

Chapter: **Admitting and Discharge**

Classification: **Public Document**

Subject: **Adult Personal Property**

For: **Adult Custody**


Authorized by the Executive Director

Policy

- 1 It is the policy of Correctional Services to process personal property of individuals upon their admission to and discharge from custody in an orderly and efficient manner ensuring the continued security of individuals in custody and the good order of the correctional facility.

Authority

- 2 The authority to process personal property is derived from Section 49(b) of the *Correctional Services Act* and Sections 46 and 111 of the *Correctional Services Regulations*.

Standard Operating Procedures

- 3 Superintendents will establish such local Standard Operating Procedures (SOP) as may be required to ensure all personal property, including the property of individuals on conditional release from the correctional facility, day parole or an intermittent sentence, is processed in accordance with this Policy and Procedure and Subject Nos.
 - (a) 39.00.00, [Searches – General Requirements](#)
 - (b) 39.01.00, [Person Searches](#)
 - (c) 39.02.00, [Admission and Discharge Searches](#)
 - (d) 39.04.00, [Searches of the Facility and Perimeter](#)

Personal Property

- 4 Upon admission, individuals will surrender all personal effects to the admitting staff person. All personal property belonging to the individual will be accurately itemized, properly described and recorded on a Personal Property Declaration Form ([38.02.00-A](#)) including
 - (a) Clothing
 - (b) valuables
 - (c) monies
 - (d) medication

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- (e) personal papers and effects
 - (f) personal identification, e.g., health card number, social insurance number and driver's license number
- 5 Rings, jewellery and other valuables will be described by the colour of the metal, e.g., yellow-coloured or gold-coloured rather than gold, the colour of the stone, e.g., clear stone rather than diamond, and by other identification available. Watches will be described by the colour of the metal, trade name and serial number. Any observed damage or markings will be described.
- 6 Clothing and shoes will be described in detail, e.g., leather-like or vinyl rather than leather. Pants, jeans, jackets and shoes should include brand name where known, e.g., Columbia jacket, Levi jeans, New Balance low-rise sneakers.
- 7 Personal property will be
- (a) accurately itemized and described on the Personal Property Declaration Form ([38.02.00-A](#))
 - (b) placed in a facility property bag
 - (c) labelled, as directed in local SOP, with the individual's full name and number of property bags, e.g., 1 of 2, 2 of 2
 - (d) secured in locked area of the facility
 - (e) confirmed as listed on the form and the form signed by the individual and witnessed by the admitting officer
- 8 A copy of the individual's Personal Property Declaration form will be placed in their file.
- 9 The Personal Property Declaration form will record any of the individual's property or effects
- (a) received after admission
 - (b) removed from the correctional facility
 - (c) released to the sheriff or other transporting officer upon transfer
- 10 No item of an individual's personal property will be removed from the correctional facility without their written consent or an appropriate court order.

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- 11 The individual and the staff will sign the Personal Property Declaration form to verify all property being admitted or released.
 - 12 The clothing of all those admitted to the correctional facility will be examined for infestation or soiled state and will be
 - (a) disinfected and cleaned or
 - (b) destroyed with the individual's consent
 - 13 Clothing that is infested or soiled and is considered biohazardous may be destroyed without the consent of the individual in consultation with health care in accordance with biohazardous guidelines.
 - 14 In cases where it is necessary to destroy an individual's property, an Information Report will be completed and submitted to the superintendent outlining reasons for the destruction. A copy of the report will be placed on their file. The individual will be advised of the action taken as soon as practical.

Medication

- 15 The medication in the individual's possession will be itemized and forwarded to health care staff. Where this medication is not dispensed by health care staff, it will be disposed of in accordance with Policy and Procedures, Subject No. 39.08.00, [Contraband Disposal](#).

Contraband

- 16 Items in the individual's possession which have been designated as contraband will be secured in accordance with Policy and Procedures, Subject No. 39.06.00, [Contraband](#).

Money

- 17 The individual will be given a receipt for their monies, and the monies will be deposited in a trust account in the individual's name.

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Retention of Personal Property

- 18 The following items may be retained by individuals in custody
- (a) wedding ring
 - (b) ear and other similar body rings if soldered and cannot be removed
 - (c) additional items approved by the superintendent based on humanitarian, medical or religious/cultural reasons
- 19 Any personal items which the individual requests to keep will be approved in advance by the superintendent.
- 20 The individual will sign a waiver of responsibility absolving the correctional facility of any responsibility for the item. Upon application by the individual, the superintendent may consider replacing a lost or destroyed item. Claims for lost or destroyed personal effects will be supported by receipts verifying the monetary value of the item. In exceptional cases, reimbursement may be considered without the supportive receipts.

Amenities

- 21 Every person admitted to an adult facility will be issued necessary toiletry items as identified in the Custody Handbook (see [NS Department of Justice, Correctional Services website](#)).

Clothing Issue

- 22 All individuals admitted to custody will wear the prescribed correctional facility clothing while at the correctional facility. Every article of clothing issued will be recorded. The individual and the issuing officer will sign the record sheet to acknowledge the content and the receipt of the issue.
- 23 The individual will be required to return the full clothing issue upon release from the correctional facility. The individual will be personally responsible for any loss or damage to the issued correctional facility clothing. Payment may be required in lieu of any lost or damaged clothing.
- 24 Where the individual's clothing is inadequate, unfit to wear, has been destroyed upon

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admission, or is required by the police or the court, the superintendent will supply them with clothing unless the individual arranges to have other clothing provided at their own expense.

- 25 Personal effects will be searched at the time of discharge to prevent removal of correctional facility property and conveyance of contraband.

Discharge Medication

- 26 Medication will be placed in a sealed envelope by health care staff or, in their absence, designated correctional staff and
- (a) delivered to the releasing officer or
 - (b) secured in health care and accessed by the Officer in Charge.
- 27 The releasing officer will give the individual the sealed envelope prior to them leaving the facility
- (a) in the presence of the correctional officer or correctional worker, the individual will sign for receipt of the medication
 - (b) another staff member will witness the receipt of the medication from the correctional officer to the individual
- 28 Where an individual chooses to be discharged without medication returned or issued to them by health care, the
- (a) medication will be collected from the admission officer by health care staff or secured in health care by the Officer in Charge
 - (b) releasing officer will submit a report regarding the release of the individual without medication
 - (c) report will be forwarded to health care and a copy placed on their file
- 29 Where an individual is discharged without knowledge that they are not in possession of medication issued to them by the health care, arrangements will be made to contact the individual to arrange the return of medication
- (a) by the Nova Scotia Health (NSH) in accordance with NSHA policies
 - (b) in the absence of health care by designated correctional staff

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Unclaimed Property

- 30 Pursuant to Section 112 of the *Correctional Services Regulations*, in the event of the individual's absence without authority from the correctional facility, e.g., UAL, escape, or where the individual is released at court, personal effects will be claimed by the individual within 30 days following the date on which the absence commenced. Where no claim is made, the superintendent will dispose of the property.
- 31 Superintendents will maintain records of unclaimed property including
- (a) the individual's full name
 - (b) a description of the property
 - (c) details of disposition, specifically the name of the organization in receipt of the property or the method of destruction
 - (d) the proceeds, if any, from the disposition
 - (e) ensuring 30 days after the absence commenced the property will be disposed