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| ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE | NUMBER: 10.01 | PAGES: 1 of 3 |
| | RELATED ORDERS: ACA 4-ALDF-2A-04, 2A-09 P&P Section 10 PREA 115.15 | |
| | ISSUED DATE: July 1, 1989 | |
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| | REVISION DATE: February 13, 2015 | |
| CHAPTER: Post Orders | SUBJECT: General Security Post Orders and Master Event Schedule | |

- I. **PURPOSE:** To provide guidelines for staff working in the various posts within the Detention and Corrections (D&C) Division.
- II. **POLICY:** D&C will have written Post Orders available at each post within the facility to ensure staff members are familiar with the duties of each assignment. All personnel will read, sign and date the appropriate Post Order Log when they assume a new post. Post Orders will be reviewed annually and updated if necessary. Sound safety and security practices will be followed for the welfare of all staff and to ensure no inmate or group of inmates is given control or authority over other inmates.
- III. **PROCEDURE:**
- A. Post Orders will be contained in the Policy and Procedure Manuals available in Administration, Watch Commander's Office, Transportation, Housing Units, Control Points, Muster Rooms, other permanent deputy stations and on the Agency network.
 - B. All staff members will read the appropriate Post Order each time they assume a new post, then sign and date the Post Order Log.
 - C. Post Orders will be reviewed at least annually by the American Correctional Association (ACA) Unit and updated if necessary.
 - D. All staff will have a working knowledge of, and comply with, all existing post orders, policies, procedures and directives.
 - E. Staff will ensure all security perimeter entrances, control point doors, pod doors, security sliders, and all doors opening into a corridor are kept locked, except when used for admission or exit of employees, inmates, visitors, or in emergencies.
 - F. Staff members are not to enter special management pods without the availability of immediate assistance from deputies.
 - G. Staff members are not to allow an inmate to possess any key.

- H. Staff members will restrict use of physical force to instances of justifiable self-defense, protection of others, protection of property, prevention of escapes, when necessary to control inmates, and in accordance with appropriate statutory authority and Sheriff's Office policies. In no event is physical force justifiable as punishment. A written report will be prepared following all uses of force.
- I. Staff members will not allow an inmate or group of inmates to have control or authority over other inmates.
- J. Staff members will provide inmates protection from personal abuse, corporal punishment, personal injury, property damage, harassment, and reportable communicable diseases.
- K. Staff members will perform duties in compliance with the Master Event Schedule and notify a supervisor of any significant delays.
- L. Staff members will advise a supervisor of any unusual activity involving inmates or visitors.
- M. Staff members who are not in uniform will wear appropriate identification badges while in the facility.
- N. When supervisors are on unannounced rounds of the facility, staff shall not alert or otherwise notify other staff that the supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility.

IV. POST ORDERS:

A. THE FOLLOWING APPLY TO BOTH THE GLENN E. DYER DETENTION FACILITY (GEDDF) AND THE SANTA RITA JAIL (SRJ):

- 1. 10.02 Lieutenant/Watch Commander Post Orders
- 2. 10.03 Sergeant/Shift Supervisor Post Orders
- 3. 10.04 Intake, Transfer, Release, Records and Booking Deputy Post Order
- 4. 10.05 Housing Unit Deputy Post Order
- 5. 10.06 Security Movement Deputy Post Order
- 6. 10.07 Visiting/Search Team Deputy Post Order
- 7. 10.08 Medical Unit Security Deputy Post Order
- 8. 10.09 Mess Hall/Food Service Security Deputy Post Order
- 9. 10.10 Rover Deputy Post Order
- 10. 10.11 Intake, Transfer, Release, Records *Sheriff's Technicians* Post Order
- 11. 10.12 Housing Unit Control Post Order
- 12. 10.13 Central Control/Control Point-1 Post Order
- 13. 10.14 Lobby/Control Point-11 Post Order
- 14. 10.25 Fire/Life Safety Officer Post Order

B. THE FOLLOWING APPLY TO SRJ ONLY:

- 1. 10.15 Control Point-7 Post Order
- 2. 10.16 Control Point-48 Post Order

3. 10.17 Control Point-52 Post Order
4. 10.18 Minimum/Medium-Yard Deputy Post Order
5. 10.19 Laundry Security Deputy Post Order
6. 10.20 Teaching and Loving Kids (T.A.L.K.) Program Deputy Post Order
7. 10.21 Parking Citations
8. 10.22 Special Projects Deputy
9. 10.23 Housing Unit Deputy Supervising Inmates of the Opposite Gender
10. 10.24 Detail Office Deputy Post Order
- 11. 10.26 *Medical Unit OB-GYN Security Deputy Post Order***
- 12. 10.27 *Sandy Turner Educational Center Deputy Post Order***
- 13. 10.28 *Interview Security Deputy Post Order***
- 14. 10.29 *Ready Room Post Order***