

## **Section 2: Reception and Release**

**Subject: Inmate Property Release While in Custody**

**Minimum Standard:**

**Revised: 12/2008, 07/2009, 12/2011, 09/2015**

**Authorized:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

### **POLICY**

Often an inmate, his/her family, or friends request to receive property that was collected when the inmate was processed in the Erie County Jail. It shall be the policy of the Erie County Jail to release a prisoner's personal property only if certain criterion is met. Under extenuating circumstances the shift supervisor or jail administrator may approve the release of a prisoner's property not met by these criteria.

### **PROCEDURE**

For authorized items to be released from a prisoner's personal property, the inmate must agree to release the items. If the inmate agrees to release the property the officer conducting the transaction must indicate so on the Property Screen in the Jail Management System by creating a Partial Release Property Form. It will indicate what was released, who received the property, and on what date it was released. Inmate, person receiving the property, and the officer releasing the property should sign the form. Officers should verify the identity of the person receiving the property prior to receiving it. The printed copy of this form should be placed in the inmate's jail file in the Sgt's Office.

A. Only the following items are authorized for released from a prisoner's personal property

1. Keys
2. Identifiable credit cards
3. Government issued assistance cards
4. Legal documents

B. Items NOT to be released include but are not limited to

1. Cash
2. Cell Phones, computers or electronic devices
3. Clothing items
4. Jewelry

C. If the prisoner is booked in with items such as identification cards, credit cards or any other instrument bearing the name of another person and such items have been verified as not stolen; the items may be released to the person whose name is on the document. The person claiming the document must provide proper identification prior to receiving the items.