

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 10.05	<b>PAGES:</b> 1 of 9
	<b>RELATED ORDERS:</b> ACA 4-ALDF-2A-03, 2A-05, 2A-11, 2A-52, 2A-55 P&P 3.09, 8.05, 8.24, , 8.37, 10.01, 11.03	
	<b>ISSUED DATE:</b> January 5, 1996	
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	<b>REVISION DATE:</b> December 11, 2015	
<b>CHAPTER:</b> Post Orders	<b>SUBJECT:</b> Housing Floor/Unit Deputy Post Order	

I. **PURPOSE:** To describe the duties of housing unit deputies.

II. **POLICY:** Housing unit deputies are responsible for the care, custody, and control of inmates and the security and orderly operation of housing units. Housing unit deputy posts shall be located in or immediately adjacent to inmate living areas to permit staff to hear and respond promptly to emergency situations. Deputies assisting housing unit deputies shall be physically available, or within sight or sound of the housing unit deputy when he/she is entering a housing unit or cell. Except for meal relief or temporary assignment, deputies will not use housing control rooms as work stations. Deputies will maintain personal contact and interaction with staff and inmates, and are expected to carry out their assigned duties pursuant to this Post Order; and if they are unable to carry out their duties, they will immediately notify their supervisor.

III. **DEFINITIONS:**

A. **SPECIAL MANAGEMENT:** Inmates in non-mainline classifications.

B. **HOUSING UNIT CONTROL LOG (RED BOOK):** A permanent record maintained in each housing unit for recording routine information, emergency situations, unusual incidents, and visitors.

IV. **PROCEDURE:**

A. **HOUSING UNIT DEPUTIES WILL:**

1. Have a working knowledge of, and comply with, all post orders, policies, procedures and directives.
2. Be thoroughly familiar with all inmate rules and regulations.
3. Ensure the security and safety of the housing unit. Ensure the housing unit is clean

- before inmates are allowed recreation.
4. Ensure that all security equipment, including keys, are kept secure and in operable condition.
    - a. Deputies shall retrieve their housing unit keys from the Key-Tracer box in the alcove prior to beginning their shift.
    - b. No housing floor/unit security key shall be removed from the housing floor/unit except in exigent circumstances, pursuant to Detention and Corrections (D&C) Policy and Procedure 8.05, "Santa Rita Jail - Key Control and Emergency Access."
  5. Ensure inmates are in their correct cell or dorm.
  6. Ensure that only inmates permitted in that housing unit are present.
  7. Ensure that all inmates being released comply with the following:
    - a. Leave all library books, linen, and clothing, except the set they are wearing; and other county property in the housing unit.
    - b. Take all personal property with them.
  8. Ensure that security checks are completed during the shift, and the appropriate notation is made in the housing unit control log. Security checks are for the cleanliness and security inspection of each cell, dorm, and all cell/dorm windows.
  9. Notify the shift supervisor if contraband is suspected in the housing unit.
  10. Conduct inmate counts at designated times.
  11. Monitor the television and dayroom area and regulate the general noise level in the housing unit.
  12. Personally observe each general population inmate at least every hour and report any problems between the inmates to the shift supervisor and Classification.
  13. Be attentive to duties at all times and follow all general and specific personnel guidelines.
  14. Ensure that no personal reading material and/or recreational equipment are in the housing unit.
  15. Ensure the deputy's station is off limits to all inmates.

16. Supervise housing unit workers and ensure that all trash is staged for pick up by 2300 hours.
17. Ensure all inmates follow inmate rules/regulations.
18. Ensure that adequate linen and clothing are available on exchange days and perform a linen and clothing exchange as scheduled. Exchanges will be on a one-for-one basis.
19. Supervise issuing, consumption and clean up after meals.
20. Ensure that all inmates not eating during feeding time are locked down.
21. Oversee sick call, pill call and medical triage.
22. Ensure Commissary gets assistance when required.
23. Ensure that legal material is delivered to the inmate on the shift in which it is received. Distribute routine inmate mail by 2300 hours.
24. Make periodic security checks in the multipurpose rooms when inmate programs are being conducted.
25. Escort County library staff to cells for delivery and pick up of paperback books. After inmate book carts have been restocked, check carts and books for contraband.
26. Ensure that all newly admitted inmates view the inmate orientation and AIDS videos, receive a new book bag, linen/clothing items; and sign the Automated Jail Information System card indicating they viewed the videos.
27. Sign-in and out pod recreation supplies; playing cards, small games, etc. during inmate pod times.
28. Provide inmates with sick slips, message request slips, grievance forms and commissary order forms when requested.
  - a. ***Provide inmates with disabilities the assistance needed in completing these forms.***
  - b. ***Assist those inmates who may have difficulty reading or understanding their rights and protections under PREA or Title 15 by providing explanations to any questions they may have regarding these rights and protections.***
  - c. ***A housing unit deputy shall minimally be able to explain and provide a knowledge and understanding of the Sheriff's Office Zero Tolerance policy and Inmate Rights as it relates to sexual abuse/harassment and retaliation***
29. Ensure that all cell doors are closed unless an inmate is entering or exiting the cell. During pod/yard times, allow inmates to enter/exit their cells at least once each hour.

