

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

<b>DATE:</b>	APRIL 20, 2023
<b>NUMBER:</b>	I.63.L
<b>SUBJECT:</b>	FACILITY SECURITY- HOUSING UNITS

**PROCEDURE**

All deputies must meet their shift relief at their assigned deputy station. Each deputy shall log into the Black Creek touchscreen system with their own designated login. Deputies should also ensure they log out of the Black Creek touchscreen at the conclusion of their shift.

Housing deputies shall implement a period of restricted movement to facilitate shift transition duties, staff mealtimes and module cleaning following incarcerated persons meals. The implementation of restricted movement will occur on the following schedule:

**I. INCARCERATED WORKER HOUSING (HOUSE 1)**

House 1 incarcerated persons will be offered dayroom daily due to the dormitory style housing unit. The hours in which dayroom should be open and accessible are 0700-1000 hours, 1300-1600 hours, and 1900-2200 hours.

The connecting doors between House 1 A/B must remain closed when incarcerated persons are out for dayroom on both sides.

**II. LOW AND HIGH LEVEL PROGRAMING; HOUSE 3 RESTRICTED HOUSING UNITS (HOUSE 3)**

Dayroom will be offered to one tier at a time for showers and phone only. The hours in which dayroom should be open and accessible are 0700-1000 hours, 1300-1600 hours, and 1900-2200 hours.

COVID-19 Housing & Suspected Person Under Investigation (SPUI): Dayroom will be offered one cell at a time.

High-Risk Housing one tier at a time,. In the event there are keep separate incarcerated persons in the same module, they must be housed on separate tiers. Access to dayroom and recreation yard will be tiered accordingly.

The doors leading to the connecting hallway in House 3 shall remain closed while incarcerated persons are in the dayroom.

<i>HOUSE 3 Non-COVID Housing</i>							
	<b>GROUP A</b>		<b>GROUP B</b>				
	Top Tier		Bottom Tier				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
0700-0820	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A
0820-0830	CLEAN UP/DISINFECT						
0830-1000	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B
1000-1300	(video visits will continue during hard count)						
	DAY HARD COUNT/INCARCERATED PERSON MEAL/CLEAN UP/DISINFECT						
	STAFF MEAL TIME						
1300-1420	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A
1420-1430	DEEP CLEAN/DISINFECT						
1430-1600	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B
1600-1830	CLEAN UP/DISINFECT						
	INCARCERATED PERSON MEAL						
	SHIFT CHANGE						
1900-2020	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A
2020-2030	CLEAN UP/DISINFECT						
2030-2200	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B
2200-2300	NIGHT HARD COUNT						
NIGHTSHIFT	DEEP CLEAN/DISINFECT						

IV. HIGH LEVEL HOUSING UNITS (HOUSE 4)

<i>HOUSES 4A AND 4B</i>							
	<b>GROUP A</b>		<b>GROUP B</b>				
	Cells 1-15 & 31-47		Cells 16-30 & 48-64				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
0700-0820	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A
0820-0830	CLEAN UP/DISINFECT						
0830-1000	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B
1000-1300	(video visits will continue during hard count)						
	DAY HARD COUNT/INCARCERATED PERSON MEAL/CLEAN UP/DISINFECT						
	STAFF MEAL TIME						
1300-1420	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A
1420-1430	CLEAN UP/DISINFECT						
1430-1600	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B
1600-1830	DEEP CLEAN/DISINFECT						
	INCARCERATED PERSON MEAL						
	SHIFT CHANGE						

1900-2020	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A
2020-2030	CLEAN UP/DISINFECT						
2030-2200	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B
2200-2300	NIGHT HARD COUNT						
NIGHTSHIFT	DEEP CLEAN/DISINFECT						

V. ADMINISTRATIVE SEPARATION HOUSING (HOUSE 5A)

House 5A will utilize the dayroom and recreation yard schedule listed in LCDRF Green Sheet J.3.L Separation; Definition and Use.

The 5A "bubble" dayrooms shall only be used by incarcerated person's housed inside of the 5A bubbles. If the "bubble" cells are vacant, the bubble dayrooms can then be utilized for 5A main hallway incarcerated persons.

VI. OUTPATIENT STEP DOWN UNIT (HOUSE 5B)

Dayroom will be offered to both sides concurrently during 0700-1000 hours, 1300-1600 hours, and 1900-2200 hours.

HOUSE 5B							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
0700-1000	DAYROOM						
1000-1300	(video visits will continue during hard count)						
	DAY HARD COUNT/INCARCERATED PERSON MEAL/CLEAN UP/DISINFECT						
	STAFF MEAL TIME						
1300-1600	DAYROOM						
1600-1830	DEEP CLEAN/DISINFECT						
	INCARCERATED PERSON MEAL						
	SHIFT CHANGE						
1900-2200	DAYROOM						
2200-2230	NIGHT HARD COUNT						
NIGHTSHIFT	DEEP CLEAN/DISINFECT						

In the event there are keep separate incarcerated persons in the same module, access to dayroom and recreation yard will be tiered accordingly using the following schedule.

HOUSE 5B							
	GROUP A North Side (1-16)		GROUP B South Side (17-32)				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
0700-0820	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A
0820-0830	CLEAN UP/DISINFECT						
0830-1000	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B
1000-1300	(video visits will continue during hard count)						
	DAY HARD COUNT/INCARCERATED PERSON MEAL/CLEAN UP/DISINFECT						
	STAFF MEAL TIME						
1300-1420	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A
1420-1430	CLEAN UP/DISINFECT						
1430-1600	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B
1600-1830	CLEAN UP/DISINFECT						
	INCARCERATED PERSON MEAL						
	SHIFT CHANGE						
1900-2020	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A
2020-2030	CLEAN UP/DISINFECT						
2030-2200	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B	GROUP A	GROUP B
2200-2300	NIGHT HARD COUNT						
NIGHTSHIFT	DEEP CLEAN/DISINFECT						

#### VII. MEDICAL OBSERVATION (MOB)

Deputies working in MOB should coordinate with MOB health staff to create a dayroom schedule which accommodates the varied classification, health status, and COVID-19 restrictions for incarcerated person housed in MOB. All schedules shall maintain compliance with COVID-19 safety protocols as well as Title 15 requirements.

#### VIII. PSYCHIATRIC STABILIZATION UNIT (PSU)

PSU health and sworn staff will collaborate to coordinate which incarcerated persons should be grouped together for dayroom/program/recreation yard access. The groups will consist of no more than 15 incarcerated persons.

#### IX. MODULE LIGHTING

The dayroom lights will remain on in all housing units from the hours of 0700-2200. House 1 deputies may utilize their discretion regarding dayroom lights due to the various incarcerated worker schedules.

## X. LOGGING INTO THE INCARCERATED PERSON'S HISTORY

During the most restrictive COVID-19 procedures, an entry must be made in each incarcerated person's history that is housed in cell style housing.

In the incarcerated person's history, the event "SHWR" (shower) will be entered when the incarcerated person is given or refuses a shower. The event "DYRM" (dayroom time) implicitly includes dayroom and phone time. If the incarcerated person refuses dayroom time, the event "DREF" (dayroom time refused) shall be logged.