

Memorandum



Date: September 7, 2011

To: Timothy Ryan, Director
Corrections and Rehabilitation Department

From: Jennifer Moon, Budget Director
Office of Management and Budget

A handwritten signature in cursive script, appearing to read "Jennifer Moon", written over the printed name.

Subject: Inmate Property Review

Attached for your review is the final report of the Inmate Property Review. I would like to thank your staff for their cooperation and assistance.

If you have questions regarding the report, please contact me at 305-375-5143.

Attachment

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Miami-Dade County
Office of Management and Budget

**Corrections & Rehabilitation Department
Inmate Property Review**

September 2011

EXECUTIVE SUMMARY

The Miami-Dade County Corrections and Rehabilitation Department (C&R) is the largest county jail system in Florida, operating six detention facilities with a total inmate population per day of approximately 6,000. In FY 2009-10, 102,789 inmates were booked into the jail system. Approximately half of inmates are released in less than 24 hours.¹

The Inmate Property Unit is responsible for the collection and storage of all inmate property, which is generally classified as one of two types:

- *Primary property* includes valuables such as money, identification, jewelry, etc., as well as cell phones and items that could potentially be used as a weapon, such as belts or (in some cases) shoes. Primary property is collected and stored shortly after the inmate arrives at the booking facility following arrest.
- *Secondary inmate property* (or SIP) consists primarily of clothing and footwear. SIP is collected once it has been determined following an initial hearing that the inmate will remain in custody for the time being.

Currently, all bookings take place at the Pre-Trial Detention Center (PTDC); it is anticipated that in December 2012 all booking activity will be transferred to the Turner Guildford Knight Center (TGK).

According to C&R, approximately 8,000 packages of primary property are stored at the booking facility; an additional 2,000 such packages are held in longer-term storage at a 40,000 square foot warehouse in Miami Lakes. C&R also indicates that approximately 23,000 packages of SIP are stored (along with departmental supplies and equipment) at the warehouse, which is at a significant distance from all detention facilities.

Rent and utilities at the Miami Lakes warehouse were approximately \$557,000 in FY 2009-10. Eight FTEs are budgeted at the warehouse. Annual salaries for the seven current employees (one position is vacant) total \$392,600; an additional 32 budgeted positions are dedicated to property functions at the PTDC² and for overall supervision. Approximate annual vehicle costs, including fuel, are \$27,000.

The Office of Management and Budget (OMB) was requested to analyze inmate property processes and policies and develop recommendations for efficiencies. To this end, OMB conducted numerous interviews with key staff, toured the relevant facilities, and analyzed multiple data sources provided by C&R, including an export of the department's inmate property database and a manual log of property movement kept by warehouse staff. OMB, with assistance from C&R, conducted a benchmarking survey of eight large correctional agencies in Florida and nationally.

¹ According to the C&R inmate property database, of all inmates released in January 2011, 53 percent were released in under 24 hours (see Attachment 5-A)

² Three shifts are required as the PTDC operates 24 hours per day

A comprehensive description of findings and recommendations is provided in Attachment 1. Key recommendations include the following:

- **Mandatory storage period:** County Administrative Order 7-20 (see Attachment 2) requires C&R to store inmate property for a minimum of 180 days once the inmate has been released from jail. However, data analyzed by OMB suggests that up to 80 to 90 percent of secondary inmate property is never picked up and is ultimately destroyed. Most respondents in the benchmarking survey indicated that property is held for a maximum of 30 days. Consequently, it is recommended that C&R prepare and submit modifications to A.O. 7-20 as soon as possible (OMB will provide assistance), reducing the mandatory storage time to 30 days in most cases. It is estimated that implementation of this recommendation would reduce overall secondary property storage volume by up to 65% after six months. The A.O. should also permit C&R to immediately dispose of any property that is available to the inmate at the time of release, but not picked up.
- **Temporary SIP storage at booking facility:** Individual bagged parcels of secondary property collected from inmates is temporarily stored in larger black garbage bags on the 7th floor of the Pre-Trial Detention Center (PTDC) until a weekly run to the warehouse on Thursdays. Sample data analyzed by OMB suggests that in approximately 30% or more of cases, the inmate is released from jail while his/her property is still at the PTDC. However, it cannot be located and returned to the inmate because its location is not recorded until it is received and logged at the Miami Lakes warehouse.

Consequently, it is recommended that C&R configure a temporary storage location at the booking facility so that secondary property can be located and returned to inmates who are released before the weekly warehouse run. Optimally, computer terminals and printers should be provided in classification areas so that Correctional Officers can log inmate property into the property database, rather than writing this information onto a paper form. OMB estimates that implementation of this recommendation could reduce volume of secondary inmate property storage inflow at the warehouse by up to 30% or more. As such, it could reduce the cost of the scrubs that are provided to inmates at the time of release because their personal clothing is unavailable (estimated savings in the range of \$79,000 or more).

- **Long-term SIP storage location:** As the Department prepares to move all booking activity to TGK in December 2012, it is recommended that the department aggressively evaluate the feasibility of (a) storing all property at TGK or (b) keeping a temporary secondary property storage area at TGK as described above, but relocating longer-term storage to a small, secure facility where property could be picked up directly by inmates. Implementation of this recommendation would reduce the cost of transporting property to and from the warehouse, reduce staff time dedicated to locating, processing, transporting and re-stocking properties that are never picked up, and eliminate staff time (1.5 FTEs) currently dedicated to making phone calls to inform inmates that their property is ready for pick-up. Additionally, implementation would greatly reduce or

eliminate the need for issuing scrubs at all (estimated annual savings of \$262,450 or more).

- **Warehouse size and location:** As recommendations are implemented and volume of SIP storage decreases, the Department should evaluate the feasibility of relocating and/or downsizing the remaining warehouse space used for supplies and equipment in order to reduce costs and increase efficiency.

OMB would like to thank the management team and staff at C&R, especially staff of the Inmate Property Unit and the Policy and Planning Bureau, for their assistance throughout this study. OMB will continue to assist C&R as needed during the implementation process.

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CORRECTIONS & REHABILITATION DEPARTMENT INMATE PROPERTY REVIEW

Findings & Recommendations

General note regarding data sources: OMB reviewed several different data sources, including exported data from the inmate property database, a log of property intake and purging kept by warehouse staff, and information provided directly from C&R. In some cases a number of inconsistencies between sources were noted; the findings below include OMB's best estimates based on the available data.

Ref	Findings	Recommendations	Impact
A.	<ul style="list-style-type: none"> • A.O. 7-20 requires C&R to store inmate property for a minimum of 180 days once the inmate has been released from jail. OMB did not identify any state statutes or regulations mandating this storage period for SIP¹ • Data analyzed by OMB suggests that up to 80 to 90 percent of secondary inmate property is never picked up and is ultimately destroyed² • OMB and C&R surveyed eight Florida and national jurisdictions regarding their inmate property policies and practices. Agencies were asked how long they keep inmate property once the inmate has been released from jail. Of the responding jurisdictions that do store property, four (including two Florida agencies) store property for a maximum of 30 days in most cases, while one stores property for 15 days 	<ul style="list-style-type: none"> • Prepare and submit modifications to A.O. 7-20 as soon as possible (OMB will provide assistance), reducing the mandatory storage time to 30 days in most cases <ul style="list-style-type: none"> ○ Certain exceptions may be appropriate (e.g. death of inmate) • Implement policy prospectively and inform inmates of new rule • See also Recommendation B 	<ul style="list-style-type: none"> • Reduce overall secondary inmate property (SIP) storage volume by up to 65 percent after six months³ • During the transitional period, additional resources for purging would be required; subsequently, the quantity of property being purged each month would return to current levels • Would streamline purging process somewhat as volume decreases

¹ State law regarding the handling of intangible property (i.e. money) does exist.

² Based on random sample of 154 bookings at the Pre-Trial Detention Center between April 8, 2010 and April 7, 2011, from C&R inmate property database (Attachment 5-C). Of the 154 bookings, there were 56 bookings in which SIP was collected (excluding booked inmates who were still in custody of the department as of the report run date). As of the report run date, SIP had been picked up by the released inmate or a representative in 16 percent of cases; was awaiting pick-up at the PTDC in 5 percent of cases. In 73 percent of cases property remained in the warehouse, or had been destroyed or scheduled for destruction. (In the remaining instances, the property was destroyed at the inmate's request or the disposition could not be discerned.) Additional analysis of database information (Attachment 5-B) indicates that of all inmates released in January 2011, approximately 5.4 percent had subsequently picked up SIP before the report run date. However, in an estimated sixty to seventy percent or more of all bookings, no SIP is collected because the inmate is released at an initial hearing, so the portion of inmates from whom SIP was collected who subsequently picked up that property may be in the range of 14 to 18 percent.

Ref	Findings	Recommendations	Impact
B.	<ul style="list-style-type: none"> • According to C&R, in some instances inmates do not pick up their primary property upon release. The property is stored at the booking facility until a minimum of 180 days have passed • Data from January 2011⁴ suggests that approximately 20 percent of inmates released during that month did not pick up primary property • In one jurisdiction responding to the benchmarking survey (Palm Beach County), all inmates are required to pass through property at the time of release. Any property not promptly picked up is disposed of 	<ul style="list-style-type: none"> • Provide for the following under the proposed revisions to A.O. 7-20 (see Item A above): <ul style="list-style-type: none"> ○ If the inmate does not pick up primary property upon release, dispose of the property immediately.⁵ Require all released inmates to sign a form acknowledging that they are aware of this policy ○ Consider a similar policy for SIP that is not requested at the time of release. Property that was requested would still be subject to the 30-day hold period. However, if it becomes feasible to store SIP at the booking facility (see Recommendation C), the 30-day hold time may not be necessary 	<ul style="list-style-type: none"> • Reduce primary property storage volume • Potentially, reduce SIP storage volume

³ Estimated volume of secondary inmate property (SIP) in the warehouse was 23,226 items in March 2011 (source: C&R). Average daily inmate population during that month was 5,504. Assuming 95 percent of those inmates (5,229) had SIP in storage, 17,997 items belonged to inmates who have already been released. Reducing the required storage time from six months to one month would reduce this number to 3,000, or a total of 8,229 items (3,000 + 5,229), an overall reduction of 65 percent.

