



SECTION 5

TRANSFER OF INMATE PROPERTY

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TRANSFER OF INMATE PROPERTY

On a daily basis inmates are transferred to other Sheriff's detention facilities and other institutions of confinement by the Sheriff's Prisoner Transportation Unit (TRANS).

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 inmate 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 inmate clothing. All property belonging to the inmates on the list will be placed in a location designated for TRANS to pick up. When the housing deputy transfers the inmate, 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 inmates 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 inmate 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 inmates 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 inmates being transferred to prison:

1. Remove the garment bags from the storage locations of the listed inmates.
2. The sealed property bag, money orders/checks received, and inmate's clothing will be removed from the garment bag.
3. Each set of inmate 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 inmate's name and booking number will be printed legibly on the outside of the brown paper bag containing the inmate's clothing.
6. Place up to five of the brown bags containing inmate 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: TRANS picks up at 0500 hours on the morning of the scheduled transport.

FIRE CAMP

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

OUT OF COUNTY

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



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

1. Remove the garment bags from the storage locations of the listed inmates.
2. The sealed property bag, money orders/checks received, and inmate's clothing will be removed from the garment bag.
3. Each set of inmate 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 inmate's name and booking number will be printed legibly on the outside of the brown paper bag containing the inmate's clothing.
6. Place up to five of the brown bags containing inmate clothing into a large plastic bag.
 7. Place a property tag on the plastic bag and write what facility it is being transferred to.
7. 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 inmate to be evaluated by a state institution but will return after the diagnostic evaluation has been completed. These inmates are not dressed out and property stays at the housing facility.

STATE HOSPITAL COMMITS-PATTON

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

JBCT-WEST VALLEY DETENTION CENTER

Once an inmate 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. TRANS will pick up males from the San Diego Central Jail at approximately 0800 and the females from the Las Colinas Detention Facility at approximately 0600. All property will be transferred along with the inmate.



FINAL RELEASE

To locate inmates pending release, go to:

IMS>Book>Pending Release

- Look for the correct inmate's name and verify the booking number.
- If an inmate 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 inmate 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 particular item(s).
5. Keep the status D (Do not use K-Kept, K is when the inmate keeps an item).
6. Enter into 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 inmate to request a claim form from the final release DPT.

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