

**I. PURPOSE**

To establish guidelines for the removal, accountability, storage, and security of inmate personal property in the Fairfax County Adult Detention Center.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office that personal property removed from inmates will receive continuous accountability, proper storage and security until such time that it is returned to inmates upon their release or transfer.

**III. PROCEDURE**

- A. The Confinement Branch Chiefs have the overall responsibility for the accountability, storage and security of property removed from inmates. Squad Supervisors have responsibility for day-to-day management of inmate property matters.
- B. Deputies (Property Officers) and Correctional Technicians
  - 1. Each Confinement Squad will be assigned two Correctional Technicians to assist in the day-to-day operation of the ADC. A Deputy, who has been trained to be a property officer, will be tasked with the overall operation of the inmate property rooms.
- C. Property removed from an inmate will be secured in a property room
  - 1. In order to provide control and security of property within the property rooms and fix responsibility for missing items, only Property Officers, Correctional Technicians, and Squad Supervisors, will be allowed in the inmate property rooms on a routine basis.
  - 2. Inmate property rooms will be locked at all times when a Deputy or Correctional Technician is not present.
  - 3. Only assigned Property Officers, Correctional Technicians, Squad Supervisors, and designated Deputies will be given scan card access to the property room.
    - a. Four (4) key sets are designated for property room use. These sets will be secured, accounted for, and passed on by the Deputies and Correctional Technicians assigned to the property section.
    - b. One (1) emergency key set for the property room will be located in the main control booth (CB1).
  - 4. At no time, will inmates be allowed to enter the inmate property rooms.
- D. Processing inmates' personal property into the ADC
  - 1. Receiving Deputies will search inmates and their clothing immediately upon entering the ADC for any items that can be used as weapons or contraband.
  - 2. The Correctional Technician may assist the receiving deputies with the inventory of inmate personal property, except clothing being worn, using the Personal Property Receipt Form to document incoming property.

- a. Descriptions of items entered on the Personal Property Receipt Form will be specific, including color, make, condition, quantity, etc.
- b. The Deputy or Correctional Technician and the inmate will sign the Personal Property Receipt Form. The white original will remain with the property and the copy will be given to the inmate.
  - 1) If the inmate refuses or is unable to sign the form, the Receiving Deputy will verify the information on the Personal Property Receipt Form and sign the form.
  - 2) A notation will be made on the form that the inmate refused to sign.
3. Inmate personal property will be placed in a bag with attached property receipt indicating the inmate's full name, booking number, and number of bags (e.g., Bag 1 of 2). The bag will then be sealed and placed in an Intake Center Property Room bin.
  - a. Controlled item(s) (knives, or any other object which could be used as a weapon) will be put into a separate clear bag with the inmate's name, booking number, brief description of controlled item, and date.
  - b. The "Controlled Item" box in the upper right hand corner of the personal property receipt will be checked to indicate the inmate has a controlled item.
  - c. Controlled items will be placed in a designated bin that is located within the Intake Control Booth (CB2).
    - 1) Firearms will not be accepted into the Adult Detention Center. Any firearm will be returned to the arresting law enforcement officer.
    - 2) Electronic Control Devices (ECW) and stun guns will not be accepted into the ADC. These devices will be returned to the arresting law enforcement officer.
  - d. Inmates may keep their wedding bands (no gem stones), prescription eye glasses and medical alert badges. The Personal Property Form will indicate that the inmate has retained these items.
  - e. Any personal checks found during the initial intake process will be secured in the inmate's personal property. The Deputy or Correctional Technician will notate the amount and check number on the inmate's personal property receipt.
  - f. All medication containers will be placed in a bag marked with the inmate's full name, booking number and bag number (e.g. Bag 1 of 2). The bag will then be placed in the tray at the booking desk. The containers will be released by the booking desk to an ADC Health Care Provider. The number of containers will be noted on the Personal Property Receipt Form. Medication that does not have a container will be sealed in an envelope and noted on the property form. The name of the ADC Health

Care Provider the medication was released to will also be placed on the Personal Property Receipt Form.

