

Return of Prisoner Property

1. GENERAL

- A. This policy sets out the accountabilities for the handling of prisoner property when taken into Halifax Regional Police custody.

2. POLICY

A. BOOKING OFFICER

1. All property released shall be signed for by the owner and initialed by the Booking Officer on the Prisoners Property Record Sheet.
2. Any property which may have been contaminated in any way with biological fluids shall be contained in a clear plastic bag and clearly identified with a warning sticker by the Booking Officer prior to turning it over to the Transporting Officer.
3. The NCO i/c Booking shall be notified immediately when a prisoner being released refuses to sign for their property or if the prisoner alleges there are discrepancies related to the property. In these instances, the Booking Officer shall make note of these circumstances in a supplemental text on the related GO number.
4. Upon releasing a prisoner, the Booking Officer shall:
 - A. Where the prisoner is released on an Undertaking or Promise to Appear, return property directly to the prisoner.
 - B. Where the prisoner is being transported to court/Central Nova Scotia Correctional Facility, turn the prisoner's property over to the Transporting Officer in an approved sealed bag (not tied) and provide a copy of the Prisoner's Property Record Sheet for each prisoner to the Transporting Officer. Any money turned over to the Transporting Officer shall be counted in the presence of the prisoner and the amount clearly indicated on the Prisoner Property Record Sheet.
 - C. When the prisoner's clothing and/or footwear is seized and will not be returned to the prisoner upon their release or remand into custody, contact in advance of the release/remand:
 - i. the NCO i/c Booking and request appropriate replacement clothing/footwear be obtained from QM Stores, OR
 - ii. a person identified by the prisoner to request they provide a change of clothing/footwear for the prisoner. When necessary, the Booking Officer may request through the NCO i/c Booking a unit be dispatched to pick up the replacement clothing/footwear and deliver it to Booking as soon as practical.

Note: Under no circumstances will any prisoners be released from the Booking Area unless they are attired with appropriate clothing/footwear.

iii. Retain all Prisoner Property Record Sheet for pickup by a Central Records staff person.

5. All property/items located within Booking that are found/unclaimed by a prisoner shall be handled in the same manner as any other found or recovered property. See related policy in [FOUND OR RECOVERED PROPERTY](#).

B. TRANSPORTING OFFICER

1. The Transporting Officer shall:

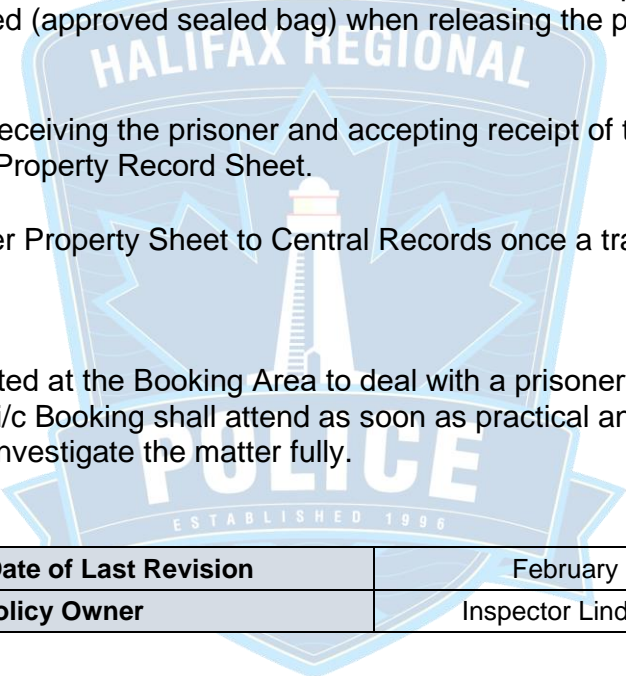
A. Sign for the prisoner effects and turn them over to the Sheriff's Department in the same state they were received (approved sealed bag) when releasing the prisoner into their custody.

B. Ensure the person receiving the prisoner and accepting receipt of the property signs the copy of the Prisoner's Property Record Sheet.

C. Forward the Prisoner Property Sheet to Central Records once a transport is complete.

C. NCO I/C BOOKING

1. Upon being requested at the Booking Area to deal with a prisoner's concern over their property, the NCO i/c Booking shall attend as soon as practical and before the prisoner leaves Booking to investigate the matter fully.



Effective Date of Last Revision	February 25, 2025
Policy Owner	Inspector Lindsay Hernden

By Order Of:

Don MacLean
Chief of Police