

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.5.3
SECTION:	5	Inmate Processing In/Out	EFFECTIVE DATE: 4 / 8 / 2020
SUBJECT:	3	INMATE PROPERTY	
STANDARDS: ACA – 4 – ALDF: 2A-23, 2A-24.			
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<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 24 / 20
Rescind: 3.5.3 dated 2/8/11 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to issue, track, and retrieve City property in the inmate’s possession; to inventory inmate’s personal property as deemed appropriate and limit the introduction of dangerous and nuisance contraband into the facility.

II. RESPONSIBILITIES

All Division of Correctional staff having direct contact with the inmate population are responsible for adhering to the following procedures.

III. DEFINITIONS

Admission (CJC): The process of admitting individuals into the Division of Corrections.

Admission Area (CJC): Consist of holding tanks; classification and police processing on the 2nd floor.

Admission/Processing Area Supervisor: Correctional Officer II responsible for supervising the activities of admitting and processing inmates.

Admitted Inmate: An inmate who is entered into the IJMS data base and assigned to the St. Louis City Justice Center or Medium Security Institution for housing.

Arrestee: An individual who has been arrested and booked by the St. Louis City Police Department or any other local, state, or federal law enforcement agency.

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Arrest Register: A formal record of criminal charges and identifying information, generated by the St. Louis Metropolitan Police Department.

Bail Bondsmen: An agent or company authorized by State Statute and the Court of jurisdiction to provide a surety bond for the release of an individual from the custody of the Division of Corrections.

Bond: An order of the Court that releases an individual from custody to the community until the individual's scheduled court date.

Booking: A term used by the St. Louis Metropolitan Police Department to describe the completion of an arrest process after entering the arrestee's information into the SLMPD data base and assigning the arrestee an Arrest Record number.

Bucket Property: Any authorized items issued during the admissions process or purchased from the commissary; i.e. legal material, personal mail, eye glasses, prosthetic devices, magazines, pens, pencils, writing paper and hygiene items.

Chain of Custody Verification Form: A Division of Corrections form used to document the chronological order of who was or is in possession of the inmate's property.

City Marshal: The agency mandated by City Ordinance to deliver individuals charged with violations of the City Ordinance before the Municipal Court.

Classification: The process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and programs according to the needs and existing resources.

Confined Prisoners Report (the "Docket"): A SLMPD computer generated document listing inmate's court date, pedigree information, photo and charge(s).

Contracted Staff Person: A generic term used in this policy to identify a non-corrections staff member working for a private company within the Division of Corrections.

Currency Log/Resident Transaction Receipt: A log maintained in the Temporary Property Room in which contracted staff records monies taken out of an inmate's sealed property bag to be placed in the lock box located in the Temporary Property Room.

Detainee: Any person confined in a local detention facility not serving a sentence for a criminal offense.

Escort Officer: Correctional Officer responsible for escorting inmates to areas within the facility.

Generic Property Description: Refers to an item which contains no particular distinctive quality, brand name or in the case of a ring, stone identification like "diamond, ruby or sapphire. Instead describe items using type and color i.e. red shirt, blue pants, clear colored stone, blue

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stone or yellow in color ring.

Hanging Property Storage Bag: A hanging bag used to store inmate clothing and property in the Property Room on the lower level of the St. Louis City Justice Center, and in the Processing area at MSI.

Housing Unit Card: A card with a photograph of the inmate and pedigree information obtained from the Arrest Register Form and lists the housing unit locations.

Inmate Handbook: A booklet issued to inmates during admission at the City Justice Center and the Medium Security Institution. The booklet provides a guide to facility operations pertaining to the inmate's rights, the Division's rules and regulations, and various procedures affecting the inmate.

Inmate Master Number (IMN): Computer generated identification number assigned upon admission to the Division of Corrections.

IJMS (Integrated Jail Management System): Automated application that tracks admitted and pre-admitted inmates. Collects organizes and stores standard information and demand information. The application also documents the activities of inmates within the Division of Corrections, including classification, cell history, incident reports, demographic information, property information, grievance reports, medical and social service chronological notes and program participation.

Imaging Resource Information System (IRIS): Application used to generate mug shots, arm bands and housing unit cards. The application links the inmate's photo with pedigree information. The application database is also used to store images of usual scars marks and tattoos.

Inventory Control Technician: Division of Corrections staff person assigned to the Property Unit and primarily responsible for the inventory, storage and issuing facility property items and retrieving/returning stored items to released or transferring inmates.

Lock Box: Metal box attached to the wall in the second floor short term property storage area at CJC utilized to secure property of inmates that arrive after normal business hours.

Long Term Storage: Area on lower level at CJC designated for the storage of admitted inmate clothing and personal property.

Lost Property Memorandum: Initial memo sent to the Deputy Superintendent of Operations regarding missing property incident. Memo must have individual's name, inmate master number or arrest register number and date of arrest. Attached to the memo is the contractor's or Police report, copy of property (if available), copy of DOC property log where property was listed, and the Missing Property Report.

Money (ies): Any form of medium of payment, such as cash, coin, non personal check, credit

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card, and money order.

MSI: Medium Security Institution: A facility of the St. Louis City Division of Corrections.

Non Valuable Cabinet: Cabinet that contains admitted property valued under ten dollars (\$10.00) i.e. shoe laces, baseball caps etc.

Pedigree Information: Specific inmate identifiers such as social security number, date of birth, race, sex, color of hair, color of eyes, height, weight, aliases, and physical markers (such as scars and tattoos).

Permanent Transfers: Sheriff's inmates and City Marshal inmates discharged from the Division of Corrections by means of permanent transfers to the custody of the Sheriff or City Marshal.

Personal Property: Lawful property in the individual's possession prior to admission to the Division and legally belonging to the inmate, including but not limited to clothing, money, jewelry or any other property removed and stored at the time of pre-admission.

Post-Admission Housing: An administrative housing unit located on the 2nd floor of the City Justice Center and divided into two sub-units for temporarily housing of newly admitted male and female inmates and detainees who are awaiting transfer to MSI or pick-up by various municipalities for holds.

Pre-Admitted Inmate: A detainee that has completed the police booking process.

Pre-Admission Property Log: A log used to document that a completely sealed property bag was passed from the Prisoner Processing staff to a contracted staff person.

Processing (SLMPD): A term used by the St. Louis Metropolitan Police Department to describe the steps in their Booking process.

Processing (MSI): A specialized unit within the facility where the activities consist of accepting new arrivals , releasing inmates to other law enforcement agencies, accepting inmates returning from court, entering and maintaining information in the admits and releases database of the and storing inmate bucket property.