⁴ Source: inmate property database

⁵ Excluding money, which must be handled in accordance with state law

Ref	Findings	Recommendations	Impact
C.	<ul style="list-style-type: none"> • SIP collected from inmates is placed in brown paper bags and temporarily stored in large black garbage bags on the 7th floor of the Pre-Trial Detention Center (PTDC) until a weekly run to the warehouse on Thursdays • Sample data analyzed by OMB suggests that in approximately 30 percent or more of cases, the inmate is released from jail while his/her property is still at the PTDC.⁶ However, it cannot be located or returned to the inmate because its location is not recorded until it is received and logged at the Miami Lakes warehouse. In several of the cases reviewed by OMB, the SIP was subsequently purged six or more months later • Since SIP is not available at the time when inmates are released, inmates are provided with a set of cotton hospital scrubs, which currently cost \$9.05 per set for most sizes.⁷ According to C&R, approximately 29,000 scrub sets were issued from the warehouse to the detention facilities in Calendar Year 2010, for a total cost of \$262,450 (excludes the additional cost for very large sizes) 	<ul style="list-style-type: none"> • Configure a temporary storage location at the booking facility so that SIP can be located and returned to inmates who are released before the weekly warehouse run. At a minimum, C&R staff should label the large black garbage bags so that the contents can be identified • Add computer terminals and printers to classification areas so that Correctional Officers can log inmate property into the property database, rather than writing this information onto a paper form • See also under Item D. This recommendation will not be necessary if all SIP can be held at the Turner Guilford Knight Center (TGK), where all booking is scheduled to take place commencing in December 2012 	<ul style="list-style-type: none"> • Reduce volume of secondary inmate property storage inflow at the warehouse by up to 30 percent or more • Reduce cost of scrubs by up to 30 percent or more (estimated savings in the range of \$79,000⁸ or more) • Would require initial capital investment and training of officers at booking facility

⁶ Based on random sample of 154 bookings (Attachment 5) (see note 2). Based on 67 bookings in which secondary inmate property was collected. In another 12 percent of cases, it could not be determined whether the inmate was released prior to the weekly warehouse run with the available data.

⁷ Sizes 2 – XL. Sizes 2XL through 6XL cost more, with the largest size costing \$11.91 per set.

⁸ Equivalent to 30 percent of \$262,450, the estimated annual cost of scrubs

Ref	Findings	Recommendations	Impact
D.	<ul style="list-style-type: none"> • Rent and utilities at the Miami Lakes warehouse were approximately \$557,000 in FY 2009-10.⁹ • Of the warehouse's 40,000 square feet, approximately 10,000 square feet are used for inmate property. The remaining space is devoted to administrative offices and storage of Departmental supplies and equipment¹⁰ • Inmates are not permitted to pick up property at the Miami Lakes warehouse. All SIP that is requested for return is transported to the PTDC for pickup.¹¹ C&R staff have indicated that permitting pickup directly from the warehouse poses security concerns since civilian staff work in a non-secure environment and sensitive items such as correctional officer uniforms are also stored at the warehouse • Eight FTEs are budgeted at the warehouse. Annual salaries and benefits for the seven current employees (one position is vacant) total \$392,600 • As noted under Item B, the estimated annual cost of scrubs issued to inmates upon release is \$262,450 or more • Sample data from the database suggests that in the majority of instances, inmates do not request their SIP for return;¹² however, this data is of questionable reliability as staff has indicated that until recently, requests were not consistently noted in the database • The data suggests that inmates who have requested their SIP frequently fail to pick up the property once it has arrived at the PTDC.¹³ The property is then sent back to the warehouse for restocking • In order to notify inmates that their property is available for pick-up, the equivalent of approximately 1.5 FTEs¹⁴ at the PTDC are dedicated to making up to three phone calls per inmate. Approximately 90 total calls per day are made 	<ul style="list-style-type: none"> • C&R has indicated that as of December 2012, all bookings will take place at TGK. Consequently, it is recommended that the department aggressively evaluate the feasibility of (a) storing all SIP at TGK or (b) keeping a temporary SIP storage area at TGK as described under Recommendation B, but relocating longer-term storage to a small, secure facility where property could be picked up directly. 	<ul style="list-style-type: none"> • Reduce staff time dedicated to locating, processing, transporting and re-stocking properties that are never picked up • Eliminate staff time (1.5 FTEs) dedicated to making phone calls to released inmates • Reduce costs of transporting SIP to and from the warehouse • Storing all SIP at TGK would eliminate the need for scrubs (estimated annual savings of \$262,450 or more); providing a secure pick-up location could also significantly reduce or eliminate these costs, depending on the particulars of the pick-up process

⁹ Source: C&R

¹⁰ Source: C&R

Attachment 1

Ref	Findings	Recommendations	Impact
E.	<ul style="list-style-type: none"> As previously noted, of the warehouse's 40,000 square feet, approximately 10,000 square feet are used for inmate property. The remaining space is devoted to administrative offices and storage of Departmental supplies and equipment 	<ul style="list-style-type: none"> As recommendations are implemented and volume of SIP storage decreases, evaluate the feasibility of relocating and/or downsizing the remaining warehouse space used for supplies and equipment in order to reduce costs and increase efficiency 	<ul style="list-style-type: none"> Reduce rent and utility costs

¹¹ Approximately 4,300 items per year, based on annualized data from 9/27/10 through 5/8/11, as documented in the manual warehouse log (Attachment 6) ("SIP pull sent back to PTDC"). According to C&R, historically there have been significant backlogs; these have been reduced over time

¹² In the random sample of 154 bookings (Attachment 5-C), there were 56 instances in which the inmate had been released and had SIP in the warehouse. SIP requests were documented in 15 (27 percent) of these 56 instances

¹³ Of a randomly selected 154 bookings (Attachment 5-C), there were 15 cases in which SIP had been requested by the inmate; in four cases, the property was picked up. (In nine instances, it was not picked up, and in two instances the outcome could not be discerned.) See also Footnote 2

¹⁴ Four call stations in operation two hours per day in the morning, seven days per week (80 percent of time); two call stations in operation approximately two hours per day in the afternoon, seven days per week (estimated 50 percent of time)

Ref	Findings	Recommendations	Impact
F.	<ul style="list-style-type: none"> • Property information is recorded and stored in a database provided by Aramark. This database was originally designed to address the needs of the commissary function, and was modified for property management • The system appears to lack characteristics of a true relational database. There is no unique identifier for property items, for example, and certain fields such as “Type,” “Description,” and “Property Received” date are used inconsistently, making accurate tracking and reporting difficult. Additionally, when property is purged (destroyed) or transferred to the custody of another agency, no date is entered into the “Property Released” field and the “Property Status” field is listed as “active”, making it difficult to count the number of items that are actually in the warehouse at any one time. There is no comments field, so notes are recorded in the “property type” and “property description” fields. The system also has no clear way of tracking property requests, which are recorded manually as notes • The manual log of incoming and outgoing property maintained by warehouse staff comprises a significant amount of information; however, data points are not clearly defined in the document and its use by management is not fully clear 	<ul style="list-style-type: none"> • Train staff in consistent use of the current system and change use of “property status” and “property released” fields to more accurately capture purge / transfer information • After other recommendations are implemented, conduct a cost-benefit analysis of an upgrade to a simple relational database—either as a standalone system or as a module of a jail management system-- with which inmates and property items can be clearly identified and tracked. • As part of this analysis, evaluate the feasibility, costs and benefits of implementing a bar code inventory management system, which could be used for departmental supplies and equipment as well as inmate property. Examine similar bar code systems used by other jurisdictions and the private sector, as well as other County departments such as Elections and Library. Consider the possibility of piggybacking on a system already owned by the County. Consider the possible availability of grant funding • Incorporate additional date fields to better track the movement of property over time • Revisit the tracking log to better define input and output measures and ensure the most useful management information is collected. A new property management system could, potentially, replace the manual log 	<ul style="list-style-type: none"> • Reduce staff time at the warehouse • Improve management information and reporting • Reduce risk of errors

Ref	Findings	Recommendations	Impact
G.	<ul style="list-style-type: none"> Under the provisions of I.O. 4-113, all inmates are charged a one-time uniform fee of \$10, which is not refundable regardless of the outcome of the charges against the inmate As noted above under (E), inmates who have requested their SIP frequently fail to pick up the property once it has arrived at the PTDC. The property is then sent back to the warehouse for restocking and eventual purging 	<ul style="list-style-type: none"> Amend I.O. 4-113 to establish a one-time storage fee (perhaps \$5 or \$10) for inmates who elect to have their SIP stored by C&R. Inmates who elect to have their property destroyed or, possibly, picked up by a designated person would not be charged Alternatively, increase the uniform fee and rename it as a uniform / storage fee. This would raise additional revenue but would not serve as a disincentive for inmates to request storage 	<ul style="list-style-type: none"> Reduce volume of property stored Reduce staff time spent processing property Reduce staff time spent making phone calls Offset portion of handling costs
H.	<ul style="list-style-type: none"> When inmates are transferred to prison or another correctional institution, and primary property is not immediately available at the time of the transfer, inmates may request their property be mailed to a relative or friend's address. When inmates opt to have their property mailed, C&R pays for the postage up front (funds are deducted from the inmate's account, if available) and forwards the account information to the Finance Department Credit and Collections section, which subsequently attempts to recover the costs 	<ul style="list-style-type: none"> Eliminate the option of having property mailed. Forward the property on a subsequent run to the respective facility Alternately, provide the mail option only if funds are available in the inmate's account 	<ul style="list-style-type: none"> Eliminate unnecessary costs to the County
I.	<ul style="list-style-type: none"> Most property at the warehouse is stored in brown paper bags on large shelves together with other paper bags, though the property is readily located. Primary property is stored at the PTDC on shelves in order of jail number and must be frequently moved as new property is received and older property is released or purged Several respondents to the inmate property survey conducted by OMB and C&R indicated storage methods that make property retrieval quicker and easier, such as hanging garment bags and pre-numbered bins 	<ul style="list-style-type: none"> Explore the availability of funding for improvements in storage methods such as bins, garment bags, etc. Evaluate the feasibility of implementing a bar code inventory management system as discussed under item C 	<ul style="list-style-type: none"> Would require some initial capital investment, if no grant funding is available, that could be offset by the reduced storage and staffing cost, as overall volume declines

