

Prisoner or Arrestee Personal Property Procedure

109.1 PURPOSE AND SCOPE

This procedure provides guidelines for the collection, inventory, security and storage of personal property belonging to subjects who are in the custody of the Cook County Sheriff's Office (e.g., new arrestees, subjects). This procedure covers personal property that is not evidence and is on the subject's person or in his/her immediate possession at the time of arrest or detention. For guidelines on inventorying evidence, refer to the Property and Evidence Policy.

In addition, this procedure details the chain of custody and which persons are authorized to remove, transport and/or release personal property.

109.1.1 ISSUANCE/EFFECTIVE DATE

This procedure was re-issued on Oct. 1, 2018 and shall become effective upon issuance (operational updates).

109.2 POLICY

The personal property of subjects in the custody of the Sheriff's Office shall be appropriately inventoried. Subjects in custody may not retain any personal property that they are not authorized to possess in any secure area, including any item that is a risk to health and safety of any secured area.

This procedure's guidelines apply across the entire Sheriff's Office and are applicable to subject property while in custody. Department-specific steps are indicated as necessary throughout this procedure.

109.2.1 DEFINITIONS

Definitions related to this procedure include:

BEAST - Bar Coded Evidence Analysis Statistics and Tracking (BEAST) electronic system used to inventory non-compliant property, prohibited property and evidence.

Compliant property - Is limited to:

- (a) United States currency.
- (b) Credit card(s)/debit card(s); the name on any card must match the subject's identification; if the credit card/debit card does not match, it will be considered non-compliant.
- (c) Transit card(s) (e.g., Ventra, Metra).
- (d) Government-issued identification (e.g., driver's license, state identification, passport).
- (e) One plain wedding ring that has no engraving or stones.
- (f) Personal keys (e.g., home, automobile).

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- (g) Up to two pairs of prescription eyeglasses.
- (h) Prescription medication with label; the name on any prescription label must match the subject's identification.
- (i) Religious text (e.g., Bible, Koran) with a soft cover only.
- (j) Legal documents with soft covers only.
- (k) Only one layer of undergarments (e.g., one pair of underwear, one undershirt/brassiere) and one layer of clothing (e.g., one pair of pants with one shirt).
- (l) Only one outer garment (e.g., a jacket, coat or sweater) and one knit cap.
- (m) One belt.
- (n) Shoelaces removed from the shoes the subject is wearing and any drawstrings (e.g., from any waistline of sweatpants, coats).
- (o) Necessary medical items directly related to the treatment of a medical condition (e.g., slings, bandages, prosthetics), unless there is a risk to safety or security.

Evidence and other property - Anything that constitutes evidence, or falls outside the scope of personal property as described in this procedure, shall be separately inventoried in accordance with the Property and Evidence Policy. If personal property is later determined to be evidence, it shall be handled accordingly. Any items determined to be evidence shall be turned over upon issuance by a court order.

Non-compliant property - All other personal property not listed in the compliant property definition that is legally possessed by the subject at the time he/she is taken into custody. For purposes of this procedure, factory sealed tobacco products (e.g., cigarette/cigar packs and chewing tobacco) and non-disposable lighters (e.g., Zippo® lighter, heirloom lighters) shall be considered non-compliant property.

Personal property - Any property in the possession of the subject at the time he/she is arrested by the Cook County Sheriff's Office or received by the Sheriff's Office from another law enforcement agency. Personal property is categorized as follows:

- (a) Compliant personal property
- (b) Non-compliant personal property
- (c) Prohibited property
- (d) Evidence

Prohibited items - Items that are perishable, combustible, explosive or corrosive, or otherwise pose a risk to health and safety of secured areas. Examples include:

- Perishable items, such as food and beverages.
- Disposable lighters.
- Loose tobacco products (e.g., cigarettes/cigars, cigarette/cigar packs, or smokeless/chewing tobacco).

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- Cleaning or corrosive chemicals such as powders or liquids.

Subject - For the purposes of this procedure, subject includes a detainee, arrestee or inmate.

