

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

<b>DATE:</b>	May 4, 2021
<b>NUMBER:</b>	J.3.G
<b>SUBJECT:</b>	SEGREGATION: DEFINITION AND USE

PROCEDURE

I. LOCATIONS OF ADMINISTRATIVE SEGREGATION (AD-SEG) INMATES

- A. Inmates classified as Administrative Segregation or Keep Separate All (KSA) will be segregated from the mainline population; House 5 (Modules 5A, 5B and 5C) and House 6 (6A) of the George Bailey Detention Facility will be used for this purpose.
- B. An exercise and recreational program shall be available to inmates assigned to House 5 and House 6A. It shall include a minimum of two exercise periods and a total of no less than three hours per week, per inmate.

II. LOGGING OF DAYROOM/PHONE TIME AND RECREATIONAL YARD (REC YARD)

- A. Dayroom and Rec/Yard activity will be logged into each AD-SEG inmate's individual history.
- B. Dayroom will be a continuous rotation of the cells within all AD-SEG modules. Entries will be made, via the Operations Status Board (OSB). If the AD-SEG inmate uses the dayroom or rec yard, change his area status to, "DYRM" or, "REC" accordingly. When an inmate returns to his cell, change the area status back to, "IN." When an AD-SEG inmate refuses dayroom time or rec yard, highlight the inmate on the OSB, select the History tab, and use the dropdown to add, "DREF" (Dayroom Refused) or, "RREF" (Rec/Yard Refused). If the rec yard is unavailable due to weather or other conditions, the inmates impacted will have "RECU" (Rec Yard Unavailable) logged in their history.
- C. It is not necessary to make dayroom and rec/yard entries on the Area Activity Log for AD-SEG inmates. Following the procedure above, the information will be entered in the inmate's individual history. All other pertinent occurrences can still be logged by area (e.g., Barber, Laundry Exchange).
- D. Module 5C enclosure contains a hands-free phone. This phone will have no handset; therefore, the conversation may be heard by others within the vicinity. However, if an inmate requests to use a phone with a handset for private attorney conversations, then the AD-SEG deputies will secure him to [REDACTED] [REDACTED]. If time permits, House 5 deputies will have the discretion of placing an inmate in the enclosure upon completion of the phone conversation.

- E. If an inmate uses the handset phone in the dayroom and damages or attempts to damage it, the inmate will lose handset phone privileges. An ISR will be written along with a crime report describing the damage.

### III. CELL ASSIGNMENTS

- A. Cell assignments are made and changed through a collaboration between JPMU, House 5 deputies and the psychologist assigned to House 5.

### IV. DAYROOM

- A. All inmates housed in House 5 (Modules 5A, 5B and 5C) and House 6 (6A) not serving discipline are entitled to the use of the dayroom. The dayroom can remain open 24 hours daily.
- B. The House 5 Dayroom will be open according to the schedule below, to vary the times the dayroom is offered to each inmate. Each inmate will receive approximately 50 minutes of dayroom time. If the dayshift deputies finish their scheduled dayroom times prior to end of shift, they will continue to offer dayroom to the cells scheduled for nightshift. Nightshift deputies will continue where dayshift left off and accommodate any inmates who have been out of the facility at scheduled events (e.g., court, clinic).

Team 1 / 2 FRI	
Team 1 / 2 SAT	
Team 1 / 2 SUN	
Team 1 / 2 MON	
Team 1 / 2 TUES	
Team 3 / 4 WED	
Team 3 / 4 TH	
Team 3 / 4 FRI	
Team 3 / 4 SAT	
Team 3 / 4 SUN	
Team 1 / 2 MON	
Team 1 / 2 TUES	
Team 3 / 4 WED	
Team 3 / 4 TH	

- C. Inmates in House 6A who are classified as Administrative Segregation or Keep Separate All, shall be divided into compatible dayroom groups after consulting with JPMU. These groups will be allowed access to the dayroom together during dayshift. Dayshift deputies shall attempt to maximize the amount of dayroom time allocated to these groups. Maximizing dayroom times are dependent on the number of groups and what the facility needs during the shift.
- D. Inmates in a disciplinary status will be offered an opportunity to shower every 48 hours during nightshift. Each DI cell will be allowed 15 minutes for a shower. Inmates in a disciplinary status may only use the telephone to make legal telephone calls.
- E. Any inmates refusing DAYROOM/ PHONE TIME, shall be skipped and the next scheduled cell will be let out. An entry will be made in the inmate's history documenting the refusal.
- F. Television hours should be the same as dayroom hours, 24 hours daily. The volume of the television should be taken into consideration during late night hours (2300 - 0700 hours) to not disturb inmates scheduled for court the following day.

#### V. CLEANING

- A. Inmate workers shall be utilized once during dayshift and once during nightshift to clean the dayroom, recreation yard and any other areas in need of cleaning. Nightshift deputies will be responsible for identifying cells vacated during the day and directing inmate workers to clean the cell and sanitize the mattress.