

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 10.13	<b>PAGES:</b> 1 of 4
	<b>RELATED ORDERS:</b> ACA 4-ALDF-2A-01, 2A-11 P&P 8.05, 10.01	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> December 5, 2015	
	<b>REVISION DATE:</b> April 25, 2009	
<b>CHAPTER:</b> Post Orders	<b>SUBJECT:</b> Central Control/Control Point-1 Post Order	

I. **PURPOSE:** To describe the duties of Central Control staff at the Glenn E. Dyer Detention Facility (GEDDF), and Control Point-1 (CP-1) staff at the Santa Rita Jail (SRJ).

II. **POLICY:** Central Control and CP-1 are essential for integrating various security and communication functions. Both will be staffed twenty-four (24) hours a day, seven (7) days a week to maintain security and safety within the facility.

III. **PROCEDURE:**

A. STAFF ASSIGNED TO CENTRAL CONTROL AT THE GEDDF SHALL:

1. Have a working knowledge of, and comply with, all existing post orders, policies, procedures and directives.
2. Never leave Central Control unless properly relieved by an authorized staff member.
3. Never allow inmates or other unauthorized persons to enter Central Control. Never open the access door when inmates or other unauthorized persons are in the area. The access door will be closed and locked at all times except when allowing authorized staff in or out.
4. Receive and account for all keys, equipment and documents necessary to this post. All such items will be checked when assuming the post. Missing, damaged or inoperable keys or equipment and unusual conditions will be reported to the shift supervisor.
5. Be thoroughly familiar with all emergency procedures and implement emergency procedures appropriately.
6. Operate designated exterior and interior gates, sally and vehicle gates. Ensure that only authorized persons pass through the sally and gates. Never open or close the vehicle sally gates (inner and/or outer) until requested to do so by a deputy in the vehicle sally.
7. Issue and log keys and equipment as necessary. Keys will be issued to authorized personnel pursuant to Policy and Procedure 8.05, "Key Control and Emergency Access."
8. Maintain permanent, accurate logs appropriate to Central Control, including unusual

occurrences, counts and daily activities.

9. Monitor video surveillance equipment and notify the appropriate staff of unusual activities.
10. Initiate and coordinate emergency response of designated deputies. Notify supervisors and other staff of the nature and location of the emergency as required by the emergency policy and procedures.
11. Ensure that only authorized vehicles enter the vehicle sally and delivery gate. Upon arrival of a transportation vehicle, notify a booking or other available deputy that a vehicle is waiting to enter the sally.
12. Ensure that all weapons (firearms, chemical agents [except Oleoresin Capsicum (O.C.) spray], knives, etc.) are locked in the weapons lockers prior to allowing staff to enter the security area.
13. Monitor radio traffic and direct deputies and other staff accordingly.
14. Allow access to the armory only to the Detention and Corrections Division Commander, facility Commanding Officer or his/her designee.
15. Ensure that the post is clean at all times.
16. Perform checks to ensure all fire safety equipment, security equipment and alarm systems controlled by Central Control are in good working order. Report malfunctions to the proper maintenance department.
17. Ensure that no unescorted inmates are in the Central Control corridor, elevators or other secured areas.
18. Maintain communication with housing control units and other units to regulate inmate movement from one area of the facility to another.
19. Ensure that the movement of staff, visitors and inmates through the facility adheres to applicable policy and procedures.
20. Monitor personnel alarm systems and dispatch the appropriate response as required in the following areas:
  - a. Reception Lobby
  - b. Medical Floor
  - c. Stairwells
  - d. Housing Control Units
  - e. Booking
  - f. Recreation Yard
21. Contact appropriate agencies for medical, ambulance, fire and mutual aid assistance as

directed.

22. Perform other duties as assigned.

B. STAFF ASSIGNED TO CP-1 AT THE SRJ SHALL:

1. Have a working knowledge of, and comply with, all existing post orders, policies, procedures and directives.
2. Never leave the control point unless properly relieved by an authorized staff member.
3. Never allow inmates or other unauthorized persons to enter CP-1. Never open the access door when unauthorized persons are in the area. The access door will be closed and locked at all times, except when allowing authorized staff in or out.
4. Receive and account for all keys, equipment and documents necessary to this post. All such items will be checked when assuming the post. Missing, damaged, or inoperable keys or equipment and any unusual conditions will be reported to the shift supervisor. Keys will be issued to authorized personnel pursuant to Policy and Procedure 8.05, "Key Control and Emergency Access."
5. Be thoroughly familiar with all emergency procedures and appropriate implementation.
6. Be responsible for designated exterior and interior gates, sally and vehicle gates. Ensure that only authorized persons pass through the sally and gates.
7. Issue and log keys and equipment as necessary.
8. Maintain accurate logs appropriate to CP-1 including, but not limited to, unusual occurrences, counts, Daily Activities Log, Report Number Log, Disciplinary Report Log, Inmate Grievance Log and daily activities.
9. Monitor video surveillance equipment and notify the appropriate staff of unusual activities.
10. Respond to emergency fire or security alarms, notifying supervisors and other staff of the nature and location of the emergency.
11. Assume power from CP-52 (entry gate) and control the law enforcement and service building gates as necessary. Ensure that only authorized vehicles enter the vehicle compound and delivery gate when in control of CP-52.
12. Ensure that all weapons (firearms, chemical agents [except O.C. Spray], knives, etc.) are locked in the weapons lockers prior to allowing staff to enter the security area.
13. Monitor radio traffic and direct deputies and other staff accordingly.
14. Allow access to the armory only to the Detention and Corrections Division Commander, facility Commanding Officer or his/her designee.

15. Ensure that the post is clean at all times.
16. Perform checks to ensure all fire safety equipment, security equipment and alarm systems controlled by CP-1 are in good working order. Report any malfunctions to the proper maintenance department.
17. Ensure that no unescorted inmates are in K-line or the north/south corridors.
18. Maintain communication with housing control units and other CP's to regulate inmate movement from one area of the facility to another.
19. Maintain communication with the CP-52 deputy at least every thirty (30) minutes.
20. Ensure that the movement of staff, visitors and inmates through the facility adheres to inmate movement policy and procedures.
21. Monitor and take control, if necessary, of the following panic alarms:
  - a. Maximum Yard Control (CP-7)
  - b. Medium/Minimum Yard Control (CP-48)
  - c. Clinic Nurse Station
  - d. Deputy Station Infirmary
  - e. Booking Intake (CP-4)
  - f. Records (CP-9)
  - g. Detail Office
  - h. Reception Lobby (CP-11)
  - i. Gymnasium Lobby (CP-51)
  - j. Entry Gate (CP-52)
22. Contact appropriate agencies for medical, ambulance, fire and mutual aid assistance as directed.
23. Perform other duties as assigned.