

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 6.03	PAGES: 1 of 2
	RELATED ORDERS: None	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Physical Plant	SUBJECT: Emergency Cell Water Shut-Off	

- I. **PURPOSE:** To establish a procedure for stopping the flow of water in an emergency.
- II. **POLICY:** If a cell floods, water to the cell shall be shut off until repairs can be affected.

III. PROCEDURE:

- A. All housing units are equipped with floor drains and emergency water shut-off valves. In instances of flooding severe enough to damage building contents, the housing unit deputy will notify the housing control technician. At the Glenn E. Dyer Detention Facility (GEDDF), the Building Maintenance Department will be notified to eliminate water service to the cell via the chase. At the Santa Rita Jail (SRJ), the housing control technician shall activate the Automated Water Actuation Shut-Off Valves which eliminates water service to that half of the housing unit.
 - 1. The housing control technician shall notify the inmates housed in the cells and pods which are adjacent to the flooding cell and request they flush their toilets in an effort to drain residual water in the system.
 - 2. Building Maintenance will be notified of the situation and will assist as required.
 - 3. The area sergeant will be advised.
 - 4. Water service shall be restored as soon as possible.
- B. If it is determined that flooding is the result of intentional acts of sabotage, the following measures shall be implemented.
 - 1. The inmate shall be moved to the appropriate holding cell until his/her cell is deemed safe.
 - 2. The area sergeant will be advised.
 - 3. If the inmates continue flooding the cell, the following procedures will be followed:
 - a. The inmate will be advised that the water supply to his cell will be restricted.
 - b. Water to the holding cell will be manually turned off via the corridor chase.

- c. Water shall be turned on at the beginning of each shift for ten (10) minutes. Prior to feeding, water will be turned on for five (5) minutes for the inmate to wash his/her hands, etc.
- 4. The deputy assigned to the housing floor will supervise turning the water on/off to prevent flooding.
- 5. A log entry will be made in the housing floor daybook of the times the water is turned on/off.
- 6. The deputy assigned to the housing floor will prepare a memorandum and forwarded it to the facility Commanding Officer at the end of each shift, via the Watch Commander, advising of the time the water is turned on/off. A copy of the memorandum will be:
 - a. Forwarded to Classification, which will investigate the incident and report to the facility Commanding Officer.
 - b. Placed in the inmate's Classification file.
 - c. Placed in the Classification "Water Shut-Off" statistic file.
- 7. Inmates shall not remain on restricted water usage longer than necessary to ensure they will not continue flooding.