



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: Inmate Processing

Number: 302-D

Effective Date: January 1, 2001

Revised Date: April 27, 2026

Rescinds:	302 Fingerprinting/Photographing & Release	Dated: 01-01-2001
	302-A Fingerprinting/Photographing & Release	04-02-2002
	302-B Fingerprinting/Photographing & Release	05-04-2021
	S-113 Admission	07-20-2015
	S-114 Search of Inmates	07-20-2015
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Approved By:

I. PURPOSE

To establish guidelines for the processing of inmates and security of the detention center. It will be the policy of the Myrtle Beach Police Department to properly document, account for and release the property of an inmate back to them in the same condition in which it was received.

II. DEFINITIONS

- A. "Type I Facility" is a facility (overnight lockup) for the temporary detention of persons who are being held while awaiting a judicial hearing. If a person is going to be detained longer than forty-eight (48) hours, he/she

shall be transferred to a Type II facility unless there is some documented compelling reason for not doing so.

- B. Processing – as used in this operating procedure, processing means the collection and documentation of vital, medical, and specific personal information. It also means fingerprinting, photographing and releasing an inmate from the custody of the Myrtle Beach Police Department.

III. PROCEDURE

The SC Department of Corrections authorizes the Myrtle Beach Detention Facility for use as a Type I Facility. The officer admitting inmates to the detention facility will ensure that they are lawfully detained, that their property is intact, that they are in good mental and physical health or that any medical conditions are noted, and that their rights are not violated. For the protection of both staff and inmates, as well as to prevent the introduction of weapons, case evidence or contraband (hereinafter all referred to as contraband) into the facility, all inmates will submit to a medical screening and an inventory search during the intake process. All contraband will be removed from the inmate before entering any cell.

A. ADMISSION OF INMATE:

1. Detention officer(s) will ensure that all law enforcement officials have removed their firearms and knives and are wearing protective eyewear before entering the secure portion of the facility.
 2. The booking officer shall check the identity of the person presenting the inmate to ensure they have the authority to have arrestees booked into this facility. Officials known to be law enforcement personnel are not required to show identification.
 3. The law enforcement officer will be required to submit the proper charging document or detainer at the time of admission. The law enforcement officer will remain with the arrestee until the completion of the booking report or until released by the receiving detention officer. This will allow for the completion of the medical and mental screening portion of the booking process. Should the arrestee not pass this screening process, they must be returned to the arresting officer or agency.
- B. **MEDICAL SCREENING:** A detention officer will complete a screening of all inmates before admission to the detention facility.

1. The screening will include but not be limited to:
 - a. Current illnesses to include physical and mental health.
 - b. Medications taken and specific health requirements;
 - c. Behavioral observation, including state of consciousness and mental status;
 - d. Notation of body deformities, trauma markings, bruises, lesions, ease of movement, jaundice, and other physical characteristics of medical interest;
 - e. Condition of skin and body orifices, including rashes and infestations;
 - f. Likelihood of suicide attempt by inmate.
 2. The detention supervisor is the sole authority in determining when an inmate is denied entry to the detention center. When an inmate is denied entry due to the medical screening, the arresting officer or their designee is responsible for obtaining medical clearance for the inmate from a medical professional.
- C. BOOKING RECORD: A record for each inmate shall be established upon admission or as soon as possible after admission of the inmate and retained according to applicable state law.
1. This facility shall safeguard all records from improper and unauthorized disclosure.
 2. Juvenile booking reports shall be kept secure and separate from adult booking reports. Once the juvenile has been released, the booking report shall be stamped "Confidential" and will be placed inside a sealed envelope and transmitted to Records. Juvenile records shall only be inspected by such government agencies and/or their agents as legally authorized.
 3. Booking records should include, but are not limited to, the following:
 - a. Booking number – this is a system-assigned number automatically assigned in the JMS/RMS system the first time the person is entered in the system.
 - b. Date and time of arrest