30. Ensure that inmates are not restricted from their general rights and privileges, more than necessary, to ensure the safety and security of the staff, other inmates, and/or the facility.
31. Ensure that inmates are offered a minimum of five hours of recreation over a seven day period.
32. Ensure that inmates are housed within the same classification.
33. Obtain input from Classification prior to hiring inmate housing unit workers.
34. Check the Inmate Services' weekly calendar, daily, for scheduled activities.
35. Rotate the pod feeding schedule (i.e. A-B-C one breakfast meal, B-C-A the next breakfast meal etc.).
36. Provide meal relief as directed.
37. Supervise visiting movement.
38. Respond to emergencies as appropriate.
39. Conduct daily activities per the master event schedule and yard schedule.
40. Ensure all work crews are staged and ready for work on time.
41. Ensure inmates are searched upon returning to the housing unit in compliance with Detention and Corrections Policy and Procedure 11.03 (D&C P&P 11.03), "Inmate Searches - Body Cavity, Strip, Visual and Pat."
42. During yard time (the Santa Rita Jail only) allow inmates to enter/exit their housing unit at least once each hour.
43. At the beginning of each shift, inventory the cleaning tools assigned to the housing unit pursuant to D&C Policy and Procedure 8.24, "Santa Rita Jail - Cleaning Tool Inventory, Inventory for Housing Floors/Units, Booking/ITR and the Kitchen," and D&C Policy and Procedure 8.37, "Glenn E. Dyer Detention Facility – Cleaning Tool Inventory, Inventory for Housing Floors/Units, Booking/ITR and the Kitchen." The inventory results will be checked against the previous shift's inventory for consistency and accuracy.
  - a. Record the inventory count for each tool, and legibly print and write his/her name and initials in the appropriate fields at the bottom of the tool inventory log.
  - b. An adequate supply of cleaning and hygiene items will be on hand at all times.

44. Ensure that two (2) pod doors are not open at the same time.
  45. Ensure that a pod door and the sally are not open at the same time.
  46. Maintain a permanent log (Red Book and Housing Unit Control Log) to record routine information, emergency situations, and unusual incidents, and disseminate appropriate information to inmates and staff.
- B. SPECIAL MANAGEMENT HOUSING: Deputies assigned to special management housing shall observe the inmates once every 30 minutes with no more than 30 minutes between checks on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; suicidal inmates are under intensive observation pursuant to D&C Policy and Procedure 8.12, "Inmate Observation and Direct Visual Supervision." Staff assigned to Special Management Housing Units shall ensure the Housing Unit Control log and red book are maintained on a daily basis. Other duties for specific units include:
1. Ensure that inmates classified as administrative isolation are:
    - a. Restrained in waist-chains and/or leg-irons when moved out of the housing unit
    - b. Restrained in at least of handcuffs when moved within the housing unit
    - c. Moved with a minimum of two deputies
    - d. Fed in their cells and only one inmate is in a cell at all times
    - e. Housed separately
    - f. Moved separately
    - g. Given recreation separately
    - h. Only allowed to possess a razor or nail clippers on a check out/in basis
  2. Ensure that inmates classified as protective custody are moved and fed in a group of the same classification and receive mandated recreation time.
  3. Ensure that inmates housed in disciplinary isolation are:
    - a. Allowed a minimum of five hours per week out of their cell to exercise, shower, and shave
    - b. Logged in on the pod time log when pod time is taken
    - c. Allowed one recreational reading book in their cell
    - d. Allowed personal hygiene items
    - e. Allowed correspondence privileges
    - f. Allowed subscription newspapers
    - g. Not allowed excessive personal property
    - h. Not allowed to visit
  4. Ensure that inmates classified as mentally disordered are allowed to recreate in a group of the same classification when they are not a danger to others.

