

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 12.05	<b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> ACA 4-ALDF-2A-28, 2A-30, 4D-22-8, 6C-11, 6C-15, 7D-20 MJS 1050 CALEA 82.1.1, 82.1.2 PREA 115.41, 63	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> <i>June 9, 2017</i>	
	<b>REVISION DATE:</b> <i>June 9, 2017</i>	
<b>CHAPTER:</b> Classification	<b>SUBJECT:</b> Classification Records	

- I. **PURPOSE:** To establish policy and procedure for storing and securing all past and present classification records.
  
- II. **POLICY:** Classification reports and interviews will be stored in the main Classification Office. All active or in-custody files will be kept in order by PFN. All files will contain the classification report, all information used in the initial classification process, and any additional reports, such as: disciplinary reports, crime reports, memoranda and inmate grievances that affect the inmate's classification status while in custody.
  
- III. **PROCEDURE:**
  - A. The Classification Office is to remain locked at all times when staff is not present. All Classification deputies/clerks on duty are responsible for maintaining record security. It is the responsibility of the Classification Sergeant to ensure the appropriate security measures are adhered to by all classification deputies/clerks. Classification files and records will not be released to anyone without a court order unless at the request of legal counsel and/or subject to the advice and approval of counsel.
    1. Upon receipt of a court order, the Classification Sergeant will forward said court Order to the Classification Lieutenant.
    2. The Classification Lieutenant will then forward said court order to County Counsel's Office for legal proceedings.
  
  - B. Whenever classification information critical to the operation of this facility is discovered, it shall be the Classification deputy's responsibility to advise the Classification Sergeant or, in his/her absence, the Watch Commander. The Classification Sergeant or Watch Commander shall take appropriate action as determined by the information received. Any information or documents of a sensitive/confidential nature will be immediately brought

to the attention of the Classification Sergeant or, in his/her absence, the Watch Commander. Classification files and records will only be released in accordance with applicable California State statutes.

- C. **DISCIPLINARY REPORTS:** A copy of the completed disciplinary report, after being signed by the Commanding Officer or designee, will be forwarded to the Classification Office. This copy of the report will be placed in the inmate's classification file. On disciplinary reports wherein there is a loss of time, a copy of the face sheet showing all actions taken will be forwarded to Records for appropriate time adjustment. It shall be the responsibility of the Classification deputy assigned by the Classification Sergeant to track all disciplinary isolations and loss of privileges reports, to ensure completion of the disciplinary action. This includes ensuring the inmate is moved to and from disciplinary isolation, posting the loss of privileges list, and inputting the proper disciplinary information into the *Advanced Technology Information Management System (ATIMS)*.
1. Disciplinary Reports will not be released to anyone without a court order unless at the request of legal counsel and/or subject to the advice and approval of counsel.
  2. Upon receipt of a court order, the Classification Sergeant will forward said court order to the Classification Lieutenant.
  3. The Classification Lieutenant will then forward said court order to County Counsel's Office for legal proceedings.
- D. All classification information shall be input into the Jail Management System (JMS). The Classification deputies are responsible for ensuring that all information in the JMS is current and accurate. This includes all initial and update information.
- E. **CUSTODY CARDS:** The inmate's custody card will be marked with any pertinent information regarding the inmate's classification. If the inmate is subject to special handling, the reason is to be noted on the custody card. If the inmate is to be kept separate from other inmates, a printout of the "keep separate list" will be affixed to the court disposition.
- F. Classification records shall be retained for at least five (5) years. If a classification file has been inactive for a minimum of five (5) years it may be purged at the discretion of the Classification Sergeant.
- G. When an inmate is transferred between ACSO Jail facilities, the designated Classification deputy will contact the Classification Unit at the other facility and provide them with all pertinent information regarding the inmate's classification history, including if the inmate was a suspect or victim of a sexual assault while in custody.
1. When an inmate is transferred out of an ACSO Jail facility to another agency's jail facility and has either been victimized or suspected of sexual assault or abuse, the Classification Deputy will notify the PREA Coordinator who will prepare the

notification letter for the Captain's signature.

2. If an inmate is being transferred into an ACSO Jail facility from another agency, and reports he/she was the victim of a sexual assault or harassment while in the custody of another agency, the deputy receiving the inmate file shall write an incident report and then notify the PREA Coordinator who will prepare the notification letter for the Captain's signature.
  3. Under no circumstances will the original file leave the facility.
- H. INCIDENT/CRIME REPORTS: Incident and/or crime reports shall be maintained in the records management system. A copy of the updated record will be placed in an inmate's classification file involved in an incident and/or crime. The JMS record will reference each report written involving that inmate.
1. Should the incident/crime report involve sexual assault or harassment involving the inmate, a copy shall be placed into the file. A copy of other incident and/or crime reports may be placed in the classification file at the discretion of the Classification Sergeant or Classification Lieutenant.
  2. All incident and/or crime reports can only be obtained through a records requests via the Alameda County Sheriff's Office Records and Warrants Unit.