

**SDSD Detention Services Bureau—Vista Detention Facility Green Sheet**

<b>DATE:</b>	<b>February 9, 2021</b>
<b>NUMBER:</b>	<b>A.15.V</b>
<b>SUBJECT:</b>	<b>PUBLIC INFORMATION PLAN</b>
<b>RELATED SECTIONS:</b>	

**PROCEDURE**

**I. LOCATIONS**

- A. The Vista Detention Facility’s Administrative Deputy will be responsible for updating the Public Information Plan annually. There are currently two hard copies of the plan as well as a digital copy.
  - 1. Jail Information Office
  - 2. Counselor's Office
  - 3. VDF SharePoint (Digital Copy)
  
- B. All staff are authorized to provide the information found in the plan to the public.