

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.24	PAGES: 1 of 1
	RELATED ORDERS: P&P 10.01	
	ISSUED DATE: January 1, 1998	
	REVIEW DATE: December 5, 2015	
	REVISION DATE: September 22, 2013	
CHAPTER: Post Orders	SUBJECT: Detail Office Deputy Post Orders	

- I. **PURPOSE:** To establish guidelines for the Detail Office Deputy at the Santa Rita Jail.
- II. **POLICY:** The Detail Office Deputy shall be responsible for assigning inmates to work details and programs to meet the needs of the inmates, staff and the facility pursuant to Policy and Procedure 10.01, "General Security Post Orders and Master Event Schedule."
- III. **PROCEDURE:**
- A. The Detail Office Deputy is under the direction of the Classification Sergeant. The Detail Office Deputy is authorized to add or delete classification information.
- B. The Detail Office Deputy shall be responsible for:
1. Assessing each inmate's classification history prior to any work or program assignment.
 2. Interviewing inmates prior to any work or program assignment.
 3. Assisting Classification and housing unit staff to appropriately house inmates assigned to a work crew or program.
 4. Initiating inmates' re-classification or re-assignment, as necessary, to meet the needs of staff and the facility operation.
 5. Clearing, processing and monitoring all inmates assigned to the work-in-lieu of confinement program.
 6. Clearing and hiring inmate workers for the Glenn E. Dyer Detention Facility.
 7. Assists law enforcement agencies with subpoenas for visiting logs.