

SDSD Detention Services Bureau – Manual of Policies and Procedures South Bay Detention Facility

DATE:	April 23, 2022
NUMBER:	A.12.S
SUBJECT:	HISTORICAL FILES: POLICY AND PROCEDURE

PROCEDURE:

It will be the responsibility of the South Bay Detention Facility Training Coordinator to maintain the facility historical file of all active and archived green sheets. The historical file will be maintained on an ongoing basis as green sheets are updated and will be stored in the administrative deputy/training coordinator's office.