



A
19-066
03/29/19

Booking Prisoner Property (Re-issue DB 17-068)

The purpose of this bulletin is to remind members of the proper procedures for booking prisoner property and, in doing so, to discourage suicide attempts by prisoners.

When booking prisoners, members shall remove an arrestee's belt and book it as prisoner property. Other clothing items such as shoelaces, drawstrings, ties, suspenders, scarves, etc. shall also be removed and booked as prisoner property. If the taking of an item such as a shoe lace or a drawstring might damage the clothing item, the officer shall remove and book the entire clothing item. Rings, watches and jewelry (including necklaces, earrings, etc.) shall be booked as prisoner property. Rings shall not be removed and booked as prisoner property if removing the ring is likely to cause injury to the prisoner or result in damage to the ring.

Other items to be considered:

LEATHER JACKETS: A subject may keep their leather jacket until either dressed into jail clothing or released.

MONEY: The Station Keeper shall place all prisoner money (currency and coin) in a money envelope, and attach it to the outside of the property envelope at the time of booking. The amount shall be recorded on the booking card and the prisoner shall be given a copy of the card as a receipt.

CIGARETTES AND TOBACCO: Prisoners are not allowed to have cigarettes, cigars or any form of tobacco while in custody in the County Jail. Place these items in the property bag along with any matches or lighters.

WEAPONS: If a property envelope or bag contains a weapon (e.g., knife, pepper spray, mace), list the type of weapon on the outside of the envelope or bag.

PERISHABLE ITEMS/BLEACH: Do not include perishable items (e.g., fruit, vegetables, sandwiches) or containers of bleach with the prisoner's property. Discard them. If the prisoner is in possession of a large quantity of perishable items, consult with your lieutenant concerning the proper disposition. Make a notation on the booking form describing any discarded item.

CONTAINERS: Subjects may be booked with containers of property (i.e. fanny packs, backpacks). The contents of a container should be inventoried and noted on the booking card.

If there are other items that a prisoner has in their possession that the booking officer feels could cause harm, that property shall be booked along with other property.

Airport Bureau members shall adhere to Airport Bureau policy and San Mateo County booking procedures for prisoner property.

References: D.G.O. 6.02, D.G.O. 6.15, DM-12 Booking and Detention Manual


WILLIAM SCOTT
Chief of Police

Per DB 17-080, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.