Property Assignment Log: A log used to document that a sealed property bag with no holes (if belonging to an arrestee) was passed from the SLMPD staff to a contracted staff person.

Property Form: A Division of Corrections form used to list and inventory property of inmates confined in the Division of Corrections. This form is used to inventory personal property taken from and returned to inmates, and facility property issued to inmates and returned by inmates.

Property Receipt: A printed acknowledgment that specific money and/or property was accepted and inventoried from an admitted inmate and facility items were distributed to admitted inmates.

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Property Supervisor: Supervisor of property staff.

Reimbursement of Inmate Lost/Donated Property Form: Form signed by released individuals as proof that Business Office has reimbursed them for their lost property. The following information must be listed on the form; individual's inmate master number or arrest register number, the check amount, the individual's signature and must be witnessed by a Business Office Staff.

Release Authorization: A written order issued by a local, state or federal law enforcement agency or court, signed by the jurisdiction's legal authority, authorizing the release of an inmate from the custody of the Division of Corrections on the stated charges.

Releasing Authority: Police Departments, Sheriff's Department, Bond Commissioner, Judge, and any other agency or person authorized by law to order the release of an inmate confined by the Division of Corrections.

Resident Transaction Receipt: A log maintained in the Temporary Property Room at CJC in which the assigned staff member records monies taken out of an inmate's sealed property bag to be placed in the lock box located in the Temporary Property Room.

Sealed Personal Property Bag: A sealed plastic personal property bag containing the inmate's property with the inmate's name, date of birth and arrest date labeled on the bag obtained from the transferring authority.

Session Report: A document that lists the funds that are confiscated from inmates by the contracted staff person assigned to intake in Admissions and transferred to the designated Business Office staff person to deposit the funds into the inmate's cash account.

Short Term Storage: Cabinet utilized to secure valuable property prior to an inmates admission to facility.

Straight Release: A term used by the St. Louis Metropolitan Police Department to indicate the release of an arrestee due to expiration of 20/24 hour hold, or release due to failure to obtain a warrant.

Transition Care Unit: A Medical Unit of the St. Louis City Division of Corrections.

Vault: Large secure area on CJC lower level that contains the valuable property of admitted inmates.

IV. PROCEDURES

A. General Information

1. All individuals are transferred to the custody of the Division of Corrections after the admission process is completed at the St. Louis City Justice Center. (See 3.5.2

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Admission)

2. There is a safe and secure space designated specifically for storing the personal property of inmates. The area consists of long term and short term storage space.
3. Inmates are not permitted to keep any money and/or unauthorized personal property or clothing while confined by the Division of Corrections, with the exception of the following items:
 - a. Prescription eyeglasses,
 - b. Plain wedding band (without stones),
 - c. Legal material,
 - d. Prosthetic devices,
 - e. Inhalers,
 - f. Nitroglycerin.
4. The removal of any items from the personal property bag must be authorized by the Deputy Superintendent of Operations or designee.
5. Inmates admitted into the custody of the Division of Corrections will be advised by the Unit Caseworker during the orientation process to release non-clothing personal property to a family member or friend. Inmates may request to release personal property at anytime during confinement (See 5.3.1 Caseworker Services).
6. The Division of Corrections does not store inmate's personal property beyond thirty (30) days after the inmate is released from the custody of the Division of Corrections. After 30 days, the Division of Corrections considers the personal property to be "abandoned" and reserves the right to dispose of all abandoned personal property.
7. Clothing is listed individually on the Property Form in IJMS using generic property descriptions from the dropdown list of items. Correctional Staff Members never use brand names to describe articles of clothing received for storage.
8. Jewelry such as watches, chains, bracelets, medallions or other forms of jewelry items are generically described using generic property descriptions (i.e. yellow color, not gold). Correctional Staff Members shall never use brand names to describe pieces of jewelry received for storage.
9. Checks, money orders, cashiers checks, EBT, LINK, or any other form of currency exchange and all other items in the inmate's sealed personal property bag are inventoried. The Contractor establishes an inmate account based on monies collected and forwards all

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cash and checks from other correctional institutions to the Business Office to be deposited to the bank. All personal checks, payroll checks, federal checks, blank money orders and other money orders remain in the inmate's small personal property bag.

10. The Division inventories all personal property of newly admitted inmates and provides secure storage of their property including monies and other valuables. Inmates are issued receipts for all property held until released.
11. Property buckets are pre-made with the facility-issued items and kept in Temporary Property Storage for distribution to newly admitted inmates. The property buckets contain a towel, wash cloth, 2 bars of soap, a toothbrush, toothpaste and deodorant.
12. Property is stored in the Temporary Property Storage Area and the Lower Level Long Term Property Room at CJC. At MSI, only an inmate's bucket property is stored in the Property Room located in the Processing Area.
13. At CJC the designated areas for changing from an institutional uniform to personal clothing are the Lobby **restroom** - for released individuals returning to pick up their property; Staging & Release - for straight release of individuals to the free community; Transfer Hold - when being released to another law enforcement agency.

B. CJC -Transferring Sealed Personal Property Bag from the Police Department to the Temporary Storage Room

1. The SLMPD Prisoner Processing Staff shall deliver a sealed personal property bag to the contracted staff person. The personal property bag shall have the signature of the pre-admission inmate on the back.
2. If the sealed personal property bag is not completely sealed or has no detainee signature, the Contracted Staff person immediately informs the SLMPD Prisoner Processing Staff and does not accept the property bag.
3. The Contracted Staff person thoroughly inspects each bag by (1) visually looking at the bag, (2) holding the bag above the counter surface, and (3) feeling the bags seams.
4. The Contracted Staff person verifies that the bag is sealed and logs the sealed personal property bag on the Inventory Form and into IJMS by completing the following fields and selecting the following options:
 - a. Inventory Form
 - (1) The inmate's last name,
 - (2) The inmate's first name,
 - (3). The Arrest Number written on the bag,

