2-12/035.00 Branch Supervisor Responsibility To Safeguard Property

Branch Supervisors shall ensure that all property received is properly inventoried and stored. Should any questions arise regarding an inmate's property, the Branch Supervisor shall respond and handle the situation. Large amounts of money (in excess of $400.00) may be stored in a Branch safe, but under all circumstances, shall be recorded in the Uniform Daily Activity (UDAL)/Title 15 Log in the unusual occurrences section.