

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

<b>DATE:</b>	APRIL 19, 2021
<b>NUMBER:</b>	Q.81.G
<b>SUBJECT:</b>	INMATES REQUIRING DNA AND PALM PRINT COLLECTION PER 296 PC

**PROCEDURE**

As the Watch Commander's designee, the on-duty Central Sergeant will be responsible for ensuring GBDF's compliance with 296 P.C. Each housing control deputy will review the DNA Required report via JIMS Web at the beginning of their shift. The control deputy will also log it under the Area Activity Log, under the activity type 'DNA Collection'. DNA collection can be completed at any time, by either shift. It will be the responsibility of the floor deputies to complete any DNA's required for their assigned housing location. All procedures are outlined in Detentions Policy Q.81.

**I. IN-CUSTODY PRE-RELEASE PROCEDURE**

The floor deputies will bring the completed DNA kits to central control. Fill out the log book on top of the DNA collection bin and place the completed DNA kit in the bin.

**II. MAILING OF DNA TEST KITS**

The Administrative deputy will ensure that all completed DNA test kits are mailed on a daily basis (Monday – Friday).