

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

<b>DATE:</b>	FEBRUARY 27, 2023
<b>NUMBER:</b>	A.15.L
<b>SUBJECT:</b>	PUBLIC INFORMATION PLAN

**PROCEDURE**

- I. The Public Information Plan will be accessible on the LCDRF SharePoint Site. There are two printed copies of the Public Information Plan in the following locations:
  - A. Custody Information Office
  - B. Administrative Sergeant's office
- II. The administrative deputy will review the Public Information Plan on the public website for updates annually, in order to conform to local and state standards. The administrative deputy will ensure that a copy of the Title 15 California Code of Regulations is placed in each housing unit deputy station. The administrative deputy will also ensure that the facility incarcerated person handbook, which is produced by LCDRF Reentry Services Staff, is available in each housing unit's deputy station. Incarcerated persons shall have these documents available for review upon request.