

|   |   |                      |
|---|---|----------------------|
| <b>ALAMEDA COUNTY<br/>SHERIFF'S OFFICE</b><br><br><b>DETENTION AND<br/>CORRECTIONS</b><br><br><b>POLICY AND PROCEDURE</b> | <b>NUMBER:</b> 2.18   | <b>PAGES:</b> 1 of 4 |
|   | <b>RELATED ORDERS:</b><br>ACA 4-ALDF-7D-15<br>G.O. <a href="#">2.29</a> |                      |
|   | <b>ISSUED DATE:</b> January 1, 1998                                     |                      |
|   | <b>REVIEW DATE:</b> December 2, 2015                                    |                      |
|   | <b>REVISION DATE:</b> December 2, 2015                                  |                      |
| <b>CHAPTER:</b> Fiscal Management   | <b>SUBJECT:</b> Warehouse, Inventory Control and Supply Distribution    |                      |

I. **PURPOSE:** To establish guidelines for operating the facility warehouse, inventory control and supply distribution.

II. **POLICY:** It shall be the policy of the Detention and Corrections (D&C) Division to ensure that supplies are effectively distributed throughout its facilities, and inventories of all property, warehouse supplies and other assets are conducted at least annually.

III. **PROCEDURE:**

A. SUPPLIES AND EQUIPMENT REQUISITION:

1. All personnel assigned to Glenn E. Dyer Detention Facility (GEDDF) and Santa Rita Jail (SRJ) will adhere to the following schedule when ordering/receiving supplies.

a. GEDDF personnel shall order/receive supplies on a daily basis, as needed.

b. SRJ personnel shall receive supplies per the following schedule:

1) Monday: HU1, HU2, HU3, HU4, Infirmary, Mailroom, OB-GYN

2) Tuesday: HU6, HU7, HU8, HU9, HU24, Kitchen, Detail Office

3) Wednesday: HU21, HU22, HU23, HU24, HU25, Classification, Accounting, Administration

4) Thursday: HU31, HU32, HU33, HU34, HU35, ITR, All Control Points, Inmate Services

5) Friday: Laundry, Transportation, **Muster Rooms**

c. Personnel ordering supplies at SRJ shall complete their supply issue vouchers 24-hours in advance of the scheduled delivery date (supply folders are located in the "O" drive, **SRJ Share data/Supply**). Orders received late will be re-scheduled at the discretion of the Supply staff.

2. Employees ordering stock supplies shall complete a supply issue voucher (ML-40) and forward it to Supply.
3. Supply issue vouchers are reviewed daily. Upon receipt of an issue voucher, the Supply Supervisor will ensure that:
  - a. Vouchers for regularly stocked items are forwarded to the *Sheriff's Technician* for processing.
  - b. All supplies are available and ready for delivery as scheduled.
4. Employees ordering non-stock items shall complete a Request for Supplies and Materials Form (PD-354).
  - a. The employee will place his/her signature and badge number in the appropriate area of the form. Additionally, the employee will legibly print his/her name and badge number directly under his/her signature.
  - b. Requests for non-stock items must be approved by the facility Commanding Officer or his/her designee.
  - c. The Request for Supplies and Materials form will be processed in the same manner as the issue voucher.

B. RECEIVING SUPPLIES:

1. The Supply warehouse at GEDDF will receive incoming supplies from 0730 - 1500 hours, Monday through Friday.
2. The Supply warehouse at SRJ will receive incoming supplies from 0700 - 1500 hours, Monday through Friday.
3. When receiving supplies, Supply personnel will:
  - a. Check the delivery invoices and packing slips for vendor invoice number, item description and quantity.
  - b. Check all deliveries for condition of items.
  - c. Note any deficiencies in quantity or quality on the delivery invoice.
  - d. Direct any questions concerning delivery acceptance to the Supply warehouse supervisor, or the receiving authority.
  - e. Ensure that invoices are signed and supplies are placed in the appropriate areas.
  - f. Ensure that items taken out of inventory are signed for.

4. When receiving supplies at the housing unit, staff will:
  - a. Ensure all supplies ordered are accounted for.
  - b. Place all supplies in the appropriate supply rooms/storage closets.
  - c. Unwanted supplies, along with waste products from used supplies, are not to be sent back to the warehouse without prior notification and authorization from Supply personnel.

C. STORAGE:

1. The Supply supervisor will determine specific areas for storing supplies and equipment.
2. Adequate measures will be taken to ensure the security of all storage areas.
3. Flammable materials will be secured in approved storage containers.

D. INVENTORY:

1. Agency-owned Property - Inventory and Control:
  - a. The Division Commander is responsible for inventory and control of agency-owned property and equipment relating to D&C Division functions. Inventories shall be conducted in accordance with the procedures and timetables established by the Auditor-Controller's Office.
  - b. Stored agency property will be inventoried monthly and the results will be reported to the Division Commander.
2. Agency-owned Property - Issue/Reissue:
  - a. The Division Commander is responsible for issuing and re-issuing agency-owned property and equipment relating to Division functions. Issuing and re-issuing property and equipment will be done in accordance with procedures established by the General Services Agency/ Purchasing Department.
  - b. An inventory of all warehouse supplies, equipment and property will be maintained as follows:
    - 1) Supply staff will establish stock levels for all items.
    - 2) Supply staff will maintain consumption data on all items.
    - 3) Perishable stocks will be rotated.
    - 4) All items will be inventoried manually or by computerized form.
  - c. Inventories will be conducted annually at GEDDF and SRJ.
  - d. Inventories are documented and provided to the Division Commander and the General Services Agency/Purchasing Department Deputy Director.

3. Agency-Owned Property - Operational Readiness:
  - a. The Division Commander is responsible for maintaining stored agency property relating to the Division's functions in a state of operational readiness.
  - b. Operational readiness includes care and cleaning, preventative maintenance, repair, workability and responsiveness of all equipment designated for use in unusual occurrences.
  - c. A monthly inventory of all stored agency property used for unusual occurrences will be conducted and the results will be reported to the Division Commander.
4. In addition to monthly inventories/inspections, all stored agency property and property used for unusual occurrences will be inventoried and reported on during the Annual Agency Staff Inspection.