

Personal Property

1718.1 PERSONAL PROPERTY

(a) Personal Property

1. Any person who enters the secured area of a custodial facility is subject to a search of their personal property. These searches play an important role in the exclusion of weapons and other potentially dangerous contraband into custodial facilities. These searches may be conducted to ensure the safety and security of staff, visitors, inmates and the facility. The following items SHALL NOT be allowed to enter the facility:
 - i. Weapons, including but not limited to, firearms, ammunition, knives, batons or flashlights (larger than 8 inches) are expressly prohibited in security areas of all facilities (ERT tools/weapons shall be secured appropriately and not carried on one's person).
 - ii. Metal eating utensils shall not be brought into any secure area of a custodial facility.
 - iii. Personal electrical appliances must be approved by the Division Commander before being brought into the facility (e.g., coffee pots, heaters, fans, etc.).
 - iv. Cellular telephones, cellular watches, laptop computers, tablet devices, DVD Players, electronic games devices, CD players, radios or personal digital assistants (PDAs) are prohibited. Refer to [CCOM Section 1714 – Electronic Devices](#) for additional details.
 - v. Any personal property container which has wheels or extendable handles is prohibited.
 - vi. Personal cameras shall not be allowed inside a custody facility unless prior approval is obtained from the Watch Commander.
2. Generally, one personal property container that does not exceed 10" x 14" x 12" OR 12 ½" x 18 ½" x 7 ½", and does not have wheels or extendable handles, may be brought into security areas (e.g. backpacks, briefcases, ice chests/food container, etc.).
3. An individual's personal property container shall be removed from security at the end of their shift.
4. A limited number of storage lockers for persons entering the secured area of the custodial facilities will be provided.
5. Personal security dictates that personnel should refrain from bringing items which contain personal identification information (e.g., wallets, purses, checkbooks, etc.) into security areas to prevent loss or compromise of information. Should personnel choose to bring in any such item, they shall be maintained on their person or in a reasonably secured location.

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

Personal Property

6. The Division Commander has final authority to determine what personal property is allowed within the facility and has discretion to grant approval on a case-by-case basis.
- (b) Delivery of Inmate's Personal Property Arranged by CHS
 1. When CHS staff determines there is a medical need for an inmate to have possession of a personal item (non-ADA related) and has made arrangements for the item to be delivered to a facility, the following steps shall be followed:
 - i. CHS staff shall notify the Visiting/Lobby/Attorney Bonds Guard Station staff and be present for the delivery.
 - ii. At no time will CHS staff accept the item and bring into the facility any item that has not been searched and had a security assessment performed by a Deputy/SSO.
 - A. If the Deputy/SSO performing the security assessment determines the item is a security risk, the Deputy/SSO shall deny acceptance of the delivery and notify their immediate supervisor.
 - iii. If the item has been approved for clearance into the jail by a Deputy/SSO, the Visiting/Lobby staff will notify the inmate's housing location.
 - iv. CHS staff will deliver the approved item to the inmate's housing location.
 - v. CHS staff will document the need for the item(s) [REDACTED] and include documentation that the item is the inmate's personal property and not a department issued item. CHS will provide the inmate's housing location with two copies of the completed form. One copy will be given to the inmate, along with the [REDACTED]
 - vi. For procedures related to ADA devices, refer to [CCOM Section 8000 – Inmates with Disabilities](#).