

	<u>SUBJECT</u> PRISONER SEARCHES/PROPERTY		<u>NUMBER</u> 402/38
	EFFECTIVE DATE: 07-11-08	AMENDS: 07-11-08	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA 72.5.1, 72.5.2 / IACLEA TPCFA 10.01.1	

- .10 All prisoners brought to any Alamo Colleges Police Department facility will be thoroughly searched and all personal property removed from his / her person.
- .20 All personal property removed from a prisoner will be inventoried in the prisoner's presence on the [prisoner's Property Form](#) and will be signed by the prisoner in the first provided space. The Officer who inventoried the property will sign the form in the provided space below.
- .21 If for the safety of the Officer and others the prisoner is not allowed to sign the circumstances will be indicated in the report narrative.
- .30 The inventoried property will be placed in the provided envelope and all three copies of the prisoner's Property Form if utilizing the multi part form will be attached to the outside of the envelope until final disposition. If using the [prisoner's Property Form in Adobe Acrobat .pdf](#) format two additional copies will be made once the required signatures are made.
- .40 Upon final disposition of the prisoner, whether he be released out-right, to another agency, or booked into jail, the prisoner will be given or shown his property and he will be given the opportunity to sign the lower space provided for the prisoner's signature.
- .41 If released to another agency or booked into jail, the property should be turned over to handling personnel. Prisoners having in excess of two hundred dollars cash will have only two hundred dollars transported with him and the rest entered into property. Bexar County Jail personnel will not accept cash in excess of two hundred dollars.



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- .42 If using the multi part version of the form the top white copy should be retained and attached to the arrest report, the yellow copy given to the prisoner, and the pink copy to the receiving personnel. If released outright, retain the pink copy.

- .50 Prisoner's personal property will not be logged into the property room with the exception of cash exceeding two hundred dollars from a prisoner to be booked into jail. All property including keys, legal knives, etc. will leave with the prisoner to his final destination or upon his release from the custody of the Department.