

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 1.07	PAGES 1 of 3
	RELATED ORDERS: ACA 4-ALDF-7D-06, 7D-07, 7D-08 General Order 1.22, 2.01	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 28, 2015	
	REVISION DATE: September 29, 2014	
CHAPTER: Administration, Organization and Management	SUBJECT: Policy and Procedure Development, Review and Dissemination	

- I. **PURPOSE:** To establish a procedure for development, review, and dissemination of Detention and Corrections (D&C) Division Policy and Procedure.
- II. **POLICY:** D&C Division Policy and Procedure will be developed and maintained which expresses the philosophies, goals, policies, facility security/control procedures, and all operational procedures specific to the Santa Rita Jail (SRJ) and the Glenn E. Dyer Detention Facility (GEDDF). These policies and procedures are to be implemented and made accessible to all employees and with some restrictions, the general public. All new and revised Policy and Procedure will be disseminated to designated staff, volunteers, and when appropriate, to inmates prior to implementation. Employees assigned to the SRJ and the GEDDF will participate in the formulation of policies, procedures, and programs. Community stakeholders will also participate in policy and procedure development, coordinated planning, and interagency consultation. All policies and procedures will be reviewed at least annually and updated as needed.
- III. **DEFINITIONS:**
- A. **POLICY:** A broad statement of Agency principles. It is the framework for the development of orders, procedures and rules and regulations
- B. **PROCEDURE:** A guideline for carrying out Agency activity
- C. **POLICY AND PROCEDURE (P&P):** Issued by the Division Commander, Facility Commanding Officer or Unit Commander in lieu of or in conjunction with General Orders, Rules and Regulations and Training Bulletins. Policies and Procedures will be printed on white paper, titled "Policy and Procedure," and written in the standardized form pursuant to General Order [2.01](#), "Agency Directives"
- D. **DIRECTIVE MANAGEMENT SYSTEM (DMS):** An electronic database containing all Alameda County Sheriff's Office written directives, which employees may access from any Agency computer

IV. PROCEDURE:

A. POLICY AND PROCEDURE DEVELOPMENT/REVIEW AND APPROVAL

1. All employees, volunteers, related community agencies, and inmates will be encouraged to actively participate in the development and revision of P&P at the SRJ and the GEDDF
2. Facility personnel may contact their supervisor with suggestions and/or concerns with Policy and Procedure
3. Inmates may forward their suggestions regarding P&P development to Inmate Services via a Message Request Form. Inmate Services is responsible for reviewing all inmate suggestions. Suggestions found to be applicable will be forwarded, in memorandum format, to the Facility Commanding Officer with a recommendation
4. Personnel assigned to create, review, or revise Policy and Procedure will contact the D&C Accreditation Unit to obtain a current copy of the specific P&P to be revised. When developing an entirely new P&P, the format will comply with General Order 2.01
5. Upon completion of the newly created or revised P&P, the entire package is to be returned to the D&C Accreditation Unit. The Accreditation Unit will review the revision or newly created P&P to ensure compliance with American Correctional Association (ACA) Standards and Minimum Jail Standards. After Accreditation Unit review, the P&P will be forwarded to Support Services for review, and to ensure compliance with Commission on Accreditation for Law Enforcement Agencies (CALEA) Standards. After Support Services review has been completed, the P&P shall be returned to the Accreditation Unit
6. The Accreditation Unit will forward the final draft of the P&P, with a "Sign-Off Sheet," to the Facility Commanding Officer. The Facility Commanding Officer, the D&C Administrative Captain, and the Division Commander will review, approve, and sign-off as appropriate
7. Upon final approval and sign-off, the entire package will be returned to the Accreditation Unit for dissemination to Planning and Research for inclusion into the DMS

B. DISSEMINATION:

1. If a proposed revision is urgent, a D&C Training Bulletin will be issued through the D&C Training Unit; otherwise revisions will be distributed as they are completed
2. The facility Policy and Procedure will be available to employees at all major posts on the Directive Management System, and a hard copy will be maintained in a separate binder, in sufficient numbers, and placed in locations so they are readily available to all affected Agency members. Additionally, policies and procedures will be made accessible to the public pursuant to General Order 1.22
3. All prior and current D&C policies and procedures will be maintained by the Support Services Unit and the ACA Accreditation Unit

4. A summary of changes will be maintained by the D&C Accreditation Unit
5. The Regional Training Center will obtain an “electronic” signed acknowledgment from all members stating they have received and understand the information provided. The log sheet will state the date and time the information was provided to the member
6. P&P relating to the security of the facility will not be disseminated to inmates or the public
7. When appropriate, new or revised policies and procedures will be made available to inmates prior to implementation

C. ANNUAL REVIEW OF POLICIES AND PROCEDURES:

1. It shall be the responsibility of the D&C Accreditation Unit to conduct an annual review of all D&C P&P in accordance with General Order 2.01, or more often as the need arises
2. This review will include an assessment of facility operations to ensure they are in compliance with published policies, procedures, and applicable accreditation standards. Policy and Procedure that needs to be revised, deleted, or added will be addressed
3. The D&C Accreditation Unit will submit any necessary Policy and Procedure revision as required pursuant to paragraph IV
4. Copies of all canceled or rewritten Policy and Procedure, or other changes in the methods of operations, shall be sent to the Planning and Research Section so DMS can be updated
5. The D&C Accreditation Unit shall maintain copies of all canceled Policy and Procedure including the date the change occurred.