

SDSD Detention Services Bureau—San Diego Central Jail Green Sheet

DATE:	March 7, 2022
NUMBER:	Q.57.C.2
SUBJECT:	PROPERTY ISSUED TO INCARCERATED PERSONS - REMOVAL OF JAIL ISSUED CLOTHING PRIOR TO RELEASE

PROCEDURE

All incarcerated persons at the San Diego Central Jail (SDCJ) being released from custody will be required to return all jail issued clothing and bedding. Incarcerated persons will have their module property bag(s) searched by a housing deputy to ensure no facility property is present. Before the incarcerated persons leave the housing floor, the housing deputy will instruct the individual to remove his jail issued white T-shirt and place it in the laundry bin.

Incarcerated person being released will be placed in the Dress-Out holding cell. The incarcerated persons will retrieve their personal clothing from the property clerk. Prior to giving the individual his personal clothing, the property clerk will verify the incarcerated persons name is in the release queue in the Jail Information Management System (JIMS). All returned jail issued clothing will be placed into a laundry bin.

After the clothing exchange is completed, the release deputy will move the incarcerated person to the Pre-Street Release holding cell. The release deputy will collect the face card(s) from the clipboard outside of the Dress-Out holding cell. The release deputy will verify that all jail issued clothing has been collected prior to moving the individual. The release deputy will also check the property bag(s) to ensure facility property is not present. Once completed, the release deputy will sign their ARJIS and notate the time on the back of the face card under "Property/Jail Clothes".

Incarcerated persons arrested on book and release charges who remain in their street clothing will bypass the Dress-Out holding cell and proceed directly to the Pre-Street Release holding cell.