Ref	Findings	Recommendations	Impact
J.	<ul style="list-style-type: none"> • Several forms used by C&R for property management appeared to contain inconsistent and/or incorrect information • For example, the form “Authorization for Disposition of Main and Personal Property (Primary Property Only)” indicates that it is the Department’s policy to dispose of all excess property thirty days “after arrival or incarceration,” but current departmental policy is to hold such property for at least 180 days after inmate release • Another form, “Authorization for Disposition of Personal Property” states that “all excess purged property must be picked up or released within 60 days after the purging occurs” or it will be destroyed 	<ul style="list-style-type: none"> • Review and update all forms used in the property management function to ensure accuracy and clarity 	<ul style="list-style-type: none"> • More accurate and consistent information to inmates, staff and all other interested parties

Administrative Order



Administrative Order No.: 7-20

Title: Disposal of Unclaimed Personal Property

Ordered: 11/5/1985

Effective: 11/5/1985

AUTHORITY:

Chapters of the Florida Statutes cited herein Section 4.02 of the Metropolitan Dade county Charter.

SUPERSEDES:

This administrative order supersedes previous Administrative Order 7-20, effective date 5-1-79.

POLICY:

County departments or County employees become involved in the handling of the personal property of residents or visitors of the County in a number of different ways. It is the policy of the County that such property is to be handled and disposed of in a secure manner and in keeping with applicable State statutes. Wherever possible and practical, property is to be returned to the owner(s) of the property; otherwise, it is to be retained for use by the County or by other governmental or not-for-profit agencies designated by the County, sold or auctioned, or disposed of in a safe and sanitary manner.

PURPOSE:

The purposes of this administrative order are to:

1. clearly differentiate between classes or types of personal property and the disposal policies and procedures associated with each;
2. identify the specific State statutes controlling the handling and disposition of particular kinds of property; and
3. clarify and assign responsibilities in connection with the handling and disposal

of unclaimed personal property.

TYPES OF PROPERTY:

DEFINITIONS:

For the purposes of this administrative order, the following classifications and definitions apply:

Abandoned Property - Abandoned property is that personal property over which the owner, by outward signs (if the property has been “left to the elements”, for example), has knowingly or deliberately relinquished controlled possession. Such property usually has little or no value. Personal property left behind by tenants, other paying guests or sub-tenants, whether in private or publicly-owned accommodations (including public housing), and meeting this criterion is also considered as having been abandoned.

Contraband - “Contraband” not only includes drugs (“controlled substances”), drug and gambling paraphernalia, and materials used in violation of State beverage or tobacco laws, but also includes personal property used or aiding in the commission of a felony.

Custody Property - “Custody” property is that personal property held for safekeeping for or on behalf of its owner(s), held for court proceedings, or seized as evidence, whether actually used as evidence or not.

Lost/Found Property - “Lost” property is that personal property found in public places (places “open to the public”, including business premises) and over which, by all outward signs or appearances, its owner has involuntarily or inadvertently lost controlled possession, and would wish to have returned. (See S.S. 715.01(1).)

Tangible/Intangible Property - “Intangible” property is cash money or any paper which is the equivalent of money, represents a claim for money, or is convertible into money. “Tangible” property is all other personal property.

Weapons and Firearms - (Self-explanatory)

AUTHORIZED DISPOSITION AGENTS:

GENERAL SERVICES ADMINISTRATION:

For those classes of personal property the proceeds of which, if sold, go to the General Fund, the General Services Administration (GSA) is the County's authorized disposition agent.

The following types of property are included:

- all "lost/found" tangible property;
- all tangible personal property used as evidence in court or seized with the prospect of being used as evidence, whether actually used as evidence or not; and
- all tangible property of any cash or utilitarian value held in custody or safekeeping for the owner(s) by a County agency.

FINANCE DEPARTMENT:

The Finance Department is the County's disposition agent for all "lost/found" intangible property, and all such unclaimed property is to be turned over to that department after the requisite holding period.

METRO-DADE POLICE DEPARTMENT:

The Metro-Dade Police Department (MDPD) is the County's authorized disposition agent for the following types of property:

- all "contraband" property, and
- all weapons and firearms.

The two categories are pre-emptive of other categories, so that if contraband, weapons or firearms are "found" or used or seized as evidence, MDPD will be the disposition agent, and not GSA.

PUBLIC WORKS DEPARTMENT:

The Public Works Department is the County's disposition agent for all "abandoned" tangible personal property, other than property covered under the Disposition of Personal Property Landlord and Tenant ACT (Section 715.10, State Statutes).

STATE DEPARTMENT OF BANKING AND FINANCE:

The Florida State Department of Banking and finance is the disposition agent for all unclaimed intangible property held in custody for another person by an officer, court or agency of the County.

OTHER COUNTY DEPARTMENTS:

Any County department or agency serving as a repository for personal property found by employees of the department or as a custodian of property for tenants, clients (except residents of nursing homes and related health care facilities) or inmates, is authorized to dispose of any such property deemed to have neither any appreciable cash value redeemable by auction nor any appreciable use value to any County department, provided that the requisite claim period has elapsed, and that the procedures outlined below have been followed.

PROCEDURES: LOST/FOUND PROPERTY:

By State law, unclaimed personal property, whether tangible or intangible, that is found in public places by county employees in the course of their County duties becomes County property, and not the property of the employee finding the property (Sec. 715.01(2), State Statutes). Employees finding such personal property during the course of their jobs are to turn the property into the department's Property Custodian (as defined by A.O. 8-2). Departments only infrequently experiencing such situations may turn such tangible property over to GSA, and such intangible property over to the Finance Department, for safekeeping and eventual disposition if there is no immediate knowledge of the possible identity or whereabouts of the owner(s) of the property. Intangible property found in places that do not fall under the definition of "public" places, but which it is determined should be secured for safekeeping purposes, is to be treated as custody property.

County Departments as Repositories - Departments in which employees relatively frequently find lost property (MDTA and Parks and Recreation, for example) and other departments electing to do so are to ascertain that GSA is aware that they are acting as custodians of found property and to maintain any such property in a secure manner until a valid claim is made for the property, or for six months, whichever is shorter. GSA will be responsible for evaluating departments' facilities and procedures for securing the property and to recommend such changes or modifications as may be deemed necessary to ensure that the property is held in a secure manner. Departments are to keep records of the found property turned in by employees and the disposition of the property.

Tenant Property - Property deemed to have been "lost" by former tenants or other paying guests is to be handled in accordance with the Disposition of Personal Property Landlord and Tenant Act (Sec. 715.10, State Statutes), and disposed of as outlined below.

Notification to Owner - During the required holding period, departments are expected to make reasonable attempts to identify the owner(s) of the property, particularly where the property has any appreciable value, and to inform the owner(s) as to how to go about (re)claiming the property and the consequences of not doing so within the allotted time period. Such notification may be by any practical direct means, up to

and including first-class mail.

Claim Period - Owners of "lost/found" property are to have six months in which to claim their property.

DISPOSITION OF FOUND PROPERTY:

Found property which has gone unclaimed for at least six months may be disposed of as follows:

- Unclaimed property deemed to be of no cash or use value to the County or other governmental or charitable agency may be summarily disposed of or destroyed in any manner that is safe, sanitary and legal and which leaves no hazardous or contaminating residue not in accord with applicable environmental regulations. (Departments may instead choose to accumulate a quantity of such property and call the GSA Property Control Officer to make the determinations.)
- Unclaimed property with no appreciable cash value and no appreciable use value to any County department may be retained by the finding department for use by its clients or donated to other governmental or charitable organizations for use by their clients, at the discretion of the department director. Where there is question as to the potential use value to another County department, or as to the potential cash value, inquiry should be made to the GSA Property Control Officer.
- Unclaimed property having a use value to the finding department, or to another County department, exceeding its probable sale value may be retained by the finding department or recommended for assignment to another department, upon notification by memorandum to GSA. Except in the case of police custody property, this disposition is subject to their being a greater need for the property elsewhere in the County, as determined by GSA.
- Unclaimed but active credit cards, identification cards, and the like, which are not returned to their owners are to be returned to the bank or agency controlling the card(s) in question. Any such expired cards are to be destroyed, as are all driver's licenses and license plates which are not returned to their owners.
- Unclaimed property not covered by any of the above and of any appreciable cash value is to be disposed of by GSA, whether by destruction, assignment, donation, auction, or sale. Transfer of found or custody property from MDPD to GSA for disposition or sale will be by memorandum, at such times and/or frequencies as are mutually convenient to them.

PROCEDURES: CUSTODY PROPERTY

Custody property is to be handled as indicated above for “lost/found” property, with the following modifications or differences:

Nursing Homes - Property of residents of nursing homes and related health care facilities is covered separately, under Section 400.162, State Statutes.

Receipt in Writing - The department taking custody of the property is to acknowledge in writing the receipt of the property. Where feasible, the owner or his or her agent is to be notified of the location and circumstances or conditions under which the property is being held and can be (re)claimed, the consequences if the property is not claimed as provided for, and the owner or agent’s signature obtained in acknowledgment of the foregoing.

