

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.03	PAGES: 1 of 5
	RELATED ORDERS: ACA 4-ALDF-2A-12, 2A-13, 2A-53 G.O. 6.07 P&P 7.01, 10.01, 10.02, 15.02	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: October 27, 2015	
CHAPTER: Post Orders	SUBJECT: Sergeant/Shift Supervisor Post Order	

I. **PURPOSE:** To describe the duties of the Sergeant.

II. **POLICY:** Sergeants are directly responsible to Watch Commanders. Sergeants also supervise deputy sheriffs and non-sworn staff, and activities as assigned by a Lieutenant pursuant to Policy and Procedure 10.01, "General Security Post Orders and Master Event Schedule," and 10.02, "Lieutenant/Watch Commander Post Order." In the absence of a lieutenant, a designated sergeant shall assume the duties and responsibilities of the Watch Commander. Sergeants are expected to have a thorough working knowledge of all post orders, policies and procedures applicable to their responsibilities; in particular, those related to emergency actions. Upon arriving for duty, the sergeant is to report to the on-duty Watch Commander and sergeant to be informed of all matters of concern for the next tour of duty.

III. **PROCEDURE:**

A. THE SERGEANTS SHALL:

1. Supervise staff to ensure their performance is in accordance with all post orders, facility policies and procedures, and Agency directives.
2. Sergeants, as designee for the Watch Commander, shall 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."
3. Ensure proper use of keys, equipment, security devices, documents, and all other facility property.
4. Ensure that all security devices and equipment are in good repair and proper working order via weekly inspections. Any security devices needing repair or maintenance will be reported, in writing, to the Watch Commander.

5. Ensure that inmate counts are carried out in a timely, accurate and efficient manner according to facility procedures.
6. Tour/inspect each housing unit and/or area under their control at least once per shift. These tour/inspections shall be unannounced, performed at irregular, unspecified times, and will be recorded in the area/housing unit log book. All important information shall be reported in writing to the Watch Commander.
7. ***Once per shift a physical tour/inspections will be conducted at CP-52 and will be noted in the CP-1 shift log.***
8. On a daily basis, including holidays and weekends, a sergeant acting as a Watch Commander shall patrol his/her assigned area, paying particular attention to areas occupied by inmates, and submit a daily written report to his/her immediate supervisor. Unoccupied areas are to be inspected weekly. The sergeant in charge of Special Management Housing Units shall visit those inmates daily.
9. Ensure through daily walkthroughs; that living units are maintained appropriately, and that the highest levels of sanitation and security are maintained throughout the facility, via weekly inspections, pursuant to Policy and Procedure 15.02, "Safety, Sanitation Inspections." Initiate/review work orders for repairs, as necessary.
10. The weekly inspection reports will be completed by a qualified departmental staff member designated by the Administrative Lieutenant. Inspection reports will be returned to the Administrative Lieutenant. The Administrative Lieutenant will then advise the personnel or entity responsible for the affected area(s) when corrective action is needed. The supervisor or designated staff member will report back to the Administrative Lieutenant, indicating the completed and/or initiated corrective action taken.
11. Review Housing Floor/Unit cleaning tool inventory logs each shift for accuracy. Address discrepancies found while reviewing the logs. Initial the log in the corresponding field after each review.
12. Ensure that all log books and observation logs are maintained properly. Review of logs 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.
13. At the end of each month, the midnight shift security sergeants will collect the housing control equipment check lists from their assigned Housing Floor/Units, review the forms and file them in the area Sergeant's office. The forms may be purged and discarded one year from the date on the form.
14. Review and sign all subordinates' reports to ensure they are accurate and legible prior to submission to the Lieutenant/Watch Commander. Ensure that reports are

- completed prior to being relieved.
15. Respond directly to all emergency calls and ensure that actions taken are in accordance with appropriate policies and procedures.
 16. Receive or initiate reports regarding exceptional staff job performance, review and make recommendations for commendations.
 17. Receive or initiate reports regarding improper staff job performance, review and make recommendations to the lieutenant for internal affairs investigations.
 18. Conduct ongoing training in basic shift operations for custody and other staff assigned to the shift.
 19. Ensure that all procedures and programs are implemented in an orderly, timely, and efficient manner.
 20. Assume direct supervision for use of force, chemical agents or security equipment consistent with Agency, and facility policies and procedures.
 21. Assume responsibilities of the Watch Commander in his/her absence and perform special assignments as directed.
 22. Assist/accompany private contractors within the security areas of the facility.
 23. Review and respond to inmate request slips and grievances as needed.
 24. Complete employee evaluation reports in compliance with Agency policy.
 25. Complete and investigate employee injury reports as needed.
 26. Establish personnel shift assignments and duties for their section, including scheduling staff meal relief.
 27. Approve personnel vacations (other than annual), overtime, sick leave, and watch exchanges for their section.
 28. Supervise inmate movement for visiting, medical/dental care, and interviews within the facility.
 29. Ensure delivery and pick-up of services to inmates, including; but not limited to, meals, commissary, mail and laundry.
 30. Ensure staff read, understand, and sign post orders for the position they are working.
 31. Assign two deputies per shift to be prepared to respond to emergencies:

- a. At the Glenn E. Dyer Detention Facility (GEDDF), assigned response deputies will wear issued leather safety equipment and will secure their weapons in the employee lobby gun lockers.
- b. At the Santa Rita Jail (SRJ), assigned response deputies will wear issued leather safety equipment. They are to secure their weapons in the law enforcement lobby gun lockers and be prepared to respond to Control Point-52 to provide cover for fence alarms.

32. No Deputy shall continuously be assigned to CP-52 for longer than 6 months.

B. ADDITIONAL ITR SERGEANT RESPONSIBILITIES

1. Supervise and monitor the intake process.
2. Randomly review new arrestee booking paperwork for completeness, accuracy and legibility.
3. Supervise the inmate release process.
4. Ensure en-route inmates are picked up by requesting agencies on a timely basis.
5. Ensure security of inmates' property and initiate inmate lost property reports as necessary.
6. Monitor inmate counts.
7. Review the ITR cleaning tool inventory log each shift for accuracy. Address discrepancies found while reviewing the log. Initial the log in the corresponding field after each review.

C. HOT FOOD TEMPERATURE TESTING PRIOR TO SERVING TO INMATES: Watch sergeants have supervisory responsibility for the sheriff's technicians and deputy sheriff's on their watch to perform the required audit functions and record documentation.

1. Every Saturday, A-team watch sergeants shall audit the appropriate red books for their housing units or units under their supervision to ensure the temperature testing of the sample food tray is being done, and the results documented in the appropriate red book for the previous seven day period.
2. If the A-team watch sergeant finds that the auditing procedure or the documentation procedures are not being followed, he/she shall prepare a memorandum to the watch commander documenting the policy discrepancy, and the corrective action he/she has taken.

3. Every Sunday, B-team watch sergeants shall audit the appropriate red books for the housing units or units under their supervision to ensure the calibrating of the stick thermometers is being done, and the results documented in the appropriate red book every Sunday.
4. If the B-team watch sergeant finds that the calibrating is not being done or not being documented, he/she shall prepare a memorandum to the watch commander documenting the policy discrepancy, and the corrective action he/she has taken.