109.3 PERSONAL PROPERTY DISPOSITION CHART

The following chart summarizes personal property disposition within the Sheriff's Office:

Department	Property Description	Storage	Disposition
Department of Corrections	Compliant property	<ul style="list-style-type: none"> • Centralized Clothing Room • For the subject's stay; and • For 45 days after subject's release or shipment 	<ul style="list-style-type: none"> • Release to designee during subject's stay, or • Claimed by subject upon release; or • If unclaimed for 45 days after release/ shipment, to Warehouse for disposition • If donated, transfer as soon as practicable
Courts	Compliant property	Stored at same facility as the subject	Moves with the subject
Courts	Non-compliant property	Stored at the appropriate facility for 45 days	<ul style="list-style-type: none"> • Release to owner or designee • If unclaimed for 45 days, to ERPS for disposition
Police Department	Compliant property and non-compliant property	Stored at the same facility of the subject	Moves with the subject

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Police Department ERPS	Non-compliant property	For 45 days after subject's release or shipment	If unclaimed for 45 days after release/shipment, disposed of according to policies and procedures
Department of Corrections Courts Police Department ERPS	Prohibited items	N/A	Property disposed

For more details, see the appropriate parts of this procedure.

109.4 INITIAL INVENTORY OF PERSONAL PROPERTY

Personal property for adults - Shall be separated into compliant, non-compliant, prohibited property or evidence. Non-compliant property, prohibited property, or evidence shall be inventoried in the appropriate electronic system (e.g. the BEAST). Compliant property shall be inventoried utilizing the appropriate compliant personal property forms.

Members should refer to the Protocol Appendix for further guidelines regarding how to properly inventory and store non-compliant property.

Personal property for juveniles - Compliant and non-compliant property shall be kept together and inventoried when appropriate (e.g., on a Juvenile Personal Property Form).

109.4.1 NON-COMPLIANT PROPERTY

- (a) Should be kept to a minimum if possible (e.g., by asking a subject to leave non-compliant property with a friend or family).
- (b) Shall be inventoried using the appropriate electronic system.
 - 1. Prohibited items that are disposed of at the time of property collection (e.g., disposable lighters) shall be documented in the appropriate electronic system.
- (c) Shall be packaged separately from compliant property, preferably in a single transparent plastic bag.

Disposition of prohibited items - Non-evidentiary prohibited items should be disposed of properly and the action documented in the appropriate electronic system

- (a) How and when the prohibited items were disposed of (e.g., "one cup of yogurt disposed of in garbage [date and time]") shall be indicated in the appropriate electronic system.
- (b) The Evidence and Recovered Property Section (ERPS) shall:
 - 1. Receive notification of disposed items via the appropriate electronic system.
 - 2. Review the inventory for completeness.

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3. Process the inventory, indicating a disposition of "Destroyed" for the applicable items.
4. Any illegally possessed items shall be inventoried as evidence in accordance with the applicable policies and procedures.

Questions about what is acceptable - Contact the immediate on-duty supervisor for instruction regarding:

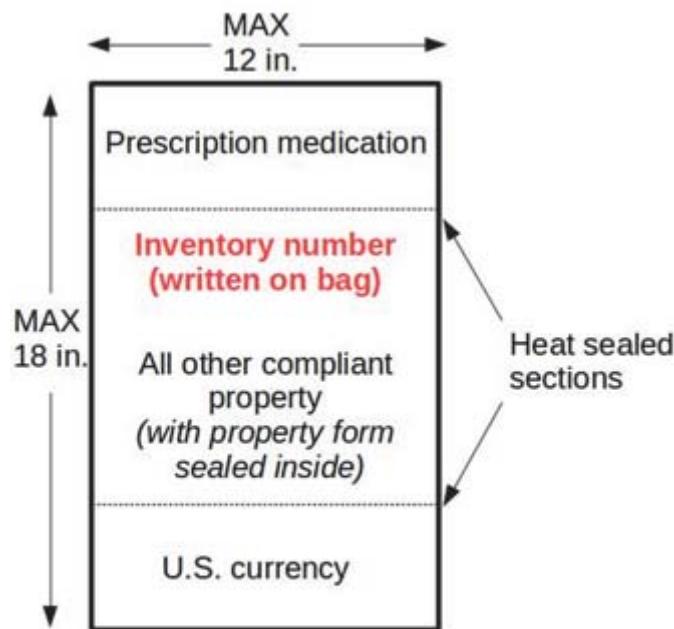
- (a) Items that do not fit into the above categories.
- (b) Items the member believes pose a health and safety risk to another person who is handling, transporting or storing the items.
 1. Follow any applicable personal safety protocol until a safety determination has been made.

