

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.22	PAGES: 1 of 2
	RELATED ORDERS: P&P 10.01	
	ISSUED DATE: March 28, 1994	
	REVIEW DATE: December 5, 2015	
	REVISION DATE: September 21, 2012	
CHAPTER: Post Orders	SUBJECT: Santa Rita Jail - Special Projects' Deputy Post Order	

PURPOSE: To describe the duties of the Special Projects' Deputy at Santa Rita Jail (SRJ).

POLICY: The Special Projects' Deputy must have expertise in security, control, distribution, inventory, and repair of specialized security items in the SRJ; including keys, handy-talkies, and all armory supplies and equipment. The Special Projects' Deputy serves as the liaison between the Sheriff's Office and Building Maintenance Department (BMD) and General Services Agency (GSA) personnel for inter-departmental work order repair requests (PD-209's) generated throughout the jail. This person also provides logistical assistance to the liaison sergeant for the medical, mental health, and food service providers. The Special Projects' Deputy shall ensure that a current inventory log and a distribution log is kept on all security keys, handi-talkies, batteries, and repaired equipment, noting specifically to whom these items have been issued. When practical, this person also performs minor repairs on safety equipment in the SRJ jail.

PROCEDURE: The Special Projects' Deputy assignments will include:

- A. Arranging facility vehicle servicing and logging service received. Investigating damage to vehicles and keeping files of all accident reports.
- B. Maintaining a master inventory list of locations of radio equipment, including portable radios, batteries and holders; controlling and maintaining radios, batteries, holders, and chargers; and performing minor repairs of radio problems.
- C. Acting as a liaison between the Sheriff's Office and the GSA for all matters concerning observation reports and Inter-Departmental Service Order requests. This includes responsibility for daily pick-up and review of PD-209 forms pursuant to Detention and Corrections Policy and Procedure 6.01, "Repair and Minor Construction Report." Works with BMD on special projects' to ensure the job is implemented and coordinated with Sheriff's Office goals and objectives in mind.
- D. Implementing and coordinating logistics for outside contractors such as the Canteen Corporation, PacBell, AT&T, etc. (This is not to be confused with contractual responsibilities managed by Inmate Services.)

- E. Maintaining facility key control, including issuing, duplicating, and cutting keys, as well as controlling lock changes and all Prox-Safe Electronic Key Cabinets.
- F. Cleaning and inventorying armory equipment; keeping on hand and ordering CS, CN gas, Oleoresin Capsicum spray, helmets, batons, gas masks, shotguns, etc. Stores equipment from closed housing units (i.e., radios, keys, chargers, etc.).
- G. Assigning lockers to employees, maintaining equipment lockers, gun lockers and lobby lockers.
- H. Performing other tasks at the direction of the Administrative/Special Projects' Lieutenant, Watch Commander, or the facility Commanding Officer pursuant to Policy and Procedure 10.01, "General Security Post Orders and Master Event Schedule."