

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

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| DATE: | APRIL 13, 2023 |
| NUMBER: | M.9.L |
| SUBJECT: | RECEIVING SCREENING |

PROCEDURE

I. CLINICALLY INDICATED ASSESSMENT

Incarcerated persons determined by the intake receiving nurse to be in need of a "Clinically Indicated Assessment" will be identified by a stamp on the back of the incarcerated person's face card. These incarcerated persons will be escorted to second stage medical screening by sworn staff within the time period indicated by the receiving nurse, but not longer than two hours. The incarcerated persons may remain in the open booking area until the booking process is complete.

II. INCARCERATED PERSONS DETENTION SAFETY PROGRAM (DSP) EVALUATION

- A. The intake receiving nurse will determine if an incarcerated person requires an "DSP Evaluation" and will notify the intake deputies of the pending evaluation. Following their pat-down in the intake sally port, these incarcerated persons will be secured to the green chairs closest to the intake deputy station and constantly monitored prior to the arrival of the gatekeeper.
- B. The facility gatekeeper shall be notified via facility radio that an incarcerated person is in need of evaluation in intake.
- C. If an incarcerated person is determined by the gatekeeper to require placement in Enhanced Observation Housing (EOH), the incarcerated person shall be escorted through the booking process by sworn staff. All incarcerated persons will be given the opportunity to use the phone in accordance with Detentions Policy Q.7.
- D. If the incarcerated person is determined by the gatekeeper to require placement in a safety cell, the incarcerated person's booking process may be delayed until the process can be completed safely.

III. COVID-19 PROCEDURES

If the intake receiving nurse determines that the incarcerated person requires an expedited booking due to possible exposure to COVID-19 (SPUT), the following protocols will be followed:

1. All incarcerated persons currently in open booking will be secured in holding cells before the SPUI incarcerated person is accepted into the facility and a radio announcement will be made notifying the facility that, "Intake is off-line."
2. A deputy will escort the incarcerated person through the booking process with appropriate PPE as determined by the current DSB COVID-19 Operating Plan. The incarcerated person shall only be placed in a holding cell alone and should not have contact with other incarcerated persons. Any surface area in direct contact with the incarcerated person will be cleaned and disinfected.
3. When the SPUI incarcerated person has completed the booking process or has been placed in a holding cell by themselves, normal operations may resume.