- c. Name and alias of person
- d. Last known address
- e. Date and time of commitment and authority thereof
- f. Name of charging officers
- g. Specific charge(s)
- h. Name of booking, fingerprinting, and search officers.
- i. Sex
- j. Age, date of birth and social security number
- k. Race
- l. Marital status
- m. Name and address of next of kin
- n. Medical status
- o. Medications placed in medicine cabinet and documented in system
- p. Record of cash and property
- q. Alert status of previous misconduct placed in computer when caution is advised
- r. Name, address, relationship and phone number of parent (s) or legal guardian (s) with whom the JUVENILE resides at the time of admission and/or other necessary contact information.
- s. Booking photograph
- t. Court and sentence

D. SEARCHES - For the protection of staff and prisoners, all prisoners will be searched during the intake process, before they are transferred to another facility (i.e. hospital, another detention center, court appearance, etc.), and when they return from another facility. Searches are intended to prevent the introduction of weapons, case evidence or contraband

(hereinafter referred to as contraband) into the facility. An officer conducting searches should be of the same sex as the inmate when possible. A supervisor must approve any opposite sex search of an inmate and document the circumstances in JMS. Searches will be completed pursuant to MBPD Procedure 239 – Search and Seizure.

E. **INVENTORY** - An inventory, including a description of each item, of all inmate property shall be generated.

1. **Money:**

- a. All cash shall be **CAREFULLY** counted and the amount entered in the cash portion of the booking report, then initialed by the booking officer and a second officer who **witnessed** the counting. Coins are not necessary to count out but may be listed as loose coins or loose change.
 - b. If an inmate has more than five hundred (\$500) dollars, this sum will be counted and confirmed by both the booking officer and the Detention Supervisor. Both will verify the amount and initial in the cash section of the booking report.
 - c. Money will be placed in a bond type envelope, sealed and initialed by each officer. The inmate's full name and date of birth will be written on the outside of the envelope.
2. All money and other personal property, except cash totaling \$500 or more, will be placed in a properly labeled property bag. This property bag will have the inmate's name, date of birth, and the booking officer's name on the outside of the bag. Once the property is placed inside, the bag will be stapled closed to secure the property inside. The property bag will be placed in the property room immediately upon completion of the booking process. Envelopes with cash totaling over \$500 will be locked in the cash box located inside the property room.
3. When contraband is discovered during intake:
- a. If the property is contraband merely because it cannot be retained by the inmate while in custody but is otherwise legal, it will be inventoried and documented on the inmate's property list.
 - b. If the property is illegal and found on the person, the arresting officer will take custody of the property and make appropriate charges.

- c. If the property is illegal, but not found on the person or charges cannot be made, then the arresting officer will take custody of the property and dispose of it according to applicable laws and MBPD procedures.
 - d. Perishable, flammable, alcoholic, or explosive items **WILL NOT** be stored in the inmate property room. These items will be documented and disposed of according to applicable MBPD procedure.
 - 4. All other property items will be listed on the booking report with a brief description. For example, one will not list a 'gold ring', but rather a 'gold colored ring'. When describing clothing, it is necessary to list the item and its color, except for footwear, which is described by color and style.
 - 5. Bulk items will be placed in a large property bag, which is properly labeled the same as the small bags and secured (stapled). Bulk items that will not fit into this type of bag will be properly marked with the inmate's name and date of birth and placed in the Bulk Storage Closet. Property placed in bulk storage must be affixed with the bulk storage tag and logged into the bulk storage logbook. Bicycles will be stored in our outside storage area and affixed with the bulk storage tag.
 - 6. Upon completion of the booking process, the inmate will be given an opportunity to sign the inventory section of the booking report. If the inmate refuses to sign the booking report or is too intoxicated or too disorderly, the booking officer will note the refusal and initial. Another officer will verify and initial the booking report. A copy of the inventory is available to the inmate upon request.
 - 7. A head jailer, assigned by the detention supervisor, will maintain possession of the property room key at all times and be in control of the property room and its contents. This room will remain locked at all times. **ONLY THE HEAD JAILER AND/OR DETENTION SUPERVISOR MAY ENTER THE PROPERTY ROOM.**
- F. **FINGERPRINTING AND PHOTOGRAPHING:** Any inmate who is charged by this department with a State offense resulting in a lawful custodial arrest will be fingerprinted and processed following the guidelines set forth in Section 23-3-120, paragraph B, of the SC Code of Laws.