- g. Alcoholic beverages will be returned to the arresting officer or destroyed.
4. Inmates remaining in Receiving will retain their personal clothing, except ties, belts, scarves and shoelaces. Clothing that remains with the inmate need not be recorded on the Personal Property Receipt Form, but all property taken must be noted.
- a. In the event inmates become dangerous to themselves or others, additional clothing, as deemed necessary, may be removed from them.
  - b. Additional clothing removed will be inventoried, recorded on a new Personal Property Receipt Form, placed in a bag, and stored in the inmate's Intake Center Property Room bin.
- E. Moving inmates into the General Population or to Special Housing
1. The Classification Section will notify the Inmate Property Unit which inmates will be moved from Receiving via the move report. Prior to conducting any change-ups, the Deputy assigned to Post 22/Property Officer will perform a thorough and detailed inspection of the change-up room, ensuring the area is free of any contraband and trash. On the 2100 hour move the Property Officer and a Correctional Technician will:
- a. Bring the inmates' personal property stored in the Intake Center Property Room to the appropriate Change-Up Processing Station.
  - b. No more than 5 inmates will be escorted at a time to the change-up processing station. During the change-up procedure the Property Officer will position themselves within the change-up room where they will directly observe the inmate, ensuring the inmate is not in possession of any contraband or non-allowed clothing items.
  - c. Take and inventory the inmate's remaining personal clothing such as shirt, pants, shoes, and undergarments that are not white in color.
  - d. Issue each inmate jail issued clothing and a bed roll.
  - e. Record the items issued as listed on [SOP 528, Attachment 1 – Inmate Property Record](#). The Correctional Technician or Property Officer and inmate will sign and date the Inmate Property Record Form, the original will be maintained by the Property Unit and a copy will be given to the inmate.
  - f. Open the property bag in front of the inmate (except controlled items) and verify again the personal property taken from the inmate during admission. Return all items allowed in general population (reference inmate handbook) Record all items that were returned.
    - 1) If items are missing, it will be noted on the Personal Property Receipt and investigated by the Property Officer or Correctional Technician on duty at the time of change-up. If the Property Officer can not locate the missing items, a Confinement

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Supervisor will investigate the matter further.

- 2) A report will be written by the individual who discovered that the property was missing and submit it through the Squad Supervisor to the appropriate Confinement Branch Chief.
  - f. Dispose of all perishable food items found in the inmate's personal property.
  - g. Assign the inmate a bin in the Main Inmate Property Room for storage of clothing. The inmate's assigned bin numbers will be placed on the front of the inmate's property file envelope.
  - h. Subsequent inspections of the change-up processing room will be conducted following every group of inmates being changed-up.
2. The Inmate Handbook lists the items that will be returned to the inmate upon transfer from receiving general population. The Property Officer or Correctional Technician will notify the inmate if he/she has excessive property and their options for the removal of the excess property from the ADC.
    - a. One set of clothes for court and/or release will be stored for the inmate.

**F. Visiting**

1. Correctional Technician(s) may be assigned to the Visiting Reception area during visiting hours.
2. Correctional Technician(s) will:
  - a. Ensure that a supply of bags and Personal Property Receipt Forms are available.
  - b. Accept only the following:
    - 1) Items approved in writing by the Chief, Confinement Branch or above;
    - 2) One exchange of clothing to be used for jury trials in Fairfax County Circuit Court or Federal Court. When clothing is brought in for a jury trial, a contact name and phone number of the person dropping off the clothing will be obtained. At the conclusion of the jury trial, the individual is contacted to collect the jury trial clothing.
    - 3) Family or friends of inmates who are delivering medications for an inmate, may drop off medications in the safe located at post 18 or may be collected by a medical staff member of the ADC. The safe designated for medication drop off will be checked routinely by members of the ADC medical staff.

