

**SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet**

<b>DATE:</b>	FEBRUARY 27, 2023
<b>NUMBER:</b>	A.11.L
<b>SUBJECT:</b>	DISTRIBUTION: POLICY AND PROCEDURE MANUAL

**PROCEDURE**

- I. The administrative deputy, at the direction of the administrative sergeant, shall be responsible for the proper placement and upkeep of the facility's Policy and Procedure Manuals.
- II. The Policy and Procedure Manuals will be available and distributed to the following locations:
  - A. Administrative office (hard copy)
  - B. Watch commander's office (hard copy)