

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 7.15	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-1C-05 MJS 1012 P.C. 4012 P&P 7.06, 7.07, 8.16	
	ISSUED DATE: July 1, 1989	
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	REVISION DATE: September 22, 2014	
CHAPTER: Safety and Emergency Procedures	SUBJECT: Emergency Housing	

- I. **PURPOSE:** To establish policy and procedure for temporary emergency housing of inmates.
- II. **POLICY:** In an emergency, when it has been determined that the facility is uninhabitable, inmate housing and associated services will be provided at one or more alternate locations for control and continuous custody of the inmates.
- III. **PROCEDURE:**
 - A. **LOCATION OF EMERGENCY HOUSING:**
 1. The Commander of the Detention and Corrections Division (D&C), or if unavailable the facility Commanding Officer, will determine if housing at Santa Rita Jail (SRJ) or Glenn E. Dyer Detention Facility (GEDDF) will be adequate under the circumstances.
 2. At the Sheriff's discretion, in an emergency situation, the designated maximum inmate population of either of these facilities may be increased as necessary for up to three days. After three days and up to fifteen days, notification must be made to the Board of State Community Corrections (BSCC) to continue operating with greater than the maximum rated population. The operation may be continued beyond the fifteen day limit, only with written approval from the BSCC.
 3. If County facility housing is inadequate or unavailable, the Division Commander or Commanding Officer will solicit other agencies to provide emergency housing.
 4. If conventional secure housing is not available within the county or from solicited agencies, other accommodations will be utilized. The Division Commander or Commanding Officer will select alternate housing. Alternatives include:
 - a. Military armories located within the county
 - b. Camp Parks
 - c. Local school gymnasiums or athletic fields
 - d. City/regional parks or marina facilities

5. The criteria for emergency housing are, in the order of priority:
 - a. Security
 - b. Drinking water
 - c. Access to food supplies
 - d. Sanitation facilities
 - e. Shelter
 - f. Access to medical supplies
 - g. All other considerations
 6. The County hospital will be used to house inmates requiring urgent medical care and other ill or injured inmates as a result of the emergency. At the discretion of the Division Commander or Commanding Officer, county vehicles may be utilized for emergency medical transportation. If County hospital facilities are unavailable or inadequate, other emergency medical facilities will be designated and security staff provided as necessary.
- B. PESTILENCE: Should a pestilence or contagious disease break out in or near the facility, and a County Judge has designated, in writing, a location to which the inmates are to be moved, the emergency housing procedure shall apply.
- C. TRANSPORTATION: Inmates, accompanied by staff, will be transported in secured county vehicles. If additional transportation units are required, the Division Commander or Commanding Officer will solicit vehicles from other agencies. Designated staff will precede inmates to the emergency housing facility to assist with relocation and establish secure perimeters.
- D. SUPPLIES: Inmate food supplies, bedding, clothing, routine medical supplies and personal hygiene supplies will be transferred from the facility to the emergency housing unit as required.
1. If supplies at the facility are inaccessible, the Division Commander or Commanding Officer will arrange with GEDDF or SRJ to provide inmate supplies.
 2. If supplies at county facilities are inadequate or inaccessible, the Division Commander or Commanding Officer will solicit emergency supplies from the Office of Homeland Security and Emergency Services.
- E. ESTABLISHING EMERGENCY HOUSING UNIT: When it is necessary to establish an emergency housing unit in a location without conventional inmate housing, the Division Commander or Commanding Officer will designate staff to precede inmates to the location. Staff, upon arrival, will:

1. Search the unit/area.
2. Establish and maintain a secure perimeter.
3. Determine what facilities are available and what is needed (i.e., portable toilets, kitchen equipment).
4. Establish an intake area.
5. Report their findings to the Division Commander or Commanding Officer.
6. Pat search arriving inmates at the intake area.
7. Segregate incoming inmates according to classification. In all cases, males and females will be separated.
8. The designated sergeant will, upon arrival, establish kitchen, medical and supply areas, and designate personnel to supervise and staff those functions.