1. Additionally, any inmate charged by this department for the following Municipal charges will be fingerprinted:
 - a. Resisting Arrest
 - b. Any Assault Charge
 - c. Any Weapons Charge
 - d. Utility Meter Tampering
 - e. At the request of any officer
2. Fingerprinting will be accomplished utilizing an automated system certified by SLED. Officers will be trained before using the system. Officers will also be trained in the traditional "inking" fingerprint method, but this method will only be used when the automated system is down or when otherwise approved by the Detention Sergeant or Lieutenant.
3. All persons subjected to fingerprinting will be photographed through the Video Imaging System process and logged.
4. All persons subjected to the Video Imaging System process who wear prescription glasses will have two photographs made; one with glasses and one without glasses.
5. Juveniles shall only be photographed and/or fingerprinted in accordance with State and/or Federal law.
6. A new photograph will be taken each time an inmate is fingerprinted. Any prior existing photograph(s) will be retained in the inmate's JMS record.

G. ACCOUNTABILITY FOR ALL PHOTOGRAPHS

1. It will be each and every Detention Officer's responsibility to account for each photograph taken and entered into the Video Imaging System. A log has been placed in the I.D. Room for proper documentation.

H. MAJOR CASE PRINT (PALM PRINTS)

1. Any time major case prints are requested, the requesting officer will forward the request to the Crime Scene Unit.

I. JUVENILE PRINTS

1. Section 20-7-8515, paragraph G, states "A juvenile charged with an offense must be fingerprinted by the law enforcement agency who takes the juvenile into custody if the juvenile is charged with:

- a. A violent crime as defined in Section 16-1-60;

1. Murder (Section 16-3-10)
2. First degree criminal sexual conduct (Section 16-3-652)
3. Second degree criminal sexual conduct (Section 16-3-653)
4. First degree criminal sexual conduct with a minor (Section 16-3-655)
5. Second degree criminal sexual conduct with a minor (Section 16-3-655)
6. First degree assault with intent to commit criminal sexual conduct (Section 16-3-655)
7. Second degree assault with intent to commit criminal sexual conduct (Section 16-3-656)
8. Assault & Battery with intent to kill (Section 16-3-620)
9. Kidnapping (Section 16-3-50)
10. Voluntary manslaughter (Section 16-3-50)
11. Armed robbery (Section 16-11-330)
12. Drug trafficking (Section 44-53-370E)
13. Drug trafficking (Section 44-53-375C)
14. First degree arson (Section 16-11-110A)
15. First degree burglary (Section 16-11-311)
16. Second degree burglary (Section 16-11-312B)

17. Engaging a child for sexual performance (Section 16-3-810)

18. Accessory before the fact to commit any of above offenses (Section 16-1-40)

19. Attempt to commit any of the above offenses (Section 16-1-80).

b. Grand larceny of a motor vehicle;

c. A crime in which a weapon was used; or

d. Distribution or trafficking in unlawful drugs as defined in State Statute 44-53-3.

2. Juveniles charged with any of the aforementioned offenses must be processed. Under no circumstances can a juvenile charged with an offense other than one listed above, be subjected to processing unless a judicial determination is made to treat the juvenile as an adult. The Processing Officer must either write or stamp **"JUVENILE"** in the top left-hand corner of the fingerprint card so the Criminal Records Repository personnel can readily identify the card as a juvenile arrest. Juvenile fingerprint cards will be submitted to the Repository in a separate envelope from the adult fingerprints.

3. Juvenile prints are not to be used for any purpose other than Criminal Justice purposes and will not be available for the general public information.

4. After the fingerprint processing is completed, the Detention Supervisor or his/her designee will review them and submit them as follows:

a. One sent to SLED (must be forwarded pursuant to 23-3-120 as amended);

b. One sent to the FBI.

J. DNA Swabs - Per SC Code of Laws 23-3-620, DNA samples will be required from persons who are brought into our jail with qualifying charges. Once collected, the samples will be forwarded to SLED for processing.

