

**SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet**

**DATE:** APRIL 12, 2021  
**NUMBER:** I.57.G  
**SUBJECT:** TRANSPORTATION OF INMATES

**PROCEDURE**

- I. The transporting Deputy will ensure they have all required paperwork and documentation before leaving.
  - A. For all non-court transportations the Processing Control Deputy will generate a **Transportation Trip Ticket** [REDACTED] that includes the inmate's name, charges, SDLaw Inmate History, and the information of the Deputy(s) transporting.
  - B. At least four (4) copies of the Transportation Trip Ticket will be generated. One copy will be retained by each transporting deputy, the Processing Control deputy, the Central Sergeant, and the Watch Commander.
  - C. When transporting an inmate to another facility, the deputy will have the inmate's face card, medical jacket, and property.

- II. All inmates exiting the facility for various reasons, not including street releases, will leave the facility from [REDACTED]. All inmates departing or entering shall be processed using the appropriate Jail Information Management System (JIMS) procedures and entries.

Housing deputies will inspect the inmate's module property for contraband and/or unauthorized items prior to escorting departing inmates to the GBDF Processing area.

- III. For any non-court transportation of inmates, the Processing Control Deputy will enter an activity in the JIMS Area Activity Log under the "TRANS" drop down. They will enter the following: inmate's name and booking number, destination, name of transporting deputy(s), assigned unit designator [REDACTED] and vehicles or equipment checked out to the transporting deputy. A log is required for all units leaving and returning. The following is an example of an appropriate JIMS log entry:

[REDACTED]

- IV. For any inmate transportation to court/clinic, or transfer out of the facility, the Court Deputy, Processing Security Deputy, or Processing Rover Deputy will be responsible for "electronically transporting" the inmate using the appropriate JIMS procedures.
- V. The deputy or deputies that conducted the transport will advise GBDF Medical Staff when an inmate(s) have returned from the hospital or clinic.

- VI. The transporting deputy will have an accurate list of the inmate names and booking numbers for the inmates they are transporting. In the event of a vehicle accident, the transporting deputy will document the seating location of each inmate. The names and seating location of each inmate will be given to the Traffic Investigator. This includes all transports in and around the East Mesa complex.