



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 incarcerated persons, 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 incarcerated person 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 persons out of custody MAY NOT be given.

IN-CUSTODY INCARCERATED PERSONS

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 incarcerated person is located, answer the caller's questions as they arise. Please be aware, custody information may be given at any time for persons in custody. Custody information includes:

Persons Information

- Full Name
- Booking Number
- Date of Birth
- Occupation
- Physical Description
- Location where the person 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 incarcerated person'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 incarcerated person(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 incarcerated person(s) account to the public and professional visitors could create an environment in which extortion can occur within our incarcerated person population. If a person requests the balance of an incarcerated person(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. To balance the person'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).

Persons 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 persons, 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 a person 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 incarcerated person(s) that are still in custody. Information for released persons 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 incarcerated person(s), 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 inquiries 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 incarcerated person, 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 incarcerated person is taking.
- The pharmacy the medication is obtained.
- Who is treating the incarcerated person (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 online. 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 persons out of custody MAY NOT be given. Persons 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 incarcerated person(s) 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 incarcerated person, is referred to the charge nurse medical desk. DO not accept incoming property for incarcerated person(s) 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 incarcerated persons. 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 incarcerated person's housing module.

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



NEVER release pending transportation information. Do not inform anyone when an incarcerated person 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 inquiries 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 Q.77 - Permissive Release of Pre-Arrest Misdemeanor Incarcerated persons.

As of December 31, 2009, the San Diego County Sheriff's Department suspended the Conditional Custody Program (CCP) until further notice. All persons 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 incarcerated person 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 incarcerated person 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. To obtain any property or release a vehicle from impound, a signature from the incarcerated person 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 Q.55 - Property Received with the incarcerated persons; Related Sections: Section B.5 – incarcerated persons Money Orders and Checks; Section Q.61 – Incarcerated person(s) Footwear.

Only property and money that an incarcerated person 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 incarcerated person(s) custody status. If the incarcerated person has been released, the property will not be accepted. Property can only be accepted at the incarcerated person(s) housing facility. Property received will be delivered to the incarcerated person or placed in their 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 incarcerated person(s) 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 incarcerated person'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 incarcerated person 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 their 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 incarcerated person(s) property.
- The pink copy is forwarded to the incarcerated person. This informs the incarcerated person of the money order placed in their property and to ask for a Check Cashing Request if they wish the money order cashed and the funds placed on their 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 incarcerated person(s) account.

Checks or money orders in EXCESS of \$200, which are received via the U.S. Mail, are placed in the incarcerated person(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 incarcerated person(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 incarcerated person(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 at the bottom. It has handwritten entries: Prisoner Name "Duck", Property Received From "M. Mouse", Description of Property "\$ CHECK \$250.00". The right form is marked "CORRECT" in red at the bottom. It has handwritten entries: Prisoner Name "Duck, Donald", Property Received From "Mickey Mouse (661) 503-1122", Description of Property "Money Order US Postal Money Order # 1001001001-2 \$ 250.00". Both forms include fields for inmate number, housing unit, date, and signatures.



CHECK CASHING

Incarcerated Person(s) 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 incarcerated person 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 incarcerated person(s) account (reflecting the new balance) the pink copy of the J-48 form is returned to the incarcerated person. If a check or money order is not honored, it is returned to the incarcerated person's property (garment bag) with the endorsement canceled. A property receipt is given to the incarcerated person as notification.

Should an incarcerated person be released from custody before the five (5) working days waiting period has expired, the incarcerated person 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 incarcerated person(s) property (as per facility guidelines).



OUTGOING PROPERTY

Reference: Detention Policy and Procedures Section Q.55 – Property Received with Incarcerated Person.

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

OUTGOING PROPERTY PROCEDURES

All personal property items contained in the incarcerated person(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 incarcerated person 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 incarcerated person(s) 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 incarcerated persons 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 incarcerated person is required to complete a new receipt at their 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.



Incarcerated Person(s) are not allowed to release reading material to outside parties or to have the items placed in their property prior to release. The incarcerated person can choose for excess periodicals be donated to the jail library or thrown away.

