

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

DATE:	March 10, 2023
NUMBER:	I.61.L
SUBJECT:	FACILITY SECURITY – CONTROL

PROCEDURE

I. CENTRAL CONTROL

A. STAFF

Two deputies are assigned to central control to monitor all cameras/alarms and daily activities. All deputies must meet their shift relief at their assigned work station. Each deputy shall sign into the Black Creek monitor at their work station utilizing their own designated login. Deputies should also ensure they log out of the Black Creek system at the conclusion of their shift.

B. ACCESS

1. Central control is located **Safety/Security Interests - 7922.000**
Central control can only be accessed by sworn and maintenance staff. All doors leading into central control will be secured at all times.
2. No incarcerated workers will be allowed into central control for daily cleaning. The deputies assigned to central control will be responsible for daily clean-up prior to being relieved. The facility custodian will be allowed into central control for weekly cleaning.

II. INTAKE CONTROL

A. STAFF

One deputy is assigned to intake control to monitor all intake building cameras, doors, and activities. All deputies must meet their shift relief at their assigned work station. Each deputy shall sign into the Black Creek monitor at their work station utilizing their own designated login. Deputies should also ensure they log out of the Black Creek system at the conclusion of their shift.

B. ACCESS

Intake control is located **Safety/Security Interests - 7922.000**
Intake control is a restricted area and only authorized staff will have access. The doors leading into the intake control area,

which includes Safety/Security Interests - 7922.000 will be secured at all times. The facility custodian will conduct weekly cleaning in the control area. At the end of the shift, the deputy will ensure the area is cleaned up and the trash is removed. Incarcerated workers are permitted inside intake control to clean.