

**SDSD Detention Services Bureau—San Diego Central Jail Green Sheet**

<b>DATE:</b>	<b>March 16, 2022</b>
<b>NUMBER:</b>	<b>A.11.C.1</b>
<b>SUBJECT:</b>	<b>DISTRIBUTION: POLICY AND PROCEDURE MANUAL</b>

**PROCEDURE**

It will be the responsibility of the Facility Training Sergeant to ensure that the three Detention Policy and Procedure (P&P) Manuals (hard copies) are readily available to be reviewed by sworn staff. When new or revised sections of the P&P Manuals are added, the Training Sergeant will ensure those sections are updated.

The two hard copies of the P&P Manuals will be kept in:

1. Watch Commander’s Office
2. Facility Training Coordinator’s Office

Detention Policy and Procedures Manuals will also be available on every computer in the facility by accessing the Sheriff’s Intranet.