# 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.