- a. Mentally disordered inmates shall be subject to direct, visual observations once every 30 minutes with no more than 30 minutes between checks pursuant to D&C P&P 8.12.
  - b. Suicidal inmates shall be subject to direct, visual observations twice each successive one-half hour pursuant to D&C P&P 8.12.
  - c. Mentally disordered inmates are only allowed to possess a razor or nail clippers on a check out/in basis.
- C. **PERSON SEARCHES:** Housing unit deputies are responsible for maintaining the security of the facility. To that end, deputies may conduct random pat searches of inmates entering and leaving the housing unit in accordance with D&C Policy and Procedure 11.03, "Inmate Searches - Body Cavity, Strip, Visual and Pat." The initial classification, custody status and search status of each inmate who is to be housed in the general inmate population shall be determined during the booking process by the Classification Unit.
- D. Additionally, searches will be conducted as follows:
1. Inmates returning from external appointments (Alameda County Medical Center, court, funerals, etc.), and work crews will be strip searched in accordance with D&C P&P11.03."
  2. Inmates returning from internal clinic appointments will be pat searched.
  3. Inmates leaving the housing unit or returning from any other internal appointments will be pat searched at the discretion of the deputy, and with supervisor approval.
  4. Any inmate may be strip searched based on circumstance(s) or information indicating such a need. "Reasonable Suspicion" is based on specific and articulable facts that would cause a reasonable deputy to suspect that a person may be concealing contraband. The facts may include current charges, criminal history, or any other factors that would lead a reasonable person to conclude that a strip search will result in discovering contraband. The legal standard to be met is "Reasonable Suspicion," not probable cause. Refer to D&C P&P 11.03 for complete search procedures.
  5. No deputy will search an inmate of the opposite sex, except in extreme emergencies.
  6. Inmates will not be singled out for searches based on race, nationality, gender, or sexual orientation.
- E. **LOG BOOKS:** Deputies shall maintain housing unit control logs which are considered to be permanent logs. Logs or log books are official records and are subject to the subpoena process. Comments that are inappropriate or unprofessional are prohibited. Housing unit

control logs shall contain routine, emergency situation and unusual incident information.

1. Information in housing unit control logs and Red Books include:

- a. Employees' name(s) and time on duty
- b. Searches
- c. Incidents or crimes requiring documentation
- d. Unusual occurrences that could pose a safety problem to staff or inmates. This could include suspicious activity, feuds, gang graffiti, etc.
- e. Caution should be exercised when logging information regarding informants or classification information.
- f. Missing safety equipment
- g. Housing unit inspections
- h. Information beneficial to incoming shifts, e.g., laundry or meal shortages and action pending.
- i. Safety checks during lock downs, noting all inmates were visually observed. Observations shall take place:

- 1) Once each hour with no more than one hour between checks for maximum, medium and minimum-security inmates.
- 2) Once every 30 minutes with no more than 30 minutes between checks on an irregular schedule for special management inmates.
- 3) More frequently for inmates who are violent, mentally disordered or who demonstrate unusual or bizarre behavior. Suicidal inmates are to be under intensive observation.
- 4) Deputies are instructed to notify a shift sergeant when they are detailed out of their housing unit leaving the housing unit empty of deputy presence. When leaving the house without a deputy, the deputy will place the Observation Logs in the Housing Control so the deputy assuming the responsibility for the observation logs will be able to access them without delay.

j. Sign out at the end of the shift.

2. Inmate names, Personal File Numbers, housing locations, dates admitted, reasons for arrest, release dates, or any special needs shall be maintained in the AJIS.
3. When a housing unit closes during the year, the deputy station log books shall remain in the unit. The deputies assigned to the unit will indicate the date and time closed.
4. During the week proceeding December 31st of each year, the midnight shift sergeant for each area will issue new log books to each deputy station and control point. Log books will be placed in the vacant housing unit(s) so they are available when the unit re-opens.

5. During the week following January 1st of each year, the dayshift sergeant for each area will collect all deputy station and control point log books from the preceding year.
  - a. The dayshift sergeants will ensure all log books have been collected, including those from vacant housing units. They will box and deliver the log books to the Administrative Lieutenant.
  - b. The Administrative Lieutenant will confirm all log books are accounted for and store them in the Litigation Office.
  - c. On January 2nd of each year, log books previously stored in the Litigation Office will be sent to the archives by the Litigation Sergeant.
- F. HOT FOOD TEMPERATURE TESTING PRIOR TO SERVING TO INMATES
  6. Deputies shall obtain the stick thermometer from housing control.
  7. 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.
  8. 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.
  9. The food in the tray used for temperature testing shall be discarded.
  10. The deputy will clean the stick thermometer with Clorox and return it to housing control.
  11. The deputy who tested the food temperature will give their name and the temperature of the food to the Sheriff's Technician who will then record both in the housing control red book.
  12. 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.
- G. STICK THERMOMETER CALIBRATION:
  13. Every Sunday, B-team deputies shall calibrate the stick thermometer.
  14. 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.

15. 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.
16. 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.
17. The deputy's name and the time the calibration was completed shall be recorded in the housing control red book.

H. ***LAUNDRY, SUPPLY, AND FOOD CARTS: Deputies are responsible for ensuring all carts delivered to the housing unit are unloaded in a timely manner and all doors to the carts are immediately locked when emptied. All empty carts shall be staged for return as soon as possible.***