

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

<b>DATE:</b>	<b>February 15, 2022</b>
<b>NUMBER:</b>	<b>I.61.C.1</b>
<b>SUBJECT:</b>	<b>FACILITY SECURITY – CENTRAL CONTROL</b>

**PROCEDURE**

**I. Central Command Center (CCC)**

- A. Only AUTHORIZED PERSONNEL (e.g. sworn staff, maintenance staff, contractors, etc.) will be allowed access to the Central Command Center (CCC). All doors into CCC will always be secured.
- B. Facility workers are NOT allowed into CCC for cleaning. CCC deputies will be responsible for cleaning the areas in CCC prior to being relieved.
- C. With limited exceptions, there must always be two deputies in CCC. CCC assigned deputies can only leave their post when they have been properly relieved. For short amounts of time, CCC assigned deputies can leave CCC if they remain in the immediate area (e.g. watch commander's office, processing sergeant's office, 2nd floor break room, 2nd floor restrooms) and are available to quickly return to CCC as needed. During these approved absence periods, one deputy must remain in CCC unless properly relieved.

**II. Key Control**

- A. See SDCJ green sheet I.25.C.1 for key control security procedures.
- B. Only deputies assigned to the key control position, or their relief are authorized to operate the touch screen.

**III. Housing Control**

- A. Only deputies assigned to the housing control position, or their relief are authorized to operate the touch screen for the housing floor.
- B. The housing control deputy and the facility custodian will be responsible for the cleaning of the control stations. No facility workers will be allowed into the housing control stations.

**IV. Intake Control**

- A. The Vehicle Sallyport pedestrian and vehicle gates shall always be secured when not in use.
- B. Vehicle access to the Vehicle Sallyport shall be limited to the following:

- 1. Sworn law enforcement personnel.

2. Any non-sworn entity authorized to drop-off an incarcerated person (e.g. Chula Vista inmate transport).
  3. Any entity dropping off / picking up an approved courtesy hold.
  4. Special assignments with the approval of the facility or watch commander (e.g. construction, maintenance, etc.)
- C. Any other non-sworn entity authorized to enter the Vehicle Sallyport shall be limited to using the pedestrian gates only. These may include, but are not limited to, the following:
1. Program pick-ups
  2. Phlebotomist
  3. Pharmacy
  4. Touchpay service/maintenance
  5. Facility tours