

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 6.05	PAGES: 1 of 4
	RELATED ORDERS: None	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Physical Plant	SUBJECT: Automated Guided Vehicle System	

- I. **PURPOSE:** To provide guidelines for the safe, uninterrupted operation of the Automated Guided Vehicle System. This policy only applies to the Santa Rita Jail (SRJ).
- II. **POLICY:** It is the policy of the facility to promote the smooth and efficient delivery of services via the Automated Guided Vehicle System (AGVS), in a manner that is safe for staff and inmates.
- III. **PROCEDURE:** Inmates and staff shall take all necessary steps and precautions to ensure the safe and efficient operation of the AGVS.
 - A. **GENERAL INFORMATION:**
 1. The AGVS is a computer operated, battery powered, material transportation system, operating within SRJ. Its primary purpose is transporting meals in specifically designed meal carts, from the kitchen to the inmate housing units. Its other functions are moving linen and facility support supplies from the service area to the rest of the complex.
 2. The AGVS utilizes an automatic vehicle that was designed and built with security as a priority. The system is also designed to operate in the security areas of the jail while staff and inmates are present. There are two types of safety devices provided on the vehicle, proximity and touch types.
 - a. **Proximity Devices:**
 - 1.) Each vehicle is equipped with sonar sensors housed in the "T" Bar safety device located at the vehicle's front. These sonar sensors will slow the vehicle, using gradual deceleration, when an obstruction is within three (3) feet of the front of the vehicle. If the obstruction is still present, the vehicle will stop within approximately eighteen (18) inches of it and remain stopped until the obstruction is removed.
 - 2.) When a cart is being transported by a vehicle, the same sonar sensors provide coverage to the front and edge of the cart. All staff members are to use caution when standing in the proximity of the

cart's front edge and side, as it passes by.

- 3.) Staff is advised not to walk or step in front of any AGVS vehicle.

b. Touch Devices:

- 1.) Each vehicle is equipped with touch obstruction sensors which when activated, should stop the vehicle immediately. These devices are located as follows:

- 2.) Front "T" Bar or bumper, which also contains the sonar sensors.

- i. When "T" Bar or bumper is touched and depressed approximately 1/4 inch, the vehicle will stop.
- ii. If depressed momentarily and released, vehicle will still stop completely.
- iii. "E" Emergency stop buttons located at corners of vehicle and colored red. When touched and depressed, vehicle will stop.

3. After an emergency stop and the obstruction has been removed, the vehicle will automatically start up and proceed on its way. Prior to its start up, an audible alarm will sound and a visual signal, in the form of flashing strobe lights at the four corners of the vehicle, will function.

4. Other Safety Devices:

- a. An audible alarm, which is distinguishable 360 degrees around a loaded vehicle.
- b. Flashing strobe units located at each corner of the vehicle, which are visible 360 degrees around the vehicle.
- c. A fail-safe mechanical braking system that is activated automatically when a loss of path, control, or power occurs.

B. OPERATIONAL SAFETY CONCERNS: The AGVS is a driverless vehicle controlled by a computer. Safety devices have been applied to the vehicle to make it as safe as possible around staff and inmates. Still, everyone must be cautious around it at all times and never assume it will stop or move at a particular time. When near a vehicle you should always have visual contact. This will allow you to move safely and quickly out of the way if the necessity arises.

1. Do not walk or position your body between the vehicle and a wall or building column.
2. Use caution when exiting doors from housing units or yards as the vehicle guide

paths run directly in front of these areas.

3. The tunnels along the east side of the Service Building, rear of the Service Building or in the tunnel to the maximum yard are restricted and are so marked. Only Authorized personnel should use the tunnels along the east side of the Service Building and rear of the Service Building to facilitate the completion of their assigned duties.
4. When opening doors to move carts, ensure the doors are secured in such a way that the doors will not interfere with a moving vehicle and cart.
5. The door to the staff dining area from the minimum yard is to be opened only from the yard side, and then only to move a cart in or out of the staff kitchen. At all other times this door is to remain locked.
6. When necessary to admit an ambulance or other emergency vehicle to the Infirmary, the AGVS Infirmary spur must be shut down by notifying CP-48.
7. When dispatching loaded vehicles and using the laser bar code device, the infra-red beam shall never be directed at a person. Damage to the person's eyes could occur as a result of the laser beam.
8. All warning signs, striping and directives must be obeyed to ensure a safe environment for staff and inmates.
9. Use of AGVS or carts for any function other than their intended design purpose is strictly prohibited.
 - a. Riding on vehicles is prohibited.
 - b. Placement of objects or obstructions in the AGVS guide path is prohibited.
 - c. Activation of emergency stop functions and/or equipment for any purpose other than a legitimate emergency is prohibited.
10. Inmates and staff shall avoid pick-up and drop-off points.
 - a. Inmates and staff should remain alert and avoid the alignment depressions in the walkways.
 - b. Care should be taken to remain outside the six (6) foot radius of alignment depressions.
11. Maintenance personnel shall be notified immediately of malfunctioning vehicles. Only persons authorized to access the rear panel shall remove vehicles from the path.

12. Movement of AGVS carts shall be accomplished by no less than two (2) people. Staff will utilize inmate workers to move carts whenever possible.
 - a. Always release the wheel brake when moving a cart.
 - b. The proper way to wheel the carts is to pull the cart. This allows the person to steer and at the same time see where he/she is going. To avoid injury, a gradual pulling motion, rather than jerking or straining, should be used to start the cart moving.
 - c. Whenever a cart is being wheeled into or out of a housing unit, the deputy is responsible for monitoring and supervising inmates handling the cart. Extreme caution should be used when moving the carts in the housing unit hallways to avoid damage to the facility.
13. Staff will place carts to be returned to the Service Building on the pick-up points as soon as possible to avoid delays.
14. Safety hazards and/or violations will be reported to the on-duty Watch Commander, via chain of command, who will take corrective action if necessary, and/or arrange for follow-up action to be taken at a later time.
15. Wheel brakes will be activated when carts are stopped.
16. Deputies returning food carts to the kitchen will ensure empty meal trays are placed into empty buckhorns, and placed in a AGVS cart for return to the kitchen.
17. No object will be placed on top of an AGVS cart.
18. All doors on carts will remain locked when the cart is not in use. Staff shall check the doors when the cart is placed on the pick-up point to make sure they are locked.
19. Do not take carts or material from carts destined for other units.
20. When placing a cart on the pick-up point, make sure all four wheels are in the alignment depressions, the cart is placed to the front of the depressions, and the wheel brakes are set.