

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: STAFF PERSONAL PROPERTY STORAGE

M-500

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
May 21, 2016	04-01-2026	04-10-2025	09-23-2025

APPROVED BY: Detentions Bureau Chief Deputy Joel Swanson

REFERENCE:

POLICY

The Sheriff's Detentions Bureau recognizes the importance of maintaining the security of all its detentions facilities. An essential element of maintaining such security is the need to ensure incarcerated people are not afforded the opportunity to gain access to weapons, law enforcement equipment, uniforms, or any other item of contraband. This policy is intended to enhance the safety and security of all Sheriff's detentions facilities by denying incarcerated people access to items that could pose a security risk to the facilities.

This policy shall apply to all sworn and civilian staff working in any Sheriff's Office detention facility including security staff, instructors, maintenance staff, medical staff, and/or any other support staff.

DEFINITION(S):

- **Sheriff's Detentions Facilities:** All Lerdo jail facilities (Pre-Trial, Justice, Maximum-Medium, and Minimum), and the Inmate Reception Center.
- **Security Areas:** All areas in a detentions facility where staff members are prohibited from carrying a firearm under normal circumstances.
- **Personal Property:** Any item not issued to the staff member by the Sheriff's Office for use in a law enforcement/security capacity. Personal property generally includes items not attached to the member's uniform, such as books, magazines, tablet devices, lap-top computers, etc.

Note: Personal property does not include food or drinks that staff members intend to consume during their shift. Nor shall it include items reasonably intended to facilitate the staff member's ability to fulfill their duties, such as a flashlight, "Posse Box", or a search mirror.

DIRECTIVE 1: PROPERTY STORAGE

Staff will secure all personal property and clothing in a manner that is consistent with the safety and security of the facility. No personal items will be stored in a manner where they could be accessed by any incarcerated person. No personal clothing or uniforms will be stored in any manner where they could be accessed at any time by any incarcerated person.

Staff shall not bring any personal items, clothing, or extra uniforms into the security area of any Sheriff's detentions facility. All such items will either be secured in lockers provided by the Sheriff's Office for such purposes or in the staff member's vehicle prior to entering the security area.

Procedure A: Locker Use

Staff may utilize lockers at the facility they are assigned. Staff who are members of the Sheriff's Emergency Response Team (SERT) may utilize two lockers at the facility they are assigned. If assigned to a section that does not provide a locker, SERT members may use one locker from a facility that does.

Staff will:

- Utilize a personal lock;
- Secure an unoccupied locker in the staff locker room of their assigned facility;
- Notify the affected Administration Sergeant of the locker assigned for personal use;
- Ensure that all personal property, including clothing, hangers, and non-essential equipment, are kept inside their locker;
- Secure their locker prior to leaving the locker room;
- Remove all items and relinquish the locker upon reassignment to another facility or leave of duty;
- Notify the Administration Sergeant when a locker is vacated.

The affected Administration Sergeant or their designee will:

- Maintain a current list of all occupied lockers at the facility;
- Audit the list after each shift bid.

Procedure B: Locker Access and Reclamation

Lockers are assigned for staff use but remain the property of the Sheriff's Office. The Sheriff's Office retains the right to access and reclaim lockers under the following conditions:

- Staff have separated from employment (resignation, termination, retirement, etc.);
- Staff have been reassigned to another facility and failed to relinquish their locker after a 30-day period;
- A locker is unclaimed and remains locked after multiple posted warnings following a shift bid;
- Facility security concerns necessitate immediate access;
- The locker appears abandoned or has not been accessed for an extended period.

The Administration Sergeant or their designee will:

- Maintain a current list of all occupied lockers at the facility;
- Audit the list after each shift bid;
- Post warnings on unclaimed locked lockers after shift bids. If the locker remains unclaimed after multiple warnings, it will be opened and reassigned as needed;
- Conduct locker openings in accordance with this policy and document actions taken;
- Inventory and store any recovered property in a designated secure area for retrieval by the owner;
- Return any department-issued equipment found in a locker to the property room;
- Make reasonable attempts to contact the owner regarding retrieval of personal property before disposal;
- If unclaimed after 30 days dispose of personal property.
- Mail a letter and make an attempt to call the owner of the property.

NOTE: If the property is not claimed, it will be seized and booked in the KCSO property room. A LERMS report will be generated for documentation purposes.