



SECTION 4 PUBLIC INQUIRIES, PROPERTY & MAIL

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PUBLIC INQUIRIES

Reference: San Diego County Sheriff's Department, Policy and Procedure Manual, [Section 7.3](#) – Media Public Relations; California Public Records Act, Section 6250-6276.48.

One of the major job duties of a Detention Information Assistant (DIA) is to screen and answer public inquiries regarding inmates, either by telephone or in person at the Custody Information Window. The nature of the jail system may make communicating with courtesy and professionalism difficult and confusing with members of the public. It is vital that information given is accurate and consistent by all DIAs, at all times.

To locate custody information, access the Booking Summary or Master Card Summary screens:

- IMS>Inquiry>Booking Summary or
- IMS>Inquiry>Master Card Summary
- Enter the appropriate search criteria and click on the Find button
- Highlight the correct inmate based on the information received and double click or click on the OK button.
- Click on the View Current Charges button to continue.

Information for individuals out of custody MAY NOT be given.

IN-CUSTODY INMATES

The Public Records Act and Government Code Section 6254(f) require that specific information be released to the public. The categories of information listed below apply to both public and professional visitors. Once the inmate is located, answer the caller's questions as they arise. Please be aware, custody information may be given at any time for individuals in custody. Custody information includes:

Arrestee Information

- Full Name
- Booking Number
- Date of Birth
- Occupation
- Physical Description
- Location where the arrestee is being detained
- Date and Time of Arrest/Booking
- Location of Arrest
- Arresting Agency



- Factual circumstances surrounding the arrest
- Charges
- Bail Amount (if any)
- Warrants/Parole/Probation Holds (if any)
- Court Information (date, time and destination)
- Time and manner of release

NOTE: An inmate's date of birth, and other demographic detail, such as hair and eye color is not considered confidential. This information may be confirmed if requested. This information is also found on the "Who's In Jail" feature of the Sheriff's web page.

The following information is considered confidential and may NOT be released at any time to ANYONE:

- Address
- Driver's License Number
- Social Security Number
- Court Destinations of SUPEF for Clinics or Psych Hearings, or the
- Reason on Calendar of: ZE (Mental Competency)
- Name of the arresting officer
- Funds on an inmate's account

Information regarding scheduled public or professional visitors. This includes times and dates of past, currently scheduled or future visits.

Disclosing the amount of money on an inmate's account to the public and professional visitors could create an environment in which extortion can occur within our inmate population. If a person requests the balance of an inmate's account on the telephone/or in person, please advise them you are not able to provide this information.

Traffic Collision Information

Traffic collision reports are confidential except to those parties with a proper interest (drivers, owner of a vehicle, insurance company, etc.)

If an arrest is involved, the provisions listed below apply and shall be released upon request to the public or media:

- Date and time of a collision.
- Location of a collision.
- Name(s) of drivers and the community in which they live, but NOT actual addresses or phone numbers.
- Name and/or make of vehicles involved.



- Number of occupants and extent of injuries, if any.

The following Traffic Collision information is considered confidential and may NOT be released to the public or media:

- The names of juveniles arrested as a result of traffic matters.
- Copies of traffic collision reports may not be released to the media unless the representative qualifies as a party of proper interest under 20012 VC.

Information Regarding an Ongoing Investigation

Information is withheld when release would:

- Jeopardize successful case investigation.
- Endanger a victim, witness or informant.
- When release is legally prohibited, except that all information, properly and legally withheld, should be disclosed when the need for withholding no longer exists.

Information Involving Multiple Agencies

When an incident involves more than one public agency, the incident commander will discuss with the command staff of the involved agencies to determine which agency shall be responsible for release of information to the news media. Generally, the agency having primary jurisdiction shall be responsible.

Information Which May NOT be Released

Government records shall be disclosed to the public upon request, unless there is a specific reason not to do so. In order to balance the individual's right to privacy with the public's need for information, certain "exemptions" to the release of information are specified in Government Code Section 6254 or interpreted by court decision. The exemptions are as follows:

Victims of any crime defined by Penal Code section 261, 264.1 (Rape), 273a, 273d (Cruelty/Inflicting Injury to a Child), 273.5 (Domestic Violence), 286, 288, 288a (Sodomy/Lewd & Lascivious Acts with a Minor) or 289 (Sex with a Foreign object).

Individuals taken into custody under Welfare and Institutions Code Section 5150 (Dangerous or gravely disabled persons).

Criminal Offender Information.

Copies of "rapsheets" or any information obtained from "rapsheets".

Information that may endanger the safety of any person, including law enforcement personnel.



Information that may jeopardize an investigation, related investigation, or law enforcement proceedings.

Information that may deprive a person of a fair trial.

Any information known to be inadmissible as evidence in a trial.

Confidential Informants or information provided only by a confidential source.

The performance or result of any examination or test.

Any statement on the possibility of a guilty plea or other charges being filed.

Personnel, medical or similar files, the disclosure of which would not constitute an unwarranted invasion of privacy.

Juvenile arrestees, detainees, or suspects (under 18 years of age).

The names of deceased persons shall NOT be released to the news media or any member of the public until the next of kin of the decedent is notified.

If an individual or media representative insists on further information, refer them to Sheriff's Media and Public Affairs at: (858) 974-2259 or the facility watch comm

OUT OF CUSTODY

Information can only be given out on inmates that are still in custody. Information for released individuals can be obtained in person at Sheriff's Records with proper identification and the completion of necessary forms and fee payments, if applicable.

Sheriff's Records & ID Division

9621 Ridgehaven Court

San Diego, CA 92123

Phone: (858) 974-2110

Business Hours: Monday - Friday 8:00 am-5:00 pm

Closed to the public on holidays and weekends

The San Diego County Sheriff's Department Records & ID Division processes all arrest and booking records, identifies in-custody inmates, maintains all San Diego Sheriff crime and arrest reports, and maintains a county-wide repository of warrants and temporary restraining orders.



