

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE:	APRIL 19, 2021
NUMBER:	Q.67.G
SUBJECT:	EVIDENCE / FOUND PROPERTY

PROCEDURE

- I. The Administrative Deputy shall be responsible for the control and transportation of all evidence and found property logged and stored in the GBDF Evidence Room. All evidence and found property logged into the Evidence Room will be reviewed by the Administrative Deputy or the Facility Commander's Secretary to ensure the proper logging and packaging of evidence.

- II. Any found property received from the Detentions Processing Property Clerk or property found on the premises of the facility shall be surrendered to the Central Sergeant on-duty. The Central Sergeant shall immediately assign the found property report to an available sworn staff member. The report shall be completed, and the evidence secured into an available evidence locker prior to the end of shift.