

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.01	PAGES: 1 of 6
	RELATED ORDERS: ACA 4-ALDF-7D-20 MJS 1040, 1041, 1207, 1264 P&P 11.15 , 11.18 , 11.30 , 11.32 , 11.45 , 11.46 , 11.48 ; P.C. 1412, 4019	
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CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Introduction to Intake, Transfer, Release and Records	

- I. **PURPOSE:** To set policy and procedure regarding Intake, Transfer and Release (ITR) cell capacities, and the general operating process.
- II. **POLICY:** Intake, Transfer and Release will serve as the main receiving and release area at the Glenn E. Dyer Detention Facility (GEDDF) and the Santa Rita Jail (SRJ). All transfers, intakes, and court remands will be processed at this location prior to being housed. This processing will include medical screening, classification, appropriate pre-trial interviews and dress-out. They will also process all persons who are awaiting release. Intake, Transfer and Release contains the Records Office which shall maintain custody records on all inmates housed or assigned to the facility. For specific ITR processes, refer to the Advanced Technology Information Management Systems (ATIMS) Training Manual, specific area manuals, or appropriate procedures in this section of the Policy and Procedure Manual.
- III. **PROCEDURE:** The GEDDF and the SRJ are individual and unique facilities, each requiring specific procedures for their respective physical structures and functions. The following procedures(s) regarding booking, transfer, holding cell capacities, records, release, and the lobby are addressed individually below:
- A. GEDDF:
1. Male Booking: This area is designed to process all male inmates before being housed. Additionally, all inmates being transferred or released will be through ITR. Male booking contains the following:
 - a. Holding Cells: There are thirteen (13) holding cells in male booking with a maximum capacity of approximately 140 inmates. Included in this number are the following special cells:
 - 1). Two isolation cells
 - 2). One safety cell
 - 3). Two sobering cells

- b. Other rooms/areas include:
 - 1). Report writing room
 - 2). Fingerprint and photograph station
 - 3). Pass-through window
 - 4). Contact interview room (#134)
 - 5). Public side interview and visiting (#132)
 - 6). Medical screening room
 - 7). Classification rooms
 - 8). Officer's restroom

2. Female Booking: Designed the same as male booking and contains the following:
 - a. Holding Cell Capacity: There are seven (7) holding cells in female booking with a maximum capacity of approximately 50 inmates. Included in this number are the following special cells:
 - 1). One isolation cell
 - 2). One safety cell
 - 3). One sobering cell

 - b. Other rooms/areas include:
 - 1). Contact interview room (#139)
 - 2). Non-contact interview rooms (#143 & #145)
 - 3). Medical screening room
 - 4). Fingerprint and photographing station

3. Records and Release:
 - a. This area is designated for the compiling, examining, maintaining and storing inmate records; both in-custody and out-of-custody, processing court documents, accepting bonds, bails, etc. In addition, all release paperwork will be completed and processed through Records. This section includes:
 - 1). Records storage area
 - 2). Records work area
 - 3). Records' Deputy office
 - 4). Sergeant's office
 - 5). Release waiting
 - 6). Accounting office

 - b. Records maintained by this area include, but are not limited to:
 - 1). Intake/booking information
 - 2). Court-generated background information
 - 3). Cash and property receipts
 - 4). Reports of disciplinary actions, incidents, or crime(s) committed while in custody

- 5). Records of program participation including “good time” and “work time” accumulated
4. Lobby: The lobby will be staffed at all times. Assigned staff's responsibility is to ensure the public is served in a cordial and expeditious manner.
 - a. The lobby is the main telephone screening center for inmate information. Only general information shall be given. No information regarding transport, exact housing area or classification shall be given.
 - b. Visitors will be screened by the lobby staff. If they are visitors for inmates, they will be directed to the appropriate visiting area. If they are for official visits, they will be issued an official visitor's pass and directed to the appropriate area for escort.
 - 1). Screen the visitors for proper identification
 - 2). Log visitors in
 - 3). Issue a visitor's pass
 - c. Lobby clerks will receive money from the public to be placed in an inmate's account. Only cash or money orders are accepted; no personal checks. The clerk will ensure that the money order is filled out properly, with the inmate's name and Personal File Number (PFN), and made out to the Alameda County Sheriff's Office in care of the inmate. A receipt shall be issued.
 - d. Lobby staff will accept bail for inmates housed at either facility. Lobby staff will work with the Records' Deputy and the ITR supervisor to ensure this is done properly. Accepting bail is legally mandated, and must be completed quickly and correctly.
 - e. Lobby staff will notify Central Control of any potential or real emergency situations. Central Control will notify ITR for the appropriate response. After the incident has ended, the lobby staff will complete a written report of the incident and submit it to their immediate supervisor.

