

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.16	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 22, 2013	
CHAPTER: Post Orders	SUBJECT: Control Point-48 Post Order	

- I. **PURPOSE:** To describe the duties of the Control Point-48 (CP-48) staff at the Santa Rita Jail (SRJ).
- II. **POLICY:** The Minimum and Medium-Security Control Point (CP-48) will serve as an essential control point for all movement in and out of the medium and minimum yards, as well as, control of the service gate adjacent to Housing Unit 31, and between the minimum and medium yards. 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-48 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 key count for all east 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. Monitor and operate assigned exterior and interior gates and sally ports, ensuring that only authorized persons pass through the sally ports and gates, and that only one (1) exterior gate or sally port is open at a time. Control access to the Medium Muster Room.
 - 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 control point to record routine information, emergency situations and unusual incidents.
- I. Monitor video surveillance equipment and notify appropriate staff of unusual activities.
- J. Report all 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 east end of the K-line corridor.
- O. Maintain communication with the minimum, medium, and women's housing control units and other Control Points to regulate movement from one area of the facility to another.
- P. Maintain communication with yard deputies during recreation periods. Monitor yard movement during open recreation periods.
- Q. Ensure the movement of staff, visitors and inmates through the facility adheres to applicable policy and procedures. Monitor inmate movement to ensure male and female inmates do not come into contact with each other.
- R. Monitor panic alarms for:
 - 1. Housing Units 21 through 25 and 31 through 35, as well as the Sandy Turner Educational Center
 - 2. Visiting Control Rooms 21-22, and 23-24
- S. Monitor both general paging and master intercom system.
- T. Activate global recall for the Automated Guided Vehicle System (AGVS), in medium and minimum yards during major emergencies.
- U. Perform other duties as assigned.