Intangible Custody Property - All intangible personal property in the custody of a court or held for the owner(s) by a County agency and remaining unclaimed must be held for a period of seven years, with regular reports forwarded to the State Department of Banking and Finance, as per Section 717.12 of the State Statutes. Departments only infrequently experiencing this obligation may request the Finance Department to take custody of the intangible property. The department or agency actually holding the property secure is responsible for making the necessary reports to the State Department of Banking and Finance. Intangible property encountered by a County employee in a non-public place, but brought in for safekeeping purposes, is included here.

Claim Period - (Tangible Custody Property) Owners of their agents are to have 60 days from the date on which the property becomes claimable, or on which services to the owner are terminated, to claim their property. This applies to tangible custody property only. (See above for procedures applying to intangible custody property, and immediately below for exceptions to 60-day claim period for tangible custody property).

Exceptions to 60-day Claim Period:

Personal tangible or intangible property taken into custody by the Metro-Dade Police or any other department for “safe-keeping” purposes, and not as evidence, and found in a “public” place.

1. Inmate personal property of obvious cash, use or sentimental value.

These two classes of “custody” property are to be treated as if they were lost or found property, with a six-month claim period. Inmate property of no apparent value, however, may be disposed of as provided for above if unclaimed within 60 days of the inmate’s release from custody.

Intangible property found in a non-public place but brought in for safekeeping purposes falls under S.S. 717.12.

PROCEDURES: CONTRABAND, FIREARMS AND WEAPONS:

Sections 893.12, 932.703-4 and 790.08 of the State Statutes apply to the disposition of contraband drugs, articles and weapons and firearms, respectively.

Proceeds from the sale of property forfeited to the County under S.S. 932.703-4 and other statutes go to the law Enforcement Trust Fund; however, property retained for use by MDPD or recommended by MDPD for use by other County departments falls under the purview of A.O. 8-2, and GSA is to be advised of all retentions and transfers of Forfeited property.

SALE OF PROPERTY:

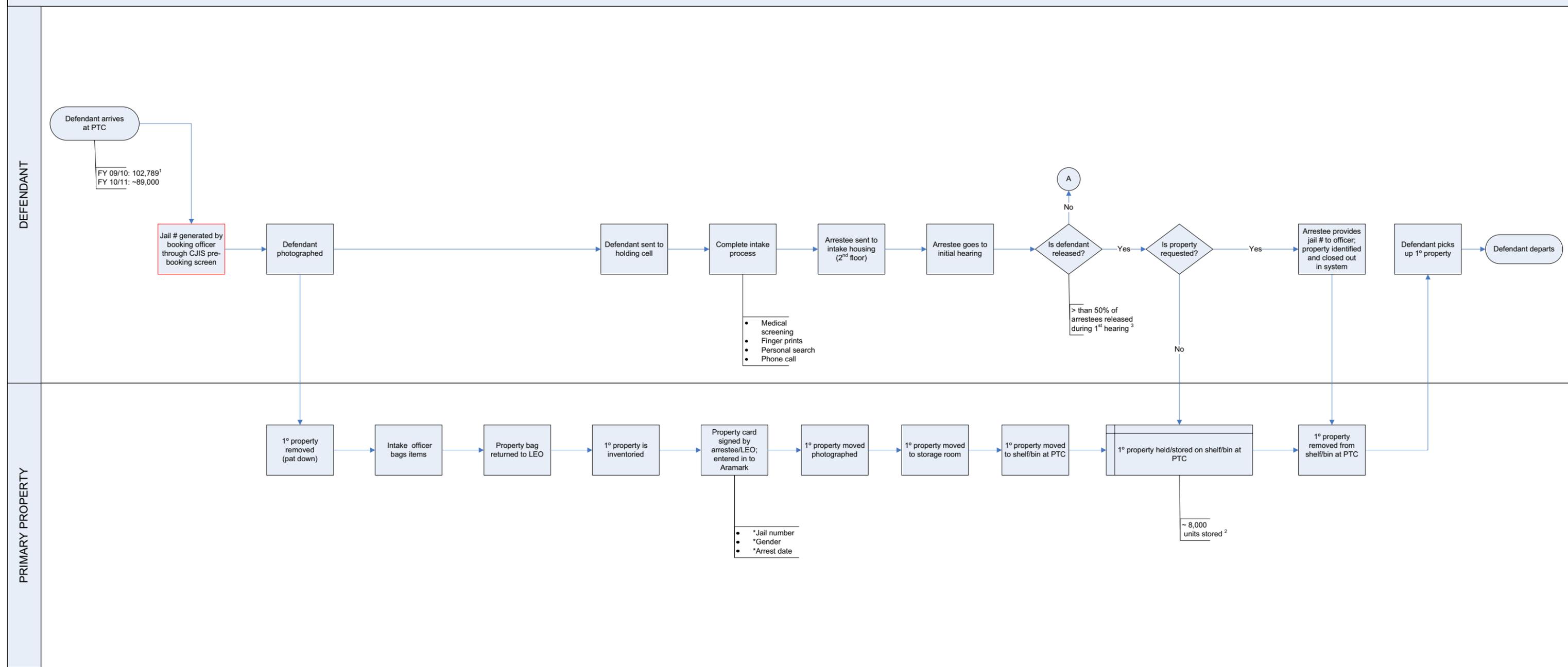
GSA and MDPD are authorized to advertise and to carry out auctions or sales of unclaimed property for which they are the authorized disposition agent and ownership of which has devolved to the County. The auctions or sales may be carried out at such times and such frequency as GSA or MDPD in their discretion deem it economical and functional to do, or as otherwise authorized or directed by the County Manager, the County Commission, or the Courts.

