



San Diego County

SHERIFF

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Sheriff

Detention Services Bureau, Detention In-Service Training Unit

GC 7922.000 - Work Phone

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TRAINING BULLETIN

Incarcerated Person Property

The purpose of this training bulletin is to refresh sworn staff on the proper steps that shall be taken to help ensure incarcerated persons property follows the incarcerated person even when a facility transfer occurs. Sworn staff shall review Detentions Policy and Procedure sections [Q. 55](#) and [Q. 57](#) sections related to incarcerated persons property.

Whenever an incarcerated person is transferred out of facility, the brown property bags should be labeled with the incarcerated person's name and booking number. The escorting deputy shall make notes on the property bag indicating which facility the incarcerated person is transferring to. Using the Jail Information Management System (JIMS) the deputy shall flood the incarcerated person into the facility's "x module" with the number of property bags being transferred attached to the incarcerated person. The deputy will then take the incarcerated persons property to the out courts or processing area where incarcerated persons are loaded onto the transportation buses. The property should be loaded onto the transportation buses and follow the incarcerated person to the new facility. Once the property arrives at the new facility, sworn staff shall take the property and deliver it to the incarcerated person.

In the event an incarcerated person is moving housing cells or moving to a different housing module within the facility, the incarcerated person should be able to carry their own property in their possession. If an incarcerated person is on disciplinary separation status and moved to a different housing cell or module, the incarcerated person's name and booking number shall be written on the bag and set in a location that cannot be accessed by other incarcerated persons. An incident status report (ISR) shall be completed stating where the module property was moved and how it was labeled.

If an incarcerated person claims to be missing property, sworn staff shall conduct a preliminary investigation attempting to locate the possible missing property. If the missing property is not found, the Watch Commander will be notified, and a lost property crime report will be completed. Sworn staff shall review Detentions Policy and Procedure section [Q. 63](#) related to lost property crime reports.