

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: MAY 22, 2019 – 1230 HOURS

NUMBER: OR 19-12

SUBJECT: RESTATEMENT OF HEADQUARTERS SALLY PORT PRISONER
PROCESSING AREA

COST CENTER: 1914000001

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: 8.12

The prisoner processing area (Sally Port) located on the first floor of Headquarters is a designated secure area. There have been many instances of unruly prisoners physically acting out, assaulting officers, or attempting to escape.

In an effort to maintain security for the area and to ensure the safety of all members of the Department, the following order is immediately in effect:

All vehicle and pedestrian access to the Headquarters Sally Port is restricted to use by those with an operational need. The Sally Port will not be used as an entry or exit point by civilian personnel. Authorized pedestrian traffic in or out of the Sally Port to the exterior parking lot shall use the pedestrian gate exclusively, reducing the chance of prisoner escapes.

Access to Headquarters can be made at the Broadway and E Street entrances, along with parking structure elevators.

Department Procedure 8.12, Station Security (Code 100)/Police Facility Emergency Plans and Operational Conditions, will be updated to reflect the changes.

Please read at squad conferences and give a copy to all personnel.