

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

DATE:	FEBRUARY 20, 2023
NUMBER:	Q.11.L
SUBJECT:	WEEKEND SENTENCES

PROCEDURE

Weekender sentence process at the Las Colinas Detention and Reentry Facility (LCDRF):

- I. "Weekenders" report to the LCDRF information window in the administration building.
- II. Detentions Information Assistant (DIA) or Detentions Processing Technician (DPT) will take the weekender's information including court paperwork and identification.
- III. The DIA/DPT will notify central control there is a weekender waiting in the information lobby.
- IV. Central control will advise for an available deputy of the appropriate gender to conduct a pat down search.
- V. The contacting deputy will meet the weekender in the lobby and verify their identity with the DIA/DPT.
- VI. The contacting deputy will conduct a pat down search of the weekender and have them body scanned in the visit area to check for weapons, flammables, and contraband items. The contacting deputy along with the perimeter deputy will escort the weekender to the pre-intake area via the perimeter road for processing.
- VII. The contacting deputy will notify an intake deputy of the weekender's arrival in the pre-intake area. The contacting deputy will be responsible for escorting the weekender through the booking process, filling out the J-15 form and inventorying the weekender's property.