

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.24	PAGES: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-2D-02	
	ISSUED DATE: July 1, 1989	
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	REVISION DATE: September 21, 2013	
CHAPTER: Security and Control	SUBJECT: Santa Rita Jail - Cleaning Tool Inventory For Housing Floors/Units, Booking/ITR, and Kitchen Area	

- I. **PURPOSE:** To maintain an inventory of cleaning tools assigned to each housing unit, Booking/Intake, Transfer and Release (ITR) and the Kitchen area. The maintenance of an accurate inventory will ensure accountability and enhance the safety of staff and inmates.
- II. **POLICY:** Each housing unit, Booking/ITR, and the Kitchen area will maintain an accurate inventory and current log of all assigned cleaning tools.
- III. **PROCEDURE:**
 - A. **CLEANING TOOL CONTROL:** All cleaning tools will be secured in the housing floor dayroom janitor's closet at the Glenn E. Dyer Detention Facility (GEDDF), in the housing unit's back hall janitor's closet at the Santa Rita Jail (SRJ) when not in use. Cleaning tools at the SRJ kitchen will be stored in the bakery janitor closet and scullery janitor closet when not in use.
 - B. **CLEANING TOOL INVENTORY:**
 1. **Housing Unit and Booking/ITR:**
 - a. Cleaning tool inventory logs will be maintained on a clipboard at all locations where cleaning tools are stored.
 - b. Each housing unit and Booking/ITR will be assigned a set number of cleaning tools, as indicated on the top of the cleaning tool inventory log. No extra or other tools are authorized for use in the housing unit or Booking/ITR without prior approval of the facility Commanding Officer.
 - c. All deputies inventorying cleaning tools will legibly print their name and write their initials in the appropriate fields located on the bottom of the cleaning tool inventory log.
 - d. At the beginning of each shift (day/night), the housing unit and Booking/ITR Deputy shall inventory all cleaning tools assigned to their respective work location.
 - e. Deputies shall record the inventory count for each tool, and then place their initials in the corresponding initial field.

- f. Cleaning tool inventory logs will be reviewed each shift (day/night), for accuracy by the on-duty Watch Sergeant. The Watch Sergeant will initial the log in the corresponding field after each review. Any discrepancies will be addressed by the Watch Sergeant.
- g. Any cleaning tools that are broken, damaged, etc., will be noted on the comments section of the cleaning tool inventory log. The disposition of the broken or damaged item must also be noted. Broken tools must be replaced as soon as possible.

2. Kitchen Area:

- a. Cleaning tool inventory logs will be maintained on a clipboard at all locations where cleaning tools are stored.
- b. The kitchen area will be assigned a set number of cleaning tools, as indicated on the top of the cleaning tool inventory log. No extra or other tools are authorized for use in the kitchen area without prior approval of the facility Commanding Officer.
- c. All food service employees inventorying cleaning tools will legibly print their name and write their initials in the appropriate fields located on the bottom of the cleaning tool inventory log.
- d. At the beginning of each shift (day/night), a food service employee shall inventory all cleaning tools assigned to their respective work locations and record the inventory count for each tool, placing their initials in the corresponding initial field.
- e. The tool inventory logs will be reviewed each shift (day/night), for accuracy by a kitchen deputy. The kitchen deputy will initial the log in the corresponding field after each review. Any discrepancies will be addressed by the kitchen deputy.

C. REPORTING:

1. Housing Unit and Booking/ITR:

- a. Security staff will immediately notify their Watch Sergeant if the inventory shows an item lost or missing. A search of the immediate area in which the tool was last seen will be initiated. A search of the housing unit or Booking/ITR will be conducted at the discretion of the Watch Commander.
- b. A memorandum to the Watch Sergeant by the housing unit or Booking/ITR Deputy must be completed regarding the missing cleaning tool(s) not found. A copy of the memorandum, signed by the Watch Sergeant, will be brought to supply during normal business hours to receive replacement cleaning tool(s).
- c. The following protocol is to be followed for broken or worn items needing replacement:
 - 1) Place item(s) in a marked plastic bag, and put it in an outside closet with the laundry and the mail bag.

- 2) Document on the Tool Inventory Log where items are located.
 - 3) Notify Supply of each item needing replacement. Be sure to specify exactly what will be traded (e.g. shower brush and handle). If Supply is not open, leave a note in the red book and a voicemail message for supply at ext. 46629.
 - 4) Log onto the "V" drive in Supply for your housing unit, list the broken items in the folder marked "broken tools." Supply staff will remove the number of items listed when they are exchanged.
- d. Broken or damaged tools recovered during a search will be checked against the inventory lists.
 - e. Other appropriate documentation (reports, memos, etc.) will be generated at the direction of the Watch Sergeant.
2. Kitchen Area:
- a. Security staff will immediately notify their Watch Sergeant if the inventory shows an item lost or missing. A search of the immediate area in which the tool was last seen will be initiated. A search of the kitchen or other areas will be conducted at the discretion of the Watch Commander.
 - b. A memorandum to the Watch Sergeant by the kitchen deputy must be completed regarding the lost or missing cleaning tool(s) not found.
 - c. A copy of the memorandum, signed by the Watch Sergeant will be given to the Food Service Manager or designee who will be responsible for replacing all broken, damaged, or unusable cleaning tools in the kitchen. All broken, damaged, or unusable cleaning tools will be given to the Food Service Manager or designee for exchange.
 - d. Broken or damaged tools recovered during a search will be checked against the inventory lists
 - e. Other appropriate documentation (reports, memos, etc.) will be generated at the direction of the Watch Sergeant.

D. CLEANING TOOL INVENTORY LOG PROCESSING:

1. Housing Unit and Booking/ITR
 - a. On the first calendar day of each month, it will be the responsibility of each night team, Watch Sergeant to collect and forward the previous months completed housing unit, Booking/ITR cleaning tool inventory logs to the Administrative/Facilities Lieutenant.
 - b. The Administrative/Facilities Lieutenant will review and sign-off each log, addressing any discrepancies to ensure compliance with inventory accountability. All reviewed inventory logs will then be forwarded to the American Correctional Association (ACA) Jail Accreditation Unit by the 5th of each month.
 - c. At the SRJ, the ACA Jail Accreditation Unit will be responsible for supplying new cleaning tool inventory logs to each housing unit and ITR.

2. Kitchen Area:

- a. On the first calendar day of each month, it will be the responsibility of the Food Service Manager or designee to collect and forward the previous month's completed kitchen cleaning tool inventory logs to the Kitchen Sergeant.
- b. The Kitchen Sergeant will review and forward the previous month's completed kitchen cleaning tool inventory logs to the Administrative/Facilities Lieutenant.
- c. The Administrative/Facilities Lieutenant will review and sign-off each log, addressing any discrepancies to ensure compliance with inventory accountability. All reviewed inventory logs will then be forwarded to the ACA Jail Accreditation Unit by the 5th of each month.
- d. The Food Service Manager or designee will be responsible for supplying new cleaning tool inventory logs.