The division provides the following services:

- Crime, Arrest and Accident Report Information
- Local Criminal History Information
- Restraining Order Information
- Warrant Information

Reminder: When a difficult problem is encountered, always refer it to the on-duty detention processing supervisor (DPS). In the absence of a DPS, refer the problem to the processing sergeant. As a last resort, if a DPS or processing sergeant cannot be located, contact the on-duty watch commander in case of an emergency.

MEDICAL INQUIRIES

The following procedures are outlined to facilitate the handling of customers as it relates to medications, medical, or mental health inquires from the public.

MEDICATIONS

Generally, personal medications prescribed by an outside physician are not administered in the detention facility. Medication ordered by jail physicians is provided through the jail pharmacy. However, in the event a member of the public wishes to drop off medication for an inmate, notify the charge nurse medical desk.

GBDF	(619) 661-2789
SDCJ	(619) 615-2454
LCDRF	(619) 258-3200
VDF	(760) 940-4492

The charge nurse or designee personally greets the visitor and obtains the required information regarding medications.

MEDICAL INQUIRIES – In Person

The public may come to the Custody Information Office requesting information on:

- The person's medical or mental health condition;
- The type of treatment they are receiving (medical or mental health);
- The medications the inmate is taking;
- The pharmacy the medication is obtained;



- Who is treating the inmate (doctor or other health/mental health professional) and how to get in touch with them;
- The importance of us promptly attending to the medical condition of the arrested person and continuance of medical treatment and medications.

When a person arrives in person to provide any of the above specified information, please let them know the way to speak to a medical staff member is to call the facility Custody Information line. Assure them their call does get transferred directly to medical staff.

MEDICAL INQUIRIES – By Telephone

Calls received regarding ANY other medical questions are transferred directly to the charge nurse medical desk. Refer to the contact numbers listed under: Medications

REMEMBER: Place the caller on hold, contact the nurse's desk and inform the nurse of the incoming call...BEFORE the call is transferred.

BASIC RULES

NEVER GIVE AN ESTIMATED TIME OF RELEASE.

Information for individuals out of custody MAY NOT be given. Individuals may request information in person at Sheriff's Records.

DO not release confidential information such as: driver's license number, social security number, non-court destinations (clinics or psych hearings with the court destination of SUPEF or, the reason on calendar of ZE), name of the arresting officer and funds on inmate accounts.

Do not provide information regarding other scheduled public or professional visitors. This includes times and dates of past, currently scheduled or future visits.

DO not accept collect calls.

DO not carry on a conversation with a second party while you have an open line. If it is necessary to converse with a second party, put the telephone on "hold" or "mute."

Telephone calls are transferred to Control or Processing once it is determined by the on-duty DPS, whom to transfer the call to.

Any request to drop-off medications for an inmate, is referred to the charge nurse medical desk.

DO not accept incoming property for inmates already released out of Sheriff's custody.

Telephone inquiries regarding medication, medical, or mental health conditions are transferred directly to the charge nurse medical desk.



All detention facilities have an approved list of items acceptable through the Custody Information Office. All exceptions shall be approved by the watch commander prior to acceptance.

No messages, verbal, written, are taken over the telephone for inmates. If it relates to family health matters, births or deaths; it is referred to the facility Chaplain, Counselor, or Watch Commander.

Professional call back requests are taken (via the designated "professional line") and the information forwarded directly to sworn staff in the inmate's housing module.

Telephone calls from agencies regarding inmate pick-ups or court appearances are transferred to processing staff (booking).

NEVER release pending transportation information. Do not inform anyone when an inmate is transferred or leaving for Chino, RJD, CRC or other institutions.

Do not release telephone numbers or addresses of sworn or professional staff over the telephone.

Messages or inquiries regarding sworn personnel are referred to the processing sergeant.

Messages or inquires regarding professional staff are referred to the appropriate DPS.

DO not release internal facility telephone numbers to the public.

CONDITIONAL CUSTODY PROGRAM (CCP)

Reference: Detentions Policy and Procedure Manual, [Section O.77](#) - Permissive Release of Pre-Arrestment Misdemeanor Inmates.

As of December 31, 2009, the San Diego County Sheriff's Department suspended the Conditional Custody Program (CCP) until further notice. All individuals arrested under California Vehicle Code Sections 23152(a) and/or 23152(b) – driving under the influence of alcohol or drugs, will be required to post bail or await court arraignment proceedings prior to release from custody.

SIGNATURE REQUESTS

The Custody Information Office serves as the link between the inmate and the customer. Detention Information Assistants are responsible for assisting the customer not only with information, but aiding them in personal matters. For instance, an inmate has items in their personal property that belong to someone else, or the vehicle involved during the arrest belongs to a family member and was impounded. In order to obtain any property or release a vehicle



from impound, a signature from the inmate is required. Below are sample forms utilized by the Custody Information Office.

NOTE: Each facility may vary in their procedures for handling signature authorization requests.

	San Diego County SHERIFF'S DEPARTMENT
AUTHORIZATION FOR VEHICLE RELEASE AND/OR CONTENTS	
I, _____ (Inmate's Name) BOOKING NUMBER _____	
HEREBY AUTHORIZE _____	
TO TAKE CUSTODY OF MY VEHICLE _____ (Year) _____ (Make and Model of Vehicle)	
LICENSE # _____ (State) _____ (Lic. Plate #), TO REMOVE THE FOLLOWING CONTENTS FROM MY	
VEHICLE: _____	

CURRENTLY BEING HELD BY _____ (Name of Tow Company)	
SIGNED _____ (Signature of Inmate) DATE _____	
Detention Facility Time Stamp	

INMATE SIGNATURE REQUEST	
INMATE'S NAME: _____	
BOOKING #: _____	CELL #: _____
REMARKS: PLEASE SIGN THE ATTACHED DOCUMENT AND RETURN IT BACK TO INFO. THANK YOU.	

