

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.27	PAGES: 1 of 4
	RELATED ORDERS: P&P 18.24	
	ISSUED DATE: October 1, 2000	
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CHAPTER: Post Orders	SUBJECT: Sandy Turner Educational Center Deputy Post Order	

- I. **PURPOSE:** To describe the duties of the Inmate Services Deputy assigned to the Sandy Turner Educational Center (STEC) at the Santa Rita Jail (SRJ).

- II **POLICY:** The Inmate Services Deputy assigned to the STEC will be responsible for security, and ensuring operations adhere to published Policy and Procedures including the care, custody and control of the inmates enrolled in the various programs during the scheduled classroom hours.

- III **PROCEDURE:**
 - A. The Inmate Services Deputy will:
 1. Have 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 Detention and Corrections Policy and Procedure 18.24 Emergency Evacuation Plan – Sandy Turner Educational Center.
 4. Ensure security, safety and cleanliness of the STEC program areas and classrooms.
 5. Secure and inventory all equipment and supplies.
 6. Ensure only inmates enrolled in the programs are present.
 7. Have a comprehensive knowledge of the monitor control panel.

8. Notify an Inmate Services Sergeant if any problems are discovered needing immediate attention.
9. Ensure that all program areas are cleaned before inmates are returned to their housing units.
10. Write disciplinary, criminal, inmate injury, or other similar type reports as appropriate.
11. Process inmate program applications and ensure inmates read and sign program rules and regulations.
12. Act as a liaison between instructors and Sheriff's Office staff.

B. SPECIFIC DUTIES

1. Deactivate the alarm when entering the facility.
2. Issue keys to instructors and maintain a log for each class day.
3. Verify the instructors have arrived at the facility, and notify housing units of class cancellations.
4. Receive inmates from their housing units to the STEC in a timely manner.
5. Escort inmates to STEC only if two deputies are assigned. One deputy must remain with the inmates in the STEC, at all times.
6. Maintain documented hourly inspections for inmates attending class.
7. Maintain communication with the Inmates Services Sergeant, Watch Sergeant and housing deputies regarding program activities and/or irregularities, as appropriate.
8. Maintain statistics of inmates attending programs and update on a regular basis.
9. Review each inmate's disciplinary record weekly and remove inmates from programs when appropriate.
10. Remove inmates from classroom for disruptive behavior and document disciplinary actions as required.

11. Ensure male and female inmates remain in their designated classrooms. Unauthorized communication will not be tolerated.
12. Activate the alarm when closing the facility.

C. EMERGENCY ALARMS RESPONSE

1. If an alarm is activated, the Inmate services deputy shall immediately respond to assess the emergency.
2. The emergency alarm enunciators are located on each classroom emergency exit door and will sound if the door is opened. This is an emergency exit door only. If the alarm is activated, a potential risk of escape is imminent. The alarm must be reset after each activation.
3. The emergency exit doors in each classroom lead out to a gated area. Inmates are not authorized in this area. The exit door in the gated area has a fifteen second delay after the alarm is activated. The gate will open after 15 seconds and allows access to the inner perimeter of the jail.
4. Attempts by an inmate to exit the emergency exit doors should be considered an escape attempt and treated accordingly.

D. FIRE ALARM RESPONSE

1. The Inmate Services deputy shall respond to a fire per Policy and Procedure 18.24 Emergency evacuation Plan.
2. Fire alarm pull boxes for the STEC are in each classroom and at both entry doors.
3. Fire extinguishers are located at both entry doors and in the Deputy's office.
4. Emergency evacuation routes are posted at both exit doors and in each classroom.
5. The Inmate Services deputy or sheriff's technician will notify CP-1 via radio to advise of any hazardous situation and will prepare for evacuation if necessary.
6. The Inmate Services deputy is responsible for ensuring the safety of staff/inmates and will summon medical care if necessary.
7. The Inmate Services deputy shall be trained in use of the fire extinguisher and will know the locations of the fire extinguishers.

8. The Inmate Services Deputy shall reset the audible alarm at the alarm control panel and log incident.

E. RESPONDING TO EMERGENCY ASSISTANCE

1. The Inmate Services deputy and sheriff's technician shall assist in security matters in the STEC.
2. In the event of an inmate altercation, the Inmate Services deputy or sheriff's technician shall call via radio for assistance.
3. When appropriate, the Inmate Services deputy shall electronically open the main slider to allow responding deputies to enter the STEC.
4. Inmates involved in an altercation shall be removed from the center immediately and placed in an Isolation cell in Housing Unit 24 if female, or Housing unit 25 if male, pending further investigation.
5. The Watch Sergeant will be notified of any incidents at the STEC.