

SDSD Detention Services Bureau—San Diego Central Jail Green Sheet

DATE:	March 7, 2022
NUMBER:	N.5.C.1
SUBJECT:	ACCESS TO COURTS/ATTORNEYS/LEGAL ADVICE

PROCEDURE

Requests made for an incarcerated person to call their attorney normally come through the Detentions Information Area. If received in another area of the facility, the call shall be forwarded to a Detentions Information Assistant (DIA) for proper clearance through JIMS.

The DIA shall call the appropriate housing floor or send an attorney call back slip to the designated Control Deputy.

Upon the individual being notified of the attorney's request to call back, the floor Control Deputy shall make an entry into their history in JIMS, documenting the delivery of the call back request to the individual. The log shall include if the incarcerated person was provided the opportunity to complete the call back, or the reason the incarcerated persons call back could not be completed, e.g. facility wide lockdown etc.