

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 10.06	<b>PAGES:</b> 1 of 4
	<b>RELATED ORDERS:</b> ACA 4-ALDF-2A-10 P&P 10.01	
	<b>ISSUED DATE:</b> January 5, 1996	
	<b>REVIEW DATE:</b> December 4, 2015	
	<b>REVISION DATE:</b> January 25, 2008	
<b>CHAPTER:</b> Post Orders	<b>SUBJECT:</b> Security Movement Deputy Post Order	

- I. **PURPOSE:** To describe the duties of the security movement deputy.
- II. **POLICY:** Inmate movement will be performed expeditiously, in a manner that guards against escape, and ensures the safety and well-being of inmates, staff, and the public.
- III. **PROCEDURE:**
- A. SECURITY MOVEMENT DEPUTIES AT THE GLENN E. DYER DETENTION FACILITY (GEDDF) SHALL:
1. Have a working knowledge of, and comply with, all existing post orders, policies, procedures and directives.
  2. Be responsible for proper care and supervision of inmates in their custody.
  3. Be aware of the security and hazard status of inmates being moved.
  4. Ensure that all inmates moved together are of "like" classification. Never allow male and female inmates to have contact. Do not move restrained inmates with unrestrained inmates.
  5. Check armbands on all inmates to ensure the correct inmates are being moved.
  6. Ensure all paperwork necessary to complete the move is delivered with the inmate.
  7. Make all scheduled and unscheduled moves to and from all housing floors and booking.
  8. Provide relief as necessary and assist other deputies in booking as assigned by the booking sergeant.

9. Assist kitchen deputies with inmate movement when available.
  10. Assist clinic deputies with inmate movement when available.
  11. Assist housing floor deputies searching incoming prisoners. Ensure each inmate takes his/her property with them when being permanently moved from a housing floor.
  12. Maintain communication with booking for movement details.
  13. Conduct periodic security checks of the Reception Lobby between 2100 and 0630 hours daily. Rovers and/or booking deputies will respond to all calls for assistance in the Lobby.
  14. Ensure that at least one deputy accompanies inmates being moved to and from housing units. Two deputies will not transport more than ten (10) inmates at one time.
  15. Ensure that all inmates being moved are restrained as follows:
    - a. Administrative Isolation: Inmates will be moved at a ratio of two (2) deputies to one (1) inmate. The inmate will be waist-chained or handcuffed prior to leaving the housing floor or booking. Leg irons are at the discretion of the deputy or supervisor, except for inmates with move-in-restraints (MIR) restrictions, who must be moved in full restraints.
    - b. Maximum-Security: Due to facility design, no restraints are required, but may be used at the discretion of the deputy or sergeant.
    - c. Medium-Security: No restraints are required, but may be used at the discretion of the deputy or sergeant.
    - d. Minimum-Security: No restraints are required.
  16. Perform other duties as assigned.
- B. THE SECURITY MOVEMENT DEPUTIES AT THE SANTA RITA JAIL (SRJ) SHALL:**
1. Have a working knowledge of, and comply with, all existing post orders, policies, procedures and directives, pursuant to Policy and Procedure 10.01, "General Security Post Orders and Master Event Schedule."
  2. Be responsible for the proper care and supervision of inmates in their custody.
  3. Be aware of the security and hazard status of inmates being moved.

4. Ensure that all inmates moved together are of “like” classification. Never allow male and female inmates to have contact. Do not move restrained inmates with unrestrained inmates.
5. Check armbands on all inmates to ensure the correct inmates are being moved.
6. Ensure all paperwork necessary to complete the move is delivered with the inmate.
7. Make all scheduled and unscheduled moves to and from all housing units, the core building and Intake, Transfer and Release (ITR).
8. Provide relief as necessary and assist other deputies in booking as assigned by the ITR Sergeant.
9. Assist kitchen deputies with inmate movement when available.
10. Assist clinic deputies with inmate movement when available.
11. Assist housing unit deputies with searching incoming prisoners. Ensure each inmate takes his/her property with them when being permanently moved from a housing unit.
12. Maintain communication with ITR for movement details.
13. Conduct periodic security checks of Control Point (CP)-11 and Room 400a between 2100 and 0600 hours daily. Security movement will respond to calls for assistance from CP-11.
14. Ensure that at least one deputy accompanies maximum and medium-security inmates being moved to and from housing units.
  - a. One deputy will not transport more than ten (10) maximum and medium-security inmates, except in an emergency, or as otherwise directed by a supervisor.
  - b. Two deputies will not transport more than twenty (20) maximum and medium-security inmates, except in an emergency, or as otherwise directed by a supervisor.
  - c. At least one deputy will escort minimum inmates in the Core Building at all times.
  - d. No more than twenty (20) minimum-security inmates will be moved by one deputy, except in an emergency, or as otherwise directed by a supervisor.

- e. Two deputies will not transport more than sixty (60) minimum-security inmates, except in an emergency, or as otherwise directed by a supervisor.

15. Ensure that all inmates being moved are restrained as follows:

- a. Administrative Isolation inmates will be moved at a ratio of two deputies to one inmate any time they leave the housing unit. The inmate will be waist- chained and/or leg ironed prior to leaving the housing unit or ITR. Leg irons are at the discretion of the deputies, except for inmates with MIR restrictions, who must be moved in full restraints.
- b. Maximum-Security: Due to facility design, all maximum-security inmates must be moved in restraints, either in handcuffs, waist-chains or on a daisy chain.
- c. Medium-Security: No restraints are required, but may be used at the discretion of the deputy or sergeant.
- d. Minimum-Security: No restraints are required.

16. Perform other duties as assigned.