

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	February 1, 2021
NUMBER:	Q.66.V
SUBJECT:	TRANSFER OF INMATE PROPERTY

PROCEDURE

I. OUTGOING TRANSFERS

- A. The Courts/Release Rover will be responsible for preparing the brown property bags for the inmates being transferred.
- B. All outgoing transfers will have their module property searched by the Courts/Release Rover or housing deputies for contraband and other jail issued items that need to remain at VDF (i.e. clothing, shower shoes, etc.) prior to being brought to Male/Female Intake.
- C. The Courts/Release Rover will change the inmates' status in the OSB to reflect the amount of module property bags to be transported (0BAG, 1BAG, 2BAG or 3BAG). This will create an entry in the inmates' history of how many module property bags are being sent with them. The Courts/Release Rover will then move the inmates into the X-module.
- D. The sealed module property bags will be grouped together in a large plastic bag according to the destination facility. The bags will be taken to Male/Female Intake for the Prisoner Transportation Detail.
- E. The JIMS Daily Transportation List from the housing units will be given to the Courts/Release Rover Deputy, who is responsible for archiving the documents in [REDACTED]

II. INCOMING TRANSFERS

- A. All incoming transfers will have their module property searched by the Courts/Release Rover for contraband. The deputy will ensure the module property is delivered to the assigned module where the inmate is housed.
- B. The Courts/Release Rover will be responsible for making the JIMS log entries in the inmate's history for their property received and archiving the incoming Daily Transportation List.