

SDSD Detention Services Bureau- East Mesa Re-entry Facility

Date: 01/23/2022

Number: Q.55.M

Subject: PROPERTY RECEIVED WITH INCARCERATED PERSONS

Related Sections:

PROCEDURE:

ACCEPTANCE AND RELEASE OF INCARCERATED PERSONS PROPERTY

When medication, dentures, prescription eyewear (glasses and contacts), hearing aids and/or batteries or a prosthetic device, such as an artificial limb, are brought to the Custody Information Office for an incarcerated person, an Incoming Property Receipt (J-53 Form) is to be completed by the Detentions Information Assistant (DIA) or delivering party. Once the J-53 Form is completed, the DIA will notify EMRF Medical Staff and the Visit Deputy to inspect the items that are to be delivered. If the items in question are denied due to security reasons or medical reasons, it will be returned back to the individual who is delivering said items. If the items in question are accepted, DIA will affix the yellow and pink copies to the item and it will be given to sworn personal for immediate delivery.

INCARCERATED PERSONS PERSONAL MODULE PROPERTY

Incarcerated persons shall not possess personal property in the housing units in excess of authorized quantities. Authorized quantities for all individuals housed in Houses 3 or 4 at the East Mesa Reentry Facility shall be defined as the amount of personal property, excluding commissary items, that will fit into one large brown paper bag. For individuals housed in dorms A-C the authorized quantity of personal property shall be that which will fit into one facility-provided plastic bin, and for D Dorm that which will fit into two facility-provided plastic bins. All personal photographs, letters, legal mail and reading materials shall be expected to fit into that brown paper bag or plastic bin(s). Inmates found to be in possession of more than the authorized amount of property shall be required to mail excess property to an outside party, discard the property or donate excess property to East Mesa Re-entry Facility.

PROPERTY OF INCARCERATED PERSONS PLACED INTO DISCIPLINARY SEPARATION

Whenever possible, individuals on Disciplinary Separation should be housed in House 3 or House 4 Modules E, Cells 1 or 2. Upon placement in Disciplinary Separation, the deputy making the placement will give the individual their allowed items along with a bedroll and mattress. The rest of their property will be placed in a paper bag with their name and booking number. This bag will be placed inside the lockers provided in the Laundry Room located in each housing unit.

Upon release from Disciplinary Separation, the individual's property will be returned to them.