

**SDSD Detention Services Bureau- East Mesa Reentry Facility**

Date: 02-04-2022

Number: Q.66.M

Subject: TRANSFER OF INCARCERATED PERSON(S) PROPERTY

Related Sections:

**PROCEDURE:**

Incarcerated persons requiring an unscheduled transfer due to an incident or medical issue will be transferred with all of their module and personal property. An unscheduled transfer between the hours of 2200 and 0600 will require the Processing deputy to retrieve an incarcerated persons black property bag from the property room.

Prior to the removal of the black property bag, the Processing Deputy will type the incarcerated persons booking number into the "Inquiry" tab in JIMS, click the incarcerated persons name and click on "Booking Maintenance. In the "Booking Maintenance" tab, a property rack number can be found in the "Storage Locations" box identifying the location of the incarcerated persons personal property. After the retrieval of the incarcerated persons property, the Processing Deputy will fill out the "EMRF After Hours incarcerated individual(s) Transfer Log. The transfer log is located on a clipboard above the Property Clerk's desk.