

**SDSD Detention Services Bureau—San Diego Central Jail Green Sheet**

<b>DATE:</b>	<b>February 21, 2023</b>
<b>NUMBER:</b>	<b>I.51.C.3</b>
<b>SUBJECT:</b>	<b>MOVEMENT OF INCARCERATED PERSONS: TRANSFERS</b>

**PROCEDURE**

**TRANSFER OUT OF SDCJ**

**I. Housing Control Deputy**

After printing the 'Incarcerated Person Transfer List' in JIMS, the housing control deputy will do the following:

- A. Locate the face card of the designated incarcerated person.
- B. Confirm that the name and booking number match the name and booking number on the 'Inmate Transfer List'.
- C. Write where the incarcerated person is transferring to, date, initial and ARJIS on the face card.
- D. Make the appropriate changes to the grease board.
- E. Instruct the incarcerated person(s) to “roll up” via the intercom.
- F. Give the housing deputies the 'Inmate Transfer List' and face cards.

**II. Housing Deputy**

After receiving the face cards and transfer list, the housing deputy will do the following:

- A. Verify that the photograph, name, booking number and date of birth on the incarcerated person's wristband precisely matches the corresponding information on the incarcerated person transfer list.
- B. Give the incarcerated person a brown paper bag with the individual's name, booking number, and destination on it, for module property.
- C. Inspect the incarcerated person's module property for contraband and unauthorized items; bag all property according to facility.
- D. Change the incarcerated person's status in the OSB to reflect the amount of property to be transported followed by moving the incarcerated person's name into the X-Module.
- E. The deputies will deliver the property to the 1<sup>st</sup> Floor and place the property in the appropriate transportation bin.
- F. Conduct a pat down search of the incarcerated person.
- G. Escort the incarcerated person(s) from the housing module to the elevators utilized for incarcerated persons. (Incarcerated persons that have any mobility limitations and/or need assistance, shall be assisted by the housing deputy throughout the entire transfer process).
- H. Deliver face cards to 1<sup>st</sup> Floor Transportation/Court Deputy's Office.

**III. 1<sup>st</sup> Floor Court Deputy**

**MOVEMENT OF INCARCERATED PERSONS: TRANSFERS**

Upon receiving the incarcerated person(s) being transferred, the 1<sup>st</sup> floor court deputy will do the following:

- A. Scan the wristband of the incarcerated person(s) transferring out of facility with the JIMS Bar Code Reader.
- B. Place the transfers into one of the 1<sup>st</sup> Floor holding cells while they await transport.
- C. Ensure that all clothing, module property, booking jacket, face cards, medical jackets, and medications for every inmate transferring accompany the incarcerated person(s).

## **TRANSFERS WITHIN THE FACILITY**

### **I. Housing Control Deputy**

Prior to moving an incarcerated person to another housing module, the housing control deputy will do the following:

- A. Retrieve the incarcerated person's face card and write the floor where the incarcerated person is being transferred, date, initial and ARJIS the face card.
- B. Notify the incarcerated person to "roll-up" via the intercom.
- C. Remove the incarcerated person's name from the JIMS Status Board and place the name into the X-Module.
- D. Notify the housing deputy of the "roll-up" and provide the face card to him/her.

### **II. Housing Deputy**

Upon notification of the "roll-up" and receipt of the face card, the housing deputy will do the following:

- A. Confirm the photograph and information on the face card matches the incarcerated person and their corresponding wristband.
- B. Give the incarcerated person a brown paper bag with the individual's name and booking number on it, for module property.
- C. Inspect the incarcerated person's module property for contraband and unauthorized items; give the bag back to the incarcerated person.
- D. Conduct a pat down search of the incarcerated person.
- E. Send the incarcerated person to new housing floor. (Incarcerated persons that have any mobility limitations and/or need assistance, shall be assisted by the housing deputy throughout the entire transfer process).