109.4.2 COMPLIANT PROPERTY

- (a) Shall be inventoried by the appropriate personnel (usually the transporting officer; e.g., arresting officer, Electronic Monitoring Investigator) using the Compliant Subject/ Detainee Personal Property. The original form shall be retained at the facility/unit of origin
 1. Any inventoried credit card shall have the card type (e.g., Visa™, MasterCard™) on the Compliant Subject/Detainee Personal Property.
- (b) Shall be placed in a transparent plastic bag that does not exceed 18 inches in length by 12 inches in width.
- (c) As soon as the subject's Department of Corrections booking number is available, it shall be written in black permanent marker on the outside of the subject's property bag in the compliant property section.
- (d) The compliant property bag should be sealed in up to three sections as needed:
 1. **Section One** - Prescription medication.
 2. **Section Two** - All other compliant property.
 - (a) Any credit card will be placed in an envelope so the numbers will not be visible from the outside.
 - (b) Copy 3 of the Compliant Subject/Detainee Personal Property will be placed in the center section of the property bag so that the front of the form is visible from the outside.
 3. **Section Three** - United States currency, in a United States Currency Inventory Envelope. This section shall also include any funds or checks, payable to the subject, received from outside correctional facilities.
- (e) Copy 2 of the Compliant Subject/Detainee Personal Property shall be attached to the outside of the compliant property bag.
- (f) A single outer garment (e.g., jacket, sweater) may be worn by the subject during transport to the Department of Corrections.

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(g) Outside agencies which do not have the capability to heat-seal bags may utilize self-sealing property/evidence bags. Each section noted above shall be packaged as a separate bag. The bags must be attached and labeled properly, at a minimum proper labeling shall include the subject's name, agency arrest report number and the number of bags (e.g., "bag 1 of 3").



COMPLIANT PROPERTY
EXAMPLE: Sealed in
 transparent plastic bag

109.4.3 CURRENCY

Requirements - United States currency and any other funds, payable to the subject, from an outside correctional facility shall be inventoried as negotiable currency; any other form of money (e.g., foreign coins/cash) shall be included with the other non-compliant property. At least two sworn members are required, one to perform the inventory and one to serve as a witness. If a fixed surveillance camera is present, the currency inventory should be performed in view of the camera.

Inventorying currency - Currency should be totaled in the subject's presence and placed in a United States Currency Inventory Envelope, as follows:

- The envelope shall be completed legibly.
- The subject shall be instructed to sign verifying the contents are correct.
- If the subject refuses to sign, then a supervisor shall write "REFUSED" in the prisoner/arrestee signature area, then add his/her initials and the time of the refusal on the envelope. The supervisor will direct the booking officer to document the refusal in the jail management system once a booking number has been issued.

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- (d) The inventorying sworn member will seal the envelope. Both the inventorying member and the witnessing member will sign across the envelope's seal. The two signatures are required to verify the total currency in the envelope.

The currency envelope shall be sealed separately in the lower portion of the subject's compliant property bag.

109.4.4 SUBJECTS RECEIVED FROM OUTSIDE AGENCY

When subjects are received into Sheriff's Office custody from outside agencies (e.g., lockup intake, hospital takeover):

- (a) Only compliant property will be accepted from an outside agency.
 - 1. If the outside agency does not already have an acceptable form completed, the agency shall utilize a General Outside Agency Compliant Personal Property Transfer form to note compliant personal property being transferred.
- (b) The outside agency must package the compliant property as described in this procedure.
 - 1. All items must be visible through the property bag and signed off by the detainee and the authorized department member.
 - 2. The Sheriff's Office will not accept the following items:
 - (a) Knives or other items construed to be weapons (e.g., tools)
 - (b) Tobacco products
 - (c) Lighters
 - (d) Food items
 - (e) Liquids/lotions
 - (f) Any personal property unable to fit into a fully heat sealed 18-inch by 12-inch clear/undamaged plastic bag
 - 3. Non-acceptable items should be disposed of or inventoried and stored by the arresting agency or turned over to a person authorized by the detainee.
- (c) The receiving Sheriff's Office sworn member shall complete the Outside Agency Compliant Personal Property Transfer Form.
- (d) The outside agency's transporting officer shall sign the completed Outside Agency Compliant Personal Property Transfer Form. The subject will sign the designated portion of the form. The completed form will be attached to the outside of the subject's property bag(s).
- (e) When a Department of Corrections booking number is available, it shall be added to the outside of the property bag.