1. All Officers will receive training on the proper buccal DNA collection process before collecting a sample from an inmate. Documented proof of training will be forwarded to the Training Unit for inclusion in the officer's training record. Officers will not collect finger stick/prick DNA samples.
2. The collection of a buccal sample will be part of the normal booking procedure, per SLED requirements. The collection will be obtained in the Identification Room, where the other aspects of the normal booking procedure are completed.
3. Personnel must collect a DNA sample from any person arrested for any felony, eavesdropping, peeping, stalking, or any other offense that is punishable by a sentence of five or more years. Refer to www.sccourts.org/cdr/ for a complete list of qualifying charges.
4. If the inmate has a qualifying charge, the booking officer must check the iLab account on www.sled.sc.gov to determine if the arrestee has a DNA sample on file. Search by S.I.D.# or F.B.I.# rather than 'Name/D.O.B.' If there is a sample on file with SLED, no sample is required. If there is no sample on file, a DNA sample must be collected.
5. If the inmate does not have a qualifying charge when initially processed but is later charged with a qualifying charge while still incarcerated at our facility, an officer will collect a DNA sample if there is not one already on file.
6. The booking officer and the Detention Staff will not collect buccal swabs other than for purposes of this regulation, as outlined in SC Code of Laws 23-3-620. Crime Scene Officers, Detectives, and other officers may collect DNA samples, per a valid search warrant or consent while following their normal protocol for gathering, maintaining, and transferring such evidence.
7. Collection Procedures:
 - a. As with any other part of the booking process, if the inmate becomes too disorderly, the process will stop and resume when it is safe to do so.
 - b. Translator services shall be provided during the collection process for inmates with Limited English Proficiency (LEP).

- c. The Advisement of Rights will be read to the inmate. The original will be attached to the Booking Card, and the inmate will receive a copy.
- d. If an inmate refuses to provide a sample, they have not completed the booking process, and they may not be released from custody. The Head Jailer and/or Detention Supervisor will be notified. If the inmate is transported to J. Reuben Long Detention Center while still refusing to provide a sample, the officer will include a detainer with the inmate's transfer order, and the Detention Supervisor will contact the intake supervisor at J. Reuben Long to inform them that a sample must be collected before release. Once that sample has been collected, a detainer removal should be obtained by our agency.
- e. A new pair of latex gloves will be worn during this process. The new pair will be put on before beginning the collection process. (A pair of gloves is provided in the kit.) Should the officer leave the area, have physical contact with other persons, or any other matter, which may give reasonable claim to contamination, a new pair of gloves will be used. A new kit will be used and the old kit discarded whenever the collection kit is opened and/or handled by someone other than the collecting officer, is left unattended, or any other situation arises that may give reasonable claim to contamination.
- f. Eyewear will be worn during this process.
- g. Follow the collection process as indicated on the provided blue sheet, "South Carolina Law Enforcement Division Instructions for Easicollect and Buccal Swab Collection", contained within the kit.
- h. Follow all instructions except mailing the kit. A voucher will be created with Property and Evidence. The kit will be placed in the DNA Drop Box inside the detention facility by the collecting officer, thereby completing the process.
- i. Utmost care will be taken to ensure that all labels and information are filled out correctly, completely, and legibly. If there are any problems, a supervisor shall be notified immediately.

- K. CLASSIFICATION - The Myrtle Beach Police Department has established a Classification Plan for housing inmates within this facility. This plan is designed to properly assign inmates according to gender, age, criminal sophistication, seriousness of crime, aggressive/non-aggressive behavior, medical rules, and other criteria, which will provide for the safety of inmates and staff.

1. Gender:

- a. Male and female inmates shall be housed out of normal sight of each other.
- b. Female inmates shall be afforded the same rights and privileges as male inmates.
- c. Female inmates will not be handcuffed together with male inmates for transportation purposes or while being escorted to and from municipal court proceedings.
- d. Males should not be placed in cells on the female side of the jail except when no other appropriate cells are available.

