

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 1.03	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-7A-01, 7D-03 MJS 1005 P.C. 4000	
	ISSUED DATE: January 1, 1998	
	REVIEW DATE: October 28, 2015	
	REVISION DATE: September 29, 2014	
CHAPTER: Administration, Organization and Management	SUBJECT: Facility Authority and Mission	

I. **PURPOSE:** To establish authority for the operation of the Glenn E. Dyer Detention Facility (GEDDF) and the Santa Rita Jail (SRJ) and to provide a written document delineating the Agency's and Detention and Corrections (D&C) Division's mission.

II. **POLICY:** It is the policy of the Alameda County Sheriff's Office (ACSO) to abide by the statutes set forth in California Penal Code 4000 which provides the authority for operating county jails. Furthermore, it is the policy of the ACSO and the D&C Division to abide by written documents delineating their mission. These documents are to be reviewed at least annually and updated as needed.

III. DEFINITIONS:

A. **AGENCY MISSION STATEMENT:** Since 1853, the Alameda County Sheriff's Office has protected life and property while providing humane treatment to those in our custody

Each day, our mission is to demonstrate our:

1. Ability to enforce the law fairly;
2. Commitment to professionalism;
3. Service to the community with integrity and trust;
4. Obligation to duty with honor and pride.

B. **DETENTION AND CORRECTIONS MISSION STATEMENT:** To ensure a safe, secure, and humane environment for those entrusted to the Sheriff's custody in accordance with the Minimum Jail Standards set forth by the Board of State and Community Corrections (BSCC)

C. **DETENTION AND CORRECTIONS RESPONSIBILITIES:** As part of the ACSO, the D&C Division willingly accepts the following responsibilities:

1. Ensure that our detention facilities are designed, constructed and maintained in a fashion which safeguards the community and exceeds standards established by local, state, federal and professional agencies
2. Facility operations ensure a safe, secure, and humane environment for those entrusted to the Sheriff's custody, in accordance with Minimum Jail Standards set forth by the BSCC and guidelines set forth by the American Correctional Association (ACA)
3. Incarceration alternatives shall be utilized in every case consistent with our responsibility to ensure public, as well as staff and inmate safety
4. Inmates will be classified to the least restrictive mode of housing with due regard for the safety of the public, staff and those incarcerated
5. The essentials of human life, i.e., medical, dental, mental health care, nutritious meals, recreation, clean environment, religious counseling, educational and vocational opportunities will be provided to all inmates
6. The continuity of family and community contact will be encouraged by policies governing visiting, telephone usage, mail services, and community volunteer involvement
7. Community involvement will be encouraged through citizen's committees and volunteer organizations

IV. PROCEDURE:

- A. It shall be the responsibility of D&C Division Commander, or his/her designee to review the Agency and Division Mission Statements at least annually and update these documents as necessary
- B. Agency personnel, especially those assigned to inmate programs, classification and specialized services should be included in the review process
- C. All revisions shall be made in writing and forwarded to the Division Commander via the Chain of Command for approval and implementation
- D. Documents delineating the Agency's and Division's mission will be made available upon request to all staff, inmates and the general public, without restriction.