REQUESTED BY: _____	DATE: _____



INCOMING PROPERTY

Reference: *Detention Policy and Procedures* [Section 0.55](#) - *Property Received with Inmates*; **Related Sections:** [Section B.5](#) - *Inmate Money Orders and Checks*; [Section 0.61](#) - *Inmate Footwear*.

Only property and money that an inmate actually needs, and is approved to have while in custody is accepted via the Custody Information Office. Prior to accepting any property, the DIA will run the booking number in the JIMS to verify the inmate's custody status. If the inmate has been released, the property will not be accepted. Property can only be accepted at the inmate's housing facility. Property received will be delivered to the inmate or placed in his/her facility property bag as per facility procedures. In all cases, an Incoming Property Receipt (J-53 form) is completed.

The following is a list of approved items, which are acceptable through the Custody Information Office window.

MONEY ORDERS

Detention facilities shall allow inmates to sign and cash approved money orders, cashier's checks, or government checks/drafts. Personal checks are accepted only for the purpose of posting bail or paying fines. Amounts that would place an inmate's account balance over \$500 will not be accepted.

The following documents are accepted:

- Cashier's checks from United States Banks.
- Money Orders issued by U.S. Businesses (i.e., U.S. Postal Service, Western -Union, Credit Unions, Banks, Savings & Loans Associations, etc.).
- California Department of Corrections and Rehabilitation and Honor Camp checks (San Diego County Probation Department) in any denomination.
- Other government instruments (i.e., government payroll, retirement checks, or other similar drafts).

When a money order is received via U.S. Postal Service, an Incoming Property Receipt (J-53 form) is forwarded to the inmate by sworn staff and must include:

- Serial numbers, denomination, ABA number, and bank or company name.
- Driver's license number of the delivering party;

The DIA receiving the check and/or money order will write his or her initials and ARJIS on the "Receiving Employee's Signature" line.



Time stamp the form.

Once the form is completed, the DIA distributes the form as follows:

- The white copy is returned to the delivering party.
- The yellow copy is forwarded to custody processing for filing.
- Notify stock clerk of the acceptance of the money order and forward them a copy of the original J-53 form along with the money order. The stock clerk will record the money order in the JIMS and will place in the inmate's property.
- The pink copy is forwarded to the inmate. This informs the inmate of the money order placed in his/her property and to ask for a Check Cashing Request if he/she wishes the money order cashed and the funds placed on his/her account.

NOTE: If received through the U.S. Postal Service, the receiving deputy must fill out the form as indicated above, log the money order and place in the designated location.

Unacceptable checks or money orders:

Checks or money orders in EXCESS of \$200, which are delivered to the Custody Information Office for deposit into an inmate's account.

Checks or money orders in EXCESS of \$200, which are received via the U.S. Mail, are placed in the inmate's property. The receiving deputy completes an Incoming Property Receipt (J-53 form) with complete description.

If a personal check is received in the mail, an Incoming Property Receipt (J-53 form) is completed by the receiving deputy and the check is placed in the inmate's property (garment bag). These checks are not endorsed.

Multiple party checks (personal checks made out to more than one payee), in any form are unacceptable.

NOTE: An inmate's account may increase over the \$500 limit if checks or money orders in excess of \$200, are approved by the detention processing supervisor or watch commander, for cashing.

The image shows two side-by-side examples of the Incoming Property Receipt (J-53) form. The left form is marked 'INCORRECT' in red. It shows a money order for \$250.00 from Mickey Mouse, with the amount written as '\$250.00'. The right form is marked 'CORRECT' in red. It shows a money order for \$250.00 from Mickey Mouse, with the amount written as '1001001-2' and '\$ 250.00'. Both forms include fields for prisoner name, property received from, and description of property.



CHECK CASHING

Inmates are afforded the opportunity to cash approved checks and/or money orders or retain it in their property. If they elect to cash it, a Check Cashing Form (J-48) is obtained and filled out completely. The inmate must endorse the check or money order in the presence of a deputy. The deputy forwards the endorsed check and J-48 form to the designated location of the detention facility. The facility accountant will retrieve and process the request according to established guidelines.

A waiting period of five (5) working days shall be allowed for checks to clear, after which time the funds are available for use. After the waiting period of five (5) working days expires, and/or the money is deposited into the inmate's account (reflecting the new balance) the pink copy of the J-48 form is returned to the inmate. If a check or money order is not honored, it is returned to the inmate's property (garment bag) with the endorsement canceled. A property receipt is given to the inmate as notification.

Should an inmate be released from custody before the five (5) working days waiting period has expired, the inmate shall be advised to contact the detention facility accountant so payment may be arranged.

FOOTWEAR, DENTURES, PROSTHETIC DEVICES, etc.

A physician's order is required for medically indicated foot appliances or footwear. This includes a cast, splint, walking boot, and foot drop braces. Upon verified authorization from Medical, these items are accepted through the Custody Information Office. "Closed" shoes are not be accepted through the Custody Information Office.

Prescription glasses, contact lenses, dentures, or prosthetic devices, such as an artificial limb, are also accepted through the Custody Information Window upon approval from Medical.

In all cases, the DIA completes an Incoming Property Receipt (J-53 form) with a complete description of the item(s). Items such as eyeglasses, orthopedic shoes, prosthetic devices, breathing machines, etc., are inspected by sworn staff. The designated deputy notates their initials and ARJIS on the Incoming Property Receipt under the "Receiving Employee's Signature" line.

NOTE: Upon inspection, the designated deputy may refuse the item for security reasons.

Once completed the DIA time stamps and writes their initials and ARJIS on the form. The DIA distributes the form as follows:

- The white copy is given to the delivering party.



- The yellow and pink copy, is attached to the property.
- Medical is notified on items accepted and medically approved.

Items determined to pose a security issue will be forwarded to the Property Room to be placed in the inmate's property (as per facility guidelines).