If any items are found to be non-compliant:

- (a) They will not be accepted by the Sheriff's Office.

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- (b) The outside agency's transporting officer will be directed to:
 - 1. Remove the non-compliant items.
 - 2. Correct the outside agency's own property inventory form, as applicable.
 - 3. Reseal compliant property bag with the corrected inventory form in its proper place inside.
- (c) The sworn member shall document what items were returned to the outside agency in the appropriate section of the Outside Agency Compliant Personal Property Transfer Form.

109.4.5 SUBJECTS WITHOUT PERSONAL PROPERTY

When a subject who has no personal property is accepted into Sheriff's Office custody:

- (a) A Compliant Subject/Detainee Personal Property Form indicating "NO PROPERTY" shall be completed for all subject's taken into custody by a Sheriff's Office sworn member as follows:
 - 1. The "NO PROPERTY" box should be checked;
 - 2. "NO PROPERTY" should be written across the form; and
 - 3. The subject should sign the form in the designated location.
- (b) If a subject without property is accepted from an outside agency, an Outside Agency Compliant Personal Property Transfer Form will be completed indicating no property as follows:
 - 1. The "NO PROPERTY" box should be checked;
 - 2. "NO PROPERTY" should be written across the form; and
 - 3. The subject should sign the form in the designated location.
- (c) Copy 2 of the completed form shall be placed into a property carrier when the subject is transported to the Cook County Department of Corrections.
 - (a) For subjects transferred to the Department of Corrections, the booking officer shall ensure a notation of "NO PROPERTY" is entered in the jail management system.

109.4.6 CENTRAL BOND COURT - WEEKENDS AND HOLIDAYS

Subjects being transported to Central Bond Court shall have their property processed in compliance with this procedure; however, the Department of Corrections booking number is not issued until after transport.

Regardless whether the subject has property or not, a Subject/Detainee Personal Property Movement Form shall be completed in the following manner:

- (a) If the subject has property, "P" shall be written in the Personal Property Inventory box.
 - 1. The letter "P" will be placed on the goldenrod copy.

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- (b) If the subject does not have property, "NP" shall be written in the Personal Property Inventory box.
 - 1. The letters "NP" will be placed on the goldenrod copy.
- (c) The subject's series number (e.g., 300 series, 500 series, 700 series) shall be recorded on the form and the property bag.

After the bond hearing has concluded, a designated Court Services Department sworn member shall report to the Property Cage with a detailed list of pending releases. The sworn member assigned to the Property Cage will assess the release list and separate the property to be released. The sworn member assigned to the Property Cage shall complete the appropriate release disposition boxes on the Subject/Detainee Personal Property Movement Form. Once completed, both sworn members shall sign the respective portions of the Subject/Detainee Personal Property Movement Form. The copies of the form shall be distributed accordingly.

Once booking numbers are issued in the jail management system (after 1100 hours), a second watch sworn member:

- (a) Will be assigned to retrieve the booking numbers from the jail management system.
- (b) Will record the booking numbers on the corresponding non-compliant property forms.

109.4.7 BOND HANDLING

When posting bond and the property bag contains currency, credit cards, or both:

- (a) The property bag should only be opened by a sworn member in the presence of a supervisor and the subject.
- (b) Only the sealed portion of the property bag that contains currency, a credit card or both (as applicable) shall be opened.
- (c) The Bond Removal section on the Compliant Subject/Detainee Personal Property Form must be completed.
 - 1. The sworn member will indicate the amount of money being removed and write his/her initials and star number in the appropriate locations.
 - 2. The subject must sign his/her name where indicated.
- (d) All currency not used for bond shall be returned to the subject at the time of discharge.

109.4.8 ADDITIONAL STEPS FOR DEPARTMENT OF CORRECTIONS INVENTORY

The sworn members assigned to Receiving Trust and Classification (RTC) property collection have the following responsibilities:

- (a) Bond Court Procedure
 - 1. As applicable, retrieve any needed property cart and property bins, and transport them to the working area (e.g., from the RTC Male Intake Property Room to the RTC Bond Court Intake Area).