Bulk property (such as excess property) is not stored in the facility's Property Room and is released through the Custody Information Office. Clothing is ONLY released if the incarcerated person is committed 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 person 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 incarcerated person
4. Forward the yellow copy to the Property Room

Outgoing Property Sample

<p style="text-align: center;">OUTGOING PROPERTY RECEIPT</p> <p><small>SAN DIEGO COUNTY SHERIFF'S DEPARTMENT DETENTION FACILITY SERVICES I SDCCJ EMDP SBDP I SDDF LCDP YDF CBRF</small></p> <p>Bkg No. 9999999 Housing Unit BE Date 12/31</p> <p>PRISONER'S NAME: Duck, Donald <small>(LAST FIRST MIDDLE)</small></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: _____</p> <p>CITY & STATE: IB ZIP: _____</p> <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 style="text-align: center;">1</td> <td>CAR KEYS &</td> </tr> <tr> <td style="text-align: center;">1</td> <td>check book</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>PRISONER'S SIGNATURE _____ AUTHORIZING RELEASE</p> <p>OFFICERS SIGNATURE _____</p> <p>XREC'D..... <small>SIGNATURE</small></p> <p><small>J-54 (Rev. 5-98) WHITE: RECIPIENT CANARY: FILE PINK: INMATE</small></p> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">INCORRECT</p>	QUAN- TITY	DESCRIPTION OF PROPERTY	1	CAR KEYS &	1	check book							<p style="text-align: center;">OUTGOING PROPERTY RECEIPT</p> <p><small>SAN DIEGO COUNTY SHERIFF'S DEPARTMENT DETENTION FACILITY SERVICES I SDCCJ EMDP SBDP I SDDF LCDP YDF CBRF</small></p> <p>Bkg No. 9999999 Housing Unit BE Date 12/31/06</p> <p>PRISONER'S NAME: Duck, Donald <small>(LAST FIRST MIDDLE)</small></p> <p>PROPERTY TO BE RELEASED TO: MYSELF <input type="checkbox"/> OR TO: <input type="checkbox"/></p> <p>NAME: Daisey Duck PHONE: _____</p> <p>NO. & STREET: 123 Seaside Ave</p> <p>CITY & STATE: Imperial Beach CA 92154</p> <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 style="text-align: center;">1</td> <td>Sealed property bag only</td> </tr> <tr> <td style="text-align: center;">OR</td> <td> </td> </tr> <tr> <td style="text-align: center;">1</td> <td>clothing only</td> </tr> <tr> <td style="text-align: center;">OR</td> <td> </td> </tr> <tr> <td style="text-align: center;">1</td> <td>Sealed property bag and clothing</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>PRISONER'S SIGNATURE _____ AUTHORIZING RELEASE</p> <p>OFFICERS SIGNATURE _____</p> <p>XREC'D..... <small>SIGNATURE</small></p> <p><small>J-54 (Rev. 5-98) WHITE: RECIPIENT CANARY: FILE PINK: INMATE</small></p> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">CORRECT</p>	QUAN- TITY	DESCRIPTION OF PROPERTY	1	Sealed property bag only	OR		1	clothing only	OR		1	Sealed property bag and clothing				
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RELEASE OF PROPERTY TO OUTSIDE AGENCY

Any agency requesting to review items in an incarcerated person's personal property bag may do so in the presence of the facility stock clerk. Any agency requesting to remove items from an incarcerated person'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 Q.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, incarcerated persons 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 incarcerated person in court clothes is onfile.

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 incarcerated person's custody record.

Prior to accepting the court clothes, the DIA verifies the incarcerated person'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 incarcerated person, public defender, or the attorney. He/she completes this by writing "Incarcerated person'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 their 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 their 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.

Incarcerated persons often have their family or attorney exchange their court clothing during the course of their trial. Incarcerated persons 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 incarcerated person.

LOST COURT CLOTHING

In the event an incarcerated person'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 incarcerated person's court clothing, the watch commander shall notify the Court Services Bureau Lieutenant at the respective court division.

DRESS OUT OF INCARCERATED PERSONS

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

All incarcerated persons (males and females) classified as Green, Orange, Yellow or Black Banded, will be transported to court in their jail clothing. The incarcerated persons 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 incarcerated person will be dressed back into their jail clothing before getting on the transportation bus. The incarcerated person's court clothing will be searched for contraband after every use. The designated deputy will then return the court clothing to the property room.