OUTGOING PROPERTY

Reference: Detention Policy and Procedures [Section O.55](#) – Property Received with Inmates.

An Outgoing Property receipt (J-54 form) authorizing the release of personal property is completed. The Outgoing Property receipt is filled out by the inmate or DIA handling the request, signed by the inmate, and a witnessing deputy.

OUTGOING PROPERTY PROCEDURES

All personal property items contained in the inmate's sealed property bag is released on an "all or nothing" basis **ONLY**.

In some instances people arrive at the Custody Information Office and a signed Outgoing Property receipt is not on file. In these situations, the Outgoing Property receipt is completed at that time by the DIA only, and then forwarded to the inmate for authorizing and witnessing deputy signatures. The requesting party is advised that this process could take up to 72 hours. The DIA handling the request must ensure the following information is on the Outgoing Property Receipt form:

- The inmates name, booking number, and date of request;
- The name, driver's license/identification card, address, and phone number of the person receiving the property;
- The bail agent's name, bail license number, business name, address, and phone number;
- The attorney's name, bar number, business name, address, and phone number;
- A clear description of the property (no itemization).

When a completed and signed Outgoing Property Receipt is received, it is kept in a designated area in the Custody Information Office. Outgoing Property Receipts on file for inmates no longer in Sheriff's custody or, who have transferred to other Sheriff's facilities are disposed of. DO NOT forward these receipts through county mail. The inmate is required to complete a new receipt at his/her new facility.

The person authorized to pick up the property must present valid approved photo identification. The identification card number of the person picking up the property is recorded on the Outgoing Property Receipt.



Inmates are not allowed to release reading material to outside parties or to have the items placed in their property prior to release. The inmate can choose for excess periodicals be donated to the jail library or thrown away.

Bulk property (such as excess inmate property) is not stored in the facility's Property Room and is released through the Custody Information Office. Clothing is ONLY released if the inmate is sentenced to State Prison.

EXCEPTIONS: Under exigent circumstances the on-duty supervisor or watch commander may authorize the deviation from the above property release procedures.

Property is only given upon completion of the Outgoing Property Receipt, and only to the person authorized to receive the property. A signature is required on the "Received" line from the individual at the time the property is released to them. The DIA does the following:

1. Initial, ARJIS, and time stamp the form
2. Provide the white copy with the property to the receiving party
3. Forward the pink copy to the inmate
4. Forward the yellow copy to the Property Room

Outgoing Property Sample

<p style="text-align: center;">OUTGOING PROPERTY RECEIPT</p> <p>SAN DIEGO COUNTY SHERIFF'S DEPARTMENT DETENTION FACILITY SERVICES [] SDGJ [] EMDP [] SBDP [] DDF [] LCDP [] VDF [] GDDP</p> <p>Bkg No. 9999999 Housing Unit BE Date 12/31</p> <p>PRISONER'S NAME Duck (LAST FIRST MIDDLE)</p> <p>PROPERTY TO BE RELEASED TO: MYSELF <input type="checkbox"/> OR TO: <input type="checkbox"/></p> <p>NAME Duck PHONE</p> <p>NO. & STREET 1B</p> <p>CITY & STATE Imperial Beach ZIP</p> <table border="1"> <thead> <tr> <th>QUANTITY</th> <th>DESCRIPTION OF PROPERTY</th> </tr> </thead> <tbody> <tr> <td></td> <td>CAR KEYS &</td> </tr> <tr> <td></td> <td>check book</td> </tr> </tbody> </table> <p>PRISONER'S SIGNATURE AUTHORIZING RELEASE</p> <p>OFFICER'S SIGNATURE</p> <p>XREC'D.....</p> <p>J-54 (Rev. 5-98) WHITE: RECIPIENT CANARY: FILE PINK: INMATE</p> <p style="text-align: center; color: red; font-weight: bold;">INCORRECT</p>	QUANTITY	DESCRIPTION OF PROPERTY		CAR KEYS &		check book	<p style="text-align: center;">OUTGOING PROPERTY RECEIPT</p> <p>SAN DIEGO COUNTY SHERIFF'S DEPARTMENT DETENTION FACILITY SERVICES [] SDGJ [] EMDP [] SBDP [] DDF [] LCDP [] VDF [] GDDP</p> <p>Bkg No. 9999999 Housing Unit BE Date 12/31/06</p> <p>PRISONER'S NAME Duck, Donald (LAST FIRST MIDDLE)</p> <p>PROPERTY TO BE RELEASED TO: MYSELF <input type="checkbox"/> OR TO: <input type="checkbox"/></p> <p>NAME Daisy Duck PHONE</p> <p>NO. & STREET 123 Seaside Ave</p> <p>CITY & STATE Imperial Beach 92154</p> <table border="1"> <thead> <tr> <th>QUANTITY</th> <th>DESCRIPTION OF PROPERTY</th> </tr> </thead> <tbody> <tr> <td></td> <td>Sealed property bag only</td> </tr> <tr> <td></td> <td>OR</td> </tr> <tr> <td></td> <td>clothing only</td> </tr> <tr> <td></td> <td>OR</td> </tr> <tr> <td></td> <td>Sealed property bag and clothing</td> </tr> </tbody> </table> <p>PRISONER'S SIGNATURE AUTHORIZING RELEASE</p> <p>OFFICER'S SIGNATURE</p> <p>CDL A1234567</p> <p>XREC'D..... EN/1234</p> <p>J-54 (Rev. 5-98) WHITE: RECIPIENT CANARY: FILE PINK: INMATE</p> <p style="text-align: center; color: red; font-weight: bold;">CORRECT</p>	QUANTITY	DESCRIPTION OF PROPERTY		Sealed property bag only		OR		clothing only		OR		Sealed property bag and clothing
QUANTITY	DESCRIPTION OF PROPERTY																		
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	check book																		
QUANTITY	DESCRIPTION OF PROPERTY																		
	Sealed property bag only																		
	OR																		
	clothing only																		
	OR																		
	Sealed property bag and clothing																		

RELEASE OF PROPERTY TO OUTSIDE AGENCY

Any agency requesting to review items in an inmate's personal property bag may do so in the presence of the facility stock clerk. Any agency requesting to remove items from an inmate's



sealed property bag must provide a signed letter (using their department's letterhead), itemizing all contents removed. Pursuant to court orders, departmental requests or other extenuating circumstances, the on-duty watch commander removes the items, inserts the authorizing paperwork, and reseals the bag.