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2. Verify that day's Bond Court property against the Subject/Detainee Personal Property Movement Form, and if needed, add each subject's Bond Court number.
 - (a) Ensure the form includes the name of any subject who does not have property and that the appropriate indication is made (e.g., "NP" for no property).
3. Retrieve the numbered Prisoner Transfer Transmittal Sheet or the arrest card from the Bond Court intake staff (for the Chicago Police Department or suburban police agencies, respectively).
4. Verify the following:
 - (a) The subject's property against the corresponding inventory sheet.
 - (b) The subject's personal property bag by Bond Court number and Bond Court location.
5. If needed, write the subject's Bond Court number on his/her property bag and on the Personal Property Movement Form.
6. Group the subject's property as applicable (e.g., by Bond Court number in the property bins).
7. Transport the property to the appropriate intake room (e.g., RTC Male Intake Property Room).

(b) Remand to Department of Corrections Procedure

1. Verify the subject's identity through the jail management system by booking number.
2. In the subject's presence, verify if his/her personal property bag contains any United States currency, including and any other funds, payable to the subject, from an outside correctional facility, and if so, perform the following steps while the subject remains present:
 - (a) Open the property bag and remove the currency.
 - (b) Enter the currency manually into the Keefe™ Access Secure Intake booking kiosk. Outside funds (checks) will be sealed in a plastic property bag with the name and booking number of the inmate written on the outside of the bag. The bag will be manually placed in the Trust/Finance safe and entered into the RTC Safe Drop Logbook.
 - (c) Generate three receipts for that transaction, which the subject and the sworn member sign.
 1. Give one receipt to the subject, forward one receipt to the Department of Corrections Trust/Finance Department and retain one receipt.
3. Inventory the subject's personal clothing in the jail management system, specifically indicating the type, color and any special characteristics of the clothing items (e.g., blue jean pants, grey shirt with stripes).

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4. Generate three clothing receipts for that transaction, which the subject and the sworn member sign.
 - (a) Give one receipt to the subject, place one receipt inside the clothing bag and place one receipt in the window pouch of the blue canvas property room bag.
5. Place the sealed personal property bag in the clothing bag with the subject's clothing.
6. Vacuum seal the clothing bag.
7. Place the sealed clothing bag inside of a blue canvas property room bag. Ensure the clothing receipt is placed in the windowed pouch.
8. Send the blue canvas property bag to the Central Property Room for storage on the clothing conveyor.

NOTE - Personal property of subject's writ in from other correctional facilities will not be accepted directly into the Department of Corrections. Transporting officers shall inventory and package property in accordance with this procedure.

109.5 PROPERTY MOVEMENT

Property movement - Refers to the transfer of personal property from one internal Sheriff's Office department to another. Personal property shall be transferred in a locked property carrier when it is not being transported by the inventorying officer or a Sheriff's Police Department bond court transport.

Non-compliant property movement - The Court Service Lock-Up Personal Property Log shall be completed. The property shall be secured at the facility for 45 days before it is transferred to ERPS.

Compliant property movement - The Subject/Detainee Personal Property Movement Form shall be completed and the property transported in a locked property carrier.

109.5.1 COMPLIANT PROPERTY TRANSPORT TO THE DEPARTMENT OF CORRECTIONS

- (a) Non-compliant property shall not be transferred to the Department of Corrections.
- (b) The subject's compliant property shall be transferred over to the transportation officer and moved with the subject.
- (c) The facility's property supervisor shall document the transfer on the Subject/Detainee Personal Property Movement Form.
- (d) The property supervisor and the transporting officer shall verify that all property being transferred is accounted for and sign the Subject/Detainee Personal Property Movement Form.
- (e) Once the property supervisor has verified the property inside the property carrier(s) provided by the Department of Corrections Transportation Unit, he/she shall lock the

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carrier(s). Court Services Department property carriers shall not be used to transport personal property to the Department of Corrections.