INCARCERATED PERSON REFUSAL TO DRESS OUT

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

EXAMPLE OF INCOMING AND OUTGOING RECEIPTS FOR COURT CLOTHING EXCHANGE

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT DETENTION FACILITY SERVICES SDCJ () EMDF () SBDP DDF () LCDF () VDF () GBDP		INCOMING		PROPERTY RECEIPT	
Bkg No.	999999	Housing Unit	8E	Date	12/31/06
PRISONER'S NAME: <u>Duck, Donald</u> (LAST FIRST MIDDLE)					
PROPERTY RECEIVED FROM: NAME <u>Harold Smith</u> (total) PHONE <u>123-4567</u>					
NO. & STREET <u>1234 Front St.</u>					
CITY & STATE <u>San Diego CA</u> ZIP <u>92101</u>					
QUANTITY	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>				
RECEIVING EMPLOYEE'S SIGNATURE: <u>[Signature]</u> 0123					
PROPERTY ROOM CLERK'S SIGNATURE					
XREC'D PRISONER'S SIGNATURE					
J-53 (Rev. 5-98) WHITE: RECIPIENT CANARY: FILE PINK: INMATE					
SAN DIEGO COUNTY SHERIFF'S DEPARTMENT DETENTION FACILITY SERVICES SDCJ () EMDF () SBDP DDF () LCDF () VDF () GBDP		OUTGOING		PROPERTY RECEIPT	
Bkg No.	999999	Housing Unit	8E	Date	1/15/07
PRISONER'S NAME: <u>Duck, Donald</u> (LAST FIRST MIDDLE)					
PROPERTY TO BE RELEASED TO: MYSELF <input type="checkbox"/> OR TO: NAME <u>Harold Smith</u> PHONE <u>019-123-4567</u>					
NO. & STREET <u>1234 Front St.</u>					
CITY & STATE <u>San Diego CA</u> ZIP <u>92101</u>					
QUANTITY	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>				
PRISONER'S SIGNATURE					
AUTHORIZING RELEASE <u>N/A</u>					
OFFICERS SIGNATURE <u>N/A</u>					
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 incarcerated person (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 incarcerated person (Booking number or Name), Click find
- Highlight the appropriate incarcerated person, 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 *Incarcerated person'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 their ARJIS on the "Receiving Employee's Signature" line. The DIA will also write their 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 incarcerated person (Booking number or Name), Click find
- Highlight the appropriate incarcerated person, 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 INCARCERATED PERSON MAIL

Reference: Detention Policy and Procedures Manual, Section P.3 – Incarcerated person Mail.

All staff is required to provide prompt delivery of incoming materials and mailing of outgoing correspondence. Incarcerated persons 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 incarcerated persons 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 club via the U.S. Postal Service is marked "property of" on the outside cover. The incarcerated person'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 incarcerated person is in custody. If the incarcerated person 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 incarcerated person is in custody by utilizing the Booking Summary or Master Card Summary screens. The incarcerated person'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 incarcerated person is in custody. If the incarcerated person 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 incarcerated person's housing unit.
- The Deputy places their initials and ARJIS number on the Incoming Property Receipt next to the DIA's ARJIS.
- The deputy obtains the incarcerated person's signature to document delivery of the package.
- The pink copy is retained by the incarcerated person.
- The white and canary copy is forwarded to the incarcerated person processing staff and is filed in the incarcerated person'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

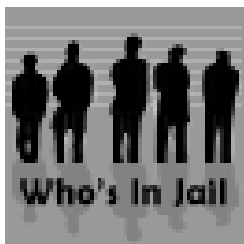
If an incarcerated person is in custody at your facility, certified and registered mail is accepted at the Custody Information Office. The DIA follows these steps:

- 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 incarcerated person's housing unit to obtain the incarcerated person'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.

Incarcerated person mail is sorted by housing locations. Mail for incarcerated persons housed at a different facility is forwarded to that facility.

ELECTRONIC EMAIL MESSAGES



Incarcerated persons may receive email messages via the incarcerated person email system on the Sheriff's web page, WWW.SDSHERIFF.NET. By using the **Who's in Jail** feature, persons have the capability of sending an email to any incarcerated person in Sheriff's custody. Electronic email messages received via the incarcerated person 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 INCARCERATED PERSON EMAILS

1. Open Internet Explorer for Sheriff Intranet Portal.
2. Go to Sheriff Applications drop down menu.
3. Select Sheriff Webmail.
4. Enter username.
 - a. Facility Specific (i.e., sdcj3 for 3rd floor incarcerated person 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 incarcerated person mail inbox for that 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 person housing floor/unit.



NOTE: The process of printing incarcerated person emails varies per facility. Refer to your facility guidelines.
U.S. MAIL BETWEEN SHERIFF'S DETENTION FACILITIES

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

Incarcerated persons incarcerated within the Sheriff's Detention Facilities shall be permitted to correspond with incarcerated persons 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 incarcerated person. Where magazines, periodicals, or newsletters appear to be mass-mailed to a significant portion of the jail population, it is presumed that the incarcerated person(s) do not have a subscription. Unless the incarcerated person(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 incarcerated persons 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 a commercial transaction.
- Materials labeled as advertising.

If an employee encounters unsolicited advertisement 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 advertisement 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 Incarcerated person 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 Employees Intranet Portal with the following components:

- 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 labeled "Search..." and a "Sheriff's Employee Search" form with fields for "Last" and "First" names, a "Go" button, and a link to "Advanced" search.
- 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 blacked-out image.
- 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".
- 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".
- 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 for "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 a person 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).

