

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.15	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-2A-01 P&P 8.05, 10.01	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 5, 2015	
	REVISION DATE: September 21, 2012	
CHAPTER: Post Orders	SUBJECT: Control Point-7 Post Order	

- I. **PURPOSE:** To describe the duties of the Control Point-7 (CP-7) staff at the Santa Rita Jail (SRJ).
- II. **POLICY:** The Maximum Security Control Point (CP-7) will serve as an essential control point for all movement in and out of the maximum security yard and the service tunnel. In addition, it will integrate various security and communication functions that will maintain security and safety within the facility. It will be staffed twenty-four hours a day, seven days a week.
- III. **PROCEDURE:** Staff assigned to CP-7 shall:
- A. Have a working knowledge of, and comply with, all existing post orders, policies, procedures and directives.
 - B. Never leave the control point unless properly relieved by an authorized staff member.
 - C. Never allow inmates or other unauthorized persons to enter the control point. 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.
 - D. 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. Call in the key count for all west side housing units to CP-1 at the beginning of each shift.
 - E. Be thoroughly familiar with all emergency procedures and implement them appropriately.
 - F. Operate and monitor assigned exterior and interior gates and sally ports, ensuring that no more than one exterior gate or sally is open at a time. Ensure that only authorized persons pass through the sally ports and gates, and control access to the Maximum Muster Room and Morrissey/Line-up area.
 - G. Issue and log keys and equipment as necessary pursuant to Policy and Procedure 8.05, "Key Control and Emergency Access."
 - H. Maintain accurate logs appropriate to the maximum security control point to record routine information, emergency situations and unusual incidents.

- I. Monitor video surveillance equipment and notify the appropriate staff of unusual activities.
- J. Respond to emergency fire and safety alarms, notifying supervisors and other staff of the nature and location of the emergency.
- K. Monitor radio traffic and direct deputies and other staff accordingly.
- L. Ensure that the post is clean at all times. The night shift will complete the daily sanitation checklist.
- M. Perform checks to ensure all fire safety equipment, security equipment and alarm systems controlled by the CP are in good working order. Report malfunctions to the proper maintenance department.
- N. Ensure that no unescorted inmates are in the west end of the K-line corridor.
- O. Maintain communication with the maximum housing control units and other CP's to regulate inmate movement from one area of the facility to another.
- P. Ensure that the movement of staff, visitors and inmates through the facility adheres to applicable policies.
- Q. Monitor panic alarms for:
 - 1. Housing Units 1 through 9
 - 2. Visiting Control Rooms 1-2, 3-4, 6-7, and 8-9
 - 3. Administration Lobby (CP-8)
- R. Activate global recall for the Automated Guided Vehicle System (AGVS) in the maximum security yard during a major emergency.
- S. Control overall security of the maximum yard.
- T. Act as the dispatcher for all security movement deputies.
- U. Perform other duties as assigned.