

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 6.04	PAGES: 1 of 2
	RELATED ORDERS: None	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 20, 2015	
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CHAPTER: Physical Plant	SUBJECT: Emergency Services Delivery System	

- I. PURPOSE:** To establish an alternative emergency delivery system of services to inmates. This policy and procedure only applies to the Santa Rita Jail (SRJ).
- II. POLICY:** If the Automated Guided Vehicle System (AGVS) becomes inoperable or incapacitated due to failure of the central master control system, or other system failure, an alternative delivery system shall be utilized to deliver services to the facility. These may include the use of lift-gate trucks or the pushing of the delivery carts to their destination.
- III. PROCEDURE:**
- A. THE WATCH COMMANDER SHALL:**
1. Determine the level of system failure and the delivery system to be used. If failure precludes use of the AGVS, implementation of an appropriate alternative service delivery system shall be started.
 2. Assign a supervisor to implement and coordinate the alternative delivery system.
 3. Assign sufficient personnel to staff and support the alternative delivery system.
 4. Instruct the repair personnel to effect repairs.
 5. Provide overtime personnel if it becomes evident that the AGVS will not be functional longer than one shift.
- B. THE COORDINATING SERGEANT SHALL:**
1. Identify the resources or equipment necessary to carry out delivery of food, laundry, supplies and garbage.
 - a. If a truck delivery system is implemented, one (1) 2-1/2 ton, stake bed truck with motorized lift gate, will be available at the Service Building area near Supply. During normal business hours, keys for the truck will be available in Supply. After hours, a key must be checked out from Control Point-1, (CP-1) for access into the Supply office to obtain the keys for the truck.

- b. If more vehicles are needed, they shall be obtained from the Alameda County Corporation Yard, located on Madigan Road, adjacent to the SRJ.
 2. Meet and coordinate with the staff assigned. Staff shall be informed of the AGVS schedule, and provided detailed instructions as to their responsibilities.
 3. Ensure that staff continues to place all carts at designated drop off and pick up points.
 4. Ensure that staff deliveries match the AGVS schedule as closely as possible.
- C. If inmates are utilized to push wheeled carts or to load and unload carts onto motorized vehicles, they shall only be supervised by sworn staff members.
- D. The use of trucks or other motorized vehicles should be carefully considered in inclement weather situations as the turf areas throughout the facility will not support vehicle traffic in wet weather.