

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.17 PAGES: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-2A-01 P&P 8.02, 8.14, 10.01, 10.04
	ISSUED DATE: July 1, 1989
	REVIEW DATE: December 5, 2015
CHAPTER: Post Orders	SUBJECT: Entry Gate (Control Point-52) Post Order

- I. **PURPOSE:** To describe the duties of the Entry Gate, Control Point-52 (CP-52) Deputy at the Santa Rita Jail (SRJ).
- II. **POLICY:** CP-52 is essential for integrating various security and communication systems. It will be staffed twenty-four hours, seven days a week to ensure the safety and security of this facility.

III. PROCEDURE:

- A. To ensure maximum security and a high standard of control against the introduction of contraband, the CP-52 deputy shall:
 - 1. Have a working knowledge and comply with all existing post orders, policies, procedures and directives.
 - 2. *Wear all their Agency issued equipment (i.e. firearm and full duty belt) while working in CP-52.*
 - 3. Carry an Agency approved hand held radio and use “CP-52” as a radio designator.
 - 4. *Wear an Agency approved ballistic vest.*
 - 5. *The entry/exit door leading into CP-52 shall remain locked and secured at all times during operational hours.*
 - 6. Strictly monitor all vehicle traffic to determine purpose for entry, allowing only those vehicles which meet facility requirements or have an escorting deputy to enter.
 - a. All security gates at CP-52 shall remain closed at all times unless allowing authorized personnel or vehicles to enter or exit the facility. This is to include the two gates accessing the Intake, Transfer and Release side and the gate accessing the Service Building parking lot area.
 - b. Be alert for unusual activity involving vehicles entering or leaving the facility and in the security areas or perimeter within their view.

- c. Allow only law enforcement vehicles and Intake, Transfer and Release (ITR) Supervisors to enter the ITR access road.
 - d. Make a visual search of all vehicles upon entry to determine possible locations of any illegal or contraband items.
 - e. Do not allow pedestrian traffic through the gate unless they are properly displaying valid agency-issued identification.
 - f. Deputies assigned to CP-52 are directed to ensure both the Law Enforcement and Supply/Transportation gates are closed at all times. Should either gate become inoperative, the Deputy shall immediately notify a shift sergeant.
7. Do not possess personal reading material at the post.
 8. Perform other duties as assigned.
 9. Maintain a permanent log (Red Book) to record routine information, emergency situations, and unusual incidents.
 10. Access the lockbox and ensure the shotgun and ammunition are in good working condition at the beginning of shift.
 11. Have an understanding and working knowledge on the use of the perimeter camera video monitors.

B. VENDOR/SUPPLY DELIVERIES:

1. Deliveries and service contractors shall report to the CP-52 for identification and confirmation of jail facility business, prior to entering secured areas. Deputies will confirm vendors and service contractors are cleared for facility access using the “Site Access” feature on the WAITER system. Should a vendor or service contractor not appear in WAITER, the deputy will telephone the Classification Unit’s main office to confirm their status.
2. Vendors or service contractors will be issued color-coded passes, and directed to the appropriate colored receiving dock. Two passes will be issued per vehicle; one pass to be displayed on the vehicle dash board, the second to be clipped to the front of the driver’s outer clothing, chest high.

C. COLOR-CODES FOR SERVICE AREA DOCK PASSES:

1. Blue - To include the combined shops
2. Orange - Warehouse
3. Yellow - Laundry
4. Green - All security areas
5. Red - Food Services
6. White-Clinic

D. PRIOR TO ISSUING PASSES, THE CP-52 DEPUTY WILL:

1. Obtain and retain acceptable identification, i.e., driver's license, etc.
 2. Have the visitor complete the visitor access log.
 3. When exiting, give the visitor his/her identification after he/she has returned the proper numbered passes and has signed out. All vehicles will be searched prior to exiting the facility.
- E. Deputies shall challenge all non-uniformed persons without properly displayed badges or identification, or people who are in areas other than those authorized by the color-coded badge.
- F. Any violation that cannot be resolved immediately at the location will be referred to the Watch Sergeant. Refer also to Policy and Procedure 8.02, "Vendor/Supply Deliveries."

G. ALARMS AND INITIAL RESPONSE:

1. The Sheriff's Technician in CP-11 will notify CP-1, CP-52 and the ITR Sergeant of the location of all alarms, (e.g. "CP-1, Gate, we have an alarm in zone 31") and any additional information as soon as the appropriate camera is on-line.
2. CP-52 shall close all gates, and keep the gates closed until the alarm is physically cleared. (e.g., found clear, suspect sighted, etc.).
3. The ITR Sergeant will immediately direct an ITR Deputy to respond to the area of the alarm and physically check the area for any breach.
4. Under no circumstances shall Agency personnel scale the security fence in pursuit of an escapee.

H. ALARM RESPONSE VEHICLE:

1. The alarm response vehicle shall be parked in the ITR lot. It shall only be used for response to security alarms. The Watch Commander's shall ensure that this vehicle is maintained available and properly equipped.
2. During visiting, service personnel will use the ITR vehicle for parking lot patrol. While using this vehicle, the reserve deputy will respond to alarms ordinarily responded to by ITR deputies. Refer to Policy and Procedure 8.14, "Security Cameras and Perimeter Fence Alarms", for further information.
3. Deputy sheriff's or reserve deputies using the ITR vehicle to respond to fence alarms will maintain radio contact with CP's 1, 52 and 11, and advise of :
 - a. A need for more assistance
 - b. Suspect sighted
 - c. Alarm clear

4. Reserve personnel using the ITR vehicle will pick up CP-52 personnel and their relief for meal transportation to the Core Building.