

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.02	PAGES: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-2A-06, 2A-53 G.O. 6.07 P&P 10.01, 9.01, 9.02, 9.03, 15.02	
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CHAPTER: Post Orders	SUBJECT: Lieutenant/Watch Commander Post Order	

- I. **PURPOSE:** To describe the duties of the Lieutenant/Watch Commanders.

- II. **POLICY:** The Watch Commander is directly responsible to the facility Commanding Officer for the overall operation of the facility, ensuring that his/her assigned shift carries out the mission of the facility in a secure and orderly manner, which provides for the safety of the community, staff and inmates pursuant to Policy and Procedure 10.01, "General Security Post Orders and Master Event Schedule." The Watch Commander will administer the shift through sergeants and/or shift supervisors.
 - A. Upon arrival for duty, the Watch Commander is to report to the on-duty Watch Commander, to be informed of all matters of concern for the next tour of duty.

 - B. The Watch Commander is expected to have a thorough working knowledge of all post orders, agency and facility policies, and procedures applicable to their responsibilities, in particular, those related to emergency actions.

 - C. The Watch Commander is designated by the facility Commanding Officer to visit the living and activity areas of the facility at least weekly, if not more, to informally interact with inmates, staff, and observe living and working conditions pursuant to General Order 6.07, "Line/Staff Inspection," and Policy and Procedure 15.02, "Safety, Sanitation Inspections."

 - D. The Watch Commander, as the facility's Chief Security Officer, is to ensure that segregated inmates receive daily visits from the appropriate shift supervisor, pursuant to Policy and Procedure 9.01, "Disciplinary Isolation," 9.02, "Administrative Isolation" and 9.03, "Protective Custody Inmates."

 - E. The Watch Commander, as the facility's Chief Security Officer shall conduct at least weekly inspections of all security devices and report the results of the inspections in writing.

III. **PROCEDURE:** THE WATCH COMMANDER *SHALL*:

- A. Ensure that sergeants and assigned deputies understand, comply with, and carry out their duties in accordance with post orders, facility policies, procedures, and Agency directives pursuant to Policy and Procedure 10.01, "General Security Post Orders and Master Event Schedule."
- B. Ensure proper use of equipment, security devices and other facility property.
- C. Ensure that inmate counts are carried out in a timely, accurate and efficient manner according to facility procedures.
- D. *Conduct unannounced rounds on all shifts and document these rounds in the area or Housing Unit/Floor log books.***
- E. Ensure through informal daily inspections that:
 - 1. Living, recreational, educational, visiting and work areas are maintained in an appropriate manner.
 - 2. The highest levels of sanitation and cleanliness are being met throughout the facility.
 - 3. Appropriate security measures are being followed and security equipment/devices and safety equipment are working properly.
 - 4. Staff and inmates have access to interact with management and supervisory staff.
 - 5. Segregated inmates receive daily visits from the Watch Commander or appropriate shift supervisor.
 - a. "Segregation" is the generic term for Administrative Isolation (A/I), Protective Custody (PC) and Disciplinary Isolation (DI).
 - b. The Sheriff's Technician assigned to the housing unit shall note the name of the supervisor and the time of visit in the housing unit log book.
 - 6. Discrepancies found will be reported to the facility Commanding Officer and corrective action will be taken.
- F. Ensure that all log books and observation logs are maintained properly. Log reviews will be indicated by log entry or signature. Observation logs turned in by housing staff at the end of shift will be reviewed for accuracy by that shift's supervisor and any deficiencies immediately corrected.

- G. Review and sign all reports to ensure they are accurate and legible prior to submission to the Commanding Officer. The Watch Commander will ensure that all appropriate reports, forms, and logs are completed prior to being relieved.
- H. Ensure that proper key control policies and procedures are observed.
- I. Monitor emergency calls and ensure that actions taken are in accordance with appropriate policies and procedures.
- J. Receive or initiate reports regarding exceptional staff job performance. Review and make recommendations for commendations.
- K. Receive or initiate reports regarding improper staff job performance. Review and make recommendations to the Commanding Officer as to the need for internal affairs investigations.
- L. Investigate personally, or facilitate the investigation of disciplinary reports and any other unusual occurrences.
- M. Facilitate training for personnel assigned to the shift.
- N. Maintain the confidentiality of problems or matters involving staff and inmates.
- O. Ensure that all operational procedures and programs are implemented in an orderly, timely and efficient manner.
- P. Authorize the use of force, chemical agents, or security equipment consistent with agency and facility policies and procedures.
- Q. Establish personnel shift assignments and duties, including security for inmates at the hospitals, and approve personnel vacations (other than annual), overtime, sick leave and watch exchanges.
- R. Direct emergency situations.
- S. Provide media and public information according to Agency and facility policy.
- T. Attend staff meetings as required; and provide facility, divisional and Agency information to subordinates, peers and supervisors.
- U. Initiate appropriate notification to Agency heads regarding unusual incidents.
- V. Approve entrance to security areas.
- W. Review inmate requests and grievances.

- X. Delegate authority and responsibility in his/her absence to a sergeant to assume the duties and responsibilities of the Watch Commander.

- Y. Ensure that Minimum Jail Standards compliance interviews are completed each week during inspection. Inmates are to be selected at random. Two interviews are to be conducted each week, one from each side of a given housing unit. Interviews are not to be repeated in a housing unit until they have been conducted in each of the other units. Completed copies of the interview are to be submitted to each Watch Commander and the originals are to be forwarded to the facility Commanding Officer. Copies of the Minimum Jail Standards compliance form are available in the Watch Commander's office and on the Agency network.