**G. Property Forwarded through the Mail**

1. No property will be received through the mail.

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2. Property received via the mail will be returned to the sender. If no sender can be determined the property will be disposed of in the same manner as delineated in Section III, E, 2 of this SOP.
- H. Change-Up for Court
1. A Property Officer or Correctional Technicians will only change-up inmates going to and returning from jury trials in Fairfax County Circuit Court or Federal Court.
  2. The Property Officer or Correctional Technician will complete a receipt identifying each item the inmate wears to court, i.e. color of trouser, shirt, suit coat, shoes and socks. No other clothing, tie, belt, or personal items such as cuff links, etc. will be given to the inmate for court. The Property Officer or Correctional Technician and inmate will sign the receipt ([SOP 528, Attachment 4 – Circuit Court Jury Trial Clothing Receipt](#)).
  3. The receipt will be placed in the inmate's personal property file until after the clothing is returned to the Property Room.
  4. Upon the inmate's return from court, the Property Officer or Correctional Technician will verify the personal property items against the receipt, and initial the receipt with the date and time. The Property Officer or Correctional Technician will search the property in the presence of the inmate prior to returning it to the property bin.
  5. Inmates refusing to change-up for Circuit Court are required to sign a statement that they are refusing to change-up.
    - a. The inmate's statement will be witnessed by the Correctional Technician or a deputy sheriff.
    - b. The statement will be forwarded to the Chief, Court Security Branch with a copy to the inmate's personal property file ([SOP 528, Attachment 5 – Inmate Refusal To Change Up](#)).
  6. Inmates will not change-up for General District Court appearances.
  7. Inmates will not use other inmates' personal clothing or shoes for court appearances.
- I. The Sheriff's Office will not release the property of an inmate that has been committed into the custody of the Sheriff's Office to a law enforcement officer without a search warrant. The following procedures will apply:
1. When a law enforcement officer reports to the ADC requesting to obtain an inmate's property, the on-duty property officer will be contacted.
  2. Once the property officer receives a copy of the search warrant, the property officer will be responsible for ensuring that the law enforcement officer receives the requested property.
  3. The property officer will fill out a Release of Property Form ([SOP 528, Attachment 2](#)) and provide the law enforcement officer with a copy of the form.
  4. The original Release of Property Form along with a copy of the search warrant

will be maintained by the property officer. The inmate will receive a copy of the execution page of the search warrant which includes the inventory of property seized.

5. This procedure will also be followed for sworn staff of the Sheriff's Office when seizing any property of an inmate as evidence in a criminal case.

**J. Release of Inmate Property or Cash**

1. Deputies or Correctional Technicians will release property to persons designated by the inmate on the Release of Property or Funds form ([SOP 528, Attachment 2](#)).
2. Cash and/or personal property may not be released from one inmate to another.
3. Inmates will be required to sign a Release Form specifying to whom the property is to be released, prior to individuals arriving to pick up the property. The Post Deputy will verify the inmate's signature and initial the Release Form before submitting it. The person receiving the property will sign the Property Release Form. The Deputy or Correctional Technician will list all property being released on the reverse side of the Property Release Form.
4. A copy of the receipt will be placed in the inmate's property file.
5. Money must be released through the Commissary/Finance Unit, unless the money is still physically being held in the intake Control Booth (CB2).

