

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

<b>DATE:</b>	<b>September 9, 2022</b>
<b>NUMBER:</b>	<b>I.63.C.1</b>
<b>SUBJECT:</b>	<b>FACILITY SECURITY – HOUSING UNITS</b>

**PROCEDURE**

Housing deputies shall implement a period of restricted movement to facilitate shift transition duties, staff meal times and module cleaning following incarcerated person meals. The implementation of the restricted movement will occur on the following time schedule:

0700: All mainline dayrooms opened  
1100 – 1300: Restricted movement  
1300 – 1700: All mainline dayrooms opened  
1700 – 1900: Restricted movement  
1900: All mainline dayrooms opened

On Sunday through Thursday evenings the dayrooms will close and all incarcerated persons will lockdown for the night at 2200 hours following night count.

On Friday and Saturday evenings, and evenings prior to a holiday, the dayrooms will close and the incarcerated persons will lockdown for the night at 2300 hours. On these nights, night count will be conducted at 2300 hours.

The release of the restricted movement shall occur no later than 0700, 1300 and 1900 absent supervisor approval. If security and staffing conditions permit the release of restricted movement sooner than the designated times, the housing deputies shall make a reasonable effort to lift the restricted movement prior to these times. The housing control deputy shall make accurate entries into JIMS indicating the time of the beginning and ending of restricted movement each time it occurs.

In the event the release from restricted movement exceeds 0700, 1300 or 1900 hours, a JIMS entry must be made including the justification for the restricted movement such as staff shortages, problems clearing soft counts, cleaning and/or maintenance work, security lockdown, etc. Supervisors shall monitor the housing floors to ensure the restricted movement of incarcerated persons is timely and appropriate.

**HIGH RISK SECURITY LEVEL HOUSING (ADMINISTRATIVE SEGREGATION)**

Individuals housed in administrative segregation modules shall follow a schedule whereby they are afforded reasonable access to telephones and showers. Dayroom times will be limited to 50 minutes to allow deputies the opportunity to complete the required security checks. There will be no expectation that additional time or "Make-up" time will be afforded to the individual if the dayroom time is cut short.

Unless suspension is authorized by a supervisor, administrative segregation housing dayrooms shall continue during periods of facility restricted movement.

**DAILY DAYROOM SCHEDULE (SAMPLE)**  
**SDCJ – 4<sup>TH</sup> FLOOR**

DEPUTY: \_\_\_\_\_

DATE: \_\_\_\_\_

4E	INCARCERATED PERSON	DAYROOM TIME	DAYROOM COMPLETED	COMMENTS
1	JOHNSON	1000	NO	D/I
2	JONES	1300	YES	DRC
3	SMITH	1400	NO	ADSEG/GB
4	ADAMS	1600	YES	PC KSA
5	BELL	1900	YES	NO RAZOR
6	CUTLER	2000	NO	D/I
7	WILLIAMS	2100	NO	REFUSED
8	SANCHEZ	0700	YES	D/I SHOWER
9	THOMAS	0800	YES	ADSEG
10	BUTLER	0900	NO	ADSEG/GB

## MONTHLY DAYROOM SCHEDULE SDCJ

CELL #	CALENDAR DAY OF THE WEEK						
	1	2	3	4	5	6	7
1	0700	0800	0900	1000	1300	1400	1600
2	0800	0900	1000	1300	1400	1600	1900
3	0900	1000	1300	1400	1600	1900	2000
4	1000	1300	1400	1600	1900	2000	2100
5	1300	1400	1600	1900	2000	2100	0700
6	1400	1600	1900	2000	2100	0700	0800
7	1600	1900	2000	2100	0700	0800	0900
8	1900	2000	2100	0700	0800	0900	1000
9	2000	2100	0700	0800	0900	1000	1300
10	2100	0700	0800	0900	1000	1300	1400
	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
1	1900	2000	2100	0700	0800	0900	1000
2	2000	2100	0700	0800	0900	1000	1300
3	2100	0700	0800	0900	1000	1300	1400
4	0700	0800	0900	1000	1300	1400	1600
5	0800	0900	1000	1300	1400	1600	1900
6	0900	1000	1300	1400	1600	1900	2000
7	1000	1300	1400	1600	1900	2000	2100
8	1300	1400	1600	1900	2000	2100	0700
9	1400	1600	1900	2000	2100	0700	0800
10	1600	1900	2000	2100	0700	0800	0900
	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
1	1300	1400	1600	1900	2000	2100	0700
2	1400	1600	1900	2000	2100	0700	0800
3	1600	1900	2000	2100	0700	0800	0900
4	1900	2000	2100	0700	0800	0900	1000
5	2000	2100	0700	0800	0900	1000	1300
6	2100	0700	0800	0900	1000	1300	1400
7	0700	0800	0900	1000	1300	1400	1600
8	0800	0900	1000	1300	1400	1600	1900
9	0900	1000	1300	1400	1600	1900	2000
10	1000	1300	1400	1600	1900	2000	2100
	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
1	0800	0900	1000	1300	1400	1600	1900
2	0900	1000	1300	1400	1600	1900	2000
3	1000	1300	1400	1600	1900	2000	2100
4	1300	1400	1600	1900	2000	2100	0700
5	1400	1600	1900	2000	2100	0700	0800
6	1600	1900	2000	2100	0700	0800	0900
7	1900	2000	2100	0700	0800	0900	1000
8	2000	2100	0700	0800	0900	1000	1300
9	2100	0700	0800	0900	1000	1300	1400
10	0700	0800	0900	1000	1300	1400	1600
	<b>29</b>	<b>30</b>	<b>31</b>				
1	2000	2100	0700				
2	2100	0700	0800				
3	0700	0800	0900				
4	0800	0900	1000				
5	0900	1000	1300				
6	1000	1300	1400				
7	1300	1400	1600				
8	1400	1600	1900				
9	1600	1900	2000				
10	1900	2000	2100				