

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

DATE:	FEBRUARY 24, 2023
NUMBER:	Q.69.L
SUBJECT:	PROPERTY ROOM

PROCEDURE

- I. Las Colinas Detention and Reentry Facility (LCDRF) has two property rooms to store incarcerated person property bags.
 - A. The property room located in the administration building is the release property room and will store incarcerated person's property bags that are due to be released.

Book and Release incarcerated person's property will be transferred to the release property room prior to their release.
 - B. The second property room is located in the intake building.
 1. All new incarcerated person's and newly transferred incarcerated person's property will initially go to the intake property room to be inventoried and stored.
 2. The property clerk will determine what property bags need to be transferred to the release property room in the administration building.
- II. It is the search and intake deputy's responsibility to ensure the rolling property rack is located in the strip search room. The property clerk will periodically check the property rack and take the property bags to the intake property room.
- III. No jail issued items or module property, including bibles, will be placed in an incarcerated person's property bag without permission of the facility commander.