

SDSD Detention Services Bureau—San Diego Central Jail Green Sheet

DATE:	February 21, 2023
NUMBER:	I.51.C.5
SUBJECT:	INCARCERATED PERSON MOVEMENT – RELEASES

PROCEDURE

A. Housing Control Deputy

Upon checking the release queue in JIMS, the housing control deputy will complete the following:

1. Locate the face card of the designated incarcerated person.
2. Confirm the name and booking number match the name and booking number displayed in the release queue.
3. Make the appropriate changes to the control tower white board.
4. Coordinate with housing deputies to notify the incarcerated person.
5. Give the housing deputies the face card(s).

B. Housing Deputies

Upon receiving the face cards, the housing deputies will complete the following:

1. Verify the information on the incarcerated person's wristband matches the face card along with confirming the incarcerated person matches the physical description and photo found on the face card.
2. If necessary, the housing deputy will give the incarcerated person a paper bag for their property.
3. If the incarcerated person has property, the housing deputy will inspect for contraband and/or facility property.
4. Coordinate with the housing control deputy to move the incarcerated person in JIMS from the Operation Status Board to the 2 Release.
5. Escort the incarcerated person(s) to the second floor via the elevators designated for incarcerated persons. (Incarcerated persons that have any mobility limitations and/or needs assistance, shall be assisted by the housing deputy throughout the entire release process from the housing area).
6. Give the face card(s) to the release deputy or place the face cards on the clipboard mounted outside of the dress-out cell.

C. Release Deputy

Upon receiving the face cards, the release deputy will complete the following:

1. Verify the information on the incarcerated person's wristband matches the face card along with confirming the incarcerated person matches the physical description and photo found on the face card.
2. Verify the incarcerated person has removed all facility clothing.
3. Escort the incarcerated person to the final release holding tank for processing.

4. Incarcerated persons that have any mobility limitations and/or need assistance, shall be assisted by the release deputy throughout the entire release process. If the incarcerated person is unable to utilize the release area staircase, the release deputy will escort, and/or assist, the incarcerated person to the 1st floor intake area. The release deputy will then escort, and/or assist, the incarcerated person to either the West or East Pedestrian Gate to exit the facility.