- (f) The transporting officer shall not access any property carrier once it is locked for property movement. In addition, a transporting officer shall not possess a key that provides access to any property carrier that he/she is transporting.
- (g) When property carriers are received at RTC Intake:
 1. The RTC Intake property officer shall:
 - (a) Unlock each property carrier and remove its contents in the presence of the transporting sworn member.
 - (b) Verify the contents.
 - (c) Sign the Subject/Detainee Personal Property Movement Form.
 2. The transporting sworn member shall also sign the Subject/Detainee Personal Property Movement Form.
- (h) The Department of Corrections Transportation supervisor shall ensure that an adequate number of empty property carriers are assigned to each vehicle for the transport of personal property from the Court Services Department.

109.5.2 NON-COMPLIANT PROPERTY TRANSPORT

The Court Services Department transports non-compliant property to ERPS in accordance with the transport schedule set by the Court Services Department Executive Office. Each facility shall retain at least two property carriers for this purpose.

As soon as practicable after the 46th calendar day after receiving property that is stored at a Court Services facility:

- (a) Property shall be scanned out of the appropriate 45-day cabinet and into the appropriate transport carrier.
- (b) Each subject whose property is scheduled for transport shall be checked for a discharge date in the jail management system.
- (c) If a subject has been discharged or transferred:
 1. The date of discharge will be updated in the "Names" tab of the appropriate electronic system.
- (d) The property shall be transported to ERPS using a locked property carrier.

109.6 STORAGE OF PROPERTY

109.6.1 COURT SERVICES DEPARTMENT STORAGE

Property control - The on-duty sworn member assigned as a facility's property supervisor should have exclusive control over access to that facility's property storage areas. The Cabinet Key Designation Log should be completed whenever a property storage key is reassigned.

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Property storage - Each Court Services facility has storage areas dedicated to storing subjects' personal property; one storage area for compliant property and one storage area for non-compliant property. While a subject is awaiting charging or arraignment, the subject's compliant and non-compliant property may be stored together in the designated bond court holding location. Items inventoried as evidence shall not be stored with personal property. Sealed bags of compliant and non-compliant property will be transferred to the facility's property supervisor and stored as follows:

- (a) When the subject is awaiting bond court, the inventorying sworn member should scan the non-compliant property into the designated bond court holding location and lock it into the appropriate storage location.
- (b) If the property supervisor or the authorized designee needs to remove property from the original holding location (e.g., for a prisoner movement, property transfer to ERPS, relocating property to the 45-day holding location), the appropriate electronic system shall be utilized to document the movement.
 - 1. If the property is released to the subject or an authorized designee (e.g., authorized third party including family, friend or attorney), the property supervisor or the authorized designee shall utilize the appropriate electronic system to create documentation for the release.
- (c) A sworn member shall utilize the appropriate electronic system to create documentation for the release.
- (d) The on-duty sworn member assigned to securing non-compliant property will ensure the property is scanned into the appropriate 45-day holding location within the facility utilizing the appropriate electronic system.
- (e) The transporting sworn member shall ensure the property to be transported to ERPS is scanned from the 45-day holding location into the appropriate transport carrier utilizing the appropriate electronic system.

109.6.2 DEPARTMENT OF CORRECTIONS STORAGE

Sworn members assigned to the Department of Corrections Central Property Room shall:

- (a) Assign each subject's blue canvas property bag to a location on the property conveyor.
- (b) Enter the location into the jail management system in the appropriate section (e.g., Property Bag Token section of the Property Screen).

109.6.3 SHERIFF'S POLICE DEPARTMENT STORAGE

The Sheriff's Police Department shall ensure that personal property is securely stored until transferred to either Court Services or the Department of Corrections.

109.6.4 DELAYED ELECTRONIC ENTRIES

If the electronic inventory system is unavailable (e.g., a known outage of significant duration), paper inventory forms and logs will be utilized to track property. When the electronic system becomes available again, the inventorying sworn member shall enter the paper records into the appropriate electronic system before the end of his/her shift. If the delay in electronic entry extends

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past the end of the sworn member's shift, the on-duty supervisor shall ensure that instructions for entering the records as soon as practicable are provided to the next shift.

