

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 20.04 PAGES: 1 of 4
	RELATED ORDERS:
	ISSUED DATE: May 1, 1993
	REVIEW DATE: October 20, 2015
CHAPTER: Transportation	REVISION DATE: September 12, 2013
	SUBJECT: Employee Job Responsibilities and Assignments

- I. **PURPOSE:** To define work responsibilities and assignments for personnel assigned to Transportation.
- II. **POLICY:** Transportation personnel shall be responsible for performing their assigned duties as defined below.
- III. **PROCEDURE:**
 - A. The Lieutenant/Unit Commander is responsible to the Detention and Corrections (D&C) Captain. The lieutenant shall:
 1. Supervise and coordinate the overall operation of the unit; exercise immediate supervision responsibilities for the Sergeant and acquire a working knowledge of *his/her* responsibilities.
 2. Maintain liaison with the courts, jails, hospitals, and other agencies/institutions as appropriate to accomplish organizational goals and objectives.
 3. Ensure rules, regulations, and applicable orders are complied with; update policy and procedures as necessary.
 4. Using data supplied by the Transportation S/T, submit monthly and bi-weekly reports of employee leave, overtime, use of equipment, and prisoner movements.
 5. Attend monthly Agency Staff Meetings, monthly Division meetings, and Lieutenants meetings as required.
 6. Maintain operational responsibility for the \$2,000.00 Transportation Revolving Fund and associated records and receipts.
 - B. The Sergeant is responsible to the Lieutenant for maintaining employee discipline, supervising the activities of subordinate personnel assigned to Transportation, and for the performance of the following duties:
 1. Daily review of logs and reports generated by Transportation deputies, for completeness and accuracy.

2. Schedule daily assignments, hours, tasks, and time off for subordinate personnel.
 3. Supervise daily activities of personnel.
 4. Regularly inspect buses and vans for cleanliness and safety needs; ensure vehicles are mechanically maintained and are repaired in timely fashion.
 5. Maintain daily responsibility for the \$2,000 Transportation Revolving Fund and associated records and receipts.
 6. Maintain control of office and vehicle keys; keep current records of key assignments.
 7. Perform a monthly audit of the Transportation revolving fund, due the first of each month.
 8. Complete personnel evaluations as required.
 9. Complete and submit payroll records for all assigned personnel.
 10. Keep the Lieutenant well-informed of problems and/or incidents as they occur.
 11. Temporarily assume applicable duties of the Lieutenant in his/her absence.
 12. Perform other relevant duties as assigned by the Lieutenant.
- C. The Transportation S/T is directly responsible to the Transportation Sergeant for maintaining various records as required for the efficient operation of the Unit, and to include the following duties:
1. Maintain computerized records of prisoner movements to and from county and statewide facilities.
 2. Assist the Sergeant by coordinating prisoner movement with other agencies, by phone.
 3. Process orders and commitments for moving prisoners by Transportation.
 4. Prepare documents for reimbursement from the State of California for State Prison commitments and Writs of Habeas Corpus.
 5. Answer telephones as needed to conduct Transportation business.
 6. Under supervision, order and track supplies and equipment as required.
 7. Prepare and submit monthly reports on overtime and court counts to the Lieutenant for approval.

- D. Deputy Sheriffs are directly responsible to the Sergeant for movement of prisoners and maintenance of equipment consistent with procedures identified in Transportation Policy and Procedures. Additionally, deputies are assigned to one of the following transportation runs:
1. TR-10/11, TR -15/16, TR-20/21, TR-25/26 & TR-30/31 buses: (A.M.) deliver morning courts to both North and South County courts. Pick up and deliver court lunches as required.
 2. TR-41 & TR-42: (A.M.):
 - a. Assign daily inmate loads and destinations for maximum efficiency.
 - b. Communicate with ITR and court staff, when an unscheduled court appearance is added-on. TR 41 and/or TR 42 is responsible for coordinating the transporting the prisoner in as timely manner as possible.
 - c. Transport prisoners to county courts as needed.
 3. TR-43, TR-44, TR-45, & TR-46 vans: (A.M.) transport specials and overloads to all courts as needed. Pick up and deliver court lunches as needed.
 4. TR-47 and TR-48 car, bus, or van: delivers and picks up commitments and removal orders at state prisons throughout the state and jails in other counties; also relief for other positions as needed.
 5. TR-49 bus: transports disabled prisoners, who are unable to board a van or a bus, and transports specials and overloads to all courts as needed. This transportation run is designated for the Ambuvan.
 6. TR-50/51 buses: (P.M.) correspond with court personnel and coordinate the P.M. transportation runs for maximum efficiency and transport prisoners from North County courts to SRJ.
 7. TR-55/56 buses: (P.M.) transport clean and dirty laundry to and from GDJ and the Coroner's Bureau, using the laundry cargo truck. Transport appointments, clinic returns and transfers from SRJ to GDJ. Transport prisoners from North County courts to SRJ as needed.
 8. TR-60 & TR-61 buses: (P.M.) transport courts from South County courts.
 9. TR-65 bus: (P.M.) transports prisoners from Hayward Hall of Justice to SRJ.
 10. TR-66 bus: (P.M.) transports prisoners from Rene C. Davidson Courthouse to SRJ.
 11. TR-71 van: (P.M.) transports specials and overloads from North County courts, and other courts as needed.

- E. **ADDITIONAL RESPONSIBILITIES OF P.M. SHIFT:** The ITR Sergeant or Watch Commander shall be advised when each transportation assignment is going off duty, and the remaining assignments, should extra transports be necessary. Transportation deputies shall make themselves available for additional assignments as directed by SRJ supervisors.