

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.29	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-2D-01, 2D-02 P&P 8.05, 10.01	
	ISSUED DATE: January 13, 2013	
	REVIEW DATE: December 5, 2015	
	REVISION DATE: July 23, 2013	
CHAPTER: Post Orders	SUBJECT: Santa Rita Jail Ready Room Post Order	

- I. **PURPOSE:** To describe the duties of the Ready Room staff at the Santa Rita Jail (SRJ).
- II. **POLICY:** The Ready Room is essential for integrating various security and communication functions. It will be staffed twenty-four (24) hours a day, seven (7) days a week to maintain security and safety within the facility.
- III. **PROCEDURE:**
- A. STAFF ASSIGNED TO THE READY ROOM AT SANTA RITA JAIL SHALL:
1. Fall under the authority of the on-duty watch sergeant.
 2. Have a working knowledge of, and comply with, all existing post orders, policies, procedures and directives.
 3. Never leave the Ready Room unless properly relieved by an authorized staff member.
 4. Keep the access door closed and locked at all times except when allowing authorized staff in or out.
 5. Receive and account for all keys, equipment and documents necessary to this post. All such items will be checked when assuming the post. Missing, damaged or inoperable keys or equipment and unusual conditions will be reported to the shift supervisor.
 - a. All security and TASER keys will be distributed through the Key Tracer system.
 - b. Ready Room staff will be responsible for conducting a biometric scan and entering employee information into the Key Tracer system of persons who are not yet entered.
 - c. Projects will have the final approval to grant access to the Key Tracer system.
 - d. Every day at 1000 hours and 2030 hours, Ready Room staff will run a Key Holder Report and place one printed copy of the report in the Key Holder binder; another copy will be available for the on duty Watch Commander.
 - e. Any violations of the Key Holder report shall be immediately reported to

- the on duty Watch Commander.
- f. All patrol cars and van keys will be issued and accounted for through the ready room.
6. Issue portable radios to oncoming personnel, and collect portable radios from outgoing personnel at the conclusion of their shift.
 - a. It is the responsibility of the Ready Room staff that all handheld radios shall be accounted for individually.
 - b. Except in an emergency circumstance, only the individual using the radio will be the person who checks out or returns the radio.
 7. Issuance and collection of Crowd Control Personal Protective Gear when required.
 - a. All gear is embedded with a bar code which will be scanned under the applicable employee's name/employee identification number to insure accurate accountability.
 - b. In the event of a pre-planned event, Ready Room staff will refer to the Squad Roster given to them by the security sergeant and have the applicable equipment staged and ready for the squad members.
 8. Ready Room staff shall be responsible for completing the following duties.
 - a. A/C-Teams will complete and forward the daily inmate pod time logs to the American Correctional Association (ACA) unit at Santa Rita Jail.
 - b. B-Team will be responsible for collecting and reviewing the daily General Observation Logs (GOL).
 - 1) Any discrepancies in the GOL's will be reported and returned to the appropriate Security Supervisor for review.
 - 2) Completed GOL logs will be routed to the Compliance Sergeant for final review.
 - c. D-Team will be responsible for completing and returning any site clearances requested by the classification unit at Santa Rita Jail.
 9. Maintain a supply of no less than ten (10) of the Military Grade Class B protective suits and order replacements through Supply as necessary.
 10. Issue and maintain possession of FasTrak to be used when needed for Hospital Runs.
 11. Ensure the post is clean at all times.
 12. Perform other duties as assigned.