



**DEPARTMENT OF CORRECTIONS
NAME OF DIVISION OR FACILITY
OPERATIONAL PROCEDURE**

Procedure No.: 4.1.3b	Subject: PROPERTY SHAKEDOWNS/INVENTORY
Reference: DOC Policy No.4.1.3, MWP 4.1.3	Page 1 of 2
Effective Date: 1 June 2001	Revision Date(s): 03-09-2007, 03-05-2011,10-22-2012
Signature: //s// Jo Acton	

I. PURPOSE

To ensure that any excess inmate property is processed in a consistent manner; the following procedures will be followed:

II. DEFINITIONS

None

III. PROCEDURES

1. When conducting a property shakedown;
 - a) Ensure you have Property Invoice & Receipt forms, a copy of the inmate's Property file (pick this up from a property officer or shift lieutenant), and copies of the appropriate Authorized Property/Inventory checklist, Canteen allowed list, (Any HSR's Hygiene/Medical, and/or Property).
 - b) Go through all of the inmate's property to ensure there is no excess property according to MWP Policy 4.1.3. – Attachment A (ALLOWED PROPERTY) all number of items and condition of items on the Authorized Property/Inventory checklists.
 - c) Ensure that all personal property is properly marked (reasonably able to be marked) with AO# and/or name and that the required personal property is recorded in the property file (MP3 Player, etc.).
 - d) Have the inmate sign Property Invoice and/or Summary Action sheet if property is taken, to ensure that the items are taken care of in the appropriate time frame, if the inmate refuses to sign be sure that it is documented that they refused to sign.
 - e) If an Infraction Report is filed, ensure the items are given to the on duty Shift Lieutenant to be placed into evidence. Also be sure that a Chain of Evidence form has been filled out and that a Chain of Custody has been followed. **(Staff taking the evidence is responsible for taking the appropriate**

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action such as tagging and securing the property taken as evidence)

- f) Make sure that property (for reasons of Secured housing Placement) will be placed in the Property Room (this can be done with the property officers or the shift lieutenant) is logged and that the appropriate property notices have been given to the inmate.
 - g) Make sure that if the Summary Action sheet has been used, that the property is packed and sent out according to policy if the inmate chooses to send out immediately.
2. The Shift Lieutenant will be notified of the action to dispose of the inmate property and unless the inmate makes the decision to destroy property.

NOTE: The Property Receipt Form will be completed every time property is taken from an inmate. The form will be signed by the two officers performing the shakedown and the inmate from whom the property is taken (when she can reasonably be expected to sign) if the inmate refuses to sign the form the officer will be sure that it is documented on the form of the refusal.

3. Review completed property forms and ensure staff and inmate have signed off on the forms.

IV. CLOSING

Questions concerning this operational procedure should be directed to the Deputy Warden of Security, Operations Manager or the Shift Lieutenant.

V. ATTACHMENTS

None