

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.02	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-2A-07 P&P 8.01	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 1, 2015	
	REVISION DATE: August 24, 2012	
CHAPTER: Security and Control	SUBJECT: Vendor/Supply Deliveries	

I. **PURPOSE:** To establish policy and procedure for deliveries and issuing color-coded passes to ensure proper security of the facility.

II. **POLICY:** All deliveries by vendors or contract services shall enter the respective facility, via the designated entry point after being properly identified and receiving a properly color-coded facility pass, pursuant to Policy and Procedure 8.01, "Sheriff's Office Badges and Identification Cards."

III. **DEFINITIONS:**

A. **DOCK PASS:** A plastic, color-coded pass, which coincides with loading docks in the support service sectors at Santa Rita Jail (SRJ).

B. **SECURITY AREA:** All areas within the facility perimeter.

IV. **PROCEDURE:**

A. **GLENN E. DYER DETENTION FACILITY (GEDDF):**

1. Deliveries will be made at the 6th Street receiving dock. The driver will use the telephone located at the dock to notify Central Control of a delivery. Once notified, Central Control will notify authorized personnel of the delivery.
2. GEDDF personnel will inspect all deliveries for contraband at the receiving dock, prior to entering secured areas of the facility, and shall be responsible for receiving and distributing all deliveries.
3. Service contractors, etc. will obtain a green visitors pass from the Reception Lobby, before being admitted into the jail.
 - a. The Reception Lobby will obtain and retain acceptable identification, i.e. driver's license, official work related I.D., in exchange for the visiting pass.
 - b. The Reception Lobby will call the Watch Sergeant who will direct the individual to the appropriate location.

- c. When exiting, the visitor's identification will be returned after they have returned the proper pass.
4. Vendors or other service personnel shall be required to fill out a Site Security Clearance Form before being allowed into the jail.
 - a. The completed form will be sent to Classification for a background check on the individual.
 - b. If he/she has any past criminal record, he/she will not be admitted into the jail and the company will be notified to send another employee.
 - c. If he/she has no record, he/she will be directed to the Reception Lobby where he/she will receive a visitor's pass in compliance with section A.3.

B. SANTA RITA JAIL:

1. All deliveries and service contractors shall report to the entry gate (CP-52) for identification and confirmation of facility business, prior to entering secured areas.
2. All vendors or service contractors will be issued color-coded passes and directed to the appropriate receiving dock.
3. Two passes will be issued per vehicle; one pass to be displayed on the vehicle dashboard, the second to be clipped to the front of the driver's outer clothing, chest high.
4. All service area dock passes will be color-coded to coincide with the receiving dock colors.
 - a. Blue: Combined Shops
 - b. Orange: Warehouse
 - c. Yellow: Laundry
 - d. Green: Mail room, Commissary and boiler room
 - e. Red: Food Services
5. Prior to issuing any pass, the CP-52 deputy will:
 - a. Obtain and retain acceptable identification, i.e., driver's license, etc.
 - b. Ensure the visitor has been cleared and is listed in the Facility Site Clearance List located in the Waiter Program under Site Access.
 - c. If not listed, the visitor shall be given a Site Clearance Application Form to be filled out and taken to CP-11 for processing.
 - d. Log the visitor into the CP-52 Daily Log located in the W-Drive in the CP-52 Folder.
 - e. When exiting, return the visitor's identification to them after they have returned the proper numbered passes and have been logged out in the CP-52 Daily Log.

- C. Deputies will challenge all non-uniformed persons without properly displayed passes or who are in areas other than those authorized by the color-coded pass.
- D. Any violation that cannot be immediately resolved will be referred to a Watch Sergeant.