

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

DATE:	FEBRUARY 13, 2023
NUMBER:	P.7.L
SUBJECT:	NEWSPAPERS

PROCEDURE

Newspapers are purchased by the incarcerated person welfare fund for the sole benefit of the incarcerated persons.

I. NEWSPAPER DELIVERY

- A. Each weekday morning, a deputy will retrieve the newspapers from outside the visitor lobby and place them in the briefing room.
- B. Every Monday morning, a deputy will retrieve "El Latino", a Spanish newspaper, from outside the visitor lobby and place them in the briefing room.
- C. If the newspapers are delivered late, the a rover or available deputy will ensure the delivery of newspapers to the appropriate housing units.
- D. Once received, the housing deputies shall deliver the newspapers according to the amount afforded.

II. NEWSPAPER DISTRIBUTION

- A. Each deputy distributing newspapers shall be responsible for checking all advertising inserts and removing any unnecessary advertising containing contraband.
- B. Deputies shall remove stickers from the newspapers as they may be used to block windows and cover lights and vents.
- C. Every weekday, fifty-four copies of the newspaper will be distributed facility wide. Every Monday morning, fifty-four copies of the Spanish newspaper will also be distributed.
- D. Every Monday morning the newspapers will be distributed in the following manner: Half of the newspapers will be in Spanish and half will be in English.
 - 1. INTAKE AREA—4 COPIES
 - (2) Watch commander
 - (2) Intake area
 - 2. HOUSE 1—16 COPIES
 - (4) Copies per housing unit

3. HOUSE 3—32 COPIES
(4) Copies per housing unit
4. HOUSE 4—8 COPIES
(4) Copies per housing unit
5. HOUSE 5—8 COPIES
(8) Copies (2) to be placed in each large dayroom and one in each smaller dayroom and tier.
6. PSU—4 COPIES
(4) Copies (2) for each dayroom
7. MOB—8 COPIES
(8) Copies (2) each for medical wards 1, 2 and 3 and (2) for isolation rooms (only incarcerated persons who do not pose a contact risk.)
8. MEDICAL CLINIC—2 COPIES
(2) Copies to be placed in the waiting room
9. PSYCHIATRIC CLINIC—2 COPIES
(2) Copies to be placed in the waiting room

E. Every Tuesday-Friday newspapers in English will be distributed in the following manner:

1. INTAKE AREA—2 COPIES
(1) Watch commander
(1) Intake area
2. HOUSE 1—8 COPIES
(2) Copies per housing unit
3. HOUSE 3—16 COPIES
(2) Copies per housing unit
4. HOUSE 4—4 COPIES
(2) Copies per housing unit
5. HOUSE 5—4 COPIES
(4) Copies (1) to be placed in each large dayroom and one in each smaller dayroom and tier.

6. PSU—2 COPIES
(2) Copies (1) for each dayroom
7. MOB—4 COPIES
(4)Copies (1) each for medical wards 1, 2 and 3 and (1) for isolation rooms
(only incarcerated persons who do not pose a contact risk.)
8. MEDICAL CLINIC—1 COPY
(1) Copy to be placed in the waiting room
9. PSYCHIATRIC CLINIC—1 COPY
(1) Copy to be placed in the waiting room

III. DOCUMENTATION

Central control will be responsible for logging "Newspapers Distributed" each weekday in the Jail Information Management System (JIMS) in area "CO" "NT" with a description of "To all housing units."