

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 3.21	<b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> ACA 4-ALDF-2A-08, 2A-14, 2A-15, 4D-19, 7B-01, 7B-03, 7C-03, 7E-03, 7E-04 G.O. 1.07, 4.09, 5.32, 6.03 MJS 1027; P&P 3.25	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> September 7, 2016	
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<b>CHAPTER:</b> Personnel	<b>SUBJECT:</b> Personnel Selection, Promotion, Retention and Staffing	

- I. **PURPOSE:** The facility Commanding Officer shall maintain fair practices in accordance with personnel policies and procedures developed by the County Administrative Offices and the Sheriff, to ensure standardization in personnel practices.
  
- II. **POLICY:** The administration of personnel practices shall be in accordance with the procedures out-lined herein.
  
- III. **PROCEDURE:**
  - A. **PERSONNEL SELECTION, PROMOTION AND RETENTION:** Alameda County Jail personnel, selection, retention and promotional policies are based on merit and specifications as developed and administered through the County of Alameda, Alameda County Sheriff's Office personnel management regulations and all applicable Civil Service rules and regulations.
    1. Personnel management regulations were developed in accordance with County, State and federal statutes, and they provide for the provisions and requirements of the Equal Employment Opportunity considerations.
    2. References to applicable local, State, and federal statutes, along with Equal Employment Opportunity Program can be found in the following areas:
      - a. Alameda County's Equal Employment Opportunity Programs.
      - b. Alameda County Sheriff's Offices' General Orders 4.09, "Personnel Recruitment and Selection Process" and 6.03, "Discrimination Complaints."
    3. Salary and benefit levels and conditions of employment of similar occupational groups in the region and/or State are taken into consideration during the County/Union negotiation process.

4. Compensation and benefit levels for all sworn and professional facility personnel are comparable to those for similar occupational groups in the state or region and comply with current labor code law regulations.
  5. A criminal record check is conducted on all new employees in accordance with State and Federal statutes. The facility Commanding Officer will be made aware of any criminal convictions that relate specifically to job performance. If suspect information on matters with potential terrorism connections is returned on a desirable applicant, staff will take appropriate action in accordance with General Order 5.32 – Reporting Terrorism Related Information.
  6. Employees on permanent status will be terminated or demoted only for just cause and after grievances and appeals procedures, if requested, have been exhausted.
- B. EMPLOYER/EMPLOYEE REGULATIONS: Glenn E. Dyer Detention Facility (GEDDF) and Santa Rita Jails shall be administered on the principles and philosophies of employer/employee relations as set forth in local, State and federal statutes and in conjunction with those practiced by the Alameda County Sheriff's Office. These statutes provide for a reasonable method of resolving disputes regarding wages, hours and other terms and conditions of employment.
- C. FACILITY STAFFING: It shall be the responsibility of the facility Commanding Officer to determine the actual number of personnel needed to provide coverage within the facility to accomplish the facility goals. Staffing requirements for all categories of personnel shall be determined on an ongoing basis to ensure that inmates have access to staff, programs and services. The facility Commanding Officer shall ensure that the facility has the needed staff to provide full coverage of designated security posts, full surveillance of inmates and to perform all ancillary functions. *The medical service provider* will review the staffing requirements annually for provision of adequate medical care.
1. Staffing requirements shall be determined on more than inmate population figures and should include a review of staffing needs for health care, academic, vocational, library, recreation and religious programs and services.
  2. Pursuant to Minimum Jail Standards, the facility Commanding Officer shall ensure that when both males and females are housed in the facility, at least one (1) male and one (1) female staff member will be on duty at all times.
  3. Workload ratios should reflect such factors as goals, legal requirements, character and needs of the inmates supervised and other duties required of staff.
  4. Workloads should be sufficiently low to provide access to staff and effective services.
  5. The facility Commanding Officer shall ensure that an appropriate formula is used to determine the number of staff needed for essential positions. The formula used shall minimally include, holidays, regular days off, annual leave and average sick leave.

6. The facility Commanding Officer shall maintain documentation which delineates that the overall vacancy rate among staff positions authorized for working directly with inmates does not exceed ten percent (10%) for any eighteen (18) month period.

D. PROVISIONAL STAFF: County personnel regulations, agency policies, and state law provide for the use of provisional, temporary and reserve employees for short-term, full-time, or part-time work in special and emergency situations. While provisional personnel should meet the minimum requirements for the positions they fill, they should not be considered permanent replacements for permanent personnel. Examples of special and emergency situations are as follows:

1. Vacations
2. Rises in inmate population
3. Other situations that leave the facility understaffed

E. EMPLOYEE ASSISTANCE AND COUNSELING PROGRAM:

1. The Alameda County Sheriff's Office is concerned about the welfare of its employees. The Employee Assistance Program is provided to ensure employees and their families have confidential assistance available when needed for medical/behavioral problems.
2. The Sheriff's Office has contracted with Claremont Behavioral Services, of Oakland, California for employee assistance programs. For program information and counseling appointments, call: 1-800-834-3773.
3. As an employer, the Alameda County Sheriff's Office recognizes that virtually any behavior or health problem can be successfully treated or assisted, provided it is identified in its early stages and referral is then made to an appropriate source of care or help. Although it may not be readily apparent, life is difficult for everyone. All of us at one time or another faces tragedy, disappointment or losses. The Employee Assistance and Counseling Program are there to help.