

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	February 01, 2021
NUMBER:	T.5.V
SUBJECT:	JAIL LIBRARY AND BOOK DONATIONS

PROCEDURE

I. JAIL LIBRARY

- A. The jail library is located [REDACTED] and is maintained by the correctional counselor.
- B. The correctional counselor will prepare the new magazines and books for exchange. The counselor or their designee (counselor aid inmate worker) will disseminate the books/magazines to be exchanged. The books/magazines will be distributed via a book cart or paper bag (depending on the needs of the housing unit). The books/magazines will be exchanged for all housing units every three weeks. Once every three months, the correctional counselor will inventory each housing unit's library for an excess of books.
- C. The house deputy will make an announcement in the module to have the inmates collect all books not currently in use to turn in for exchange.
- D. Request for specific books to individual inmates will not be entertained.
- E. Hardbound books will remain in the classroom at all times.

II. BOOK DONATIONS

All book donations shall be in accordance with P&P section P.3.