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INTEROFFICE MEMORANDUM

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**TO:** PROGRAM PROFESSIONALS, BEHAVIORAL HEALTH REPRESENTATIVES, PROFESSIONAL VISITORS, CONTRACTORS  
**FROM:** LARRY DEYAPP, DETENTION ADMINISTRATOR  
**SUBJECT:** SECURITY  
**DATE:** 3/16/12  
**CC:** TOMMY CAMPOS, COUNTY MANAGER  
**CC:** DENNIS HERRERA ASSISTANT DETENTION ADMINISTRATOR

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Rio Arriba County Detention Facility is striving to maintain a safe, secure and drug free environment for the inmates, staff and visitors. In an effort to be more effective new standards will be going in to effect immediately. These standards as defined below were always in practice at some level but will be enforced as stated below.

All contractors, Program Professionals, Behavioral Health Representatives, and Professional Visitors will not be allowed into the facility with items not specifically used for the purpose of their visit. All items will be declared and submitted to the Detention Staff for inspection, (briefcases, bags, pockets in jackets and clothing). All persons entering the facility will be searched with the metal detector wand. If for any reason you feel you do not want to be searched do not attempt to gain access as you will not be able to enter the facility.

A form has been created for you to sign in and out of the facility. The form must be filled out every time you enter or leave the facility. That is when you arrive, take breaks, go to lunch, and go home for the day. It is critical for the security of the facility that your presence and location are known while you are in the facility.

All personnel with the exception of the security team will be escorted out during lockdown situations for headcount, emergency situations, or any time a scheduled or non-scheduled search of the facility is taking place. An officer will find you in the facility and escort you out of the facility, please gather all your belongings and follow the guard out of the facility. You will be allowed back into the facility when lockdown is lifted. As of today there are no exceptions to this rule.

I thank you in advance for your cooperation, I understand that each and every one of you have a job to do, I want it to get done. Ultimately the security of the facility is a priority to insure the safety of the inmates, staff and you. If you should have any questions please do not hesitate to call me (575) 588-6253.

Sincerely,

*Larry DeYapp*

Larry DeYapp  
Rio Arriba County  
Detention Administrator