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- (4). The current date.
- b. IJMS
 - (1) Property Tab
 - (2). Resident Property (under the Property Type)
 - (3) Receive (under the Receive/Release option)
5. The Contracted Staff person shall create a file folder with the inmate's name and Inmate Master Number on the identification label.
6. The contracted staff shall determine if the inmates have money in their possession to be placed on their commissary account. The contracted staff person unlocks the storage cabinet places the sealed personal property bag in the storage cabinet and locks the cabinet.
- C. Dress-In and Property Inventory – CJC Inmates**
 1. The Escort Officer escorts the inmate to the property window near the shower area.
 2. The Inventory Control Technician then passes a towel and soap to the inmate when the detainee is ready to shower.
 3. While in the area, the Inventory Control Technician pulls one clear trash bag, one towel, and one bar of soap from the shelf in the Temporary Property Storage, places them in a personal property bucket and hands the bucket to the detainee.
 4. The Inventory Control Technician obtains one uniform of the appropriate size, 1 pair of men's briefs and a tee shirt (females, two pair of panties and 2 bras), one pair of socks, and one pair of shoes of the appropriate size and hands them to the inmate. For those inmates being housed at CJC, the Inventory Control Technician writes the inmate's name on an index card and places it on the property bucket.
 5. The inmate will take a shower and change into City issued clothing. The inmate is then escorted to the property inventory window.
 6. Once the inmate appears at the window, the inmate's sealed personal property bag is retrieved from the large locked cabinet by the Contractor and opened in the inmate's presence.
 7. As the inmate's property is being inventoried, three property bags and one envelope is provided for the storage of the inmate's property; a bag for small items of personal property such as a wallet or cell phone, a small property bag is used if the inmate has

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- prescription medication, a large bag for clothing and the envelope will hold the inmate's cash money.
8. The contracted staff person then places the monies received into the envelope and writes the detainee's name, date of birth and Inmate Master Number (IMN) on the envelope, seals the envelope and records the detainee's name, date of birth, IMN and dollar amount on the Resident Transaction Receipt.
 9. The contracted staff person places the envelope in the locked box located in the Temporary Property Storage Room.
 10. The contracted staff person sets up the inmate's commissary account by entering the detainee's IMN and amount collected into the contractor's automated commissary account system.
 11. If the Personal Property Bag contains items which appear to be valued at \$10 or greater, it should be placed in the small personal property bag and secured in the vault that is located in the Lower Level Property area. Those items may include but are not limited to:
 - a. Any item that may poses a security risk,
 - b. Any type of jewelry item,
 - c. Any type of watch,
 - d. Any type of cell phone or pager,
 - e. Any type of knife, scissors, or any other item posing a risk to security, and
 - f. Any type of small portable CD player or any other electronic components.
 12. The inmate's personal property, including clothing and cash money are listed in generic form on an Inmate Property Receipt form and in IJMS Property. Those items are also entered in the contractor's automated system.
 13. The Inventory Control Technician instructs the inmate to sign the "Item Received" section of the Inmate Property Receipt Form. This signature verifies the accuracy of the property in which the staff person received from the inmate's bag to be placed in storage.
 14. If the inmate disagrees or refuses to sign the Resident Property Receipt, the Inventory Control Technician notifies the Contracted staff person and they both sign the form.
 15. The Contracted staff person reseals both the small personal property bag by folding over the bottom of the bag and stapling the bag shut. An IRIS photo is placed inside of the large plastic clothing bag. A copy of the Inmate Property Form is attached and this bag is tied into a knot.

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16. The inmate's small personal property bag and small medication bag is stapled together and is then dropped into the large locked cabinet and the detainee's cash envelope is dropped in a locked box in the Temporary Storage area. The cash envelope awaits transfer to the Business office and the large clothing bag awaits transfer to long-term storage. The small property bag awaits transfer by the property officer.
17. Inmates assigned to MSI will receive a personal property bucket containing items the following items: sheets, blanket, towel, and personal hygiene kit.
18. The Contracted staff person completes the "Item Issued" section of the Inmate Property Form and instructs the detainee to sign it.
19. At this point the inmate has an opportunity to authorize the release of their non-clothing personal property bags to a family member or friend. The Inventory Control Technician instructs the inmate to complete the Release of Property section of the Inmate Property Form as a receipt.
20. The Inventory Control Technician gives one copy of the Resident Property Form to the inmate.
21. The contractor then prints out a Resident Transaction Receipt. The Resident Transaction Receipt which is a computer generated account of the inmate's personal property including cash amount collected and the City issued items given to the inmate is signed by the inmate and initialed by the contractor and the Inventory Control Technician. A copy of Resident Transaction Receipt is issued to the inmate.
22. An inmate's property folder is established during the transfer of property from the police department. The identification label of the folder notes the detainee's name, inmate number, and admission date. The folder contains the Inmate Property Receipt Form, the Resident Transaction Receipt and the Inmate Release of Personal Property Form. The folders are filed in the top drawer of the property cabinet which is located in the Temporary Property area.

D. CJC - Property Transfer to Long Term Storage and Business Office

1. Transfer of envelopes containing cash to the Business Office:
 - a. The contracted staff person retrieves the envelopes with the previous day's cash collections and the Money Currency Log from the locked box located in the temporary storage area.
 - b. The contracted staff person brings the envelopes and two copies of the Contractor's Session Report to the Business Office.
 - c. The designated business office staff person reconciles the Resident Property Receipt to the money received with the contracted staff person present. The

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Contractor will make a copy of the front and back of all checks.

- d. If monies are in balance, the designated Business Office Staff and Contractor will sign both copies of the Contractor session report. The monies are set aside to be included with the day's deposit. (see 1.2.3 Inmate Funds)
 - e. If there is a discrepancy between the sealed envelopes in the lock box and the Contractor's Session Report by Transaction Type, the Business Office Staff will advise the Contractor that the deposit cannot be accepted.
 - f. The Contractor will then research missing funds and return to the Business Office for a re-count of the funds.
 - g. If the discrepancy still exists between the sealed envelopes in the Lock Box and the Money Currency Log, the contractor completes an Incident Report and immediately submits the report to the Deputy Superintendent of Operations. The designated Business Office staff will accept and deposit the agreed upon total. The discrepancy amount is notated on the Session Report and the Daily Cash Report.
 - h. The Business Office staff will type a memo to the Business Office Manager advising them of the discrepancy. Attached to the day's deposit will be a copy of the Incident Report, the Daily Cash Report, Contractor's Session Report, and the copies of all the checks. (See 1.2.3 Inmate Funds)
2. Transfer of both the large clothing and small property bags:
- a. The Property Officer proceeds to the temporary storage area on the 2nd Floor of CJC and works with the Inventory Control Technician to remove the non-clothing property from the cabinet and the contracted staff person places the clothing property into a cart:
 - (1) The Lower Level Inventory Control Technician removes one clear storage bag from the property cart, at a time checking to make sure each bag has an Inmate Property Form, and verifies that the bag is sealed or stapled. The Correction Officer/Property Supervisor then logs each bag onto the Admitted Inmate Log sheet with detainees name and arrest number.
 - (2) The Correctional Officer inspects the contents of the sealed or stapled property bag to determine if the bag should be placed in the detainee's hanging property storage bag or the vault located in the Lower Level Property Room.

