



# DEPARTMENT BULLETIN

21-053  
04/07/21

## Details regarding CJ#1 Intake during Public Health Testing Order

As of Monday, March 29, 2021, a public health order issued by the Health Officer of San Francisco requires all personnel entering a San Francisco Jail to submit to an on-site COVID-19 test or, alternatively, sign an attestation sheet that they have been tested at a City and County designated San Francisco test site in the prior 7 day period.

This order does not extend to the open air, outdoor sally port area of County Jail #1, the location where person's in-custody are processed and booked into the custody of the SF Sheriff's Office.

When an officer enters the sally port area of County Jail #1, they will see two clearly delineated work stations that will be used to process persons in custody for booking.

Station One: This will be a white canopy tent where a web ID machine and PID pad is located to identify persons by their fingerprint and to check local criminal history. The arresting officer(s) will conduct an initial pat search followed by a full-body search using a handheld metal detection wand. Following the search, a sheriff's deputy will be on hand to accept the completed field arrest card with all attached warrants and related booking documents. Also, the arrestees inventoried personal property, jewelry and money will be packaged and accepted by a sheriff's deputy from the arresting officer when ready. The officer will be asked to sign-in on the facility contact tracing sheet in the event that a follow-up notification is required.

Station Two: This will be a second white canopy tent where a DPH nurse will be administering a COVID-19 test to the custody prior to the subject entering the facility. Following this test, the nurse will ask triage questions and visually inspect the well-being of the subject. If the subject does not clear triage, the officer will be notified that the custody has been denied. The officer shall notify their Sergeant of the custody denial to receive further direction.

Upon clearing triage, the custody will be taken into County Jail #1 to be walked through the full body scanner which does a final check for weapons and contraband not evident from the prior searches. Once the deputy advises the arresting officer, who is expected to remain outside in the sally port area, that the custody has been accepted into County Jail #1 the officer is then free to leave.

For questions regarding this directive, please contact the County Jail #1 Watch Commander Official Info.

  
WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, all sworn and non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*