

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

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| DATE: | APRIL 14, 2022 |
| NUMBER: | Q.55.L |
| SUBJECT: | PROPERTY RECEIVED WITH INCARCERATED PERSONS |

PROCEDURE

I. PROPERTY OF INCARCERATED PERSONS PLACED INTO SAFETY CELLS/ENHANCED OBSERVATION HOUSING (EOH)/ADMITTED TO THE HOSPITAL

- A. Upon placement in a safety cell or EOH, the housing deputy will place the incarcerated person's personal module property (i.e., mail, emails, commissary items) in a bag labeled with the incarcerated person's name, booking number, and the date. The property bag will be placed in MOB storage room 307 also marked "soiled linen." Incarcerated person bedding and clothing of any type should not be stored.
- B. Once an incarcerated person is admitted to the hospital, the housing deputy will be notified and will gather the incarcerated person's personal module property. Their property will be labeled with the incarcerated person's name, booking number, and date. The property will be placed in MOB storage room 307.

The housing deputy shall make a log entry into the incarcerated person's JIMS history documenting, "The incarcerated person's personal module property has been secured in MOB storage room 307."

II. INCARCERATED PERSONS TEMPORARILY OUT OF CUSTODY (TOC)

If an incarcerated person is TOC, their personal module property will be stored in a bag labeled with their name and booking number. The property bag will be placed in MOB storage room 307.