

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

DATE:	APRIL 12, 2022
NUMBER:	J.3.L
SUBJECT:	SEPARATION; DEFINITION AND USE

PROCEDURE

- I. LOCATIONS OF ADMINISTRATIVE SEPARATION (AD-SEP) INCARCERATED PERSONS
 - A. House 5A, Medical Observation Unit (MOB) and the Psychiatric Stabilization Unit (PSU)
- II. LOGGING OF INCARCERATED PERSONS ON THE OPERATION STATUS BOARD
 - A. The event "DYRM"(dayroom time) implicitly includes dayroom and phone time. A separate entry under the event "SHWR" (shower) will be entered when the incarcerated person is given or refuses a shower. Another entry will be entered under the event "MJS" (minimum jail standards) when an incarcerated person is provided with a razor (if the incarcerated person does not have a razor restriction. When the incarcerated person returns to their assigned cell, the event "IN" shall be used to effectively end dayroom time. If the incarcerated person refuses dayroom time, the event "DREF" (dayroom time refused) shall be logged.
 - B. When an AD-SEP incarcerated person is out of their cell for any other activity or refuses any other activity (e.g. professional visits, attorney call backs, etc.), the control deputy of the housing unit shall log each activity separately in the Jail Information Management System (JIMS) under the Operation Status Board (OSB). The appropriate drop-down menu selection or incarcerated person history tab will be utilized to describe the incarcerated person's activity.
- III. DAYROOM AND RECREATION YARD USE
 - A. Incarcerated persons housed in AD-SEP shall be offered a minimum of one (1) hour of dayroom time on a daily basis and a minimum of three (3) hours of recreation yard on a weekly basis. All dayrooms in the unit should be utilized to facilitate dayroom and shower access. If a deputy believes multiple incarcerated persons are compatible with each other and can utilize the dayroom at the same time, they shall contact the Jail Population Management Unit (JPMU).
 - B. Recreation yard will be offered every Monday, Wednesday, Friday, and Sunday. Tuesday and Thursday may be used as incentive recreation yard time at the deputy's discretion.

1. Dayroom and recreation yard will be done using the rotating dayroom, rec yard schedule. A copy of the schedule will be located here: **Information security record - 7929.210**

If a cell is empty or an incarcerated person refuses, the control deputy will move on to the next scheduled cell and give them the option to come out early or wait until their scheduled time.

DAYROOM SCHEDULE														
TIME	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
700	1	32	5	24	LAUNDRY		12	21	7	27	12	28/20	4	22
800	2	31	6	23	9	28/17	1	32	6	28	11	29/19	3	23
900	3	30	7	22	10	27/18	2	31	5	29	10	30/18	2	24
1000	4	29	8	21	11	26/19	3	30	4	30	9	31/17	1	25
1100-1200	LUNCH													
1200	5	28/17	9	32	12	25/20	4	29/20	MHC		8	32	12	26/17
1300	6	27/18	10	31	1	24	COUNSELOR		3	31	COUNSELOR		11	27/18
1400	7	26/19	11	30	2	23	5	28/19	2	32	7	21	10	28/19
1500	8	25/20	12	29	3	22	6	27/18	1	21	6	22	9	29/20
1600-1900	DINNER/SHIFT CHANGE													
1900	9	24	1	28/20	4	21	7	26/17	12	22	5	23	8	30
2000	10	23	2	27/19	5	32	8	25	11	23/17	4	24	7	31
2100	11	22	3	26/18	6	31	9	24	10	24/18	3	25	6	32
2200	12	21	4	25/17	7	30	10	23	9	25/19	2	26	5	21
2300					8	29	11	22	8	26/20	1	27		
2400														
QUARANTINE														
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
30 MIN PER SHIFT	13	13	13	13	13	13	13	13	13	13	13	13	13	13
	14	14	14	14	14	14	14	14	14	14	14	14	14	14
	15	15	15	15	15	15	15	15	15	15	15	15	15	15
	16	16	16	16	16	16	16	16	16	16	16	16	16	16

REC YARD																												
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY															
700	12	11	21	22	4	3	25	26	8	7	29	30	7	6	22	23	8	9	20	19	1	2	27	26	12	11	21	32
800	10	9	23	24	1	2	28	27	5	6	32	31	4	5	25	24	11	10	17	18	4	3	24	25	9	10	30	31
900	8	7	25	26	12	11	29	30	1	2	21	22	11	10	17	18	12	1	26	25	5	6	23	22	8	7	29	28
1000	6	5	27	28	9	10	32	31	4	3	24	23	8	9	20	19	3	2	23	24	8	7	32	21	5	6	26	27
1100-1200	LUNCH																											
1200	4	3	29	30	8	7	20	19	12	11	25	26	3	2	21	32	7	6	22	21	12	11	28	29	4	3	17	18
1300	2	1	31	32	5	6	17	18	9	10	28	27	12	1	30	31	4	5	28	27	9	10	31	30	1	2	20	19
1400			20	19			21	22			17	18			29	28			29	30			17	18			22	23
1500			17	18			24	23			20	19			26	27			32	31			20	19			25	24
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