This administrative order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

M. R. Stierheim

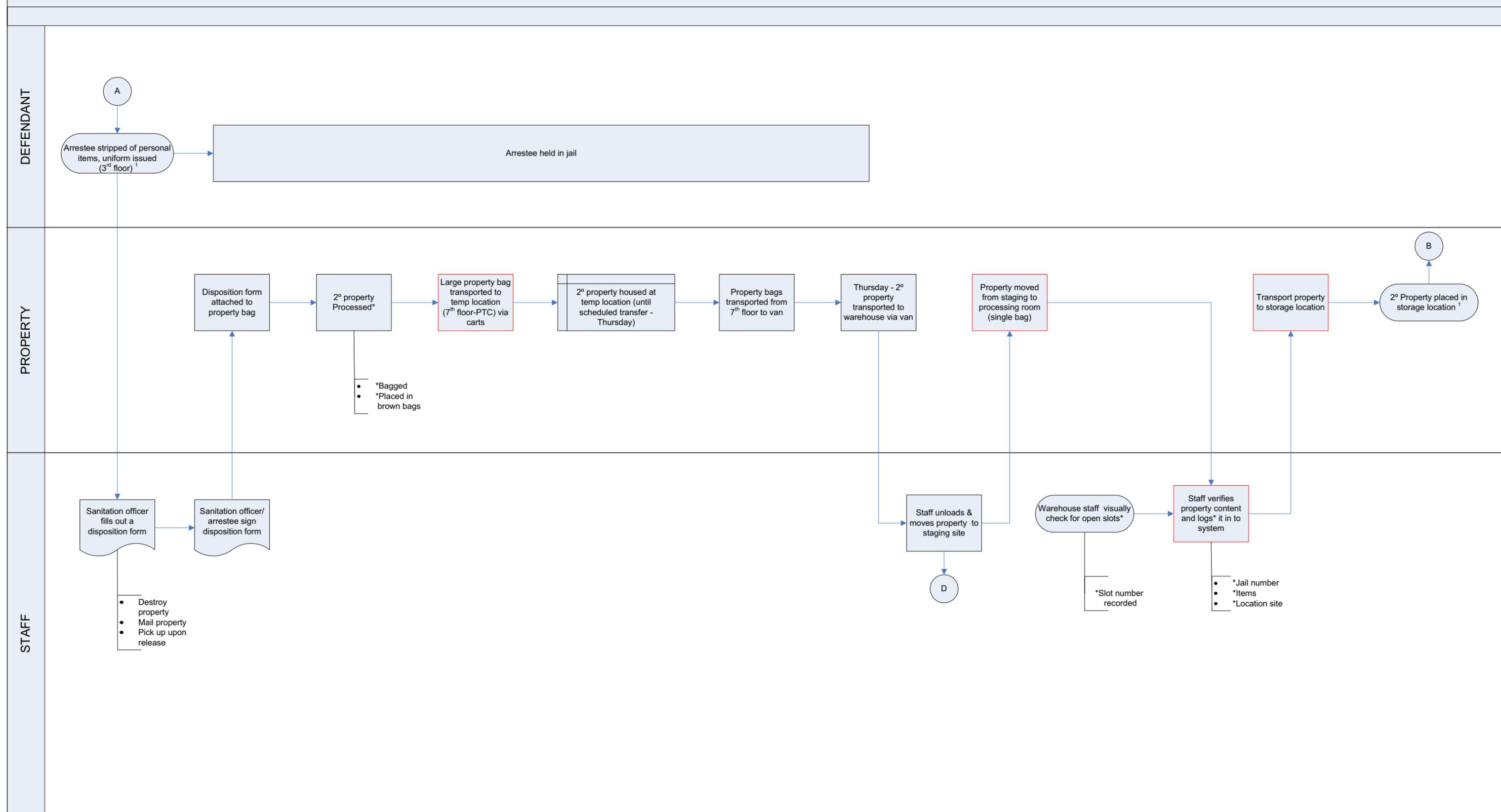
County Manager

Attachment 3-A: PRIMARY INTAKE



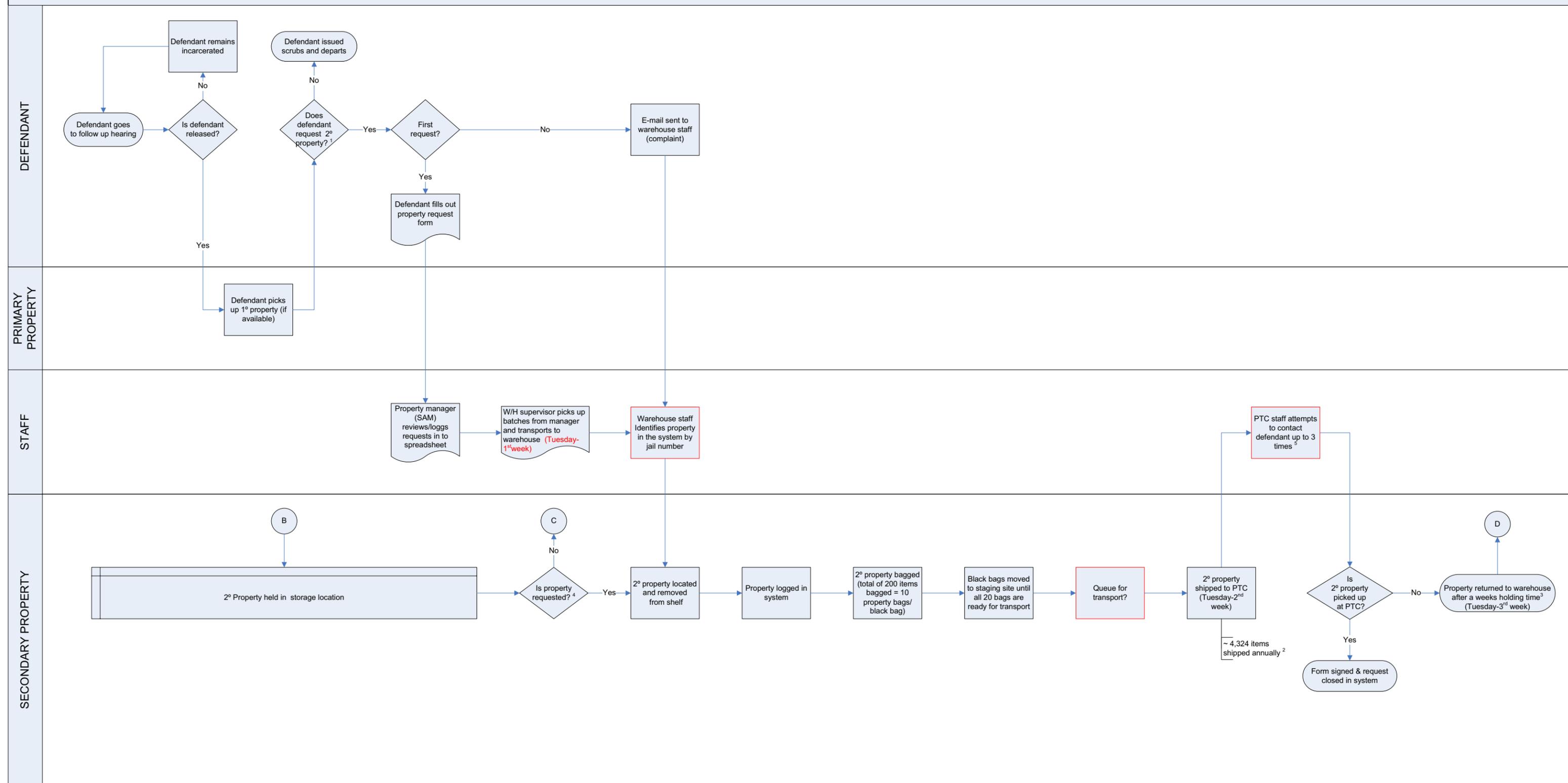
1 – ASE number – monthly bookings
 2 – C&R – 1° property stored at PTC
 3 – Aramark data – over 50 % of arrestees released at initial hearing

Attachment 3-B: SECONDARY INTAKE



1 – Aramark data - more than 40 % of SIP is collected following the initial hearing (sample data of 154 bookings)
 2 – C&R (data request) – 23,226 secondary property items stored at warehouse

Attachment 3-C: PROPERTY DISPOSITION



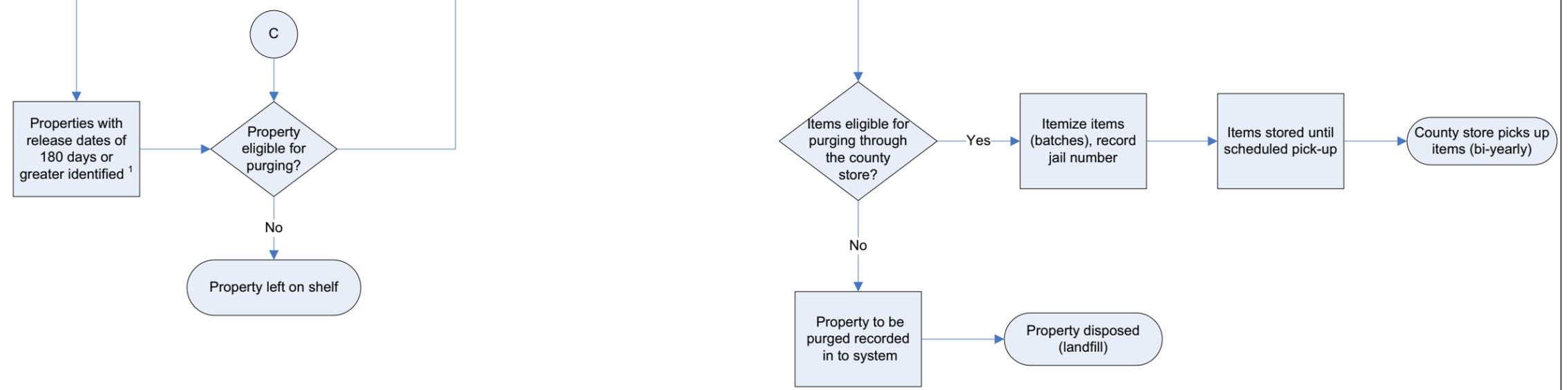
1 – Aramark data – in 30 % or more of the sampled cases inmates are released while their property is stored at PTC awaiting transfer to warehouse (sample data of 154 bookings)
 2 – Warehouse log – secondary property shipped to warehouse
 3 – Aramark data – once requested ~ 67 (2/3) percent of secondary property is not picked up (sample data of 154 bookings)
 4 - Aramark data – 80-90 percent of secondary property is not picked up (sample data of 154 bookings)
 5 – C&R (data request) – 3X11 shift averages about thirty (30) calls per day; 7X3 shift averages about sixty (60) calls per day

