

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 1.08	PAGES: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-7D-02 General Order 2.28	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: September 7, 2016	
	REVISION DATE: September 7, 2016	
CHAPTER: Administration, Organization and Management	SUBJECT: Facility Meetings and Communication	

- I. **PURPOSE:** To establish guidelines for regular facility meetings and to encourage two-way communication between all levels of staff and inmates.

- II. **POLICY:** In order to maintain an effective system of communication within the Detention and Corrections (D&C) Division, there will be regular meetings between the D&C Division Commander and the Alameda County Sheriff's Office, the D&C Division Commander and the Commanding Officers of each detention facility; and between facility Commanding Officers and their respective management staff. Such meetings are to be conducted at least monthly, with formal documentation of the proceedings.

- III. **PROCEDURE:** All members are encouraged to support the exchange of information. The Chain of Command will be used whenever appropriate and every method of communication will be utilized. In order to enhance the staff communication process, staff meetings will occur as follows:
 - A. EXECUTIVE MANAGEMENT MEETINGS:
 1. These meetings, held weekly, are chaired by the Sheriff and involve all Executive Members of the Alameda County Sheriff's Office
 2. The D&C Commander, along with Facility Commanding Officers is required to attend
 3. During these meetings, Agency goals, objectives, problems, and solutions are discussed

 - B. DEPARTMENTAL STAFF MEETINGS:
 1. These meetings, held monthly, are chaired by the Sheriff and involve all Division/Section/Unit Heads within the Alameda County Sheriff's Office
 2. The D&C Division Commander, Facility Commanding Officers, and the D&C Administrative Captain are required to attend
 3. Each division provides an accounting of their activities and upcoming events
 4. All members are invited to attend these meetings, and share the information that is discussed

5. Departmental Staff Meetings are held monthly and meeting minutes are recorded and posted on the Directive Management System (DMS)

C. DIVISIONAL STAFF MEETINGS:

1. These meetings, chaired by the D&C Division Commander, are held biannually or more often as needed
2. All designated staff members are required to attend
3. During these meetings, information is exchanged regarding the status of the division, along with the dissemination of information obtained in Executive Management and Departmental Staff Meetings. Special project updates are provided to all staff in attendance. Discussions regarding current Policy and Procedure, and practices are also conducted
4. Meeting minutes are recorded and distributed

D. FACILITY MANAGEMENT STAFF MEETINGS:

1. These meetings, held monthly, are chaired by the Facility Commanding Officers at the Glenn E. Dyer Detention Facility (GEDDF) and the Santa Rita Jail (SRJ)
2. The D&C Administrative Captain and designated Lieutenants are required to attend
3. During these meetings, information obtained from Executive Management, Divisional, and Departmental Staff Meetings is disseminated. Facility goals, objectives, problems, and solutions are discussed, along with delegation of work and coordination of efforts
4. Meeting minutes are recorded and distributed

E. SUPERVISORY STAFF MEETINGS:

1. These meetings, held at least monthly or more often, are conducted by the Watch Commander or Lieutenant that has supervisory staff working with him/her
2. During these meetings, information from the Executive, Departmental, Divisional, and Facility Management Meetings is disseminated. Duties are delegated and daily facility business is discussed
3. Formal documentation of these meetings will be maintained

F. SHIFT BRIEFINGS/MUSTERS:

1. Briefings/musters, held daily, are conducted by the Watch Sergeant or Sergeant having staff assigned to him/her
2. Briefings/musters will consist of reading post assignments, orders, Policy and Procedure, personnel inspections, special recognition of personnel and relaying pertinent information

3. All briefings/musters shall reinforce job responsibility, coordination of work efforts and the importance of communication
4. All staff information shall be communicated in a timely fashion, with the exchange of information encouraged
5. It shall be the responsibility of the shift supervisor to invite members of specialized and support components from both within and outside of the Alameda County Sheriff's Office to attend shift briefings/musters for the purpose of exchanging information and improving the job performance of involved personnel

G. OTHER MEETINGS:

1. In an effort to keep lines of communication open with criminal justice and service agencies, facility liaisons will be assigned to attend regularly scheduled meetings for the purpose of gathering, exchanging and standardizing information
2. Facility personnel assigned to liaison positions within the D&C Division will attend the following meetings in addition to others as necessary:
 - a. ARAMARK Food Services
 - b. County Parole
 - c. Criminal Justice Oversight Committee
 - d. Facility Building Maintenance
 - e. Inmate Welfare Fund
 - f. Persons of Continuing Interest (PCI)
 - g. *Medical services provider***
 - h. Suicide Prevention
 - i. Women's Task Force
3. During these meetings, if applicable, contractual agreements along with operational issues will be discussed. Each participant will be given the opportunity to present matters of interest
4. These meetings will occur at least monthly, or more often as required
5. Meeting minutes will be recorded when appropriate, and disseminated to the proper personnel

H. INMATE COMMUNICATION:

1. Inmates incarcerated at GEDDF and SRJ shall have access to the following methods of communication:
 - a. Direct verbal contact with facility personnel
 - b. Grievances
 - c. Interviews
 - d. Mail
 - e. Medical/Mental Health Request Slips

- f. Message Requests
 - g. Telephones
 - h. Visiting
2. Facility personnel will attempt to answer all questions posed by inmates, to the inmates' satisfaction. When they are unable to do so, they will provide the inmates with the necessary documents to assist them with their request
 3. Documents received from inmates will be processed without delay, and forwarded to the appropriate section of the facility for processing