

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE:	APRIL 19, 2021
NUMBER:	I.71.G
SUBJECT:	PERSONS AUTHORIZED TO ENTER SHERIFF'S DETENTION FACILITIES

PROCEDURE

Per the current COVID-19 Continuity of Operations Phase Plan, all staff, including visitors, must wear a KN-95 prior to entering the facility. Temperatures will also be checked by a designated staff member prior to entering.

Admission to the George Bailey Detention Facility (GBDF) will be granted with Sheriff's Department Identification, General Services Identification, or one of the following Identification Cards. Sworn personnel not familiar with the facility shall be escorted by a staff member of the George Bailey Detention Facility.

For one-time visitor clearances, the Administrative Deputy and/or Visit Deputy shall run the Non-Sheriff personnel requesting to enter the facility in the E-SUN system or JIMS Want/Warrants to either clear them for entry or deny them for cause. All respective organizations (i.e. church services, counseling, volunteer teachers, contracted medical professionals, etc.) will be responsible for having their staff cleared through the Detentions Investigations Unit (DIU) prior to entering the facility.

I. FACILITY IDENTIFICATION CARDS

■ [REDACTED]

[REDACTED]

■ [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

G.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



III. AUTHORIZED PERSONNEL

- A. Sheriff's Personnel assigned to GBDF displaying Sheriff's Department Identification.
- B. Sworn personnel, from other facilities/assignments, in uniform or displaying proper identification, who have legitimate business within the facility.
- C. Non-sworn personnel from other facilities/assignments, wearing proper identification and with legitimate business within the facility.
- D. Persons conducting official business for the Sheriff's Department or pre-approved religious representatives scheduled to conduct services.
- E. Vendors, non-facility maintenance workers, volunteer religious representatives and other persons not employed by the Sheriff or General Services, shall be escorted by a staff member of GBDF.
- F. Persons over the age of 18 approved for entry by the Facility Commander or the on duty Watch Commander, including tour groups, visitors and relatives of staff members.
- G. Visitors shall be restricted from sensitive medical and SIM areas. Visitors shall be accompanied by a staff member familiar with the facility at all times.

The Watch Commander, or their designee, shall be empowered to make decisions to admit, deny, or modify the entry of a person(s) based on individual circumstances or situations.

IV. CLERGY VISITOR APPROVAL TO ENTER THE FACILITY

- A. The Administrative Deputy shall run the provided names in the E-SUN system or JIMS Want/Warrants to either clear the volunteer for entry or deny them for cause. If denied for cause, the deputy shall provide to the Chaplain Coordinator the information as to why the visitor was denied (either having a disqualifying criminal record or for outstanding warrants.) If the visitor shows warrants, an investigator shall be advised of the warrant number and court of jurisdiction.
- B. Once the investigator processes the list, the list shall be sent to the Facility Commander or designee for approval by signature.
- C. After approval, the Administrative Deputy shall enter the approved names into JIMS under "Visitors/Professional."