Attachment 3-D: PURGING

STAFF



SECONDARY PROPERTY



1 – C&R – Property to be purged after 180 days

Attachment 4: Benchmarking Survey Findings

Jurisdiction name	1) Contact Person	2) Average daily inmate population	3) Average length of stay (days)	4) Approximately how many individuals are booked each day?	5a) Central booking facility? B) If not, how many booking facilities do you operate?	6) How many holding facilities (jails) do you have?	7) Are inmates permitted to keep any personal property in their cells	8) Do you have an automated inventory management system for inmate property?	9) Is any kind of inmate property held in storage by the department?	9-a) If no, what is done with excess personal property (i.e. property not permitted in inmate cell)?	9-b) If yes: Please describe the type of property stored	9-c) What is the method and location of property storage?	9-d) If known, how many units of property are currently being held in storage?	9-e) Is property ever released / disposed of prior to the inmate's release? If yes, please describe.	9-f) Please briefly describe the process for returning property to inmates upon their release (if applicable). 1) If the property is not picked up promptly, how long do you retain inmate property after release? 2) Do you return property by mail? If so, who pays for the shipping?
Broward Sheriff's Office (FL)	Catherine Thornton, Unit Coordinator	4,386 (Jan-April)	27.37	175	A)No B)3	4	See attached - Authorized In Cell Allowable List	Jail Management System; this system screens allows detailed entries to be made in the inmate general property, clothing, and money forms. Valuable pouch numbers, bulk location and money pouches are assigned when applicable. The Control Card reflects all property activity and the system provides property reports and receipts.	Yes			Pre-numbered Valuable Pouches that are secured with pre-numbered pull tie tags are used to store valuable property. Pre-numbered Garment Bags, prenumbered Bins, and Shelving Units are used to store bulk property. At North Operations (Conte, Paul Rein, and North Broward Detention Facilities), inmate personal property is stored in the central property warehouse. At South Operations (Main Jail Facility) inmate personal property is stored in the 1st floor and 2nd floor property rooms.	This number is tied into the inmate population number (4,386). All inmates are required to have an assigned property location while in custody.	If yes, please describe. Personal property is released via Inmate Voucher to the designated recipient or the property can be seized. If the property is seized a court order is presented or a Property Receipt (BSO RP#54) is completed. Please see attached Broward Sheriff's Office 9.8 Retention Of Inmate Property (Revised 08-09-05) Policy -C. 1. through 4. regarding excessive property.	All property held in storage in the property. 1)a) Inmates that are completely released and inmates released to the US Marshall property is held for thirty (30) days b) Inmates that are transferred to the custody of another agency or to the state prison system property is held for sixty (60) days 3) Inmates that expire while in custody property is held for ninety (90) days. 2) In certain situations property maybe shipped out, the shipping cost is paid for by the inmate. room is returned to the inmate at the time of release.
Harris County Sheriff's Office (TX)	Wayne Harmon, Deputy,	10,100	unknown	350-400	A)Yes	4	No personal property is allowed to the cell. Inmates brought in on bench warrants from another law enforcement agency or Texas state prison are allowed to have a bible, hygiene and legal material the same as any other Inmate housed in any of our facilities.	No	Yes		Clothing; money, bulk property (suitcase; briefcase, shopping bag, bicycle, wheel chair, electric wheel chair, electric scooter, etc)and valuable property.	Valuable property is stored in sealed plastic seal packs. Clothes are stored in clothing bags and bulk either in brown paper bags or in their own package. Money is placed in their Inmate Trust Fund account which allows them to make purchases from commissary	10,100 clothing bags, 10,100 valuable property seal packs. Bulk property varies due to the fact that not all inmates have bulk property.	If yes, please describe. Yes, the Inmate has the opportunity to complete a property release authorization card and mail it to the person they want to come and pick up their property	A release authorization is sent to our bulk/clothing property room computer to alert the property room to pull the clothes and bulk property for return to the Inmate. Once an Inmate is received at the Inmate Processing Center the clothes are returned to them. Valuable and bulk property are returned to an Inmate when they are called up to the releasing counter to be processed for release prior to leaving our facility. 1)Property is held for 30 days if the Inmate went home. If the Inmate went to a Texas State Prison or any other law enforcement facility, the property is held for 45 days at which time it not claimed all property is either destroyed or donated to charity if applicable. 2)Very rarely do we mail property. In some cases we have had the Inmate or their family offer to pay for UPS./FED EX pick up and have allowed it. In the cases where property was very valuable and we at fault for not returning it to the Inmate we have mailed the property at our expense.
Hillsborough County (FL)	Aimee Pidgeon	3278	no info avail.	155	A)Yes	2	All personal property is surrendered by the inmate at the time of booking and secured in the property room until released.	Yes, all items of clothing are entered in to the program. Personal items (ie- wallets, cell phone, jewelry) are shrink wrapped and heat sealed on to a board. Items are photographed and any extra items are added in to the system (i.e. xp-legal material, excess clothing, jackets)	No			Not available	Not available	Not available	Not available
Jacksonville Sheriff's Office (FL)	Sgt. David Harvey	3940	34	110	A)Yes, B)1	3	No	No	Yes		All property on the person when booked into the jail.	Bins	3,000	Only keys or money	Given upon release in a paper bag. 1) not available 2)No
Palm Beach County Sheriff's Office (FL)	Inspector Ann Juhasz,	1938 (Main detention center) 700 (West detention center)	29	100-115 (both sites combined)	A)No B)2	2	They are permitted to keep shoes that fit our current criteria, underwear, and socks.		Yes	COBRA Banker Software which manages finances, and property, as well as transferring of money by Swanson.	The clothes and personal effects they were booked with. No bulk items, no shopping carts, no luggage.	Secure property bag storage, which hangs on racks in a designated Property Room.	As many as are in custody. Even if they have no property, they have an assigned bag number. (sometimes if they come to jail from the ER, or if clothes are taken in evidence, they may have none)	Yes, rarely, but in the instance that the inmate wants to transfer their property or valuables to an outside family member, the entire tamper proof bag. It is transferred "all or nothing".	Release notifies Property of the Inmate's name and jacket number. Property then pulls their property bag with the clothes and valuables, they also close out their account at the same time. The inmate comes down to the Property window at the time of release, and is given everything which he signs for. His name is then removed from the computer. 1) Because of the above system, they do not leave without coming through Property. 2) Only in the case of transferred property (see above) and the inmate bears the cost.
Orange County (FL)	L Rivera	2,428.54	29.94	~151.43 (1st week of May 2011)	A)Yes		The jail complex has a Booking and Release Center, the Main Facility, Genesis, Horizon, Phoenix, and the Female Detention Center. There is also a Working Release Center, operating under the department's Community Corrections Division at a different location.	Inmates are allowed to keep approved medical items such as prescription glasses, contact lenses or solutions, dentures and legal materials.	Yes		We store inmate's clothing, legal documents, valuables and personal property.	Property is stored in bags that are numbered and are stored in the 3rd floor property room.	3,496	An inmate can request to have their property release by filling out a property/money release form. All property except for their clothing and ID can be released. (The only exception would be an inmate sentenced to DOC, then all property can be released).	According to the Inmate Fiscal Operations post order-Property Release Post (attached). 1) 30 days 2) No
Dallas County Sheriff's Department (TX)	S. Burke S/Sgt.	6,573	unavailable	256	Yes	4	No	Yes - Real-time integrated system which tracks, intake, storage locations and releases on each inmate's property.	Yes	Property in excess of storage limitations is returned to the Arresting Agency.	Small valuables (watch, ring, wallet etc.) and clothing.	Spacesaver Cabinet system.	Population + approximately 700 units.	Yes, an inmate may release all property, except clothing, to family or friends.	Upon release the inmate's property is returned to the inmate or to the Agency picking up the inmate. Inmate transferred to Corrections will designate a person to pick up all remaining property and furnish an address for mail notification. 1) 15 days 2) No

Jurisdiction name	1) Contact Person	2) Average daily inmate population	3) Average length of stay (days)	4) Approximately how many individuals are booked each day?	5a) Central booking facility? B) If not, how many booking facilities do you operate?	6) How many holding facilities (jails) do you have?	7) Are inmates permitted to keep any personal property in their cells?	8) Do you have an automated inventory management system for inmate property?	9) Is any kind of inmate property held in storage by the department?	9-a) If no, what is done with excess personal property (i.e. property not permitted in inmate cell)?	9-b) If yes: Please describe the type of property stored	9-c) What is the method and location of property storage?	9-d) If known, how many units of property are currently being held in storage?	9-e) Is property ever released / disposed of prior to the inmate's release? If yes, please describe.	9-f) Please briefly describe the process for returning property to inmates upon their release (if applicable). 1) If the property is not picked up promptly, how long do you retain inmate property after release? 2) Do you return property by mail? If so, who pays for the shipping?
Cook County (IL)	Gary Hickerson, Acting Executive Director	Approximately 9,000 (on-site); 2,000 (off-site)	Approximately 31-180 days	Approximately 225 per day	A) Yes B) 1	1 (ten divisions)	Inmates are not allowed to retain personal clothing, with one exception: minimum and medium security classified inmates are allowed to retain and wear their gym shoes. Maximum security classified inmates are only allowed to retain and wear their gym shoes if they have either a Court Order or for medical reasons.	The Cook County Department of Corrections utilizes computer software named "IMACS" that will inventory and detail each personal and clothing item received from each inmate.	Yes		There are two (2) different types of property stored: personal items and clothing items.	Items are stored within an inventory bag for each inmate. 1. Personal items (i.e. jewelry, money, electronics, etc.) are inventoried upon intake and all inmate personal items are stored in one (1) centralized location within the institution known as the "Trust Department". 2. Clothing items (i.e. shirts, pants, jackets, shoes, etc.) are inventoried and stored within the individual clothing room of the division (housing location) each inmate is assigned. See response to #8 listed above concerning inmate shoes.	Approximately 10,000 items within the Trust Department for personal items and about the same for clothing items stored throughout each of the ten (10) divisions.	Yes, any inmate may execute a form appointing a family member to retrieve any of his/her personal property from the Trust Department during his/her incarceration. Any inmate also has the opportunity to pick up his/her personal property within thirty (30) days of being released from the Cook County Department of Corrections. As for clothing items, each inmate is afforded the opportunity to leave the Cook County Department wearing his/her personal clothing, or if he/she is transferred to another location, the personal clothing follows him/her.	1) Each inmate is instructed to pick up his/her personal and clothing items within thirty (30) days of being discharged from the Cook County Department of Corrections. 2) No
Miami Dade Corrections & Rehabilitations Department (FL)	Samuel Edmon	5,500	21.4 days	265	A) Yes	5	Their personal clothes are taken and they are issued a uniform	Our system documents the inventory but it does not track the location. The location is documented but its read only.	Yes	We store the inmate primary property which consist of items on his body when arrested (watch, rings, wallet, money, etc.) and the Secondary property which is the clothes he is wearing when he/she is arrested.	Primary property is shrink wrapped on a card board and clothes are placed in a brown bag which is stored on shelves, bins, or county boxes.	Approximately 8,000 properties are held at the Main Jail (PTDC) Approximately 28,407 pieces are held at the Secondary Inmate Property (SIP). Approximately 2,452 pieces are intake property.	Property may be released to the inmate's family member upon request. Property is not disposed of prior to the inmate's release unless he/she signs stating to destroy the property.	The inmate comes to the property release window and provides their jail number. The property is pulled and released. If the property is at another location, the inmate completes a request form and when the property is located and sent to the main jail, the inmate is contacted by telephone to pick up their property. 1) 180 days. 2) The inmate if he/she has money in their account, but the county pays if no money is available.	

Attachment 5-a

Released inmates: How long were they in custody?

Data sample is for all inmates released in January 2011

Data Source: Miami-Dade C&R inmate property database

<u>Days to release</u>	Inmate <u>Count</u>	<u>%</u>	<u>Cumul. %</u>
< 1 day	3738	53.3%	53.3%
2	1144	16.3%	69.6%
3	225	3.2%	72.8%
4	166	2.4%	75.1%
5	148	2.1%	77.2%
6	114	1.6%	78.9%
7	79	1.1%	80.0%
8	53	0.8%	80.7%
9	29	0.4%	81.2%
10 - 19 days	245	3.5%	84.6%
20 - 29 days	316	4.5%	89.1%
30 - 59 days	263	3.7%	92.9%
60 - 89 days	123	1.8%	94.6%
90 - 119 days	79	1.1%	95.8%
120 - 179 days	102	1.5%	97.2%
180 days or more	195	2.8%	100.0%
Grand Total	----- 7019	----- 100%	

Key Points:

- **Just over half of released inmates were in custody less than 24 hours. (It was found that over 97% of those inmates had no SIP)**

- **80% of released inmates were in custody less than a week.**

Released inmates: How many had secondary property and did they pick it up?