COURT CLOTHING PROCEDURES

Reference: Detention Policies and Procedures Manual, [Section 0.59](#) – Court Ordered Clothing.

Court clothing is accepted only at the Sheriff's Detention Facility in the court of jurisdiction, where the defendant is scheduled to appear. For example, inmates appearing in the Southern Division (South Bay Courts), court clothing is processed at the South Bay Detention Facility. For defendants appearing in the Eastern Division (El Cajon Courts), court clothes will continue to be processed at the Eastern Division Courthouse.

A Dress Out Order (DO) is required for all court proceedings including jury trials. When court clothes are received at the facility, the DIA is responsible for verifying there is a dress out order on file in the Classification Navigator in the JIMS by completing the following inquiry:

- IMS>Classify>Evaluation Update>
- Enter name or booking number, highlight name and click OK.
- In the Classification Navigator, click on Evaluation Update to view the Hazards & Instructions. The hazards are located in the upper right area of the screen.
- The "D/O" "Dress out Courts" indicates an order to dress the inmate in court clothes is on file.

If the JIMS indicates no court order on file, the DIA receives the court order along with the clothes. The original court order is forwarded to the on duty supervisor who makes the necessary updates in the Classification Evaluation Update navigator to reflect a dress out order is on file. The original order is forwarded to custody processing and filed in the inmate's custody record.

Prior to accepting the court clothes, the DIA verifies the inmate's housing facility and court of jurisdiction. In addition, the DIA reviews the Property navigator to verify if court clothes are already stored by completing the following inquiry:

- IMS>Booking>Maintenance>
- Enter booking number or name and click OK.
- Under the Maintenance Navigator, click on Personal Property. If court clothes are stored, this information is found under FAC (where clothes are stored), Property Type (court clothes), and Status (S=Stored, R=Released, I=In Transit).
- Next, scroll through all the property entries by using the "First, Next, Prev, and Last" buttons located below the "Notes" section. This allows you to view all property entries.



Upon verification, an Incoming Property Receipt (J-53 form) is completed. The DIA indicates whether the court clothes belong to the inmate, public defender or the attorney. He/she completes this by writing "Inmate's Clothing," "Public Defender's Clothing" or "Attorney's Clothing." The description of the items is also indicated. The court clothes are only accepted in a zip-up plastic garment bag provided by the delivering party. No metal hangers or metal siding may be on the garment bag. The DIA notifies the designated deputy to conduct a thorough search for contraband. Once the search is complete, the deputy signs his/her name and ARJIS on the "Receiving Employee's Signature" line. The deputy returns the form and clothing to the Custody Information Office. The DIA completes the following:

- Signs his or her ARJIS on the form;
- Returns the white copy to the delivering party;
- Attaches the yellow and pink copy to the clothing and forwards to the Property Room.

Inmates often have their family or attorney exchange their court clothing during the course of their trial. Inmates can only have one (1) set of court clothing at a time unless a court order specifies otherwise. One (1) set of clothes usually includes: (2) shirts/blouses, (1) pair of pants/skirt or (1) suit/dress, and (1) pair of shoes. Tennis shoes are not accepted for court dress out.

When court clothing is exchanged, an Incoming Property Receipt (J-53 form) accompanies the new set of court clothing. An Outgoing Property Receipt (J-54 form) is completed when releasing court clothing. For record purposes, a copy of the J form is forwarded to the inmate.

LOST COURT CLOTHING

In the event an inmate's court clothing cannot be located or locating the court clothing creates a delay in producing the defendant in court, the stock clerk will immediately notify the processing sergeant or designee.

If unable to locate the inmate's court clothing, the watch commander shall notify the Court Services Bureau Lieutenant at the respective court division.

DRESS OUT OF INMATES

For facilities that do not have 24 hour stock clerk coverage, court clothing is pulled the night prior for those inmates requiring court dress out the next morning.

All inmates (males and females) classified as Green, Orange, Yellow or Black Banded, will be transported to court in their jail clothing. The inmates will dress out at the detention facility or court facility associated with the court appearance prior to their scheduled court time. Upon completion of their court hearing the inmate will be dressed back into their jail clothing before getting on the transportation bus. The inmate's court clothing will be searched for contraband after every use. The designated deputy will then return the court clothing to the property room.



INMATE REFUSAL TO DRESS OUT

When an inmate refuses to dress out, the court deputy fills out the Court Dress-Out Refusal (J-71 form) and has the inmate sign and acknowledging refusal. The form along with the inmate's court clothes is forwarded to the court where the inmate is scheduled to appear.

