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| DATE: | April 23, 2022 |
| NUMBER: | A.7.S |
| SUBJECT: | DETENTION SERVICES BUREAU POLICY AND PROCEDURE MANUAL REVIEW, REVISION AND ACCOUNTABILITY |

PROCEDURE:

I. POLICY AND PROCEDURE COMMITTEE

The Facility Administrative / Training Sergeant, Corporals, and Training Officers will comprise the South Bay Detention Facility (SBDF) Policy and Procedure Review Committee. The chairman will be the Administrative / Training Sergeant.

II. The duties of the Policy and Procedures (Green Sheet) Committee are:

- A. On July 1 of each year, the committee will begin a review of all SBDF Green Sheets accompanying the Detention Facility Policy and Procedures Manual. This review will be completed by September 1st of each year. The green sheets may be reviewed and modified at any time by presenting a justification letter to the Facility Administrative / Training Sergeant for approval.
- B. Prepare any necessary additions, deletions, or changes.
- C. Present such changes to the SBDF Sergeants and the Facility Commander for review. The recommended changes will accompany the corresponding detention facility policy and the green sheet to be changed.
- D. Upon approval by the Facility Commander, the green sheet will be distributed to the Detention Facility Policy and Procedures Manuals and updated on the SBDF server.

III. Green sheets may be prepared at any time deemed necessary due to policy changes.