

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE: APRIL 15, 2021
NUMBER: I.61.G
SUBJECT: FACILITY SECURITY – CENTRAL CONTROL

PROCEDURE

Key control is a primary function of the Control Deputy and shall be handled in accordance with Detentions Policy & Procedure Section I.25.

I. CONTROL ROOM SECURITY:

- A. Sally port doors shall be secured when not in use. The [REDACTED] sally port shall serve as the primary entrance and exit point [REDACTED] No more than one (1) sally port gate should be opened at any given time, unless exigent circumstances arise during an emergency situation.

[REDACTED]
[REDACTED]
[REDACTED]

- B. The assigned Control Deputy shall have primary responsibility for the operation of all control doors. Control room doors shall be secured when not in use. This responsibility may be delegated to any sworn staff member.
- C. Only Sheriff's employees with legitimate business shall be admitted into the Control Area. This section shall not restrict the Watch Commander's ability to authorize tours or other necessary activity.
- D. Central Booking is a restricted area. Access shall be limited to authorized Sheriff's personnel and outside law enforcement officials acting within the scope of their authority.
- E. Inmate Workers shall be generally restricted from entering the Control/Booking Areas, except for routine cleaning under direct supervision.

II. Access to the secured portions of the George Bailey Detention Facility shall be limited to:

- A. Sheriff's personnel assigned to the George Bailey Detention Facility displaying Sheriff's Department identification.
- B. The Control Deputy will ensure all non-sworn personnel entering GBDF not assigned to the sworn shift sign in on the grease board outside of central control. The Control Deputy will also ensure any personnel not in uniform are wearing proper visible identification attached above the waist.
- C. See Detentions Policy & Procedure Section I.71 and GBDF Green Sheet I.71.G for guidelines on authorized personnel.

All control stations shall be accessible to staff members with official business in those areas. Staff members shall not congregate in control areas and disrupt normal operations.

- III. The Final Release Corridor, [REDACTED] shall be maintained in the following manner:
 - A. The Detentions Processing Supervisor will control the final release of all inmates from this facility.
 - B. The Detentions Processing Supervisor or the Detention Processing Technician shall be responsible for the processing and moving of all inmates in the pre-release area.
 - C. Sworn Staff members shall control all inmates who are disruptive, violent or uncooperative while in the pre-release area.
 - D. The Release Sallyport shall not be utilized as an employee entrance or exit to the facility. All personnel shall not utilize the Release Sallyport to reach the break area.
 - E. Staff members, outside law enforcement officers, attorneys or other professionals may be admitted through the Release Sallyport with legitimate and official business within the facility, i.e. professional visits.
 - F. The Information/Final Release Area shall not be left unattended [REDACTED]
[REDACTED]

The double doors between the [REDACTED] shall not be used as an entrance/exit from the facility. All staff will enter and exit the facility via the double glass doors at the [REDACTED]