EXAMPLE OF INCOMING AND OUTGOING RECEIPTS FOR COURT CLOTHING EXCHANGE

INCOMING	OUTGOING																																		
<p>SAN DIEGO COUNTY SHERIFF'S DEPARTMENT DETENTION FACILITY SERVICES <input checked="" type="checkbox"/> SDCJ () EMDF () SBDP <input type="checkbox"/> DDF () LCDF () VDF () GBDF</p>																																			
PROPERTY RECEIPT																																			
Bkg. No. <u>999999</u> Housing Unit <u>8E</u> Date <u>12/31/06</u>	Bkg. No. <u>999999</u> Housing Unit <u>8E</u> Date <u>1/15/07</u>																																		
PRISONER'S NAME <u>Duck, Donald</u> (LAST FIRST MIDDLE)	PRISONER'S NAME <u>Duck, Donald</u> (LAST FIRST MIDDLE)																																		
PROPERTY RECEIVED FROM: NAME <u>Harold Smith</u> (CDL) PHONE <u>123-4567</u>	PROPERTY TO BE RELEASED TO: MYSELF <input type="checkbox"/> OR TO: NAME <u>Harold Smith</u> PHONE <u>123-4567</u>																																		
NO. & STREET <u>1234 Front St.</u>	NO. & STREET <u>1234 Front St.</u>																																		
CITY & STATE <u>San Diego CA</u> ZIP <u>92101</u>	CITY & STATE <u>San Diego CA</u> ZIP <u>92101</u>																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">QUAN-TITY</th> <th>DESCRIPTION OF PROPERTY</th> </tr> </thead> <tbody> <tr> <td></td> <td><u>Attorneys clothing</u> CDL A1234567</td> </tr> <tr> <td><u>1</u></td> <td><u>pair of black pants</u></td> </tr> <tr> <td><u>1</u></td> <td><u>white shirt</u></td> </tr> <tr> <td><u>1</u></td> <td><u>pair of black shoes</u></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	QUAN-TITY	DESCRIPTION OF PROPERTY		<u>Attorneys clothing</u> CDL A1234567	<u>1</u>	<u>pair of black pants</u>	<u>1</u>	<u>white shirt</u>	<u>1</u>	<u>pair of black shoes</u>									<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">QUAN-TITY</th> <th>DESCRIPTION OF PROPERTY</th> </tr> </thead> <tbody> <tr> <td></td> <td><u>Attorneys clothing</u> CDL A1234567</td> </tr> <tr> <td><u>1</u></td> <td><u>pair of black pants</u></td> </tr> <tr> <td><u>1</u></td> <td><u>white shirt</u></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	QUAN-TITY	DESCRIPTION OF PROPERTY		<u>Attorneys clothing</u> CDL A1234567	<u>1</u>	<u>pair of black pants</u>	<u>1</u>	<u>white shirt</u>								
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RECEIVING EMPLOYEE'S SIGNATURE: <u>[Signature]</u> <u>0123</u>	PRISONER'S SIGNATURE _____																																		
PROPERTY ROOM CLERK'S SIGNATURE _____	AUTHORIZING RELEASE <u>N/A</u>																																		
XREC'D PRISONER'S SIGNATURE _____	OFFICERS SIGNATURE <u>N/A</u>																																		
J-53 (Rev. 5-98) WHITE: RECIPIENT CANARY: FILE PINK: INMATE	XREC'D <u>Harold Smith</u> SIGNATURE _____																																		
	J-54 (Rev. 5-98) WHITE: RECIPIENT CANARY: FILE PINK: INMATE																																		



COURT CLOTHES OPERATIONAL PROCEDURES

INCOMING COURT CLOTHES

Verify Dress Out Order in the JIMS:

- IMS>Classify>Evaluation Update
- Enter Search criteria for the inmate (booking number or name), click Find
- Highlight name and click OK.
- Under the Classification Navigator, click on Evaluation Update to view the Hazards and Instructions (located in the upper area of the screen).
- The "D/O" indicates a Dress Out Order is on file.

Verify Storage of any Court Clothing:

- IMS>Booking>Maintenance
- Enter Search criteria for the inmate (Booking number or Name), Click find
- Highlight the appropriate inmate, Click OK
- Click on Personal Property
- Check under Property Type and Status to see if Court Clothes are "Stored".
- Click Close.

Ensure the Incoming Property form is filled out correctly and note if they are *Inmate's Clothing*, *Public Defender's Clothing* or *Attorney's Clothing*. If they are from a private party all personal information must be entered. A complete description of the item(s) must be written on the form. A designated deputy must inspect the clothing and write his or her ARJIS on the "Receiving Employee's Signature" line. The DIA will also write his or her initials and ARJIS on the form and notify property to pick up the court clothes.

OUTGOING COURT CLOTHES


- IMS>Booking>Maintenance
- Enter search criteria for the inmate (Booking number or Name), Click find
- Highlight the appropriate inmate, Click OK
- Click on Personal Property
- Check to see if the court clothes are stored in the facility under FAC, Property Type and Status.



INCOMING INMATE MAIL

Reference: Detention Policy and Procedures Manual, [Section P.3](#) – Inmate Mail.

All staff is required to provide prompt delivery of incoming materials and mailing of outgoing correspondence. Inmates may purchase pre-stamped envelopes and may send and receive as many letters as they desire. Those without sufficient funds are provided a limited supply of pre-stamped envelopes. All mail entering and leaving a detention facility is searched for contraband by sworn staff, and the writing scanned for security issues. Only mail delivered from the U.S. Postal Service is accepted at the Custody Information Office for delivery to inmates housed at that facility. The following is a sample of how letters should be addressed.

Your Name Return Address	
First and Last Name, Booking # Name of Detention Facility Address of Detention Facility City, State Zip	

Detention Facility Mailing Addresses

San Diego Central Jail P.O. Box 122952 San Diego, CA 92112-2952	Las Colinas Detention and Reentry Facility 451 Riverview PKWY Santee, CA 92071
South Bay Detention Facility 500 Third Avenue Chula Vista, CA 91910	East Mesa Detention and Reentry Facility 446 Alta Road, Suite 5200 San Diego, CA 92158
George Bailey Detention Facility 446 Alta Road, Suite 5300 San Diego, CA 92158	Facility 8 446 Alta Road, Suite 5300 San Diego, CA 92158
Vista Detention Facility 325 S. Melrose Drive, Suite 200 Vista, CA 92081	

NOTE: Confidential/legal mail dropped off at the Custody Information counter is accepted from professional visitors such as, attorneys, court personnel, and county employees on official business.



