



Section 5 Transfer of Incarcerated Persons Property

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Daily incarcerated individuals are transferred to other Sheriff's detention facilities and other institutions of confinement by the Sheriff's Transportation Unit (STU).

INTER-FACILITY TRANSFERS (OUTGOING)

Transfers are scheduled daily by the Jail Population Management Unit-Classification (JPMU). The list is prepared twice a day by JPMU, at 0700 hours in the morning and 1400 hours in the afternoon. Every morning JPMU will notify the stock clerk when the daily transfers have been completed. It is the responsibility of JPMU to notify the stock clerk of any changes made to the list.

The Transfer Property Report is used for tracking incarcerated individual and property movement between facilities.

IMS>Reports>Property Reports

1. From the Report drop-down menu, select the Transfer Property Report
2. Select the appropriate facility
3. Leave the Start Date/Time and End Date/Time as is.
4. Click View and/or print as desired

Pull all small property and incarcerated individual clothing. All property belonging to the incarcerated individuals on the list will be placed in a location designated for STU to pick up. When the housing deputy transfers the incarcerated individual, the status of the property will change to "I" for "In Transit".

NOTE: If property does not reflect "I" In Transit in JIMS, contact a stock clerk or DPS from the originating facility to change the Storage Type from "S" Stored to "I" In Transit and release the hanger.

INTER-FACILITY TRANSFERS (INCOMING)

The receiving facility will print the report of incarcerated individuals transferred to their facility.

IMS>Reports>Property Reports>Transfer Property Report

1. Select Transfer Property Report.
2. Facility field automatically defaults to assigned facility
3. Enter Start and End date/time.
4. Print the report.

The stock clerk will manually assign a new storage location in the JIMS and place the property in the assigned location. Inspect contents and list any pertinent information in the Notes section in the JIMS and/or call the facility from where the incarcerated individual was transferred from, if there are any discrepancies.

NOTE: All transferred incoming property must be verified to ensure the appropriate contents are received.



TRANSFERS TO OTHER JURISDICTIONS

STATE PRISON

All property, belonging to incarcerated individuals that have been sentenced to the California Department of Corrections, will be sent along with them. The Prison Manifest is prepared by custody processing staff as follows:

Preparation Day	Manifest List	Day of Transport
Monday	CIM-GBDF, SBDF, SDCJ & VDF	Thursday
Monday	Special Run-GBDF, SBDF, SDCJ & VDF	Wednesday
Tuesday	CCWF & CIW-LCDRF	Wednesday
Thursday	CIM-GBDF, SBDF, SDCJ & VDF	Monday

Once the manifest is completed a copy is forwarded to the stock clerk.

The following procedures are outlined for the transfer of property of incarcerated individuals being transferred to prison:

1. Remove the garment bags from the storage locations of the listed incarcerated individuals.
2. The sealed property bag, money orders/checks received, and incarcerated individual's clothing will be removed from the garment bag.
3. Each set of incarcerated individual clothing is placed into a brown paper bag.
4. Sealed Property bag, money orders/checks will be placed in a separate brown paper bag and taken to the designated pick-up area.
5. The incarcerated individual's name and booking number will be printed legibly on the outside of the brown paper bag containing the incarcerated individual's clothing.
6. Place up to five of the brown bags containing incarcerated individual clothing into a large plastic bag.
7. Place a property tag on the plastic bag and write what facility it is being transferred to.
8. Place the property bags in the designated pick-up area.

NOTE: STU picks up at 0500 hours on the morning of the scheduled transport.

FIRE CAMP

Upon an incarcerated individual transferring to Fire Camp, their property will be stored at the San Diego Central Jail for people and the Las Colinas Detention and Reentry Facility for people. These incarcerated individuals will return to Sheriff's custody approximately 14 days before their scheduled release date.

OUT OF COUNTY

Oftentimes incarcerated individuals are brought in on warrants from a court jurisdiction outside San Diego County, but within California. The Working Trip Sheet is prepared by STU every Monday and Wednesday for transport on Tuesdays and Thursdays.



The following procedures are outlined for the transfer of property of incarcerated individuals being transported Out of County:

1. Remove the garment bags from the storage locations of the listed incarcerated persons.
2. The sealed property bag, money orders/checks received, and incarcerated individual's clothing will be removed from the garment bag.
3. Each set of incarcerated individual clothing is placed into a brown paper bag.
4. Sealed Property bag, money orders/checks will be placed in a separate brown paper bag and taken to the designated pick-up area.
5. The incarcerated person's name and booking number will be printed legibly on the outside of the brown paper bag containing the incarcerated person's clothing.
6. Place up to five of the brown bags containing incarcerated person clothing into a large plastic bag.
7. Place a property tag on the plastic bag and write what facility it is being transferred to.
8. Place the property bags in the designated pick-up area.

1203.03 PC-TEMP RELEASES

Occasionally the court may issue a court order for an incarcerated person to be evaluated by a state institution but will return after the diagnostic evaluation has been completed. These incarcerated people are not dressed out and property stays at the housing facility.

STATE HOSPITAL COMMITS-PATTON

Incarcerated persons committed to a state hospital will be transferred along with their property. STU notifies custody processing staff of any scheduled transports.

JBCT-WEST VALLEY DETENTION CENTER

Once an incarcerated person has been approved transfer to the Jail Based Competency Treatment Program in San Bernardino, the prison manifest will be generated on Thursdays for transport on Mondays. STU will pick up people from the San Diego Central Jail at approximately 0800 and the people from the Las Colinas Detention Facility at approximately 0600. All property will be transferred along with the incarcerated person.



FINAL RELEASE

To locate incarcerated individuals pending release, go to:

IMS>Book>Pending Release

- Look for the correct incarcerated person's name and verify the booking number.
- If an incarcerated person is in the release/dress out cell and their name does not appear on the release queue, do not dress them out. Inquire with the detention processing technician assigned to the final release position or notify the designated deputy immediately.

Go to IMS>Book>Maintenance

- Highlight and click Personal Property on the Navigator.
- Locate the assigned storage location number.
- Forward the sealed property bag to the final release area.
- Give the incarcerated person the correct clothing to dress out.

NOTE: The detention processing technician assigned to the final release position will release the storage location if all property was released.

MISSING PROPERTY FOR FINAL RELEASE

If property is **not** found, Go to IMS>Book>Maintenance.

1. Highlight and click on Personal Property on the Navigator.
2. View all Property records using the small buttons on the bottom of the Property screen labeled: First, Prev, Next, Last to ensure that the property was not previously released.
3. If all property can be located, keep the status as "S" (Stored).
4. If a portion of the property cannot be located, change the "S" to a "D" (Discrepancy) next to that item(s).
5. Keep the status D (Do not use K-Kept, K is when the incarcerated individual keeps an item).
6. Enter the notes field, "Unable to locate", Date and Time.
7. Verify the information on the property slip. Do not issue a claim form.
8. Notify the on-duty supervisor.
9. Give grab bag clothes (if clothes are missing) and instruct the incarcerated individual to request a claim form from the final release DPT.

NOTE: Indigent incarcerated person without footwear may be released with jail issued flip flops.