2. Age:

- a. All juveniles, including those who have been waived to General Sessions Court to be tried as adults, will be housed out of sight and sound of adult inmates. The second floor of this facility will be used for this purpose.
- b. Juvenile males and females will be housed out of normal sight of each other.
- c. Juveniles shall be afforded the same rights and privileges as adult inmates, except when prohibited by law.
- d. Juveniles who are detained or placed in secure confinement for more than six (6) hours must be held in an approved juvenile holdover facility or an approved juvenile detention center unless they are legally waived to General Sessions Court. The Myrtle Beach Law Enforcement Center is an approved juvenile detention holdover facility.
- e. Juveniles who are detained or placed in a secure confinement for more than twenty-four (24) hours, excluding weekends and holidays, must be held in an

approved juvenile detention center unless they are legally waived to General Sessions Court.

3. Seriousness of the Crime: An inmate charged with a serious violent crime will be housed in single cell units.
4. Criminal Sophistication: Offenders charged with General Sessions charges are to be housed in single cell units, as space is available.
5. Aggressive Behavior: Inmates displaying aggressive behavior will be placed in single cell units, as space is available.
6. Medical Rules: Inmates having contagious diseases or medical problems are to be isolated from other inmates.
 - a. If the inmate has lice, parasites, or scabies, allow the inmate to shower with medicated lotion or shampoo.
 - b. Cells will be marked with the appropriate alert signage.
 - c. Contact medical personnel, if necessary, to report the symptoms and receive instructions.
 - d. Wear disposable gloves, masks, and eyewear always when dealing with the inmate.
 - e. Properly clean and disinfect the cell and anything else that came in contact with the inmate upon release.
7. Mental Health Observation: Inmates with alerts for suicide risk will be placed in an observation cell with jail checks completed and logged every 15 minutes.
8. Other Criteria: There may be times or incidents when inmates may be assigned to special housing units for the safety of staff and other inmates.
 - a. When inmates who have been medically cleared continue to appear grossly under the influence of drugs and/or alcohol, they should be housed in observation cells when space is available. Regardless of the cell used, a jail check will be completed and documented for these inmates every 15 minutes.
 - b. Sentenced inmates will only be housed with other sentenced inmates or in a single cell.

- c. Non-Sentenced inmates will only be housed with other non-sentenced inmates or in a single cell.

L. RELEASE OF INMATES

1. No one shall release an inmate from this facility without proper authorization, as described in this procedure, and without positive identification of the inmate being released.
2. Before an inmate can be released, the following information must be completed and must be in the possession of the releasing officer:
 - a. Ensure that the bond has been posted.
 - b. Ensure that the inmate being released is, in fact, the inmate for whom the bond was posted. Refer to the Department's Inmate Identification procedures.
 - c. A check has been made to ensure the inmate is not wanted by any other agency (NCIC) and that all pertinent information has been entered on the booking card.
 - d. If the inmate is charged with a victim-related crime a reasonable attempt will be made by the releasing officer to notify each victim, per Victim's Advocate consent, before the release or transport of the inmate to another facility. The releasing officer will then document on the victim's paperwork the date and time of the attempt. According to S.C. Code of Laws 16-3-1530, "notification of victim of release, escape, or transfer of accused".
 - e. If the inmate is being released to any other agency, the officer receiving the inmate must be identified as an authorized personnel to receive the inmate and the inmate must be identified as the proper individual to be received.

M. INMATE IDENTIFICATION PROCEDURES

1. Prior to the release of any inmate on bond, courtesy, or to any other agency, or for any other reason, the following identification procedures must be followed:
2. Photo identification and physical description of the inmate on the booking card will be compared against that of the inmate, in person.

3. The inmate may be asked his/her name and date of birth.
4. The inmate may be asked his/her Social Security number.
5. The inmate may be asked any of the following:
 - a. Place of birth
 - b. Home address
 - c. Phone number
 - d. Note: All responses from the inmate must correspond with the information on the booking card.