BOOK, MAGAZINES, PERIODICALS

All acceptable magazines, periodicals, and soft cover books mailed directly from a publisher, bookstore, or book clubs via the U.S. Postal Service is marked "property of" on the outside cover. The inmate's name and booking number is filled in by the DIA. Prior to accepting book deliveries through the Custody Information Office, the DIA verifies the inmate is in custody. If the inmate is not in custody, the package is NOT accepted and marked "Return to Sender".

NOTE: The subject matter of some magazines, periodicals, and soft covered books establishes whether or not they are allowed in the detention facility. The watch commander makes this determination.

VERIFICATION, SORTING, AND DISTRIBUTION

Check to verify if the inmate is in custody by utilizing the Booking Summary or Master Card Summary screens. The inmate's name, booking number, and housing unit must be clearly noted.

Prior to accepting book deliveries , the process is as follows:

- The DIA verifies the inmate is in custody. If the inmate is not in custody the package is not accepted and is marked "Return to Sender" (RTS).
- The DIA completes an Incoming Property Receipt (Form J-53) and notes their initials and ARJIS number, as the RECEIVING EMPLOYEE.
- The Incoming Property Receipt is attached to the package and forwarded to the inmate's housing unit.
- The Deputy places his/her initials and ARJIS number on the Incoming Property Receipt next to the DIA's ARJIS.
- The deputy obtains the inmate's signature to document delivery of the package.
- The pink copy is retained by the inmate.
- The white and canary copy is forwarded to the inmate processing staff and is filed in the inmate's custody record.

NOTE: Hardbound books of any nature are not allowed inside the facility. The facility commander has the prerogative to allow or deny any hardbound book into their facility.

CERTIFIED AND REGISTERED MAIL

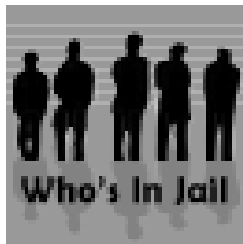
If an inmate is in custody at your facility, certified and registered mail is accepted at the Custody Information Office. The DIA follows these steps:

- Sign the receipt for the registered/or certified mail.
- Complete an Incoming Property Receipt (J-53 form) and attach it to the mail.
- Forward the Incoming Property Receipt with attached mail **immediately** to the inmate's housing unit to obtain the inmate's signature.

All unacceptable material is refused at the time of delivery. Should any delivered items be deemed unacceptable, the material is returned to the sender (RTS). If the sender's address is unknown, the material is handled as contraband and is disposed of in an appropriate manner.

Inmate mail is sorted by housing locations. Mail for inmates housed at a different facility is forwarded to that facility.

ELECTRONIC EMAIL MESSAGES



Inmates may receive email messages via the inmate email system on the Sheriff's web page, WWW.SDSHERIFF.NET. By using the **Who's In Jail** feature, individuals have the capability of sending an email to any inmate in Sheriff's custody. Electronic email messages received via the inmate email system is not considered confidential. Custody processing staff is responsible for printing electronic email messages and sworn staff is responsible for the delivery of all electronic mail.

PRINTING INMATE EMAILS

1. Open Internet Explorer for Sheriff Intranet Portal.
2. Go to Sheriff Applications drop down menu.
3. Select Sheriff Webmail.
4. Enter user name.
 - a. Facility Specific (i.e. sdcj3 for 3rd floor inmate emails)
5. Enter password.
 - a. Password reflects the current year/quarter (Mail2017-1) and is case sensitive.
 - b. Password is changed on a quarterly basis.
 - c. Current password can be found on the JIMS Share Point Site.
6. Click Ok.
 - a. You are now looking at the inmate mail inbox for that particular housing area.
 - b. Take note of the total number of emails in the inbox.
7. Double click the first email to open and leave it open.
8. Must close and reopen the Intranet screen for each individual housing floor/unit.



NOTE: The process of printing inmate emails vary per facility. Refer to your facility guidelines.

U.S. MAIL BETWEEN SHERIFF'S DETENTION FACILITIES

Inmates incarcerated within the San Diego County Sheriff's detention facilities are prohibited from corresponding with other inmates housed in any San Diego County Sheriff's detention facility.

Inmates incarcerated within the Sheriff's Detention Facilities shall be permitted to correspond with inmates at other detention facilities, including but not limited to: Federal, State, and other local detention facilities not under the control of the Sheriff's Department. In most cases, the Warden's prior approval of such facilities shall be given or the letters may be returned.

UNSUBSCRIBED MAGAZINES

Unsubscribed magazines, periodicals, or newsletters and unsolicited advertisements will NOT be delivered to the inmate. Where magazines, periodicals, or newsletters appear to be mass-mailed to a significant portion of the jail population, it is presumed that the inmate(s) do not have a subscription. Unless the inmate(s) or publisher can furnish the watch commander with evidence of the subscription, the magazines, periodicals, or newsletters are discarded.

UNSOLICITED ADVERTISEMENTS

Unsolicited advertisements mailed to inmates will not be delivered. Unsolicited advertisements include, but are not limited to:

- Materials for which the apparent primary purpose is to solicit a commercial transaction, or to promote products and/or services for the purpose of entering into a commercial transaction.
- Materials labeled as advertising.

If an employee encounters unsolicited advertisements associated with a bail bond company, the advertisements are provided to the detention processing supervisor who completes the *Bail Bond Solicitation Complaint* (J-109 form) OR;

In the event an employee encounters unsolicited advertisements after a professional visit by a bail bond agent, item(s) are forwarded to the DPS who follows these steps:

- Attach the "Request for Professional Visit" (J-46 card) and solicitation materials to the Bail Bond Solicitation (J-109 form).
- Forward all items to the Sheriff's Inmate Processing Division Manager. **



EMPLOYEE/DEPARTMENT MAIL

Detention Information Assistants or Stock Clerks sort the mail that is addressed to employees and other destinations. Mailboxes are established at each facility for specific employees and for various units within and outside the facility, such as Counseling, Medical, Food Services, Probation, and Court Services.

