

Muster

Date: Week of December 3, 2007

Topic: Control of Personal Property

Reference: CBP Directive 5240-007, Chapter 17.8 Inspectors Field Manual

Headquarters POC: (b) (6), (b) (7)(C) [REDACTED]
Admissibility and Passenger Programs
Office of Field Operations

This muster is a reminder to all CBP Officers regarding procedures for the control of property at ports of entry.

- The officer must attempt to turn over the personal effects to another party to whom the alien authorizes release.
- If the violator authorizes release of personal effects to another party, the "Authorization for Release of Personal Effects form must be filled out by the seizing/arresting officer, witnessed by another officer, and signed by the alien.
- In cases where the alien is being turned over to another Federal, State, or local agency, CBP must attempt to transfer all personal effects to such agency.
- If CBP must retain the personal property, all property will be receipted on the appropriate form CBP-6051.
- The control and safeguarding of detainee personal property shall include the secure storage of funds, valuables, baggage and other personal property.
- All items belonging to the detainee shall be inventoried, placed in properly marked plastic sealed bag (if necessary), and placed in a secure area.
- A logbook and inventory sheet will be maintained listing the detainee name, A-number, Form CBP-6051 number, date, property description, name of officer(s) recording the property. Also the logbook shall include the date and time the officer(s) conducted the inventory.
- Where operationally feasible, two officers will inspect all funds and property, including those items found in parcels, suitcases, bags, bundles and boxes, in the presence of the detainee to ensure officer safety and accountability. This procedure will also be followed when property is returned to a traveler subsequent to his or her release.