

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	January 15, 2021
NUMBER:	A.11.V
SUBJECT:	DISTRIBUTION: POLICY AND PROCEDURE MANUAL

PROCEDURE

DETENTION SERVICES BUREAU P&P

- I. The Sheriff's intranet is the authorized source for Detention Services Bureau P&P. Upon department-wide electronic notification of policy change or update, the Training Coordinator and team Corporals/Training Officers will review the changes and provide appropriate training to all personnel.
- II. VDF will also maintain two current hard manual copies for review by all personnel. The hard copies of the P&P manual will be kept in:
 - A. Watch Commander's Office
 - B. Administrative Office file cabinet
- III. The hard copies of the P&P manuals will be maintained by the Administrative Deputy.