All mail is sorted and delivered in a timely manner. The Sheriff's Intranet Home Page assists in locating where employees are assigned. To access the Sheriff's Intranet, double click the "E" Internet Explorer Icon located on your desktop. Under "Employee Search" enter either a partial name or the full last name and click on Go.

The screenshot displays the Sheriff's Intranet Portal with the following elements:

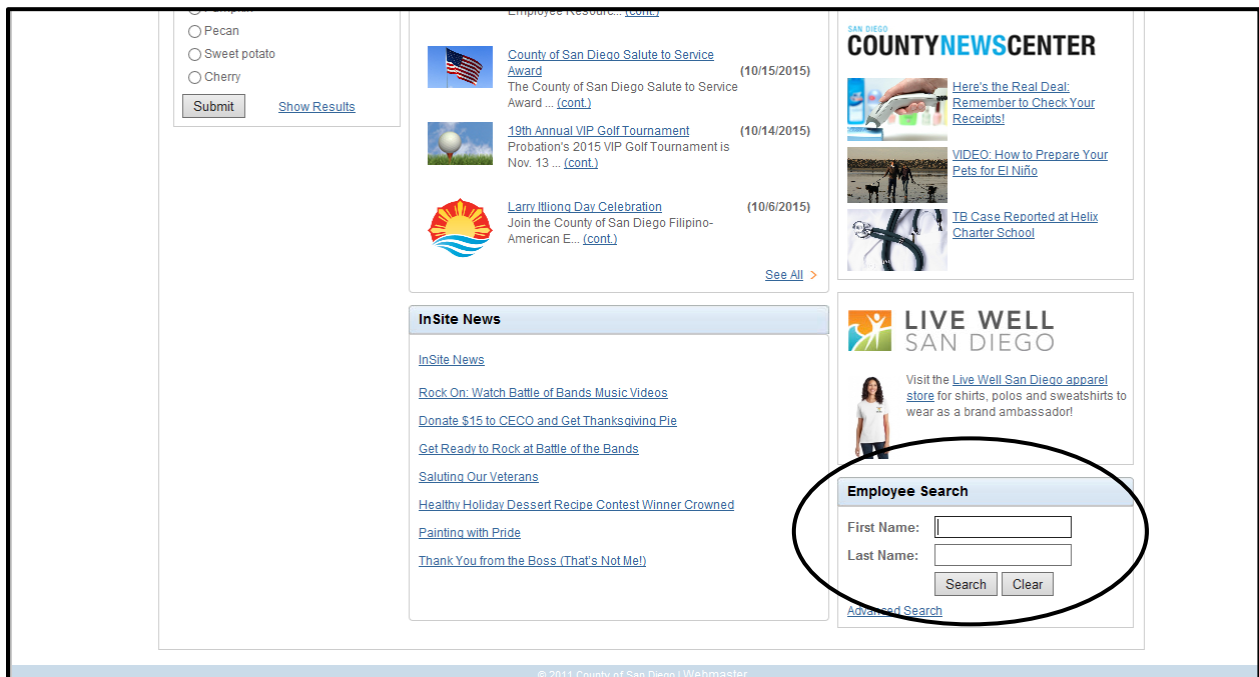
- Navigation Menu:** Bureaus, References, Resources, Sheriff Apps, Regional Apps, County Apps, Help Desk.
- Header:** SHERIFF'S EMPLOYEES INTRANET PORTAL. Honesty, Integrity, Loyalty, Trust, Respect, Fairness, Diversity.
- Search Function:** A search box with a magnifying glass icon, labeled "Search...". Below it is a "Sheriff's Employee Search" form with fields for "Last" and "First", a "Go" button, and a link to "Advanced".
- Community Meetings:** A list of meetings including "RSD: Guest Reader", "Meeting - La Colonia de Eden Gardens", "Farm Bureau Meeting", "Read-In", "RSD: Agmen Bike Tour", "Campo CAG Meeting", "RSD: Meet with Protective Services Supervisor", and "Ramona Mounted Patrol Meeting".
- Culinary Arts Program:** A section with a black placeholder image.
- County Applications:** A list of links including Kronos, PeopleSoft, Learning Management System, County Wide Web, Board of Supervisors Meeting, ERP Updates, General Management System, My Requests, and WEB EOC.
- Most Recent News Releases:** A list of news items such as "Emotionally Disturbed Subject - Fallbrook", "Boulevard Homicide Update", "Homicide in Boulevard", "Encinitas Attempted Bank Robbery", "Stolen Vehicle Pursuit - Santee", "Culinary Arts Program - Las Colinas Detention & Reentry Facility", and "Apple Watch Switch-Out".
- General Announcements:** Links for "See who's retiring. Send your well wishes." and "2014 Annual Report".
- Regional Applications:** Links for ARJIS, SDFusion, and SDLaw.
- Department P&P:** A button labeled "Department P&P".
- Media and Events:** A section at the bottom left.
- Sheriff Applications:** A section at the bottom right.



In addition, the County web page may also be utilized to locate an individual who may be a County employee, but not employed by the Sheriff's department. Access the Sheriff's Intranet and under the "County Applications" tab click on County Wide Web (InSite).



The County Intranet page allows you to search for an employee by name:



PUBLIC RESOURCES

ACCESSING CUSTODY INFORMATION ON-LINE

Our customers are encouraged to access custody information without waiting in long lines or on the telephone. The Sheriff's website is accessed by logging on to: www.sdsheriff.net.



The following information can be obtained:

- Communication Center and 911
- Who's In Jail (inmate locator)
- Email an Inmate
- Warrant Lookup and Tips
- Restraining Order Lookup
- Megan's Law
- Jail Information
- Addresses & directions to any one of our detention facilities
- Visit Schedules
- Court Dates, Bail Amount
- Other eneral information.
- Victim Information and Nofitication Everyday (VINE)

