

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
August 01, 2017	SAN DIEGO	BAILIFF AND SECURITY	C.05.S
SUBJECT: COURT ORDERED REMANDS			PAGE 1 of 1

Purpose:

To establish guidelines for the San Diego Central Courthouse (SDCC) for taking persons into custody who have been remanded by the court.

Policy:

When a person is remanded into custody by a judge, the bailiff will take them into custody and remove them from the courtroom without delay. The person will be processed for booking into the appropriate booking facility, either the San Diego Central Jail or Las Colinas Detention & Re-entry Facility.

Procedure:

- I. After a person is remanded into custody, the deputy will receive a copy of the remand paperwork from the Court Clerk.
- II. It is the bailiff's responsibility to conduct an initial search of the person. If this is not practical, the bailiff will call for a deputy to perform the search.
  - A. If possible, have someone designated by the commit to take control and responsibility of any property the commit may have.
  - B. Any bulk property not released will be the responsibility of the court bailiff to complete the Safe Keeping paperwork and processing of the property into the HOJ Evidence Room.
  - C. Any personal property will be sent with the commit to the booking facility.
- III. The commit will be brought to the nearest holding/waiting tank for processing and then escorted to Basement Holding and await transportation to the appropriate booking facility.
  - A. The deputy processing the commit will fill out the Temporary Holding Cell Checklist form PAT-60 (8/13). A more comprehensive and detailed medical screening will be conducted at the jail once booked into custody.
  - B. The commit will be restrained by either waist chain or handcuffs and kept separate from all other inmates.