

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

<b>DATE:</b>	<b>March 16, 2022</b>
<b>NUMBER:</b>	<b>I.71.C.1</b>
<b>SUBJECT:</b>	<b>PERSONS AUTHORIZED TO ENTER SHERIFF'S DETENTION FACILITIES – SDCJ</b>

**PROCEDURE**

All personnel assigned to the San Diego Central Jail (SDCJ) will enter and exit the secure areas of the facility through the key control sally port. Alternative access is authorized based on operational needs of the facility (e.g. intake deputies entering and exiting through western pedestrian gate).

All sworn staff not wearing an authorized uniform and all non-sworn staff must have his or her department identification card displayed at all times while in the facility. The identification card will be worn above the waist with the picture side forward. All sworn staff from other agencies and all non-SDCJ staff will be required to sign in upon entering and sign out upon exiting the facility on the facility sign in sheet (J-315) provided by the key control deputy. The key control deputy will be responsible for ensuring the sign-in sheet is filled in accurately and completely.

Facility sign in sheets will be replaced as they become filled. The completed sheets will be sent to the SDCJ administrative deputy every night and archived for a period of 2 years.

No department or county issued identification card will be defaced, mutilated, obscured, or covered in any way. The loss or theft of any department issued identification card must be immediately reported to the watch commander.