

Section 18: Release**Subject: Physical Release / Property Signature****Minimum Standard: 5120:1-8-01(15)****Revised: 05/2005, 01/2008, 12/2008, 12/2011, 04/2020, 04/2020**

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing upon an inmate's release or transfer, the jail shall obtain a receipt for all property returned at the time of release or transfer from the inmate or receiving officer. If an inmate complains about confiscated, allegedly missing or damaged property, and the complaint cannot be resolved prior to his/her release, the inmate shall be required to submit specific details of the complaint in writing.

PROCEDURE

1. When release procedures are initiated, the Corrections Officer monitoring the particular housing area shall instruct the inmate to gather his/her belongings from the cell (including all issued and personal items) and to step forward to the front of the housing area.
2. The officer will then inspect the cell where the inmate to be released was assigned. It will be the responsibility of the officer to inspect the cell for cleanliness and immediately report to the Shift Supervisor any damage to county property.
3. The officer shall mist the plumbing fixture with an approved disinfectant before the cell is re-assigned to another inmate.
4. The officer will officially identify the inmate using the inmate's photo ID. The Corrections Officer will then escort the inmate to the processing room.
5. The Corrections Officer will begin the release process by:
 - a. Observing the inmate change into street clothes in order to detect any contraband, physical injury, illness or other abnormality, which may have occurred during confinement.
 - b. Any abnormality will be documented and forwarded to the Shift Supervisor prior to release.
 - c. A staff member of the same sex as the inmate shall conduct this observation.
 - d. Inspecting and accounting for all issued linens and uniforms and placing the same in the proper area to be picked up for laundry.

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6. The releasing Corrections Officer will secure all of the inmate's property from the designated area.
7. When the inmate has received all items, he/she will be instructed to sign the property/money forms to acknowledge receipt of the same. If the inmate is being released other than to another agency or institution, any funds in the inmate's property will be released to the inmate by the issuance of a debit card. If the inmate is being released to another agency or institution, any funds in the inmate's property will be released to the inmate by the issuance of a check made payable to the inmate.
8. Any discrepancies in the return of inmate property will be properly documented and forwarded to the Shift Supervisor prior to the release of the inmate.
9. In the event the inmate refuses to sign to verify receipt of money or property, the releasing Corrections Officer will summon the Shift Supervisor to witness the return of said items.
10. If the inmate wishes to complain in any way about allegedly missing or damaged property/money, the inmate shall be informed that he/she must register the complaint in writing with the Jail Administrator within 48 hours. If requested, the inmate shall be furnished paper, pencil and an envelope to write the complaint immediately. Such complaint will be forwarded to the Shift Supervisor immediately.