

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

<b>DATE:</b>	APRIL 19, 2020
<b>NUMBER:</b>	Q.57.G
<b>SUBJECT:</b>	PROPERTY ISSUED TO INMATES

**PROCEDURE**

All inmates at the George Bailey Detention Facility will be required to return all jail issued clothing and bedding upon release.

All inmates being released from this facility will be accompanied to the Final Release or Processing area with their face card and module property.

1. All inmates will wear only a jail-issued white t-shirt, pants, sandals, socks, and underwear (no blue shirt). The white t-shirt, sandals, and pants are required at minimum.
2. Once the inmate has been placed in the release tank, the Property/Stock Clerk will exchange the inmate's personal clothing for the inmate's jail white t-shirt and pants. The Property/Stock Clerk shall track the clothing exchange of each inmate to ensure all inmates are compliant.
3. If the Property/Stock Clerk has any issues collecting the clothing from the inmate, they will notify Central Control of the problem. The Central Control Deputy will call for an available deputy to rectify the clothing exchange issue. The Central Sergeant will be responsible for assuring any issues with the clothing exchange have been handled within a reasonable amount of time.
4. Once the Property/Stock Clerk has collected all the necessary clothing, they will notify the Release Clerk. The Release Clerk can then release the inmate(s).
  - a. Prior to releasing the inmate(s) the Release Clerk will notify Central Control of a Final Release Check.
  - b. The Visit or Perimeter Deputy will primarily be responsible for searching the inmate and their personal property to ensure they do not have any jail issued clothing. When complete, the deputy will initial and ARJIS the back of the inmate's face card.
  - c. Any available deputy can perform the final release check in the absence of the Perimeter or Visit Deputy.