

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 3.04	PAGES: 1 of 1
	RELATED ORDERS: P.C. 1523, 1542 CCR 3309	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 5, 2015	
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CHAPTER: Personnel	SUBJECT: Employee Lockers	

- I. **PURPOSE:** To establish policy and procedure for the issuance and control of employee lockers.
- II. **POLICY:** Employee lockers will be provided for as many uniformed personnel as possible.
- III. **PROCEDURE:** At the Glenn E. Dyer Detention Facility (GEDDF), the locker rooms are located next to the employee entrance on the 6th Street side of the facility. At the Santa Rita Jail (SRJ), locker rooms are located throughout the facility. Lockers will be assigned through Special Projects from either facility.
 - A. Personnel will be assigned lockers based on their job classification.
 - B. Lockers are the property of Alameda County and are subject to search in accordance with all applicable law(s).
 - C. All personnel assigned to Detention and corrections (D&C) Division shall report to Special Projects for locker assignments.
 - D. Upon transfer from a facility, it shall be an employee's responsibility to remove personal contents from their assigned locker.