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- (3) Only authorized staff is allowed access to Lower Level Vault. Authorized staff includes the Deputy Superintendent of Operations, Property Supervisor, Property Officer and other staff with specific authorization from the Deputy Superintendent of Operations.
- (4) Small property bags are logged into the Property Inventory Log Book and stored in the vault as follows:
 - (a) Columns in the log book include entry date, inmate name, inmate master number, arrest number and amount of cash taken.
 - (b) Entries are listed in chronological order according to the inmate's date of admission. The Property Inventory Folder is filed in alphabetical order in the property room file cabinets.
 - (c) Using the Shelf Number System, the small bags that are placed in a vault are assigned a number based on their position on the shelf. This shelf number is written into the Property Inventory Log book next to the inmate's name. Shelves are in alphabetical order. Each shelf contains a column and a row.

Example: On a shelf labeled "ME – MI" – John Michael's small property bag might be in column 4 on the 3rd row. This bag would be assigned a number 4-3.

- b. The Correctional Officer/Property Supervisor and Inventory Technician then proceed to the long term storage area on the lower level and they remove the property from the large laundry bin.
- c. Hanging of inmate's clothing in the long term storage area:
 - (1) When the Correctional Officer/Property Supervisor and Inventory Technician reach the long term storage area, the clear plastic bags are removed from the laundry cart and placed on the floor. The folders are matched with bags.
 - (2) The Inventory Control Technician will take the folder and make sure that the IRIS photo in the large property bag matches the inmate's name and number on the folder and that each item listed on the property forms match with the items that are in the bag (i.e. brown shirt, black pants).
 - (3) If there is a discrepancy regarding the name or items inside the bag, the items will be returned to the Contractor for correction.
 - (4) Once the Inventory Control Technician verifies that all items are correct, the Inventory Control Technician will then place the clear plastic clothing

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bag inside a hanging clothing bag and place the number of the hanging bag on the folder and the Resident Property Receipt.

- (5) The hanging bag number is then written beside the inmate's name on the Admitted Clothing Log sheet.
- (6) The Inventory Control Technician will then place their initials on the Resident Property Receipt and then log the name of the inmate, D. O. B., inmate master number, clothing intake date, intake staff signature, and hanging bag number on the Admitted Clothing Log form located in the log book.
- (7) Information from the folder is entered into IJMS by the Inventory Control Technician.

E. CJC - Management of Bucket Property

1. Inmates assigned at CJC in general housing units will maintain bucket property in their assigned cells according to housing unit rules.
2. When inmates assigned in general housing units, the Infirmary and Special Management Unit leave the facility (i.e. court, clinic, hospital, etc.) and are expected to return to the same housing unit, the bucket property will be managed in accordance with the following procedures:
 - a. A supply of clear plastic property bags shall be stored in the Floor Supervisors' offices and in the Medical Unit at the officer's work station on the 2nd floor.
 - b. Upon notification to the housing officer that the inmate will be leaving for court the officer obtains a clear plastic bag from the Floor Supervisor's office.
 - c. The Escort Officer will bring a copy of the IRIS photo which was printed by the Admissions Officer. The photo will be given to the Inventory Control Technician before the inmate's property is secured. The Inventory Control Technician will copy the photo and place the copy inside of the inmate's clear plastic bag, prior to securing the bag.
 - d. The Housing Unit Officer instructs the inmate to take personal items from property bucket, including wash towels and wash cloths, and place the items in the clear plastic bag. The Sheets, blankets and mattress shall remain inside the inmate's cell in the property bucket. If the inmate desires, legal materials may be left out of the bag and taken to court.
 - e. The inmate carries the unsecured clear plastic bag to the transfer hold area and the Transfer Hold Officer or the Inventory Control Technician inserts the copy of the IRIS photo/housing unit card inside the plastic bag so that the inmate's identifying information is visible.

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- f. While the inmate observes, the Transfer Hold Officer or the Inventory Control Technician tightens the plastic bag with a plastic tie after the property has been placed in the bag.
- g. The tie should be tightened so that the end of the bag will not slip through. The tie should be placed no more than 3 inches from the top so that when the plastic tie is removed upon the inmate's return, the damage to the reusable bag is minimized.
- h. As the inmates place their property in the laundry cart, the inmate prints and signs in a log book their name, cell location and inmate master number. The transfer hold officer places the cart in the temporary property area along with the log book.
- i. When the inmate changes from the facility uniform into the transport uniform, the facility uniform will be placed in a clear flimsy bag with the inmate's name, location, and date. The open ends of the bag are tied into a knot. The Transfer Hold Officer will place all uniforms on the designated shelf in the Temporary Property Storage area.
- j. Upon notification, the Inventory Control Technician will report to the transfer hold housing unit and transport the laundry cart to the lower level property room.
- k. The Property Inventory Clerk takes the book and property and reconciles the bags in the cart; matching the names in the Log Book. The Log Book is then returned to the transfer hold area for any subsequent inmate departures.
- l. If any property is brought to Transfer Hold after the cart has been returned to the Lower Level Property Room, the Transfer Hold Officer will contact the Property Inventory Technician who reports to the transfer hold area and retrieves the property. They will initial the Log Book indicating receipt of the property and transfer the property to the property room.
- m. After returning from court, inmates are returned to the transfer hold area and given their facility uniform.
- n. Each business day between the hours of 5:00 p.m. to 7:00 p.m., the Property Inventory Clerk will notify the Floor Supervisor of being in route to the housing units, the names and units of the inmates to whom the clerk must deliver property.
- o. The Property Inventory Clerk transports the laundry cart, a cutting tool and the Log Book to the various housing units and to the Infirmary as appropriate.
- p. The Floor Supervisor arranges for the inmates to be allowed out of the housing unit and onto the floor corridor so that the property exchange can be accomplished. The property return will take place in the Infirmary corridor.

