

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.04	PAGES: 1 of 5
	RELATED ORDERS: ACA 4-ALDF-2A-07, 7B-03, 7F-06 G.O. 5.32 P.C. 457 PREA 115.17, 115.77	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Security and Control	SUBJECT: Security Checks of Contract Employees, Volunteers and Tour Groups	

- I. **PURPOSE:** To establish a process for conducting security checks of and admitting contract employees, volunteers and tour groups into the facility.

- II. **POLICY:** Because of various contract services and obligations entered into by the Alameda County Sheriff's Office, civilian employees are required to enter secure areas of the facility. To ensure that security systems are not compromised by contract employees, a security check is required for each individual. This is in addition to the full background investigation which is done for full-time employees of various contract firms. This includes, but is not limited to, food service, medical service, outside maintenance, repair service and tour groups. These individuals shall comply with all Federal and State laws, all facility rules, regulations and guidelines. Any failure on their part of good behavior, or acts during or outside of office/facility hours which are incompatible or inimical to the public, may be cause for the Commanding Officer of the facility to revoke the individual's access to the facility.

- III. **PROCEDURE:**
 - A. Security background checks are conducted by the Classification Unit to ensure that individuals who are allowed inside the facility present no threat to the safety of the staff, inmates, facility, and/or operation and to ensure that security is not compromised.
 1. Most of the time, the individual(s) are already an employee of private contractors and have met their employment standards. This does not preclude us from ensuring that these individuals are free of any criminal activity which may breach or compromise our security.
 2. Contractors/Providers of services will furnish the Classification Unit with a completed Site Clearance Form for each individual that is to work inside/outside of the facility(s). The form(s) will be provided to Classification at least seven (7) days prior to commencing repair/maintenance work, and at least twenty-four (24) hours notice, weekdays, for part-time health care services, food service work, and tour groups.
 3. Site Clearance Forms can be obtained from the Santa Rita Jail (SRJ) and the Glenn E. Dyer Detention Facility (GEDDF) Classification Units, Inmate Services, General Services Agency, *medical health services* and Aramark Food Services.

4. If circumstances prevent timely submission of the Site Clearance Form, the contractor/provider may submit a list of individuals' names that are to work inside/outside of the facility(ies), if the Facility Commander or the Classification Lieutenant/Sergeant is aware of the situation and has granted approval. In any event, the appropriate and completed form(s) will be provided to Classification at the earliest opportunity.
 - a. Any list submitted shall include:
 1. First name, middle name, last name
 2. Date of birth
 3. Current residential address
 4. California Driver's License number
 5. Social Security number
 - b. Prior security clearance will be mandatory before any individual will be allowed to enter the facility to work. This also applies to exterior building work/repair.
 - c. Classification will check through:
 1. PIN Systems
 2. CRIMS
 3. Department of Justice
 4. NCIC
 5. Department of Motor Vehicles
 6. Police agencies (candidate's resident city)
 - d. Classification will confirm information furnished and check for arrests and convictions for any crimes. Our investigations are a security check, not an employment check.
 - e. Contractors/employers with knowledge regarding their employees past accusations of sexual harassment/abuse, shall disclose this information during the application period.
- B. REASONS FOR DENIAL: Admittance to the facility will be denied if any individual whose previous criminal activities would compromise the security of the facility.
 1. Denials include the following:
 - a. Heroin (past 5 years)
 - b. Cocaine (past 5 years)
 - c. Marijuana (past 1 year)
 - d. Other drugs (past 1 year)
 - e. Any felony convictions or active parole
 - f. Any formal court probation or county probation
 - g. Having engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution
 - h. Convicted of engaging or attempting to engage in sexual activity facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

- i. Civilly or administratively adjudicated to have engaged in any of the previous activities.
2. Individuals working with drug treatment and other rehabilitation programs can be exempted by approval from the Watch Commander after receiving Classification's security check. The exemption is temporary, subject to further review by the Division Commander.
3. Failure to disclose a previous arrest or criminal conviction which is documented in criminal history will be reason to deny a clearance.
 - a. Regardless of the outcome of the arrest non-disclosure will result in a denial.
 - b. Failure to disclose any arrest, conviction, or family relation to an inmate in the Alameda County jail system will result in a denial, even if no dishonesty was proven to be intended.
4. If a person is denied access to the facility for any of the above reasons, they may re-apply one year after the original date of application. In the case of probation or parole, a person may re-apply after the formal termination of their probation or parole, or whichever comes first.
5. Additional reasons for denial include, but are not limited to:
 - a. Anyone who has engaged in sexual abuse in any type of detention facility.
 - b. Anyone who has been convicted of any sex crime, especially if force or coercion was used.
 - c. Anyone who has been civilly or administratively adjudicated to have engaged in the previously mentioned activities.
 - d. Anyone who has past history of sexual harassment.

