

**SDSD Detention Services Bureau—San Diego Central Jail Green Sheet**

<b>DATE:</b>	<b>March 7, 2022</b>
<b>NUMBER:</b>	<b>Q.66.C.1</b>
<b>SUBJECT:</b>	<b>TRANSFER OF INCARCERATED PERSON PROPERTY</b>

**PROCEDURE**

In order to accurately document the movement of an incarcerated persons module property when housed at the San Diego Central Jail (SDCJ), deputies will log the number of paper bags for both incoming and outgoing transfers into the incarcerated persons Jail Information Management System (JIMS) history.

Housing deputies should check the storage areas on the housing floors to ensure that any stored property is transferred with the individual.

In accordance with Detentions Service Bureau's Policy and Procedure section Q.66, an incarcerated persons module property may be taken from the individual as part of the disciplinary process. The housing deputy will place the property in paper bag(s) with the incarcerated persons name and booking number on the outside of the bag(s) and store the bag(s) in the storage closets on the housing floor. The housing deputy will document the amount of property that was taken in the individuals history in JIMS. The entry should indicate the number of bag(s) of property that were taken and the location that the bag(s) were stored. Upon completion of the discipline, a new entry should be entered into the inmate's history in JIMS to document that the property was returned to the incarcerated person.