N. ACCEPTING CASH PAYMENTS FOR BOND

1. Accepting cash payments from citizens.
 - a. The citizen must provide the exact cash for the bond amount. No change will be made for the citizen to post an inmate's bond.
 - b. Cash bond payments may be accepted at the service desk. Two detention employees will be present and involved in the monetary transaction.
 - c. At least one of the detention employees will be equipped with and activate a BWC.
 - d. The employees will then verify the inmate's name & DOB from the citizen and verify the amount that needs to be posted for the inmate's release.
 - e. A copy of the citizen's ID will be made before accepting any cash. On the copy, it will be noted that the citizen posted the bond.
 - f. An envelope and receipt will be filled out at the service desk. Both the receipt and envelope will include:
 1. Inmate's name
 2. Charge given and ticket number

3. Amount posted
 4. Release date and court date
- g. The employees will then verify the amount of cash being accepted by counting the cash in front of the citizen and will use the money pen if necessary. An employee will state on their BWC the dollar amount they counted and verify with the citizen that the amount is correct.
1. The receipt will be signed by the citizen posting the bond and initialed by both detention employees.
 2. The bond amount will be placed inside the envelope with a yellow receipt. The white receipt will be attached to the ticket and given to the inmate upon their release.
 3. The envelope will then be placed inside the drop box located at the service desk for the Clerk of Court to pick up.
2. Accepting cash bond from incarcerated inmates.
- a. Accepting cash bond payment from an inmate will be the responsibility of the releasing officer while at the booking counter. At least one additional detention employee will be a witness to the transaction.
 - b. The officers will activate their BWCs. The officer will then verify the inmate's name, date of birth, and the amount that needs to be posted for the inmate's release.
 - c. An envelope and receipt will be filled out at the booking counter. Both the receipt and envelope will include:
 1. Inmate's name
 2. Charge given and ticket number
 3. Amount posted
 4. Arresting officer
 5. Release date and court date

- d. The detention employees will verify the amount of cash that the inmate brought into the jail. The cash will be counted back to them in view of the booking counter camera and BWC. The inmate will sign the signature pad, verifying that the money has been released to them. The release officers will then accept a cash payment from the inmate to post bond. The release officer, the witness employee, and the inmate will verify that the amount being paid is correct.
- e. If a large bill needs to be exchanged for a smaller denomination, the officer will take all of the cash to the jail property window and have the head jailer will make the exchange out of the cashbox in the Property Room. The head jailer will activate their BWC while making the exchange. The inmate's cash will be counted again on camera before making the exchange. Once the exchange has been made, each employee will verify the amount of cash by counting it again at the property window before the detention officer returns to the booking counter. The release officer will then verify with the inmate one last time by counting the cash back to them, and then by counting out the bond amount they are accepting.
- f. The receipt will be signed by the inmate posting the bond.
- g. The bond amount will be placed inside the envelope with a yellow receipt. The white receipt will be attached to the ticket and given to the inmate upon their release.
- h. The envelope containing the bond money will then be placed inside the drop box located at the service desk for the Clerk of Court to pick up.

O. ACCOUNTABILITY OF FUNDS

- 1. At the beginning of each shift, the assigned head jailer shall be responsible for counting the money in the cash box along with the prior (outgoing) head jailer.
- 2. The total amount will be documented on the jail check log sheet with both officer's signatures and employee numbers. **In the event there is a discrepancy, both head jailers will report the discrepancy directly to the on duty supervisor.**

P. INMATE AND PROPERTY RELEASE:

1. Upon release of the inmate, all valuables and other personal property will be returned to the inmate. The inmate property bag(s) will be opened in the presence of the inmate, and the property inventoried. The inmate shall sign for the property being returned to him/her. If the inmate refuses to sign, it will be documented, and the property will be released.
2. If there is a discrepancy either by the inventory or by a claim by the inmate, the matter will immediately be brought to the attention of the Detention Supervisor, who will:
 - a. Have the releasing officer complete a "Special Report"
 - b. Print a copy of the Inmate Property list and the Money Account. Each item will be checked off accordingly, and the inmate will be asked to sign for the property on hand. If the inmate refuses to sign, the releasing officer will note the refusal and initial. Another officer will also verify and initial the listing.
 - c. A supervisor or designee will have an inmate fill out a statement about what is missing from his/her property and make sure they sign it.
 - d. All reports will be submitted to the Detention Lieutenant as soon as is practicable, and no later than the end of the shift.
 - e. The Shift Supervisor will make reasonable attempts to contact the Office of Professional Standards during normal business hours prior to the inmate's release.

