

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

<b>DATE:</b>	APRIL 18, 2023
<b>NUMBER:</b>	T.2.L
<b>SUBJECT:</b>	ORIENTATION FOR INCARCERATED PERSONS

**PROCEDURE**

I. ORIENTATION VIDEO

The incarcerated person orientation video will be kept in central control. The central control deputy will ensure the video is played every day at 1300 hours in all housing units. The central control deputy will announce via radio the video is playing. An entry into the JIMS Area Activity Log under "ORIENTATION VIDEO" shall be made by the central control deputy. Each housing unit will ensure the television is turned to channel 24 to view the video.

II. COVID-19 VIDEO

The COVID-19 informational video will be kept in central control. The central control deputy will ensure the video is played twice every day at 0700 hours and 1300 hours in all housing units. The central control deputy will announce via radio the video is playing. An entry into the JIMS Area Activity Log shall be made under "ORIENTATION VIDEO" by the central control deputy with a note indicating the COVID-19 video is being played. Each housing unit will ensure the television is turned to channel 24 to view the video.