

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 19.05	PAGES: 1 of 2
	RELATED ORDERS: Penal Code Section 4024.2	
	ISSUED DATE: January 16, 2008	
	REVIEW DATE: October 23, 2015	
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CHAPTER: Sheriff's Work Alternative Program	SUBJECT: Supervision of Sheriff's Alternative Work Program Workers	

- I. **PURPOSE:** To establish a procedure for supervising Sheriff's Alternative Work Program (SWAP) participants.
- II. **POLICY:** SWAP workers will be supervised by the job site supervisor throughout their participation in SWAP. Program deputies will indirectly supervise workers by visiting job sites on a random basis.
- III. **PROCEDURES:**
 - A. The attendance roster will be faxed to each job-site on Thursdays for the following week's schedule which begins on Saturdays:
 1. The job-site supervisor will take "positive attendance" daily using a sign in/sign out method and report the results daily to the SWAP staff.
 2. Job-site attendance shall be verified by the SWAP identification card (PD-162) or a valid Government I.D.
 - B. The SWAP guidelines for supervision of workers are given and explained to all contracted job sites:
 1. The contract agency shall provide full-time employees to supervise the workers. These supervisors will report directly to the SWAP deputy any problems or concerns with the SWAP workers.
 2. Injuries that occur on the job site will be handled as follows:
 - a. The supervisor will fill out the appropriate workers' compensation forms.
 - b. The supervisor will notify the SWAP office, and the deputy will investigate the injury and complete an incident report to be kept on file.

3. Law Enforcement action at SWAP jobsites.

- a. Any crime reports at SWAP jobsites will be handled by the law enforcement agency having jurisdiction at the location.
- b. SWAP workers will notify the SWAP office if they are involved in any law enforcement action while working at a SWAP jobsite. This notification will be made as soon as practical, no later than the next day.