

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.28	PAGE: 1 of 2
	RELATED ORDERS: TITLE 15 Minimum Jail Standards ACA 4-ALDF-2A-10 P&P 10.01 P&P 10.06	
	ISSUED DATE: April 16, 2014	
	REVIEW DATE: December 16, 2015	
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CHAPTER: Post Orders	SUBJECT: Interview Security Deputy Post Orders	

I. **PURPOSE:** To describe the duties associated with the position of Deputies, who are assigned to the Interview security positions. This policy is applicable only to Santa Rita Jail.

II. **POLICY:** The movement, staging and placement of inmates, assigned to attend video interviews, or interviews by outside agencies within the facility, shall be conducted, pursuant to existing staff and inmate safety, security and classification concerns.

III. PROCEDURE:

A. THE INTERVIEW SECURITY DEPUTY SHALL:

1. Have a working knowledge of, and comply with, all existing post orders, policies, procedures and directives, especially all emergency procedures, and assist other staff and inmates, as appropriate, pursuant to Policy and Procedure, 10.01 "General Security Post Orders and Master Event Schedule."
2. Be responsible for the proper care and supervision of inmates in their custody.
3. Be aware of the security and classification status of inmates being moved.
4. Check armbands on all inmates to ensure the correct inmates are being moved.
5. All inmate movement will be conducted pursuant to existing security movement post orders and policies.
6. Conduct security checks/sweeps of the interview area rooms and interview booths at the beginning and end of each shift.

7. Conduct periodic security checks of the inmate holding areas and hearing rooms to make sure they are free of contraband.
 8. Deputies shall ensure holding areas are inspected daily and do not exceed the number of inmates they are able to safely accommodate pursuant to minimum jail standards, and per the following:
 - a. One (1) inmate per video interview booth.
 - b. Interview rooms are booths used to conduct attorney/inmate interviews and as temporary inmate holding areas.
- B. INTERVIEW ROOM SECURITY:
1. Be aware of any security/hazard concerns of an inmate prior to entering the interview room.
 2. Ensure security checks/sweeps of the hearing rooms and interview booths are performed at the beginning and end of each shift.
 3. Maintain visual security of the *interview* rooms while the *interviews* are being conducted.
 - a. Administrative Isolation inmates or move-in-restraint (MIR) inmates shall remain in appropriate restraints, consistent with classification directives, at all times during the interview.
 - b. Check armbands and PFN (personal file number) to ensure the correct inmate is entering the interview room.
 - c. Upon completion of the interview the inmates will be moved back to their respective housing units.
 4. Perform other duties as assigned.