

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.20	PAGES: 1 of 2
	RELATED ORDERS: P&P 10.01, 18.17	
	ISSUED DATE: December 31, 1991	
	REVIEW DATE: December 5, 2015	
	REVISION DATE: September 22, 2013	
CHAPTER: Post Orders	SUBJECT: Teaching and Loving Kids Program Deputy Post Order	

I. **PURPOSE:** To describe the duties of the Teaching and Loving Kids (T.A.L.K.) Program Deputy at the Santa Rita Jail (SRJ).

II. **POLICY:** The T.A.L.K. Program Deputy will be responsible for the care, custody and control of the inmates enrolled in the program during the contact visiting period.

III. **PROCEDURE:**

A. The T.A.L.K. Program Deputy shall:

1. Having a working knowledge of, and comply with, all existing post orders, policies, procedures and directives.
2. Be thoroughly familiar with all inmate rules and regulations.
3. Be thoroughly familiar with Santa Rita Jail's Policy and Procedure 18.17, "Teaching and Loving Kids (T.A.L.K.) Program."
4. Ensure security, safety and cleanliness of the program areas.
5. Secure and inventory all T.A.L.K. equipment and supplies.
6. Ensure that only inmates enrolled in the program are present.
7. Monitor the program in progress and ensure that only inmates and their children are in the program area.
8. Notify the shift supervisor if a contraband problem is suspected.
9. Ensure that all children are picked up by the caregiver at the end of the visitation period.
10. Ensure that all program equipment and supplies are cleaned (as necessary) and placed back into the proper locked storage areas.
11. Ensure the program area is cleaned before inmates are returned to their housing unit.

12. Strip search program inmates, upon returning them to their appropriate housing unit, according to Detention and Correction Policy and Procedure 11.03, "Inmate Searches – Body Cavity, Strip, Visual and Pat."
13. Write disciplinary, criminal, inmate injury, or other reports as appropriate.
14. Process inmate applications and enroll students in the program.
15. Act as a liaison between instructors, Sheriff's Office staff, and the caregivers.

B. SPECIFIC DUTIES:

1. Ensure the instructor(s)' arrival at the facility and the program time schedule is followed.
2. The only photographs allowed will consist of the parent and their children.
3. Escort inmates from their housing unit to the gymnasium. Inmates are restricted from bringing personal items with them.
4. Maintain a log of all visiting children.
5. Remain with the inmates during the entire visitation period.
6. Lock and unlock equipment storage areas, and ensure all are secured at the end of the program.
7. Receive requests for supplies from instructors and process them through the Inmate Services Manager.
8. Maintain statistics and update inmate housing locations.
9. Post and collect weekly program sign-up lists from the appropriate housing units.
10. Maintain communications with Watch Sergeants and housing unit deputies regarding the program activities.
11. Review each inmate's disciplinary record on an as needed basis when necessary to resolve a disciplinary issue.