

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 1.01	<b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> ACA 4-ALDF-7B-01, 7B-02, 7D-05, 7D-09, 7D-10 7F-01 G.O. <a href="#">2.23</a> Rules & Regulations <a href="#">1.1.8</a>	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> October 28, 2015	
	<b>REVISION DATE:</b> October 1, 2013	
<b>CHAPTER:</b> Administration, Organization and Management	<b>SUBJECT:</b> Assignment of Facility Commanding Officer	

I. **PURPOSE:** To define the position, authority, qualifications and assignment of the Facility Commanding Officer at the Glenn E. Dyer Detention Facility (GEDDF) and the Santa Rita Jail (SRJ).

II. **POLICY:** It shall be the policy of the Detention and Corrections (D&C) Division to have a single administrator at each detention facility, the GEDDF and the SRJ, and a support administrator that are responsible for administration, control, and management and to whom all employees or units are responsible. The administrators will be the rank of Captain and appointed as Commanding Officer or D&C Administrative Captain by the Sheriff. Tenure in either of these positions will be continuous except for assignment to a position of equal responsibility and may be terminated by the Sheriff only for just cause, and if requested, subsequent to a formal hearing.

III. **PROCEDURE:**

A. **QUALIFICATIONS:** The Sheriff will consider the following qualifications when appointing a Commanding Officer to the GEDDF or the SRJ:

1. Hold the rank of Captain
2. A Bachelor's Degree from an accredited college or university in an appropriate discipline, or completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to a Bachelor's Degree
3. Five years of related administrative experience
4. Demonstrated ability to communicate verbally and in writing to all levels of personnel within and outside the D&C Division
5. Demonstrated ability to make cogent, comprehensible and equitable decisions
6. Demonstrated ability to be an effective administrator and leader

B. **ASSIGNMENT:**

1. Assignment to, or transfer from, the position of Commanding Officer will be at the discretion of the Sheriff

2. Assignment to such position will be based on the aforementioned qualifications and other subjective criteria i.e., reliability, productivity, leadership, personality, etc., or as determined by the Sheriff
3. Assignment and duration will be at the discretion of the Sheriff and based on the following:
  - a. Disqualification by the commission of a crime, infamous or disgraceful act, or attempted deception/fraud
  - b. Transfer for cause, i.e., incompetence, unsuitability, non-productivity, etc., as established through Administrative Investigation and in conjunction with all applicable Civil Service Rules and Regulations
  - c. Transfer upon request or in compliance with the Alameda County Sheriff's Office (ACSO) Personnel Transfer Policy
  - d. Agency reorganization, or to fill a need in another division
  - e. Misuse of the facility
  - f. Promotion, demotion, or termination

C. COMMANDING OFFICER'S AUTHORITY:

1. The Facility Commanding Officer shall be assigned by the Sheriff to take charge of and administer a facility, section, or other office. The Facility Commanding Officer shall be responsible for the efficient and lawful administration of such facility, section, or office and shall inform the Sheriff, Undersheriff, or Division Commander of all current activities
2. The physical plant, facility's personnel, inmates and programs are the responsibility of the assigned Captains, and are accountable to them
3. It shall be the responsibility of each Facility Commanding Officer and the D&C Administrative Captain to provide the Division Commander with an annual report which includes:
  - a. Facility Goals, Objectives, and Action Items
  - b. Programs and services provided for inmates
  - c. Statistics on inmate population
  - d. Facility budget
  - e. Facility problems and plans to resolve them
4. It shall be incumbent upon each Facility Commanding Officer and the D&C Administrative Captain to respond promptly to all lawful requests from federal, state and local legislative and executive bodies for information pertinent to the detention facility

5. The use of facility classrooms, conference rooms, or other accommodations for activities which are non-operational in nature will be authorized only by the Facility Commanding Officer, or higher ranking officer