

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE: MAY 19, 2021
NUMBER: Q.7.G
SUBJECT: INMATE PROCESSING

PROCEDURE

I. INTER-FACILITY TRANSFERS

- A. The Processing deputies (Court Deputy, Processing Security Deputy, and Processing Rover Deputy) and Jail Population Management (JPMU) deputies will coordinate the receiving of transfers. JPMU deputies will assist in the receiving process and begin the classification process with specific attention to those inmates needing special housing.
- B. The Court Deputy or Processing Security Deputy will review the JIMS Web Report, Lower Bunk and Lower Tier lists, to ensure all incoming inmates are properly housed. After reviewing the Lower Bunk and Lower Tier list, the Court Deputy or Processing Security Deputy will indicate on the inmate's face card if the inmate is to be housed on a lower bunk or a lower tier within the housing unit.

- C. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] If inmates arrive during a time frame that causes them or will cause them to miss a meal, they will be offered a meal prior to returning to their respective housing units.

II. RECEIVING TEMPORARY OUT OF CUSTODY

- A. George Bailey Detention Facility (GBDF) accepts, "Temporary Out of Custody (TOC)" persons through the Public Visit Lobby.
- B. No person reporting for custody will be admitted through the sally port and into the security area of booking, without the physical presence of a deputy.
- C. When a person reports for custody, a Detentions Information Assistant (DIA) will request for the Processing Security deputy so the person reporting for custody (TOC) can be processed for entry into jail.
- D. The Processing Security deputy will verify the person's identity. Once that person's identity is confirmed, they will strip search and/or body scan the inmate for weapons and contraband immediately after taking custody of the inmate via the final release sally-port. If a strip search will be performed, the deputy will escort the inmate to Processing and perform the search in the designed strip search cell. The inmate will then exchange his civilian clothing for appropriate jail issued clothing after the strip

search and/or body scan. The inmate's civilian clothing will be placed in a brown paper bag and labeled with the inmate's full name and date of birth. Property items such as belts and wallets will be secured in a Kapak bag, sealed and labeled with the inmate's full name and date of birth. The property will be turned over to the George Bailey Detention Facility property clerks. After verifying the inmate's identity again, the Processing Security deputy will place the appropriate wristband on the inmate, collect the face card from Central Control and escort the inmate to their assigned housing unit. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]