Q. RELEASE OF INMATE PROPERTY TO A THIRD PARTY

1. There may be an occasion in which an inmate's property is released to a third party. This should be the exception, not the rule. When releasing an inmate's property to another person, special precautions should be taken to ensure that the inmate does not object to the property being released. Upon authorization by the Detention Supervisor, the following guidelines will be followed:
 - a. The inmate **MUST** approve of the release and not be intoxicated at the time of the approval.

- b. The person taking possession of the inmate's property **MUST** have proper photographic identification. (i.e. Driver License, Passport, etc.)
- c. Picture ID **MUST** be taken and shown to the inmate for identification and approval, and a photocopy will be made and attached to the booking report.
- d. The inmate shall sign a copy of the Inmate Property List and Money Account as authorization.
- e. The person receiving the property shall also sign the Inmate Property List upon verifying the contents of the property bag.
- f. The name of the person receiving property will be entered in the release property section of the Inmate Property List.
- g. Once all of the above have been completed, the property may be released to a third party.

R. EVIDENCE COLLECTION FROM INMATE'S PROPERTY

1. If it becomes necessary to remove all or a portion of an inmate's property for the purpose of collecting evidence of a crime, the following procedures will be adhered to:
 - a. The Investigating Officer shall contact the Detention Supervisor to gain access to the inmate's property.
 - b. The property bag shall be opened by the Investigating Officer, and the Detention Supervisor or Head Jailer will witness any property removed. This will be done within the coverage of the video monitoring system.
 - c. Once property has been released to the officer who is seizing the property, it will be released to that officer and noted in the property list as well as the note section on the front page of the booking screen. If the inmate requests a copy, one will be printed out for the inmate.
 - d. **NOTE:** This will provide documentation that the inmate was in possession of the seized property and accountability of the inmate's property.

S. TRANSFER OF INMATE PROPERTY TO ANOTHER AGENCY

1. When an inmate and his/her property are turned over to another agency, the property shall be inventoried in the receiving officer's presence. The releasing officer will annotate in JMS which property was released and which agency and officer received them.

T. TRANSPORTING INMATES AND THEIR PROPERTY TO ANOTHER AGENCY

1. When inmates are being transported to another facility, the inmate will be asked to verify the contents of his/her property bag. The property bag will be re-secured for transport. The following guidelines will be followed:
 - a. Each inmate will be brought to the booking counter as part of release procedures, and the property bag will be opened in their presence with the contents inventoried and verified by the inmate.
 - b. When all property has been verified, the inmate will sign for verification. Property will be placed back into a property bag and resealed (stapled) in the presence of the inmate.
 - c. The inmate's property will remain in the custody of the transport officer during transport of the inmate. In cases where the transport officer refuses the inmate's bulk item(s), the inmate will be issued a bulk storage tag and section vi. will apply.
 - d. Once arriving at a destination, all property will be turned over to the receiving agency.
 - e. Any discrepancy during the inventory process will be immediately brought to the attention of the duty detention supervisor.
 - f. Bulk property that is not accepted by other agencies will be held at the Myrtle Beach Police Department for no more than 30 days.
 1. Inmates will receive a notification letter before being transported advising them of the 30 day retention policy.
 2. Inmates will have the opportunity to designate a third party to pick up their property.

- a. They may designate the person and sign the form during their release from our facility, or
 - b. They may return the completed form by mail or by fax at any time within 30 days of the release.
- 3. All property remaining 30 days after the inmate's release will be disposed of in the presence of two officers.
- 4. This action will then be documented in JMS.
- g. Once an inmate's property has been properly documented and secured, the property bag shall not be opened until the time of release to the inmate or an authorized third party. If circumstances require the opening of the property bag at other times, it must be approved by a supervisor or head jailer and documented in JMS.