

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 5.10	<b>PAGES:</b> 1 of 1
	<b>RELATED ORDERS:</b> G.O. <a href="#">8.04</a>	
	<b>ISSUED DATE:</b> September 19, 1996	
	<b>REVIEW DATE:</b> October 15, 2015	
	<b>REVISION DATE:</b> December 21, 2007	
<b>CHAPTER:</b> Staff Communications and Transportation	<b>SUBJECT:</b> County Issued Personal Communication Devices	

- I. **PURPOSE:** To establish a process for issuance and accountability of County issued Personal Communication Devices (PCD) to the Glenn E. Dyer Detention Facility and the Santa Rita Jail.
- II. **POLICY:** Agency issued PCD's will be issued to specified staff and will be utilized as specified in General Order [8.04](#), "County Issued Personal Communication Devices."
- III. **PROCEDURE:**
- A. Personal Communication Devices will be issued to the following personnel:
1. Detention and Corrections Commander
  2. Facility Commanding Officers
  3. Other personnel as designated by the Facility Commanding Officers
- B. Personnel who are issued PCD's shall carry and utilize them in compliance with Sheriff's Office General Order [8.04](#), "County Issued Personal Communication Devices."
1. Personal Communication Devices shall be carried at all times while on duty, in an on-call status, or at other predetermined times.
  2. Members are strongly encouraged, but not required, to carry the PCD's while in an off-duty status.
  3. Personnel who are issued PCD's are responsible for maintaining them in operational order. Repairs to PCD's are to be arranged through direct contact with the Undersheriff's secretary.
- C. The facility Commanding Officers' secretary shall maintain a list of all PCD's that are issued to staff and shall ensure the list is updated upon re-issuance of a PCD.