


CUSTODY DIVISION



POLICY AND PROCEDURE

Policy / Procedure #	CODM 5.01
Date Issued: November 26, 2008	Date Revised: 2/24/2017
Approved by:  Chief Deputy Paul Miyamoto	
Chapter:	5.0 Prisoner Records

SUBJECT:

Inmate Records

POLICY: It is the policy of the San Francisco Sheriff's Department to comply with the standards set forth in California Code of Regulations, Title 15, Section 1041.

PURPOSE: To insure that all jail facilities maintain inmate records in the appropriately designated jail locations consistent with operational needs and Minimum Jail Standards.

PROCEDURE

I. General

- A. The Custody Operations Division (COD) shall maintain inmate records in designated areas based upon specific operational needs.
- B. The inmate records that shall be maintained in one location shall include, but not be limited to:
 - 1. Booking/intake information
 - 2. Personal property receipts
 - 3. Sentencing commitment documents
 - 4. Court orders
 - 5. Medical authorization slips (chrono slips)
 - 6. Other reports
- C. Inmate records shall be maintained in inmate manila envelopes, commonly referred to as "inmate jackets." These records are located in the Central Records Office area.

II. Specific Inmate Records

Inmate Records

- A. Inmate disciplinary actions (i.e. Request for Discipline, Loss to Time Documents, Breaches of Contract and Appeal forms for Major Rule Violations shall be maintained at the jail facility where the disciplinary action was imposed.
- B. Classification documents and records shall be maintained in inmate files indexed by Inmate SF number. The records shall be stored in the Classification Unit office.
- C. Housing cards shall be maintained in offices located in the inmate housing area where the inmate is housed.
- D. Housing cards shall follow the inmate whenever they are transported (i.e., from one jail location to another jail location; to court for court appearances; to the hospital for clinic appointments/emergency medical care, etc.)