

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

DATE:	MARCH 10, 2023
NUMBER:	I.71.L
SUBJECT:	PERSONS AUTHORIZED TO ENTER SHERIFF'S DETENTION FACILITIES

PROCEDURE

I. All professional and support staff not assigned to Las Colinas Detention and Reentry Facility (LCDRF) will enter and exit the facility through the public lobby. All sworn, professional and support staff not assigned to LCDRF will be required to check in and/or get a badge when entering the facility. When professional staff check out, they will return the badge to the detention information assistant in the front lobby. When sworn staff not assigned to LCDRF check out, they will return **Safety/Security Interests - 7922.000**. Admission to LCDRF will be granted with a Sheriff's Department identification, general services identification, or one of the following identification cards that must be worn visibly while inside the facility:

A. RED BADGE

A "Red Badge" **Safety/Security Interests - 7922.000**. This will be the primary card given to visitors not meeting criteria for the other contact ID cards. The escort should come from the department in which the visit is for (i.e.; counselors, PSU, etc.) or in some instances, sworn staff. No keys will be issued to the bearer of a jail issued red badge ID card. **Safety/Security Interests - 7922.000**
[REDACTED]

B. YELLOW BADGE

A "Yellow Badge" **Safety/Security Interests - 7922.000**
[REDACTED]. This individual will be visiting the facility three or more times a month and should be familiar with where they are going and the location they are restricted to. No keys will be issued to the bearer of a jail issued yellow badge ID card. They will have attended the LCDRF professional staff orientation program, which includes emergency procedures training.
Safety/Security Interests - 7922.000
[REDACTED]
[REDACTED]

C. GREEN BADGE

A "Green Badge" indicates the person will have no restrictions, within their job description, with regards to the facility. They will check out keys from the **Safety/Security Interests - 7922.000**. They will have attended the LCDRF professional staff orientation program, which includes emergency procedures training. **Safety/Security Interests - 7922.000**
[REDACTED]

- II. The LCDRF administrative deputy will conduct security clearances for all vendors, contractors, and tour groups wishing to access LCDRF. All facility tours are to be scheduled and approved by the administrative lieutenant or designee.