

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

DATE:	APRIL 13, 2023
NUMBER:	I.69.L
SUBJECT:	FACILITY SECURITY- WEAPONS

PROCEDURE

Safety/Security Interests - 7922.000



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III. QUARTERMASTER

- A. Two deputies will be appointed as the quartermaster on each team. The quartermaster will be responsible for the assessment of all weaponry/tactical equipment throughout the facility. The assessment includes overall cleanliness, inventory of each item and submitting an inventory sheet for accountability. Any inventory, repairs or operational needs of the equipment will be documented on the inventory sheet. This completed inventory sheet will be turned into the facility training coordinator, by each team at the end of their assigned week. The quartermaster will report discrepancies to the training sergeant on each respective team if the need is of an utmost security concern and the facility training coordinator is not available.
- B. The quartermaster will also be responsible for cleanliness of the tactical response room, and to verify all equipment is in their rightful place after every use. The quartermaster will also ensure the tactical uniforms are cleaned as needed, and account for all items in each stall on the inventory sheet.
- C. Quartermaster cleaning schedule is as follows:
 1. TEAM 1 (1st non- payday Friday)
 2. TEAM 2 (2nd non- payday Friday)
 3. TEAM 3 (1st payday Friday)
 4. TEAM 4 (2nd payday Friday)