Count of Unique Rows (Approx Pkgs; dupes eliminated) for Inmates Released in Jan 2011

Data Source: Miami-Dade C&R inmate property database

Rev: 6/27/2011

Days Inmate In	PROP ACTIVE at MIAMI LAKES WH	PROP ACTIVE at PTDC	PROP ACTIVE at TGK	PROP RELEASED at MIAMI LAKES WH	PROP RELEASED at NOLOC	PROP RELEASED at PTDC	PROP RELEASED at TGK	Grand Total
1 day	85	627		5		3207	7	3931
2 days	212	214		13		997	1	1437
3	155	63		12		213	1	444
4	128	56		6		145		335
5	114	50		6		120		290
6	97	42		4		93		236
7	63	26		2		72		163
8	39	20		7		51		117
9	23	12		2		27		64
10 - 30 days	440	205		102		483	1	1231
30 - 90 days	236	163		75		272	3	749
90 - 180 days	85	37	3	52		123	28	328
Over 180 days	70	36	1	91	5	121	41	365
	1747	1551	4	377	5	5924	82	9690
as a % of 7019 inmates:	24.9%	22.1%	0.1%	5.4%	0.1%	84.4%	1.2%	

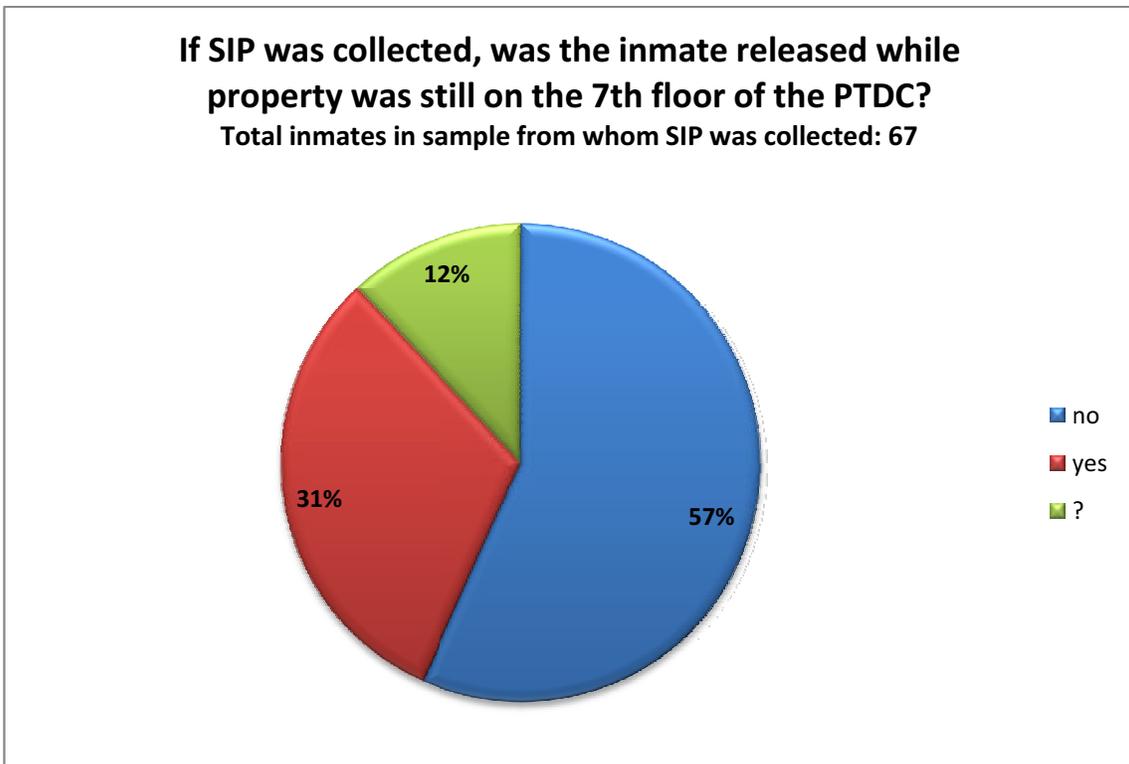
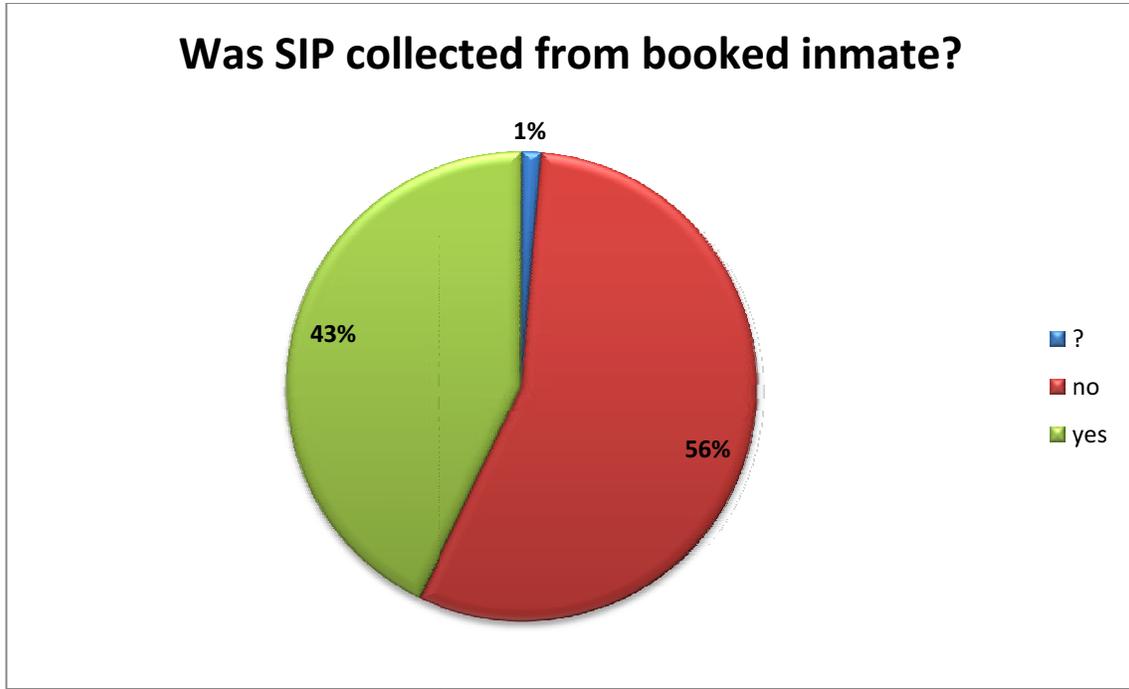
Secondary (SIP) Property

Key Points:

- Data shows 1747 SIP pcs active at Miami Lakes warehouse; 377 SIP pcs released. (total of 2124 SIP pcs)
- Approximately 30% of inmates released had secondary (SIP) property. [2124 / 7019 = 30%]
- Only about 18% of SIP pieces were released (at least 90 days after inmate released). [377/2124 = 18%]

Random sample of 154 inmates booked at the Pre-Trial Detention Center between April 8, 2010 and April 7, 2011

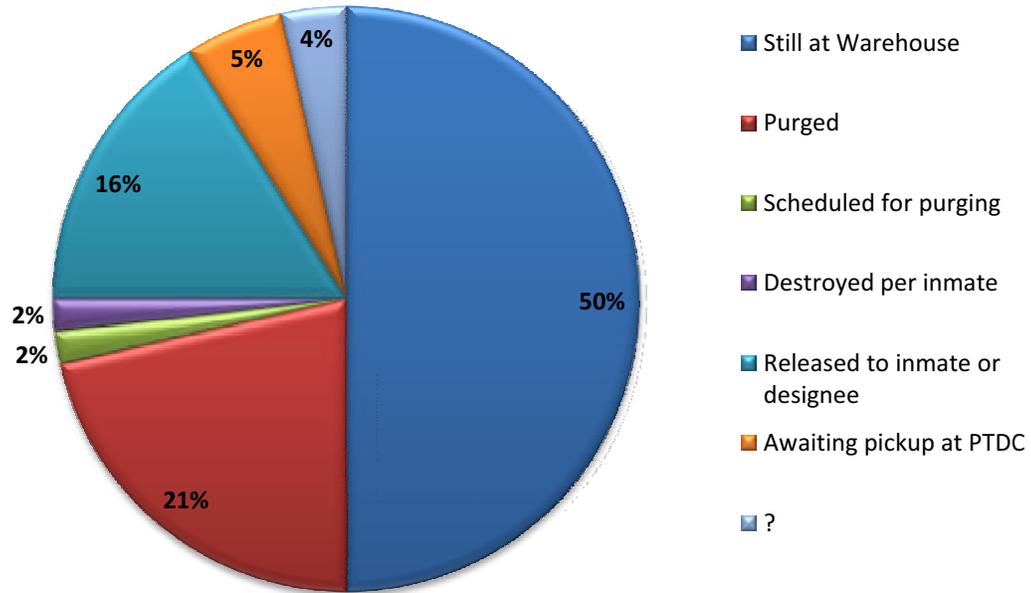
Data source: Miami-Dade C&R inmate property database



What happened to SIP?

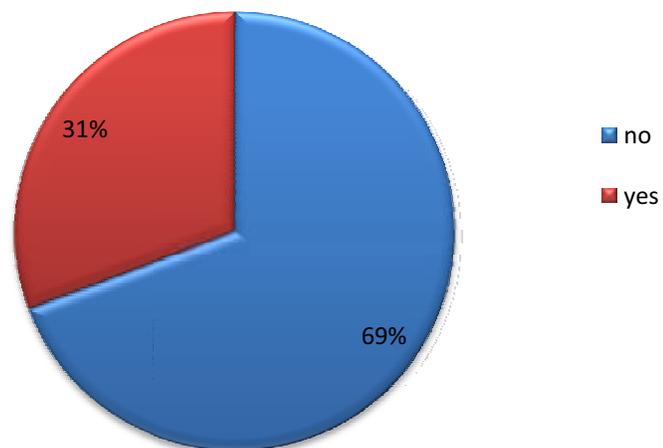
Includes the 56 inmates with SIP who had been released as of April 2011 report date.