C. ENTRY INTO THE FACILITY:

1. A list of individuals with a security clearance will be maintained in the facility and will be updated monthly.
2. When an individual on the list is no longer employed by the contractor, the Classification Sergeant will be notified, and their name will be deleted from the list.
3. When a new employee is assigned to the facility, his/her name and pertinent information will be forwarded to the Classification Sergeant as soon as possible for addition to the list.
4. A minimum of twenty-four (24) hours notice will be given to the Classification Sergeant prior to the individual commencing work in/around the facility.
5. Contract employees working inside the facility will be required to check in at the Lobby at GEDDF, and CP-11 at SRJ, prior to admittance.
6. After proper identification, contract employees will be issued the appropriate badge, which

will be displayed on the front upper portion of their clothing.

7. Badges will be turned in at the completion of each work day.

D. EQUIPMENT SECURITY:

1. Individuals will be responsible for the security of their equipment. An inventory of tools shall be carried with the corresponding tool box/log.
2. It is recommended that tools be kept in a locked tool box when brought into the facility.
3. Under no circumstances will any equipment be left unattended once brought inside the facility. Unattended equipment will be confiscated.
4. No equipment is to be given to any inmate inside/outside the facility at any time.
5. Missing equipment is to be immediately reported, to the Watch Sergeant.

E. CONDUCT INSIDE THE FACILITY:

1. Individuals shall be advised of the possibility of a "hostage taking incident" occurring at any time.
2. No alcoholic beverage/drugs will be brought into the facility, nor will anyone under the influence of alcohol/drugs be allowed inside.
3. In the event of any disturbance inside the facility, the individual will immediately follow the orders of the deputy.
4. In the event of a dispute involving the facility staff and a contract employee involving work location, security measures, etc., the Watch Commander will have the final decision.
5. In addition to this procedure being followed for part-time repair and maintenance employees being admitted into the facility, it may become necessary for a full background investigation to be completed by the Management Services Division.
6. The person designated by the Administrative Lieutenant shall determine if a full background investigation is necessary and will ensure the person(s) involved are provided the necessary forms to be completed. The designee will ensure the documents are submitted to Management Services/Backgrounds, for investigation.
7. All staff have a continuing affirmative duty to disclose any knowledge of sexual abuse or harassment of inmates. Contractors and volunteers who fail to report such knowledge shall have their site clearance revoked and will not be allowed on the property for any reason. Additionally, the Sheriff's Office shall report to all relevant licensing bodies, any associated criminal activity committed on its property.

F. **REVOCAION OF SECURITY CLEARANCE:** Security clearances will not be revoked except for cause including, but not limited to:

1. Loss of employment with a contract vendor
2. Conviction of a criminal offense (except traffic violations)
3. Violation of jail security or Sheriff's Office Rules and Regulations
 - a. Revocation of a clearance in these cases will be reviewed and approved by the facility Commanding Officer.
 - b. The Sheriff's Office will not revoke a security clearance at the request of a contract vendor without valid cause.

G. **NOTIFICATION OF REVOCATION:**

1. When a security clearance is revoked, the contractor employing the individual will be advised in writing of the reason. The contractor is responsible for delivery to the individual. The initial notification can be made by telephone; however, notification in writing will be given to the contractor as soon as possible.
2. Upon notification by a contractor that an employee is involved in an administrative action, that individual's clearance will be temporarily suspended. A decision to reinstate or cancel the clearance will be made at the completion of the administrative action.
3. Upon notification of suspension or revocation of security clearance, the employee will surrender their jail keys and identification card as soon as possible, but no later than 24 hours after notification.
4. The contract vendor or employer may request a review of the site security clearance revocation. The request must be in writing and submitted within thirty (30) days of the notice of cancellation. The request should be directed to the facility Commanding Officer and must state the reason for a review.
5. The Commanding Officer will review the request and make the final determination regarding the security clearance. The decision of the Commanding Officer is final.

H. **SUSPECT INFORMATION:** If suspect information on matters with potential terrorism connections is returned, staff will take appropriate action in accordance with General Order 5.32 – Reporting Terrorism Related Information.