

**SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet**

<b>DATE:</b>	APRIL 19, 2021
<b>NUMBER:</b>	Q.66.G
<b>SUBJECT:</b>	TRANSFER OF INMATE PROPERTY

**PROCEDURE**

**I. INTER-HOUSE MOVEMENT (1,2,3,4,5,6, MEDICAL/SIM) OR INTRA-HOUSE MOVEMENT (A, B, C)**

A. Each inmate will be accompanied with the following items when being moved from one housing unit to another within GBDF or from one module to another module within a house:

1. Face card
2. Bedding

Bedding will be discarded in a dirty laundry bin and clean bedding will be provided to the inmate before entering another housing area.

3. Personal module property (legal papers, stores, letters, pictures, toiletry articles, etc.)

B. The inmate should not be moved from his present housing unit without these items in his possession or in the possession of the deputy who is escorting the inmate.

C. The housing deputy will inspect the inmate's module property for contraband and unauthorized items.

D. When exigent circumstance makes it impractical to move the inmate with their property, it is the previous housing unit's floor deputy's responsibility to gather these items within a reasonable amount of time and take them to the appropriate house where the inmate has been assigned. The property will either be given to the inmate or stored in the appropriate area if the inmate is not allowed these items due to disciplinary lockdown or placement into Inmate Safety Program (ISP) housing.

**II. INTER-FACILITY MOVEMENT**

Each inmate being transferred from this facility to another facility will be accompanied to the Processing area with his face card, bedding, and brown paper bag consisting of their module property. The housing deputy will inspect the inmate's module property for contraband and unauthorized items. The brown bag will have the inmate's name, booking number and destination written across the bag. Bedding will be discarded in a dirty laundry bin.

**III. NEW TRANSFERS TO THIS FACILITY**

- A. Inmate transfers to this facility will be accompanied to their assigned housing unit with their face card and clean bedding.
- B. The Processing Security Deputy, Processing Rover, or a Transportation Deputy will be responsible for searching and sorting brown bags of personal property.
  - 1. The bags will be searched for contraband and unauthorized items.
    - a. Any books should have the correct inmate's name and booking number written either on the inside front cover or along the side of the book.
    - b. Books without the correct inmate's name and booking number or books with no name or booking number will be donated to the facility library.
  - 2. The Processing Security Deputy will be responsible for documenting the quantity of bags received with each inmate in the Jail Information Management System (JIMS) Inmate History and on the Daily Transportation List.
  - 3. The incoming property will then be given to the inmates prior to them being escorted to their assigned housing unit or delivered to the housing unit no later than 2200 hours.
  - 4. A housing deputy will distribute the property to the inmates before the end of shift.

#### IV. TEMPORARY OUT OF CUSTODY ("TOC")

- A. Each inmate being temporarily released from this jail's custody (to a hospital, for a funeral, or per a court order) will be accompanied to the Release or Processing area with his face card, bedding, and brown paper bag of module property.
- B. The inmate's brown paper bag of module property will be marked with his name and booking number and stored in the property room on the "TOC" storage/shelving area.
- C. The face card will be placed in the "TOC" cardholder in central control.
- D. Upon the inmate's return into our custody, his brown paper bag of module property will be retrieved from the property room and returned to him by a processing deputy.