

DATE:	MAY 20, 2022
NUMBER:	P.7.S
SUBJECT:	NEWSPAPERS DISTRIBUTION

PROCEDURE

Newspapers are purchased by the Incarcerated individual Welfare Fund for the sole benefit of the incarcerated individuals housed at the South Bay Detention Facility.

The Control Deputy will make a JIMS log entry when the newspapers have arrived.

The nightshift housing deputies shall deliver the newspapers and make a log entry as it appears in the JIMS drop-down “NEWSPAPER DISTRIB”.

The newspapers will be distributed in the following manner:

Module 1A / 1B – 3 copies per side (6)

Module 2A / 2B – 3 copies per side (6)

Module 3A / 3B – 3 copies per side (6)

Module 4A / 4B – 3 copies per side (6)