

5-03/200.25 - Damaged Property

The unit commander shall be responsible for having an immediate investigation conducted upon notification that a prisoner's property is damaged.

- The property records shall be examined in an attempt to determine condition of property when received;
- Complete Incident Report (SH-R-49), classify as "Damaged Property of Prisoner," and assign an URN;
- If the facts indicate no further investigation is necessary, classify as inactive; and
- If further investigation is warranted, the incident report shall be active.

Distribution of inactive incident reports shall be as follows:

- Original to Records and Identification Bureau; and
 - Special Request Distribution;
 - Fiscal Administration - two copies;
 - Chief of division originating the report - one copy; and
 - Originating unit file - one copy.
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