

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	January 21, 2021
NUMBER:	I.71.V
SUBJECT:	PERSONS AUTHORIZED TO ENTER SHERIFF'S DETENTION FACILITIES

PROCEDURE

I. Employees assigned to control movement into/out of the facility shall:

- A. Visually identify all persons entering or leaving the facility.
- B. Determine if the visitor has County issued identification.
 - 1. Visitors with County identification [REDACTED]
 - 2. Visitors with County identification, [REDACTED]
 - 3. Visitors with a visitor pass only (i.e., doctor, methadone nurse, chaplain, upstairs contact visit, etc.) shall require an escort by appropriate staff.
- C. Direct visitors requiring a visitor pass to the information office. Visitor passes shall only be issued from the information office.
- D. After proper verification has been made and authorization given; an IPD staff member will record on the facility visitor log and PREA log with the visitor's name, agency, date, time and purpose.
- E. Advise law enforcement personnel in civilian attire and non-uniformed civilian employees to conspicuously display their agency picture identification at all times while inside the jail.

II. Admission into the Vista Detention Facility (VDF) will be granted with Sheriff's Department identification, General Service's identification or one of the following VDF identification cards:

A. RED STRIPE BADGE

- 1. A RED STRIPE indicates that the person who is issued this I.D. card [REDACTED] [REDACTED] This will be the primary card given to visitors not meeting our criteria for the other colored I.D. cards. [REDACTED]
- 2. No keys will ever be issued to the bearer of a red striped I.D. card.

B. YELLOW STRIPE BADGE

A YELLOW STRIPE indicates that the person who is issued this I.D. card [REDACTED] [REDACTED] This individual visits the facility three or more times a week and should be familiar with the

area they are visiting and their restricted visit area boundaries. [REDACTED]

[REDACTED] No keys will be issued to the bearer of a YELLOW STRIPED I.D. card. The facility commander or designee must approve any exceptions. [REDACTED]

C. GREEN STRIPE BADGE

A GREEN STRIPE indicates that the person who is issued this I.D. card [REDACTED]

[REDACTED] They have completed the Vista Detention Facility professional staff orientation program, which includes emergency procedures training.

III. NOTARY

Notaries will not be allowed into the Vista Detention Facility.

- A. [REDACTED]
- B. Inmates requiring the service of a notary will be [REDACTED] by a sworn staff member who will remain with the inmate during the transaction. The inmate will remain [REDACTED] at all times.
- C. [REDACTED]
- D. The transaction will be conducted [REDACTED] Upon completion of the transaction, the inmate will be returned to the appropriate housing module.

IV. SECURITY CLEARANCES

- A. Clearance forms will be submitted to the visit deputy a minimum of 10 calendar days prior to the requested entrance date.
- B. Clearances completed by the administrative deputy will only be for temporary/one -time entrances, and will be for the purpose of, but not limited to: observation, volunteer work, contracted services and tours.
- C. Those persons cleared for entry will have their information and expected date of entrance input in the JIMS professional visitation section.

Persons entering the facility for purposes pertaining to Incentive Based Housing/Veteran's Modules will be allowed a 30 day window for their one time entrance.

- D. When a cleared individual arrives at the facility, information staff will update his/her JIMS professional visitation section with their arrival date and include their name and ARJIS.

- E. Clearance requests for more than temporary/one -time entrances shall be forwarded to Reentry Services or the Detentions Investigations Unit.
- F. Volunteers cleared for a temporary/one -time entrance are not required to complete an orientation session. Any volunteer that is requesting to enter the facility for more than one day must complete an orientation session provided by Reentry Services prior to entering the facility.