

SDSD Detention Services Bureau – Manual of Policies and Procedures South Bay Detention Facility

DATE:	MAY 3, 2022
NUMBER:	I.71.S
SUBJECT:	PERSONS AUTHORIZED TO ENTER SHERIFF'S DETENTIONS FACILITIES

PROCEDURE

I. ALL NON-UNIFORMED SHERIFF'S EMPLOYEES AND AUTHORIZED VISITORS.

- A. All non-uniformed Sheriff's employees shall wear their departmental identification cards in a visible location above the waist at all times within the detention facility. Display of this ID shall be requested by the security gate operator prior to his/her allowing any individual to enter the facility.
- B. All authorized visitors shall be checked in at the receptionist window and logged into the facility on the Visitor Log (Form J-4). Once the Detentions Processing Technician (DPT) has entered the visitor information into JIMS and filled out the J-4 Form, the visitor will be given a temporary visitor pass. The Control Deputy or Control Rover will verify the visitor has a temporary visitor's pass and is not carrying any unauthorized items. Once confirmed, the visitor will be granted entrance into the facility.

Upon exiting the facility, all authorized visitors shall be logged out of the facility on the J-4 Form by the DPT and exchange their temporary visitor's pass with their identification.

- C. The J-4 Form will be stored in an electronic folder on the SBDF/ V Drive /Folder marked SBDF/Booking/SBDF Visit Log. Professional staff will open the folder and maintain a running log of authorized visitation. They will maintain the log in chronological order by date for the entire month. Once the J-4 Form is full, they will open another form and continue entries for the month. All visitor logs will be saved and archived monthly by the Administrative/Operations Deputy.