

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 3.24	<b>PAGES:</b> 1 of 1
	<b>RELATED ORDERS:</b> P&P 8.05	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> December 23, 2015	
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<b>CHAPTER:</b> Personnel	<b>SUBJECT:</b> Transferring to/from Detention and Corrections Division Facilities	

- I. **PURPOSE:** To establish policy and procedure for personnel newly assigned to or returning to Detention and Corrections Division (D&C) facilities.
- II. **POLICY:** All personnel assigned to D&C facilities shall comply with the procedure established herein.
- III. **PROCEDURE:**
- A. All personnel transferred to D&C facilities will report to the Facility Training *Coordinator* the first day of assignment.
1. The Training Coordinator shall initiate an orientation pursuant to D&C Policy and Procedure 4.02, "Facility Personnel Training."
  2. The Training Coordinator shall coordinate with the appropriate personnel to issue keys and identification badges pursuant to D&C Policy and Procedures 8.05, "Key Control and Emergency Access" and 8.01, "Sheriff's Office Badges and Identification Cards."
- B. Personnel being transferred out of the D&C facilities shall report to their on-duty supervisor prior to the end of shift on their final day. The supervisor shall ensure the D&C administration receives:
1. All facility keys
  2. Identification badges (when applicable)
  3. Completed transfer evaluation *report*.