B. SRJ:

1. Holding cell capacity: The number of persons that can be housed in a holding cell is limited by the amount of seating space available. The total number of persons that can be held in ITR is as follows:
 - a. Intake:
 - 1). Sobering (19)
 - 2). Holding (105)

- b. Transfer Capacity: 301
 - c. ITR Capacity: Approximately 427
 - d. ITR is divided into four distinct sections :
 - e. Law Enforcement Lobby/Intake: This area is for intake of all newly arrested individuals and contains the following:
 - 1). One breathalyzer area
 - 2). One interview/report writing room
 - 3). Four holding cells
 - 4). Two officer's restrooms
 - 5). Four pass-through cells
 - 6). Sixteen gun lockers
 - 7). Booking (Control Point (CP-4)
 - 8). One express booking and waiting cell
 - 9). Twelve holding cells
 - 10). Two safety cells
 - 11). Four sobering cells
 - 12). Three fingerprint and five photograph stations
 - 13). Nine interview rooms
 - 14). Two classification rooms
 - 15). One medical screening and examination room
 - 16). One CJMH Office
 - 17). Outside pre-booked receiving (CP-9)
 - 18). One interview area with pass through slot
 - f. Transfer: This area is for holding, staging, and transferring inmates, including courts, transfers to other Sheriff's Office facilities, release to other agencies, and outside appointment staging and contains:
 - 1). Twenty-Nine holding cells
 - 2). Three dress-in and two dress-out rooms
 - 3). One each Men's and women's clothing storage
 - 4). Two safety cells
 - 5). Laundry storage
 - 6). Bulk storage for California Department of Corrections and Rehabilitations (CDCR), Monterey County 1170h commitment and U.S. Marshals contract inmates
 - 7). One interview room
 - 8). Three bus loading sally ports
2. Records and Release:
- a. This area is for compiling, examining, maintaining and storing all records for

inmates housed or assigned to the facility; in-custody and out-of-custody, processing court documents, and accepting bonds, bails, etc. In addition, all release paperwork will be processed through ITR. This section includes:

- 1). ITR muster room
- 2). Records' storage areas
- 3). Records' work area
- 4). Records' Deputy Office
- 5). Public side interview
- 6). Release window (CP-6)
- 7). Sergeant's Office
- 8). Release waiting
- 9). Release stairwell and elevator

b. Records maintained by this area include, but are not limited to:

- 1). Intake and booking information.
- 2). Court-generated documents and information
- 3). Cash and property receipts
- 4). Records of program participation including "good time" and "work time" accumulated

3. CP-11 Lobby: The lobby will be staffed by Sheriff Technicians and Specialist Clerks. Their responsibility is to ensure the public is served cordially and expeditiously.

- a. The lobby is the main telephone screening center for inmate information. Only general information shall be given. No information regarding transport, exact housing area, or classification shall be given.
- b. Visitors will be screened by the lobby staff. If they are visitors for inmates, they will be directed to the appropriate visiting area. If they are for official visits, they will be issued an official visitor's pass and directed to the appropriate area for escort.

- 1). Screen the visitors for proper identification
- 2). Log visitors in
- 3). Issue a visitor's pass

c. Lobby clerks will receive money from the public to be placed in an inmate's account. Only cash or money orders are accepted; no personal checks. The clerk will ensure that the money order is filled out properly, with the inmate's name and PFN, and made out to the Alameda County Sheriff's Office in care of the inmate. A receipt shall be issued.

d. Lobby staff will adhere to Policy and Procedure [11.18](#), "Bails and Fines – Paid in Full" regarding bails, and will work with the ITR supervisor to ensure bails

are received properly. Accepting bail is legally mandated and must be completed quickly and correctly.

- e. Lobby staff will notify CP-1 of any potential or real emergencies. Control Point-1 will notify ITR for the appropriate response. After the incident has ended, the lobby staff will complete a written report and submit it to their immediate supervisor.