**K. Out Processing**

1. The Booking Deputy will notify the Inmate Property Unit and the Inmate Finance Section which inmate is leaving.
2. The Deputy releasing the inmate from the ADC will check with the Intake Control Booth (CB2) to ensure all funds are released to that inmate. If the inmate's funds have been retrieved by the Finance Section, the Deputy will coordinate with the Booking desk to verify that the Finance Section has been notified of the release. The Finance Clerk will prepare a check in the amount of the inmate's account balance and deliver it to the Booking Desk.
3. The Booking Deputy will notify the Post Deputy to move the inmates with his/her personal items and jail property to the appropriate intake area (Female Intake for females or the Receiving Intake Property Room for males).
4. The Post Deputy will inspect the departing inmate's cell for any damage to the cell, pillow and mattress, prior to leaving the cell with the inmate.
5. The Property Officer or Correctional Technician will change-up one inmate at a time in the Intake Center Property Room window. At this time, the inmate will have all items belonging to the ADC collected and inventoried. The Property Officer or Correctional Technician will sign the ADC property form, clearing the individual of jail property.
6. The Property Officer or Correctional Technician will collect all items belonging to the inmate from the assigned property bin.

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- a. Clothing and shoes will be returned to the inmate and the property receipt signed.
  - b. All other property such as controlled items, watches, rings, etc. will be returned to the inmate during release by the Booking Desk. The Property Officer or Correctional Technician will have the inmate sign the property receipt for the items.
7. If an inmate's property is missing:
- a. An immediate thorough search of the property rooms will be conducted.
  - b. The inmate and ADC copies of the receipt will be annotated accordingly.
  - c. Inform the inmate that if the missing property is found he/she will be notified, or they will be contacted to what further-action will be taken.
  - d. Obtain a thorough description of the missing item(s) (i.e. serial number, brand, style, color, and any peculiarities).
  - e. Ascertain where the property was purchased (city, state, etc.);
  - f. Obtain date or approximate date of purchase and cost of the item(s); and
  - g. Write a detailed comprehensive report. Completed reports will be forwarded to the appropriate Confinement Branch Chief through the Squad Commander, for final disposition.

**L. Inmates Being Transferred**

1. The Property Officer or Correctional Technician will pack all the inmate's personal clothing and equipment in sealed bags.
2. The Property Officer or Correctional Technician will escort the inmate and his/her property to post 3. All property will be turned over to a Deputy working post 3. The receiving Deputy will then escort the inmate to the Booking Desk.
3. A Deputy will also retrieve the inmate's controlled items.
4. The inmate will sign the property receipt acknowledging receipt of his/her Property.
5. If an item is missing, the procedure outlined in Section III, K, 7 will be followed.
6. If an inmate is unable to transport his/her property to another facility; they will sign and initial a 60 Day Property Hold Notification Release Form ([SOP 528, Attachment 6](#)). The inmate will be notified that they have 60 days for the individual designated by him/her on the release form to retrieve his/her property. Commissary food items will not be stored, and will be appropriately disposed of. After 60 days, the inmate's property will be declared unclaimed property.

**M. Unclaimed Property**

1. Unclaimed property will be inventoried and stored each month.

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2. Only the Property Officer is authorized to dispose of any unclaimed property.
3. The Property Officer/Correctional Technicians will attempt to notify the owner of any unclaimed property.
4. If any unclaimed property has not been retrieved within 60 days the Property may proceed with the destruction process.
5. An itemized list of all unclaimed property will be prepared by the Property Officer and forwarded to the Chief, Confinement Branch for approval, prior to disposal.
6. All forms of personal identification/certificates will be returned to the document originator. If the Property Officer is unable to determine the originator (return address) for the document, it may be disposed of as unclaimed property and in accordance with this SOP.
7. The Property Officer will maintain a record of all unclaimed property that has been disposed of. These records will be maintained for no less than 3 years.
8. Unclaimed controlled items will be inventoried every other month or as needed by one of the Shift II Property Officers or Correctional Technicians. The items will be logged on the Unclaimed Controlled Items Form ([SOP 528, Attachment 3](#)). The Unclaimed Controlled items will then be secured in the vault located in the supply section and placed in a bin for removal by the Supervisor, Supply/Fleet Section.



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SHERIFF**

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DATE APPROVED**

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EFFECTIVE DATE**

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