Sign In

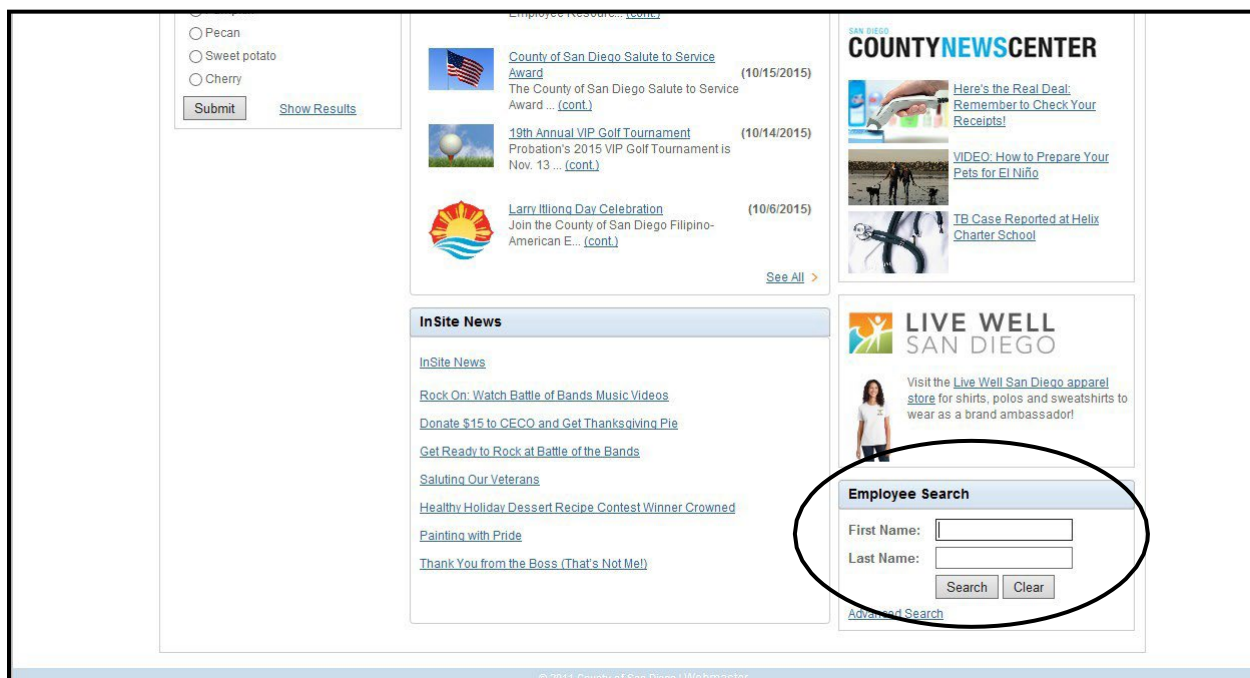


COSD

The site that you are accessing requires you to sign in. Select your organization from the following list.

- COSD
- DA
- SDCERA
- SDCOURT
- SDSHERIFF

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



The screenshot shows the County Intranet homepage. On the left, there are radio buttons for Pecan, Sweet potato, and Cherry, with a Submit button and a Show Results link. The main content area features several news items with dates: "County of San Diego Salute to Service Award" (10/15/2015), "19th Annual VIP Golf Tournament" (10/14/2015), and "Larri Million Day Celebration" (10/6/2015). Below these is an "InSite News" section with links to "Rock On: Watch Battle of Bands Music Videos", "Donate \$15 to CECO and Get Thanksgiving Pie", "Get Ready to Rock at Battle of the Bands", "Saluting Our Veterans", "Healthy Holiday Dessert Recipe Contest Winner Crowned", "Painting with Pride", and "Thank You from the Boss (That's Not Me!)". On the right, there is a "COUNTYNEWSCENTER" section with links to "Here's the Real Deal: Remember to Check Your Receipts!", "VIDEO: How to Prepare Your Pets for El Niño", and "TB Case Reported at Helix Charter School". Below that is a "LIVE WELL SAN DIEGO" section with a link to "Visit the Live Well San Diego apparel store for shirts, polos and sweatshirts to wear as a brand ambassador!". At the bottom right, the "Employee Search" section is circled, containing input fields for "First Name:" and "Last Name:", and "Search" and "Clear" buttons.



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 (incarcerated person locator)
- Email an Incarcerated person
- 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 general information.
- Victim Information and Notification Everyday (VINE)