- At least 75 percent of all SIPs had not been picked up by the inmate



If an SIP request was documented, was the property picked up?

Total requests documented in sample: 13



Attachment 6: Data Analysis - Warehouse Statistics

Purged Property	Log results: 9/27/10 - 5/8/11 (32 weeks)	Annualized estimate
Black bags Received from PTDC ¹	500.00	812.50
Brown Bags Received from PTDC ¹	99.00	160.88
Black Bags Received from TGK ¹	97.00	157.63
Brown bags to County Dump	2,234.00	3,630.25
Black Bags to County Store	89.00	144.63
Bags of Jewelry to County Store	703.00	1,142.38
Cell Phones turned in to Dial-a-phone	-	-
Property pulled for Prison Run	1,843.00	2,994.88
Total Number of Property Purged Prop. / Paperwork ²	11,386.00	18,502.25
Secondary property		
Black Bags Received from PTDC ³	1,240.00	2,015.00
Total Brown Bags within Black Bags ³	13,794.00	22,415.25
Black Bags received from WDC ³	278.00	451.75
Brown Bags within Black Bags from WDC ³	2,820.00	4,582.50
Total Brown Bags Destroyed ⁴	14,627.00	23,768.88
Total Brown Bags stored on shelf ⁵	21,800.00	35,425.00
Secondary Intake property Pull Sent Back to PTDC ⁶ / SIP Calls made	2,661.00	4,324.13
	170.00	276.25
Mail		
Boxes to GSA mail Center ⁷	385.00	625.63
Boxes Returned in Mail	60.00	97.50
Total Number of Bags purged from letters sent out	4.00	6.50
GSA Claims		
Claims Received	-	-
3rd Attempts property destroyed ⁸	2,474.00	4,020.25
Submitted to GSA	-	-
White Receipts Purged From System	8,063.00	13,102.38

Notes:

1. Although most purging is performed at warehouse, facilities do so as well and send to warehouse for final disposal
2. Primary property purged
3. Secondary property transported to warehouse in large black bags, each containing about 10 brown bags each storing individual parcels of property
4. Some property received at warehouse is immediately destroyed because inmate has indicated no desire for property
5. Number of brown bags logged and then placed on shelf for storage
6. Property being sent to PTDC for pickup by released inmate
7. Bags being mailed to family or friend when inmate being transferred
8. Property destroyed after 3 calls attempts made to inform released inmate

Attachment 7: Sample Forms

Property Intake Report

Created: 8/10/2011 2:59:58PM

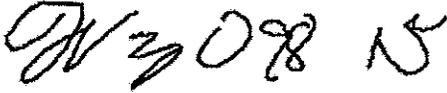
Number: 110053493
Name: DEL PINO, RAFAEL FERNANDO
Received On: 7/31/2011 10:29:56PM
Received By: CHERYLW

CIN: 0201907

Items:

Item Type	Item Description	Qty
BELT	BLK	1
DRIVERS LICENSE	FL CDL	1
WATCH	WM	1

Signatures:

<u>Inmate Signature</u> 	<u>Police Officer Signature</u> 
<u>Custodian Signature</u> 	<u>Witness Signature</u> No Signature

PROPERTY UNCLAIMED AFTER 90 DAYS FROM RELEASE/TRANSFER WILL BE CONSIDERED ABANDONED.

Property Intake Report

Created: 8/10/2011 3:12:15PM

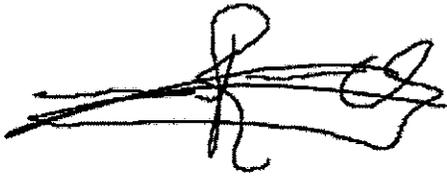
Number: 110055815
Name: RICHARDS, MILOT
Received On: 8/10/2011 2:25:59PM
Received By: DMP

CIN: 0000000

Items:

Item Type	Item Description	Qty
BOARD	ONE	1

Signatures:

<u>Inmate Signature</u> 	<u>Police Officer Signature</u> 
<u>Custodian Signature</u> 	<u>Witness Signature</u> No Signature

PROPERTY UNCLAIMED AFTER 90 DAYS FROM RELEASE/TRANSFER WILL BE CONSIDERED ABANDONED.

Property Intake Report

Created: 8/10/2011 3:20:28PM

Number: 110054993
Name: KLEFEKER, MATT THOMAS
Received On: 8/6/2011 3:36:10PM
Received By: CAA

CIN: 1068421

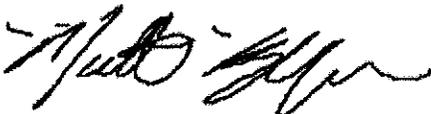
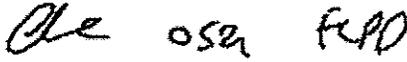
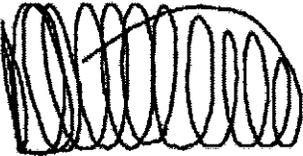
Transaction:

Cash Amount: \$ 8.70

Items:

Item Type	Item Description	Qty
BOARD	BOARD	1

Signatures:

<u>Inmate Signature</u> 	<u>Police Officer Signature</u> 
<u>Custodian Signature</u> 	<u>Witness Signature</u> No Signature

PROPERTY UNCLAIMED AFTER 90 DAYS FROM RELEASE/TRANSFER WILL BE CONSIDERED ABANDONED.

Primary Property ONLY

MIAMI-DADE COUNTY
CORRECTIONS & REHABILITATION DEPARTMENT
AUTHORIZATION FOR DISPOSITION OF MAIL AND PERSONAL PROPERTY

All excess property received during the booking process for any inmate, will be mailed-out or released within thirty (30) days after arrival or incarceration. Any excess property remaining in the custody of Miami-Dade Corrections & Rehabilitation Department thirty days after my arrival or incarceration, will be processed for disposal in accordance with departmental procedures.

I, _____ Jail # _____
(Print Name)

authorize the Miami-Dade Corrections & Rehabilitation Department to dispose of my property not released or mailed out within thirty days after my arrival or incarceration. I also understand that if I refuse to sign the Authorization for Disposition of Mail and Property form, that my property will be processed for disposal thirty days after my arrival or incarceration, in accordance with departmental procedures. I authorize the Miami-Dade Corrections & Rehabilitation Department to dispose of my property in the following manner:

1. TO BE DESTROYED BY THE DEPARTMENT _____

2. MAILED TO MY NEXT OF KIN _____

Last Name	First Name	Middle Initial
_____	_____	_____
Address _____	City _____	State _____ Zip Code _____

3. RELEASED TO A FAMILY MEMBER OR FRIEND _____

In the event I am transferred to another correctional system prior to the thirty day expiration, my property will remain in the custody of the Miami-Dade Corrections & Rehabilitation Department for a period of thirty days. I also understand that it is my responsibility to make arrangements for my property to be mailed-out or released prior to the thirty day expiration. I also understand that I am responsible for any postage to mail out property left in the custody of the Miami-Dade Corrections & Rehabilitation Department.

It is agreed that personal property placed in the custody of the Miami-Dade Corrections & Rehabilitation Department, will be returned to a relative, friend or me, whom I have authorized to pick up my property from the department on a property release authorization form. I understand in the event of my death, while in custody of the Miami-Dade Corrections & Rehabilitation Department that my property will only be released to my next of kin who posses the appropriate documentation authorized by the Probate Laws of the State of Florida.

Inmate's: Signature _____ Date _____

Property Custodian Signature _____ ID # _____

Witness Signature _____ 35 Agency Name _____ Badge # _____

**MIAMI-DADE COUNTY
CORRECTIONS & REHABILITATION DEPARTMENT
AUTHORIZATION FOR DISPOSITION OF PERSONAL PROPERTY**

Effective with the issuance of inmate uniforms, all excess purged property must be picked up or released within sixty (60) days after the purging occurs. Excess property is considered contraband. Property remaining in the custody of the Miami-Dade Corrections and Rehabilitation Department (MDCR) sixty (60) days after the purging process is completed will be processed for disposal in accordance with departmental procedures.

GRAYS,
(Last Name)

DEMETRIS
(First Name)

110043729
(Jail Number)

Authorize the MDCR to dispose of my property not released within sixty (60) days of purging. I also understand that if I refuse to sign the Authorization for Disposition of Personal Property form, that my property will be processed for disposal automatically sixty (60) days after the purging process in accordance with departmental procedures. I authorize the MDCR to dispose of my property in the following manner:

1. TO BE DESTROYED BY THE DEPARTMENT (Circle One) YES NO

It is agreed that personal property in my possession after the purging process is completed will be considered contraband. It is also agreed that the property placed in the custody of the MDCR Department will be released to a designated friend or relative whom I have authorized to pick up my property or whose address I have indicated above. I understand that in the event of my death, my property will only be released to my next of kin or person indicated in Section #2 above in accordance with the provisions of the Florida Probate Code.

ITEMS PURGED: 12345678910 DATE PROPERTY PURGED: _____

DRESS SHOES		ROBE/ HOUSE COAT	
SNEAKERS		SOCKS/FOOTIES	
SHOWER SLIDES		SHIRT/BLOUSE/T-TOP	
SLIPPERS		SWEATSUIT	
UNDERSHIRT		SHORTS	
UNDERSHORT/PANTIES		TROUSERS/PANTS	
BRA		COAT/JACKET	
SLIP		TIE	
PAJAMA/GOWN		OTHER	

My signature below indicates that I understand the information outlined above.

Inmate's Signature: _____

Date: 06/23/11

Employee's Name: Ofc A. Ortega

Date: 06/23/11

Employee's Signature: _____

Badge #: 4100