizes the release of property to this person, a "Property Release" form shall be generated documenting the name of the person requesting to obtain the inmate's property. The inmate shall sign the "Property Release" form, and the requesting party shall sign the receipt and "Property Release" form before the property is released.
3. All property will be released unless the Property Deputy identifies exigent circumstances.
4. The Property Deputy shall place the signed "Property Release" form and property receipt of an incarcerated inmate in the inmate's file located in the

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Booking Office.

5. When the inmate is not incarcerated, the signed receipt of the designated person shall be placed on the "Closed File" shelf in the Booking Office to be forwarded to the Records Unit for file retention.
6. If the person is deceased, the property shall be released to their emergency contact person.

F. Handling of Writ Property

1. When a writ prisoner is lodged by any agency, the only property that shall be accepted is legal material pertaining to their current case and a paperback religious book. No other property shall be accepted.
2. When an inmate is being writted out of our facility by another agency, the inmate's property will be held in the Property Room until his/her return to this facility. Open/unsecured food items shall not be stored. The writ's status will be audited every thirty (30) days to determine if an inmate has been released on all Oakland County charges and will not be returning. If the inmate has been released from Oakland County charges, the property will be destroyed according to section **K**.
3. Prior to the inmate leaving the Jail, he/she will be provided the opportunity to authorize a person(s) to pick up their property or provide an address for mailing in the event the inmate does not return.

G. Handling of Property for State Prisoners Leaving the Facility

1. All property from the Property Room, the inmate's cell, and laundry shall be consolidated. It shall be the responsibility of the Property Deputy to make the appropriate arrangements with the inmate to remove this property from the Jail. The inmate shall have the option of having the property mailed, authorizing a designated person to pick up, or destruction in accordance with section **K**.

H. Mailing Property for State Prisoners

1. If the inmate chooses to have his/her property mailed, the property shall be placed in a suitable box for mailing and must be sealed.
2. The Property Deputy shall weigh the package and determine the amount of postage necessary for shipping. The price of the box shall be added to the postage cost by utilizing the U.S. Postal Service online guide.
3. A check shall be drawn from the inmate's account and placed in the intake safe located in the Booking Office. The check shall be forwarded to Inmate Accounting.
4. The Property Deputy shall deduct the shipping costs from the inmate's

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account using the code "PST" (*taken for postage*) and must include the check number.

5. All boxes shall be marked "**DO NOT RETURN TO SENDER**".

I. Property to be Picked Up for State Prisoners

1. If the combined property is left to be picked up, an "Inmate Authorization for Property/Clothing Release" form shall be completed and signed by the inmate. The Property Deputy will ensure the name of the person authorized to pick up the inmate's property is entered into the appropriate area in the computer. This form shall be reviewed and signed by the Property Deputy to ensure the form is complete. The white copy of the "Inmate Authorization for Property/Clothing Release" form shall be placed in the booking file. The yellow copy of the "Inmate Authorization for Property/Clothing Release" form shall be placed in the "14-day Ride-out" binder located in the Property Room.
2. When a designated person arrives within fourteen (14) days to pick up an inmate's property, he/she shall identify themselves in accordance with section **E 1** and shall be required to sign the "Inmate Authorization for Property/Clothing Release" form. The form shall then be placed in the released section of the "14-day Ride-out" binder located in the Property Room.
3. State ride-out inmate shall provide the Property Deputy with a name of a relative or friend to whom the property can be given or mailed to. This name shall be in the appropriate area on the release form. Written authorization for property release must be obtained from the inmate.

J. Unidentified Property

1. All unidentified property found in the facility will be placed in an envelope or bag which is clearly labeled with the contents, area found, date and time found, and any other pertinent information concerning the property.
2. The package shall then be placed in a designated area within the Property Room.
3. Property in this area shall be kept no longer than fourteen (14) days.
4. At the end of 14 days, the unidentified property shall be destroyed in accordance with section **K**. A complete list and description of the unidentified property shall be logged properly in the current shift log database.

K. Final Disposition

1. It shall be the responsibility of the designated shift Property Deputy to audit

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the Property Room to identify those inmates that have been released and have not claimed their property within the fourteen (14) day limit. The audit shall take place every weekend.

2. Property Deputies shall enter a computer incident in the inmate's record, documenting the final disposition of an inmate's property either by being destroyed, mailed, physically claimed or placed in the OCSO Property Room for disposition.
3. All jewelry will be placed in the OCSO Property Room. Jewelry will be separated and packaged by inmate's name, number and last known address.
4. Notification to inmates regarding the final disposition of their property shall be provided on the property receipt and via the Inmate Guide. This notification shall indicate any property left in the facility upon an inmate's release or transfer shall be destroyed if not picked up within fourteen (14) days. State inmate property shall be handled as outlined in section **H**.

L. Inmate Claim of Missing Property

1. The Property Deputy will verify the property which was taken at Booking by checking the Receipt Book and ensuring the property was not already released.
2. The Property Deputy will check the "Unidentified Property" area to ensure it was not found and simply unidentified.
3. The Property Deputy will search all shelves and property boxes.
4. The Main Jail Sergeant will pull any applicable data recorded on the camera system that may assist the Property Deputy in determining the disposition of the alleged missing property.
5. If all efforts to locate the property have negative results, the inmate shall be directed to complete a "Lost or Missing Property Claim" form.
6. The Property Deputy shall submit an incident report detailing the circumstances of the investigation conducted and forward the incident report and "Lost or Missing Property Claim" form to the Corrective Services Main Division Captain's Office.



ISSUED BY: Sheriff Michael J. Bouchard