109.7 RELEASE OF PROPERTY**109.7.1 CONDITIONS OF RELEASE**

Compliant and non-compliant personal property in the Sheriff's Office possession is released under the following conditions:

- (a) To an authorized designee third party (e.g., authorized third party including family, friend or attorney) by one of these means:
 - 1. An authorized designee having been identified by the subject on the appropriate form; or
 - 2. When a signed Personal Property Release form, requested by the subject, is issued by the Department of Corrections CRW.
 - (a) The designee must show valid government-issued identification and sign for all property tendered to him/her.
 - (b) Verify the designee's identification.
- (b) By court order.
- (c) When claimed by the subject after discharge from Department of Corrections custody, but before the 45 days has expired, and the unclaimed property has not been disposed of or destroyed.
- (d) When the subject donates property (e.g., a subject donates excess clothing).

109.7.2 RELEASING PERSONAL PROPERTY

Personal property shall be released by all departments of the Sheriff's Office, other than the Department of Corrections, as follows:

- (a) The release section of the appropriate form(s) must be completed.
- (b) The subject must initial and sign where indicated.
- (c) The receiving party must sign where indicated.
 - 1. The designee must show valid government-issued identification and sign for all property tendered to him/her.
 - 2. A copy of the designee's identification will be retained with the completed inventory form.
- (d) The sworn member who releases the property will place his/her initials and star number in the appropriate location.
- (e) For personal property released by the Court Services Department, the release shall be documented on the Personal Property Log Form when compliant property is released and the subject is remanded to the custody of the Department of Corrections.

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Department of Corrections shall release personal property held the Central Property Room as follows:

- (a) A sworn member will retrieve and turn over items from a subject's property to a subject or a third party designated by the subject as follows:
 1. A request that has been signed by the subject and processed by a CRW is required.
 2. If the item is being released to a subject who remains in custody, it should not pose a safety or security concern to the Department. A release must be approved by the appropriate watch commander or the ADA Compliance Officer and this approval recorded on the Personal Property Release Form. Examples of acceptable items include court documents and outside agency property receipts.
 3. The designee listed by the subject on the Compliant Personal Property Form can claim the subject's property with valid government identification.
- (b) If items are to be released to an outside agency via court order; this must be processed by the Department of Corrections Legal Department.
- (c) If items are to be released to Cermak Health Services of Cook County; the Superintendent of Receiving must give approval and the items must be related to medical treatment (e.g., medication, mobility assistance device).
- (d) For any item released:
 1. An entry will be made in the appropriate section of the jail management system.
 2. The entry will indicate the subject, date, time, item released and name of the person the item was turned over to.

109.7.3 TRANSFERRING PROPERTY TO SUBJECT RELEASED ON ELECTRONIC MONITORING

When a subject has been issued an Electronic Monitoring Placement Order, the assigned RTC sworn member shall transfer property as follows:

- (a) If the subject is arriving from Bond Court, separate his/her personal property bag and verify the following:
 1. The subject's identity through the jail management system by booking number.
 2. The contents of the property bag against the corresponding inventory.
 3. The Bond Court number and Bond Court location, if applicable.
- (b) If the subject being placed on Electronic Monitoring is in the custody of the Department of Corrections, but did not arrive from Bond Court, have his/her personal property bag retrieved from the Central Property Room.
- (c) In the subject's presence, verify if his/her personal property bag contains any United States currency, and if so, perform the following steps while the subject remains present:
 1. Open the property bag and remove the currency.

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2. Enter the currency manually into the Keefe™ Access Secure Intake booking kiosk.
3. Generate three receipts for that transaction, which the subject and the sworn member sign.
 - (a) Give one receipt to the subject, forward one receipt to the Department of Corrections Trust/Finance Department and retain one receipt.
 - (b) The Department of Corrections Trust/Finance Department generates a check for the amount of currency entered into the booking kiosk to be given to the inmate prior to departure.
- (d) Complete the Personal Property Movement Form indicating each subject who has been issued an Electronic Monitoring Placement Order.
- (e) Hold the appropriate property until a sworn member of Electronic Monitoring arrives to collect it.
- (f) Verify the property with the investigator.
 1. The investigator shall initial and sign the Personal Property Movement Form.
- (g) Turn over the subject's property and a copy of the Personal Property Movement Form to the investigator.

The Electronic Monitoring investigator shall:

- (a) Not allow the subject to open his/her property until the subject is delivered to his/her designated residence.
- (b) Turn over the property bag to the subject at the designated residence and have the subject sign for the property.
- (c) Return the completed Compliant Property Form to his/her unit for retention.