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- q. The Property Inventory Clerk distributes the property bags to the appropriate inmate who has returned from court. The Property Inventory Clerk cuts the plastic tie away from the bag.
 - r. Upon returning the inmate's property, the inmate will sign the log book verifying that the property was returned and that there were no holes, tears or staple marks on the bag.
 - s. The Property Inventory Clerk retrieves the empty clear plastic bags and returns them to the Floor Supervisor's office and the Medical Officer's work station to be used again for the next day.
 - t. The Property Inventory Clerk informs the Floor Supervisor of the names and units of the inmates who have not returned from court so that the City property may be retrieved from the housing unit and returned to the property room.
 - u. If an inmate does not return to the facility the inmate's personal property and Property Release Form will be maintained in Long Term Property to be stored for a maximum of 30-days.
 - v. The Floor Supervisor arranges for the Housing Unit Officer to bring the property bucket used by the inmates who have not returned from court and place it in the corridor.
 - w. The Floor Supervisor arranges for the linens, sheets, blankets, towels, and wash cloth to be picked up by the Laundry Officer.
 - x. The Laundry Officer removes the towels and sheets and returns the bucket and handbook to the Contracted staff.
 - y. If an inmate returns to the facility, but is assigned to a different housing unit, the Property Inventory Clerk will consult with the Floor Supervisor/Floor Officer and transport the property to the appropriate housing unit.
3. When an inmate is transferred from one general housing unit to another general housing unit, the inmate will gather all property, place it in the bucket and take it to the assigned housing unit.

F. MSI - Management of Bucket Property

- 1. When an inmate leaves the facility for a court appearance, the inmate's bucket shall be managed in accordance with the following procedures:
 - a. Inmates on the docket for that day's court appearance shall be called down to the Processing Unit by the 3rd shift.

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- b. Upon the inmates' arrival in Processing, the inmates will keep their buckets in the bull pen with them until the 1st shift comes on duty.
 - c. When the 1st Shift Processing staff report to the unit, they shall instruct the inmates to place their property in the designated storage area.
 - d. The designated storage area will be located in the personal property room located behind the processing desk. This room shall be locked at all times. Inmates are only allowed in this area when closely supervised with direct visual observation by staff members. If the staff member must briefly leave the room, the inmate comes out at that time.
 - e. When the inmate returns from court the bucket is retrieved by the inmate under the direct supervision of a Processing Officer.
2. When an inmate does not return from a court appearance or leaves the facility as a bond release, transfer hold or a permanent transfer the bucket property shall be managed in accordance with the following procedures:
- a. The Processing Officer examines the contents of the inmate's bucket and removes the following City property:
 - (1) Inmate Handbook (to be returned to Classification),
 - (2) Sheets,
 - (3) Blanket,
 - (4) Towel,
 - (5) Wash Cloth.
 - b. The Processing Officer removes the bucket property and places the property in a clear plastic property bag.
 - c. If the bucket property contains any opened perishable items, those items are not maintained in the temporary storage area and are destroyed.
 - d. The Processing Officer places an IRIS photo inside the bag and tightens the bag with a plastic tie. The property bag is then placed inside of an empty pre-numbered hanging property storage bag, zips the hanging property storage bag and puts a copy of the Inmate Property Form with the bag number in the pouch on the front of the bag.
 - e. The Processing Officer writes the hanging bag number on the Resident Property Form, records the inmate's name, date of birth and inmate master number in the perpetual inventory log book.

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- f. Bucket property is held for 30 days after the release of the inmate from the Division of Corrections.

G. Transferred Inmate Property - CJC

1. Upon notification to the housing officer that the inmate will be transferred to either MSI or CJC, the officer obtains a clear plastic bag from the Floor Supervisor's office, gives the inmate the bag and a Transferred Inmate Property Inventory Form to complete.
2. After the inmate completes the form, the inmate signs and inserts the completed form inside the plastic bag with the inmate's property.
3. The Housing Unit Officer instructs the inmate to take his personal bucket property and place the items in the clear plastic bag.
4. The towels, wash cloth, sheets and blankets shall be sent to the laundry for washing and re-issue. The Housing Unit Officer shall instruct the Housing Unit Worker to sanitize the mattress with a solution of ten parts water and one part bleach. Beds must be sanitized as well.
5. The Housing Unit Officer instructs the inmates to eliminate any trash, opened food items, unauthorized/altered, damaged items prior to inserting their property inside the plastic bag. The inmates carry the unsecured clear plastic bags to the transfer hold area and retain control of their property.
6. The 1st Shift Property Supervisor contacts the Property Supervisor of the receiving facility via telephone or e-mail. The transferring facility Processing Supervisor or designee locates the inmate's cinched property bag. The transferring facility property staff member signs the Sealed Personal Property Bag Log, attaches an IRIS photo of the inmate and delivers the sealed personal property bag to the Division's Courier for transport to the receiving facility.
7. If the sealed property bag is without tears, holes or re-stapling marks the Division Courier accepts the cinched property bag for transport to the receiving facility.
8. The Division Courier delivers the sealed property bag to the Prisoner Processing Officer at MSI who inspects the bag for holes, re-stapling marks and/or tears. The Division Courier signs the Sealed Personal Property Bag Log and releases the bag to the Prisoner Processing Officer at MSI and Inventory Control Technician in the Dock Area at CJC.
9. The Prisoner Processing Officer inspects the bag for holes, re-stapling marks and/or tears; signs the Sealed Personal Property Bag Log and secures the property in accordance with facility policy.
10. The Inventory Control Technician takes the sealed personal property bag to the temporary storage area and secures the bag.

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11. When the Prisoner Processing Officer is ready to inventory the bag and release the inmate's bucket property, the Property/Processing Officer calls the inmate to Processing at MSI or the Property Inventory Clerk transports the property to the inmate's living area.
12. The Property Inventory Clerk or the Property Officer takes each item out of the bag one at a time, describes the item aloud for the inmate, and places each item in a clear plastic bag.
13. The Property Officer instructs the inmate to sign the "Item Received" section of the Inmate Property Form.

H Special Management Unit (SMU) Transfers

1. When an inmate is transferred from a general housing unit or infirmary to the Special Management Unit, the bucket property will be managed according to the following procedures:
 - a. The general population housing officer will ask the inmate to retrieve all property and place it in the bucket. If the inmate is uncooperative or unable to retrieve the personal bucket property, the housing officer will retrieve the property and place it in the bucket.
 - b. After the inmate arrives at the Special Management Unit, the inmate's property is sorted by the housing unit officer in front of the inmate. The property is sorted from those items allowed in the SMU and those items not allowed. Inmates are permitted to maintain possession of their property bucket and previously purchased food items. No additional food purchases are permitted while on Disciplinary Segregation status.
 - c. The Housing Unit Officer makes a copy of the IRIS photo/housing unit card and inserts it inside the plastic bag so that the inmate's identifying information is visible.
 - d. The officer gives the inmate a clear plastic bag and a plastic tie and instructs the inmate to place the property not allowed in the SMU inside the clear plastic bag. The officer instructs the inmate to tighten the plastic tie around the opening of the plastic bag. The tie should be tightened so that the end of the bag will not slip through. So as to minimize the damage to the reusable clear property bag, the tie should be tightened not more than 3 to 4 inches from the top of the bag.
 - e. The Unit Supervisor or Housing Unit Officer will secure the bucket property in a cabinet located in the designated multipurpose room cabinet or storage closet.
 - f. The bucket property will remain in the locked cabinet until the inmate is released from the Special Management Unit.

