

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE:	May 3, 2021
NUMBER:	N.5.G
SUBJECT:	ACCESS TO COURTS/ATTORNEYS/LEGAL ADVICE

PROCEDURE:

Attorneys often call the facility and request an inmate to return their call. These requests normally come through the Detentions information area. If received in another area of the facility, the call shall be forwarded to the Detentions Information Assistant (DIA) for proper clearance through JIMS.

The DIA shall call the appropriate housing unit and notify the Control Deputy of the request. Once the inmate is notified of the attorney call back, the House Control Deputy shall log the event under the inmate's history.

The entry will be logged under the, "ATTORNEY CALLBACK" dropdown. An entry in the, "Comments" section should include the attorney's name and phone number. The log shall also notate if the inmate was provided the opportunity to complete the call back, or the reason the inmate call back could not be completed (e.g., facility wide lockdown).