Upon return of property to the subject, the Electronic Monitoring investigator shall have the subject complete the Compliant Personal Property Form.

109.7.4 SUBJECT TRANSFERRED TO THE ILLINOIS DEPARTMENT OF CORRECTIONS (IDOC) OR OTHER AGENCY

The Department of Corrections Central Property Room sworn members shall handle property shipments as follows:

- (a) Review the Shipment Designator Form for each day's scheduled IDOC shipments.
- (b) Remove each subject's blue canvas property bag from the property conveyor.
- (c) Separate the bags into designated property and donated property.
- (d) **Designated property** - Inventory and store the designated property for 45 days.
 1. If the designated party fails to collect the property after 45 days, the property will be prepared for delivery to the Cook County Warehouse for disposal or destruction. A copy of the Shipment Designator Form for each property bag will be included.

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- (e) **Donated property** - Separate all donated property. See the subsection of this procedure entitled Destruction or Donation of Property for handling donations.

109.7.5 COMPLIANT PROPERTY NOT RETRIEVED AFTER RELEASE

Abandoned compliant property shall be inventoried in accordance with the Property and Evidence Policy. If the compliant property bag is sealed, the bag should not be opened and the abandoned property may be inventoried by indicating "one sealed bag of compliant property" or another appropriate descriptor on the Property Inventory Form. If the bag has been opened for any reason, the entire contents must be inventoried.

109.8 DISPOSAL, DESTRUCTION OR DONATION OF PROPERTY

Inspection process - The assigned Central Property Room sworn member shall inspect all property that has been donated or designated for disposal or destruction. The sworn member should identify items of clothing (e.g., jackets, sweaters, pants, shirts, shoes) that can be given to indigent subjects upon discharge.

For each item of clothing that will be given to an indigent subject, the sworn member:

- (a) Shall document what was removed and record the date in the appropriate section of the jail management system.
- (b) Should reseal the property bag with the amended clothing receipt inside.
- (c) Shall document the warehouse disposal date for the remainder of the property in the appropriate section of the jail management system, as applicable.

Disposal or destruction - Items that are not designated for donation should be transferred to the Warehouse for disposal or destruction. The sworn member shall verify that the property delivered to the Warehouse is in compliance with this procedure for disposal and destruction. The documentation shall be completed to indicate this verification.

109.9 DISCREPANCIES AND LOST PROPERTY

Any property discrepancies or property that appears to be lost shall be reported as soon as practicable, but no later than the end of the reporting member's shift.

An investigation shall be initiated by the appropriate sworn member; if the result of the investigation is that the property has not been located or the discrepancy remains unresolved, the responsible sworn member shall make a written report through the chain of command.

109.10 JURY TRIAL EXCEPTIONS

Certain personal property items which are otherwise prohibited may be retained by a subject during a jury trial, as follows:

- (a) If there is no standing order of the court, items are retained at the sole discretion of the on-duty Court Services supervisor.
- (b) By order of the court, if applicable.

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- (c) The items may only be retained immediately before, during or immediately after the subject being in view of jury members during his/her trial.
- (d) Examples of the jury-trial-only exceptions include items such as court-related documents, neckties, bowties, dress coats, belts, scarves and dress shoes with laces.
- (e) Items shall be stored in an appropriate property envelope until needed for court.

If applicable, a Personal Property Release Form should be completed as needed (e.g., the items were brought from the Department of Corrections or a subject is discharged directly from the facility by court order).

109.11 AUDITING

Each respective department head should appoint one or more supervisors to conduct random audits related to this procedure. The audits should be performed once each month or at the interval specified by the respective department head.

Once a month, the auditing supervisor should randomly check property activities as assigned. An audit can focus on specific areas, such as documentation, packaging, storage or movement, but is not limited to those areas. An audit can be comprehensive (all items checked) or a spot check (only some items checked).

If an issue is discovered during an audit, the reporting supervisor shall document the matter, including any corrective action taken. The completed audit shall be submitted to the appropriate chain of command for review.

109.12 DOCUMENTATION AND RECORDS

Original documents will be retained as indicated on the original form or as specified by applicable policy.

The primary system of record for personal property is the jail management system, the ERPS inventory system, or both together, as applicable.

109.13 TRAINING

The Training Academy shall develop and maintain appropriate training curriculum applicable to this procedure.