

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 15.09	PAGES: 1 of 2
	RELATED ORDERS: P&P 15.01	
	ISSUED DATE: January 1, 1998	
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CHAPTER: Sanitation and Hygiene	SUBJECT: Janitorial Duties For Weekender Work Program and Work-In-Lieu Participants	

- I. **PURPOSE:** To establish janitorial duties for workers assigned to the Sheriff's Work Alternative Program (S.W.A.P.) and the Work-In-Lieu Program.

- II. **POLICY:** It shall be the policy of the Alameda County Sheriff's Office to utilize workers assigned to the weekender work and work-in-lieu programs at Glenn E. Dyer Detention Facility (GEDDF), and the Transportation unit at Santa Rita Jail (SRJ).

- III. **PROCEDURE:**
 - A. Work Program workers will check in with the Special Projects Lieutenant or deputy, or the Transportation Sergeant or deputy, every morning at the designated time. If the designated staff is unavailable, while assigned to GEDDF, workers will check in with the on-duty Watch Sergeant and janitor.

 - B. If ill, workers are required to call their on-site supervisor and bring a note from a doctor stating the nature of their illness.

 - C. Program workers are subject to search and drug testing while working at the designated facility. While working inside the security area of the jails, they will not pass anything or talk to any inmates.

 - D. Failure to complete work assignments or violation of rules, may result in their return to custody.

 - E. The following duties will be accomplished on a daily basis:
 1. GEDDF:

a. Administration:

- 1) Re-supply cleaning carts. Supplies will be requested from the on-duty janitor.
- 2) Vacuum administration hallway, clean windows, and doors.
- 3) Vacuum training room.
- 4) Clean staff restrooms.
 - a) Disinfect toilet bowls and urinals
 - b) Clean counter tops
 - c) Sweep and mop floors
 - d) Fill dispensers
- 5) Clean drinking fountains.
- 6) Sweep and wash down patio and patio tables.
- 7) Sweep and mop stairwell #5 and hallway to loading dock.
- 8) Wash out trash compactor and wash down loading dock.
- 9) Clean weight room.

b. Lobby area:

- 1) Vacuum staff elevator lobby and wipe down doors and walls.
- 2) Sweep and mop stairwell #4.
- 3) Vacuum, sweep and mop main lobby to Oakland Marshals Office.
- 4) Dust and clean all ledges.
- 5) Sweep, mop and re-supply lobby restrooms. Clean and disinfect sink, toilet and urinals.
- 6) Empty trash cans and clean them at the loading dock when necessary.

c. Public visiting areas:

- 1) Vacuum elevator, waiting area and clean doors and windows.
- 2) Vacuum elevator floor, clean tracks and wipe down doors and walls.
- 3) Clean visiting floors one (1) through six (6).
 - a) Vacuum carpeted areas, clean windows, walls and doors.
 - b) Clean and disinfect all visiting booths.
 - c) Clean, mop and re-stock restrooms.

2. Transportation (SRJ):

- a. Wash outside of buses, vans and cars.
- b. Clean insides of buses, vans and cars when supervised.
- c. Clean the outside area of the Transportation Office.
- d. Other duties, as the Transportation Sergeant deems necessary.