

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.04	PAGES: 1 of 4
	RELATED ORDERS: P&P 8.14, 10.01, 10.17	
	ISSUED DATE: June 1, 1992	
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CHAPTER: Post Orders	SUBJECT: Intake, Transfer, Release Records Deputy Post Order	

I. **PURPOSE:** To describe the duties of Intake, Transfer and Release (ITR), and Records' deputies.

II. **POLICY:** Deputies assigned to ITR are responsible for processing all inmates arrested or brought to the facility under competent authority without unnecessary delay, ensuring the inmates' rights are met, and that all steps of the process are complete.

III. **PROCEDURE:**

A. THE ITR AND RECORDS' DEPUTY WILL:

1. Have a working knowledge of, and comply with, all existing post orders, manuals, policies, procedures and directives.
2. Be responsible for the security, safety and cleanliness of their post.
3. Inventory all cleaning tools assigned to their work location at the beginning of each shift.
4. Legibly print and write his/her name/initials in the appropriate fields at the bottom of the tool inventory log.
5. Record the inventory count for each tool, and place his/her initials in the corresponding field.
6. Ensure the intake unit is secure and free of contraband.
7. Ensure that unauthorized inmates are not present in the intake unit at any time.

8. Observe the physical appearance and emotional behavior of new arrestees to determine if they are acceptable for booking.
9. Conduct pat and strip searches. Strip searches shall only be conducted when necessary to ensure the safety of the facility. All searches will be conducted pursuant to Detention and Corrections Policy and Procedure 11.03, "Inmate Body Cavity Searches – Body Cavity, Strip and Visual Pat."
10. Fingerprint, photograph and armband new arrestees.
11. Provide bag lunches for new arrestees and stage them for medical screening.
12. If necessary, encourage new arrestees to take a shower.
13. Afford telephone access to new arrestees.
14. Afford new arrestees the opportunity to post bail.
15. Ensure that after initial processing is complete, the inmates' medical screening/classification sheet is turned over to Classification and medical staff for further processing.
16. Escort inmates to the dress-out area to receive jail clothing, and to inventory and store their personal clothing.
17. Conduct counts in accordance with the count procedures and maintain an accurate count of inmates in ITR.
18. Receive and stage inmates scheduled for court and transfer.
19. Receive and process previously booked arrestees and removal order returns.
20. Receive and feed new arrestees and move them to intake for processing.
21. Ensure that inmates returning from court are fed, processed and returned to their housing units as quickly as possible.
22. For releases, ITR deputies will:
 - a. Obtain the court and release lists from the Records staff.
 - b. Identify each inmate leaving the facility.
23. Assist security movement with movement of inmates as needed.
24. Notify the ITR sergeant of inmates on observation logs and move them to their housing units immediately.

25. Process reporting weekenders.

26. Perform other duties as directed.

B. SPECIFIC TO THE SANTA RITA JAIL:

1. Process individuals reporting for court ordered identification and release.
2. Provide security for the Morrissey hearing rooms on assigned days.
3. Respond to security perimeter fence alarms, as directed by the ITR Sergeant.

C. HOT FOOD TEMPERATURE TESTING PRIOR TO SERVING TO INMATES

1. Deputies shall obtain the stick thermometer.
2. Once the deputy believes the food in the re-therm ovens have reached the correct temperature, he/she shall remove one food tray from the oven last filled with food. There is no need to remove a tray from each oven.
3. Using the stick thermometer, the deputy shall take a temperature reading of the food tray to ensure the food has reached 165 degrees. If not, the food shall continue to be heated until it reaches 165 degrees.
4. The food in the tray used for temperature testing shall be discarded.
5. The deputy will clean the stick thermometer with Clorox.
6. The deputy who tested the food temperature shall record their name and the temperature of the food in the red book.
7. If temperature auditing of the food is not done or if the food fails to reach 165 degrees after repeated attempts, the deputy shall notify his/her watch sergeant and prepare a memorandum to the watch commander detailing the circumstances and actions taken.

D. STICK THERMOMETER CALIBRATION:

1. Every Sunday, the deputy shall calibrate the stick thermometer.
2. The deputy shall place the stick thermometer in a cup of ice water. After the stick thermometer has adjusted to the ice water, it will read 32 degrees. If the stick thermometer is not reading correctly, a nut at the base of the thermometer can be used to adjust the thermometer to 32 degrees. This calibrates the thermometer.
3. If the stick thermometer is inoperable, the deputy shall write a memorandum to the Watch Commander documenting the circumstances and requesting a new stick thermometer.
4. If the deputy does not perform the stick thermometer calibration, he/she shall prepare a memorandum to the Watch Commander documenting the reasons why the calibration was not done and the steps he/she has taken or will take to accomplish the necessary calibration

of the respective stick thermometer.

5. The deputy's name and the time the calibration was completed shall be recorded in the red book