

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE:	APRIL 19, 2020
NUMBER:	Q.55.G
SUBJECT:	PROPERTY RECEIVED WITH INMATES

PROCEDURE

I. ACCEPTANCE OF MEDICALLY NECESSARY PROPERTY

- A. Medication, prescriptions, and/or medically necessary devices shall be brought to the Jail Information window in the Public Visit Lobby for approval and acceptance.
1. A Detentions Information Assistant (DIA) will complete an Incoming Property Receipt (J-53).
 2. The DIA will request a deputy to inspect the item. The Deputy will approve the item unless there is a facility safety or security concern.
 3. The DIA will affix the yellow and pink copies to the item and forward it to the Medical Nurses station.
 - a. Medical staff will make the determination if the medical property is necessary and scheduled the inmate for sick call for distribution.
 - b. If medical staff determines the item is not medically necessary, they will write on the J-53 the item(s) have been denied and forward the property to the Property clerk for placement into the inmate's property bag.

II. INMATE PERSONAL MODULE PROPERTY

- A. Inmates shall not possess personal property in excess of authorized quantities.
1. All personal property, excluding commissary items, shall fit into one large brown paper bag.
 2. Inmates with excess property that does not fit in a single brown bag shall be required to mail it to an outside party, discard it, or donate it to the George Bailey Detention Facility.
- B. Property of inmates housed in the Inmate Safety Program (ISP)
1. The housing floor deputy who brought the inmate to medical is responsible for collecting the inmate's personal module property and placing it in a brown paper bag with the inmate's name and booking number.
 2. The property bag will be stored in SIMS/Medical Control until the inmate is removed from ISP housing. The status and location of the inmate's module property will be documented in the ISP inmate Status Report (ISR).

3. When an inmate is removed from ISP housing, it is the responsibility of the escorting deputy to ensure the inmate is provided with their module property.

C. Property of inmate housed in Disciplinary Separation

1. Property will be stored in the House 6 "Hair Care" room inside the appropriate black bins. The status and location of the inmate's module property will be documented in the Rule Violation Report (RVR).
2. When an inmate is removed from Disciplinary Separation, it is the responsibility of the escorting deputy to ensure the inmate is provided with their module property.