I. Medical Transfers

When an MSI inmate is assigned more than 7 days to the CJC Medical Unit, the inmate's property shall be stored in accordance with the following procedures.

- a. The CJC caseworker assigned to the infirmary inmates shall contact the CJC Property Supervisor and request that arrangements be made to facilitate the property transfer.
- b. The Property Supervisor contacts the 1st Shift Processing Supervisor at MSI
- c. The Processing Officer contacts the Courier and the CJC Property Supervisor and informs the Courier that there is an inmate property bag to be returned to CJC for long term storage.
- d. The morning of the pick up, the Processing Officer takes the sealed property bag to the Front Lobby Officer.
- e. The Front Desk Lobby Officer or the Inventory Control Technician inspects the bag for holes, re-stapling marks and/or tears. If the sealed property bag is without tears, holes or re-stapling marks, the Front Desk Lobby Officer accepts the sealed property bag from the Processing Officer and signs the Personal Property Bag Log Sheet. The Processing Officer signs the Sealed Personal Property Bag Log and attaches an IRIS photo.
- f. When the Division Courier arrives, the Front Desk Lobby Officer informs the Courier of the property bag. When the Courier is ready for pick up, both the Front Desk Lobby Officer and the Courier inspect the bag for holes, re-stapling marks and/or tears. If the sealed property bag is without tears, holes or re-stapling marks, the Courier accepts the sealed property bag from the Front Desk Officer.
- g. The Courier signs the Sealed Personal Property Bag Log. If there is a discrepancy and the integrity of the sealed personal property bag has been compromised, then the Courier does not sign the log nor accept the bag from the Inventory Control Technician.
- h. An Incident Report is submitted to the Property Supervisor by the Inventory Control Technician. The report is held pending investigation by the Property Supervisor.
- i. When the Courier arrives at CJC, the Courier calls the Property Supervisor or C/O I assigned to property and inform the staff member of being in possession of an inmate property bag delivered from MSI. The Courier maintains visual contact with the property until a property staff member arrives to retrieve the bag.
- j. The Property Supervisor/C/O I inspects the bag for tears, holes or re-stapling

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marks. If the bag is without tears, holes or re-stapling marks, the property staff member accepts the property bag from the Courier and the property staff member signs the Sealed Personal Property Bag Log verifying that the property is now in the custody of a CJC property staff member.

- k. All property will be turned over to the inmate unless medically contraindicated. Any property denied by medical shall be placed in a clear plastic property bag and using a plastic tie it is tightened by the inmate. The property is forwarded to the Lower Level in the long term property storage area.

J. Emergency Hospital or Infirmary Transfers Inmate Unable to Assist with Bucket Property

1. The Housing Unit Officer removes the bucket property from the cell and places the property in a clear plastic property bag.
2. At MSI the bucket property is sent to the Processing Supervisor for storage.
3. If the bucket property contains any opened perishable items, those items are not maintained in the temporary storage area and are disposed of.
4. The Housing Unit Officer (or at MSI the Processing Officer) places an IRIS photo inside the bag and tightens the bag with a plastic tie. The property bag is then placed inside of an empty pre-numbered hanging property storage bag, zips the hanging property storage bag and puts a copy of the Inmate Property Form with the bag number in the pouch on the front of the bag.
5. The Property Officer writes the hanging bag number on the Resident Property Form, records the inmate's name, date of birth and inmate master number in the perpetual inventory log book.
6. When the inmate returns to the facility from the hospital or arrives at the infirmary, all property will be turned over to the inmate unless medically contraindicated. Any property denied by medical shall be placed in a clear plastic property bag and using a plastic tie it is tightened by the inmate. The property is forwarded to the long term property storage area.

K. Medical Request for Personal Property Bag from CJC to MSI

If the Medical Department makes a request to retrieve items from the inmates' sealed personal property or clothing bag such transactions shall be done in accordance with the following procedures:

- a. The MSI Medical Department staff person submits the request in writing to the 1st Shift Processing Supervisor.

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- b. The 1st Shift Property Supervisor contacts the CJC Property Supervisor via telephone or e-mail. The CJC Property Supervisor or designee locates the inmates sealed property bag. The CJC property staff member signs the Sealed Personal Property Bag Log, attaches an IRIS photo of the inmate and delivers the sealed personal property bag with the inmate's signature on the back to the Division's Courier for transport to MSI.
- c. If the sealed property bag is without tears, holes or re-stapling marks the Division Courier accepts the sealed property bag for transport to MSI.
- d. The Division Courier delivers the sealed property bag to the Front Desk Lobby Officer who inspects the bag for holes, re-stapling marks and/or tears. The Division Courier signs the Sealed Personal Property Bag Log and releases the bag to the Front Desk Lobby Officer.
- e. If the sealed property bag is without tears, holes or re-stapling marks the Front Desk Lobby Officer accepts the sealed property bag from the Courier.
- f. The Front Desk Lobby Officer contacts the Property Supervisor and informs that the sealed property bag is in the lobby awaiting pick up.
- g. The Property Supervisor immediately directs the Property Officer to retrieve the property bag from the front lobby.
- h. The Property Officer inspects the bag for holes, re-stapling marks and/or tears. The Front Desk officer signs the Sealed Personal Property Bag Log and releases the property to the Property Officer.
- i. The Property Officer takes the sealed personal property bag to the temporary storage area and secures the bag.
- j. When the Property Officer is ready to inventory the bag and release the item requested by the medical staff person, the Property Officer calls the inmate to Property.
- k. The Property Officer takes each item out of the bag one at a time, describes the item aloud for the inmate, and completes the "Item Received" section of the Inmate Property Form using generic descriptions.
- l. The Property Officer instructs the inmate to sign the "Item Received" section of the Inmate Property Form.
- m. The inmate's remaining property is transferred to an unused property bag and the bag is resealed with the inmate's signature on the back of the bag.

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- n. The requested item is taken to medical by the Property Officer for disbursement to the inmate.

