

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.01	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-2A-07, 7F-04	
	ISSUED DATE: July 1, 1992	
	REVIEW DATE: December 1, 2015	
	REVISION DATE: September 13, 2013	
CHAPTER: Security and Control	SUBJECT: Sheriff's Office Badges and Identification Cards	

I. **PURPOSE:** To establish policy and procedure for using and displaying authorized identification within the facility.

II. **POLICY:** Personnel working or visiting the Detention and Corrections (D&C) facilities will display an authorized Alameda County Sheriff's Office identification badge/I.D. card prior to entering any security area.

III. **DEFINITIONS:**

A. **APPROVED IDENTIFICATION:** An Alameda County Sheriff's Office badge or Agency issued identification card containing the name, picture and signature of the individual to whom it was issued and the authorizing person's signature.

B. **SECURITY AREA:** All areas within the exterior, alarmed security fence line (SRJ only) and all other areas deemed a security area based upon a need to protect employees and inmates.

IV. **PROCEDURE:**

A. Identification cards will be displayed by being clipped to the front of the outer clothing approximately chest high.

B. Identification cards for employees will be color-coded to designate their category and distinguish between the two D&C facilities. The color coded employee cards are as follows:

1. Glenn E. Dyer Detention Facility (GEDDF):

a. Blue - Sheriff's Office badge personnel.

b. Yellow - Non-badge, Sheriff's Office personnel.

- c. Red - Other staff assigned to the GEDDF on a contract basis and authorized personnel of the District Attorney's Office.
 - d. Green - Volunteers, other agency personnel, and other facility providers assigned to the GEDDF.
 - e. Identification cards with photographs for non-badge staff assigned to the GEDDF will be obtained from Administration after approval by the Administrative Lieutenant.
 - f. The back portion of the identification card issued to contract employees and volunteers will have stamped on the back: "Not an employee of the Alameda County Sheriff. If used inappropriately, please retain and contact the facility Commanding Officer, Glenn E. Dyer Detention Facility."
2. Santa Rita Jail (SRJ):
- a. Blue - Sheriff's Office badge personnel.
 - b. White - Non-badge Sheriff's Office personnel.
 - c. Red - Other staff assigned to SRJ on a contract basis.
 - d. Red and White Striped –Volunteers, other agency personnel, and other facility providers assigned to SRJ.
 - e. Identification cards with photographs for non-badge staff assigned to SRJ will be obtained from Classification, after approval by the Administrative Lieutenant.
 - f. The back portion of the identification card issued to contract employees (red background) and volunteers (red/white background) will have stamped on the back: "Not an employee of the Alameda County Sheriff. If used inappropriately, please retain and contact the facility Commanding Officer, Santa Rita Jail."
- C. To distinguish between the two D&C facilities, the control of all other persons cleared for inmate contact will be by color coded, laminated, clip-on, numbered passes, issued by the Lobby staff. Color codes are as follows:
1. Glenn E. Dyer Detention Facility: Green - All visitors to Administration, escorted visitors into security areas, and public tours.

2. Santa Rita Jail:

- a. Red - maximum-security area only
- b. Navy Blue - medium-security only
- c. Yellow - minimum-security only
- d. Purple - clinic area only
- e. Green - administration / Inmate Service area only / volunteers
- f. Orange - all security areas
- g. Royal Blue - public tour

D. Prior to issuing any pass, Lobby personnel will:

1. Obtain and retain acceptable identification, i.e., driver's license, bar card, etc.

2. Complete the visitor's log with the following information:

- a. Name
- b. Number of the pass being issued
- c. Affiliation (if applicable)
- d. Name of inmate being visited (if applicable)
- e. Authorized location of visit
- f. Time pass was issued/Time pass was turned in

3. The visitor's personal identification will be returned when leaving the facility and after returning their issued pass.

E. Deputies will challenge all non-uniformed persons without properly displayed passes or those who are in an area other than what is indicated by the color-coded pass.

F. Any violation that cannot be immediately resolved will be referred to a Watch Sergeant.

G. Off-duty personnel shall, unless going to or from a work assignment at the facility, display their Alameda County Sheriff's Office badge or Agency issued identification card when entering the facility.