L. MSI - Inventory of Stored Inmate Property

1. The Property Officer and/or Supervisor of both the 1st shift and the 2nd shift will maintain a perpetual inventory log book of all bags.
2. The perpetual inventory log will contain an entry date, the inmates' name, inmate master number, dates of birth, dates of release, number of the hanging bag and a 30 day destruction date if property is not retrieved.
3. At the beginning of each shift, the Property Supervisor obtains the Personal Property Log and inventories the property bags by reconciling the hanging bags with the perpetual inventory log book.
4. After the inventory has been conducted by the Property Supervisor, the Property Supervisor makes an entry in the perpetual inventory log book below the last log book entry verifying that the inventory was conducted; i.e. inventory conducted, date, signature.

M. MSI - Release of Inmate Bucket Property

1. When released individuals appear at the Front Lobby requesting their bucket property, the Lobby Officer contacts the Property Officer and informs the property officer of the individual's request.
2. The Property Officer checks the Inmate Property Excel spreadsheet to locate the hanging bag number with the inmate's belongings.
3. The Property Officer obtains the inmate's sealed property bag from the Temporary Property Storage area.
4. The Property Officer carries the sealed property bag along with an IRIS photo or the Housing Unit Card to the individual requesting the property. The property officer compares the IRIS photo with the individual and then if the I.D. is valid, the officer asks the individual to inspect the bag.
5. If the bag is sealed and has not been compromised with holes or staple marks, the Property Officer instructs the released individual to sign the Property Release Form.

N. Releasing Property Stored at CJC

1. If the inmate wishes to change the name of the person picking up the property, the inmate sends a Request for Social Services Form to the caseworker. The Caseworker:
 - a. Responds to the inmate's request within 3 working days, and

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- b. Informs the inmate that:
 - (1) Items in the small property bag will not be taken out for distribution.
 - (2) The small bag must be released in its entirety.
 - (3) The large clothing bag must remain at the facility until the inmate is released or transferred to Missouri Department of Corrections.
 - (4) Personal clothes must be available for the inmate to change into upon release to the free community.
 - c. Directs the inmate to complete the Property release form and witnesses the inmate's signature,
 - d. Sends a copy to the Property Office and,
 - e. Places a copy in the inmate's file.
2. The inmate notifies a family member or friend via telephone or mail that personal property can be picked up at the Justice Center, and gives the family member or friend his reference number. (See policy #5.7.1: Inmate Mail; 5.7.2: Inmate Telephone Use).
 3. The inmate's family member or friend arrives at the Justice Center and verbally notifies the Lobby Screening Officer that they are here to pick up the inmate's property.
 4. When the family member or friend arrives at the vestibule, the Lobby Screening Officer screens the visitors according to the procedures found in 5.7.3 Social, Professional and Special Visits and directs the visitors to the Lobby Reception Desk.
 5. At the Lobby Reception Desk the officer obtains from the visitor the inmate's full name, admission date (if known) and date of birth. If the person picking up the inmate's property does not know the inmate's admission date, the Lobby Officer calls will look up the admission and/or release date by conducting a search in IJMS.
 6. If the former inmate is picking up property and does not have a photo ID then Admissions is called by the Lobby Officer to request that an IRIS photo be generated.
 7. The Lobby Reception Officer contacts the Lower Level Property via telephone.
 8. The Lobby Reception Officer gives the Inventory Control Technician/Correction Officer the inmate's name, date of birth (if known), date of arrest/release (if known) reference number, and the name of the family member or friend picking up the property.
 9. The Inventory Control Technician locates the inmate's property by searching one of the file cabinets (active or inactive files) for the inmate's folder and checks for the Property Release Form. If there is no Property Release Form or the person at the lobby is not the name on the release form, the family member or friend is told that they are not authorized

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to pick up the property and to return at a later date after the proper paperwork has been submitted.

10. The visitor contacts the caseworker to initiate a property release form with the visitor's name on the form.
11. The Inventory Control Technician locates the folder of the inmate, searches for the Property Release form inside the folder and pulls the inmate's property (clothing, non-valuable sealed bag from hanging bag). The Inventory Control Technician notifies the Property Officer or the Property Supervisor if the valuable sealed personal property bag is needed from the vault. The Property Supervisor and/or designee prints the release form for signature.
12. The Inventory Control Technician takes the inmate's Inmate Property Form/folder and the inmate's property and goes to the Lobby.
13. The Inventory Control Technician identifies the family or friend by picture identification and the information listed by the inmate on the Property Release section of the Inmate Property Form.
14. The Inventory Control Technician informs the family/friend of the inmate that all items in either bag must be released. No items can be taken out of the bag leaving other items in the bag for return to storage.
15. The Inventory Control Technician instructs the family/friend to sign the Property Release Form. The Inventory Control Technician will make a copy of the identification belonging to the person picking up the inmates property. A copy of the identification will be placed in the inmate's folder.

O. CJC - Release of Property to Released Inmates

1. When an admitted inmate is approved for release from the custody of the Division of Corrections (i.e. Bond, Release to another authority, etc.), the inmate will gather all property, place it in the plastic personal property bucket or plastic bag and be escorted to a designated release station.
2. The officers located in the areas of Transfer Hold, Staging & Release or the designated release station contact the Property Supervisor or the Inventory Control Technician in the property room to pull an inmate's property for release, for return after release, or for transfer to another agency.
3. The officers assigned to the changing areas give the property room the inmate's full name, date of birth, and admission and release date.
4. The Inventory Control Technician checks the file cabinet, pulls the inmates folder to verify the hanging bag number with the inmate's belongings, to verify if the sealed

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- personal property bag is in the hanging bag or in the vault in the lower level.
5. If the Inventory Control Technician pulls the hanging bag containing the inmate's clothing, that person signs the clothing bag out in the Hanging Bag Clothing Book and then notifies the Correctional Officer/Property Supervisor that the sealed small personal Property bag is needed from the vault.
 6. The Inventory Control Technician removes the inmate's property from the hanging bag and places the empty hanging bag in the designated location for empty bags in the Lower Level Property Room.
 7. The Inventory Control Technician takes the inmate's property to the requesting officer's location.
 8. The Inventory Control Technician identifies the inmate by name, date of birth, reference number, pedigree information, ID wristband and photograph located on the Inmate Card/IRIS photo.
 9. The Inventory Control Technician has the inmate sign the Property Form and gives the clothing to the inmate.
 10. Those individuals, who have been released from court and have been processed through the Division of Corrections, may obtain their clothing via the Lobby Officer. The Lobby Officer will contact the Inventory Control Technician who follows the procedures as described within this policy.
 11. The inmate goes to the designated changing area and changes into personal clothing. The City issued clothing will be placed in the designated clothing bin, and returned to laundry, in accordance with facility schedule.
 12. Once the inmate is released, the Inventory Control Technician will log the release date, the signature of the staff person releasing the bag, and the name of the person who received the bag of clothing on the Admitted Clothing Log in the black log book.
 13. If the inmate leaves on Saturday and Sunday, the inmate will be dressed in authorized facility issued release clothes. The inmate is directed to return to the facility Monday thru Friday from 8:00 a.m. until 4:00 p.m. with the facility issued clothes. When the inmate that is being released leaves Monday thru Friday, the Property Inventory Technician:
 - a. Removes the plastic bags from the hanging bag,
 - b. Gives the property to the inmate,
 - c. Documents the transaction in the property book,
 - d. Asks the inmate to sign an Inmate Property Form and,
 - e. Files the folder containing the inmate's property forms.

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14. If there is a discrepancy in the property brought up from storage and the Inmate Property Form, the Inventory Control Technician completes a Missing Personal Property Report.
15. The Inventory Control Technician immediately forwards the Missing Personal Property Report and the Inmate Property Form to the Property Supervisor who reviews and forwards the report to the Deputy Superintendent of Operations who will request an investigation if warranted.

P. Procedures for Lost Property Reimbursement

1. Once the designated Business Office staff person has received a memorandum with the Business Office Manager's initials approving the reimbursement, the Business Office clerk reviews all documents attached. If some paperwork is missing, the clerk will return paperwork to the Deputy Superintendent of Operations advising them of what's missing.
2. If everything is in order, the clerk will update the Financial System software with the Inmate's account for the value of the lost property. The account also notates purpose of data and individual's last name.
3. The clerk completes the information and makes a check payable to the inmate. The clerk will attach all paperwork, and proceeds to get an authorized signature for the check. Three full sets of the paperwork are made to be distributed. The Business Office keeps the original in the lost property file; a copy is attached to the check stub and filed with the other check stubs, and one copy is sent to the Deputy Superintendent of Operations.
4. If the inmate is still within the Division's custody, the check will be deposited into the inmate's account.
5. If the person is no longer in the Division's custody, the Deputy Superintendent of Operations will notify the former inmate that the funds are available for pick-up.
6. When the individual approaches the cashier's window for check pick up, at the time of issuance, a Reimbursement of Inmate Lost/Donated Property Form is completed.

Q. Process for Purging Inmate Valuable Property (Small Property Bags) - CJC

1. Every 3 months the Inventory Control Technician scans the file drawers/cabinets that contain the Property Inventory Folders. The clerks compare the file folders with the names on the REJIS printout to determine which inmates remain incarcerated at either MSI or CJC.
2. The files are pulled that belong to inmates that are no longer incarcerated and have been released for 30 days.
3. The folders are used to identify the property items and the inmate's admission date.

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4. The Property Officer or designee searches the Property Log Book using the inmate's admission date. Once the inmates name is found the Property Officer learns the shelf number of the small property bag in the vault and locates small property bag.
5. The Property Officer retrieves the small property bag and writes the donated date on the bag and in the Property Log Book.
6. The bag is then logged on an Admitted Donated Log sheet then dropped into a large locked cabinet containing items to be sorted and donated once the cabinet is full. The names are placed on an Outdated Sealed Bag Inventory List to be entered into the computer generated spread sheet.
7. When the cabinet is full the Property Supervisor and the Property Officer open the cabinet and sort the property into categories.
8. A count of the purged property is taken. i.e. the number of cell phones; watches, jewelry etc.
9. If there is money inside the small property bags, it is sent to the Business Office who transfers the money to either the Missouri Department of Corrections or the inmates' cash account.
10. The empty bags are taken to the Inventory Control Technician who is responsible for recording the inmate's name, arrest number, admit and release date, date of inventory, property donation date and every item that was in the bag. This information is placed on a spread sheet signed off by the Property Supervisor.
11. All clothing items are donated to a charitable organization. Staff is not permitted to take personal possession of any discarded items.
12. All discarded personal property (valuable and non-valuable) is taken and turned over to the Deputy Superintendent of Operations for disposal in accordance with this policy.

R. Process for Purging Inmate Clothing Property (Large Property Bags) - CJC

1. Every 3 months the Inventory Control Technician scans the file drawers/cabinets that contain the Property Inventory Folders. The clerks compare the file folders with the names on the IJMS printout to determine which inmates remain incarcerated at either MSI or CJC.
2. The files are pulled that belong to inmates that are no longer incarcerated and have been released for 30 days. The folders are used to identify the property items and the inmate's admission date.
3. The Inventory Control Technician searches the Admitted Hanging Bag Log Book by dates and notates the date of donation and retrieves the bag from the hanging rack.

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4. The large clothing bags remain unopened and are placed in alphabetical order on the shelves labeled Donated Cloths.
5. The Inventory Control Technician is given a list of names to pull. The names are placed on the Donated Clothes Log to be entered into the list maintained on the computer generated spreadsheet. The Donated Clothes Log is organized in columns; inmate's name, inmate master number, date of birth, bag number, type of property and the date the clothes were pulled from the shelves(disposition date) and the date the clothes were donated.
6. A memorandum is sent to the Deputy Superintendent of Operations with the number of bags to be donated and the date. If the Deputy Superintendent approves this memorandum, it is returned to the Property Supervisor for filing.
7. The non-profit charitable organization is then called by the Property Supervisor or Property Officer.
8. On the day that the organization is scheduled to pick up the clothes, the Inventory Control Technician removes the inmate's IRIS photo, inventory receipt and index card with the inmate's name.
9. Staff is not permitted to take personal possession of any discarded items scheduled for disposal or donation.

S. Process for Purging Inmate Bucket Property – MSI

1. Everyday, the Property Officer scans the Processing Log Book and creates a listing of inmates that have been released from the Divisions' custody for more than 30 days.
2. Using this list, the property is pulled from the shelf. At that time the Property Officer makes a notation in the Property Log book of the date of disposal and the officer's signature.
3. The bag is opened, the property is inventoried and the items are listed on a Clothing Destruction Form. The inmate's white clothing is sent to Laundry for washing. After the white clothes are washed, they are returned to Processing and stored in a bag and given out to indigent inmates or new arrivals i.e. weekenders or work release inmates. Other property is either thrown in the dumpster or donated to a charitable organization.
4. A memorandum is created by the Property Officer listing the items to be disposed, the date and the means of disposal. The disposition of the property is listed on the form as either thrown away or donated. This memorandum is signed by the Property Supervisor and the Chief of Security and placed in a file.