

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.31	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-5C-06	
	ISSUED DATE: April 30, 1999	
	REVIEW DATE: December 4, 2015	
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CHAPTER: Security and Control	SUBJECT: Selection of Housing Unit Inmate Workers	

- I. **PURPOSE:** To establish written procedures for the screening and selecting inmate workers assigned to housing areas at the Glenn E. Dyer Detention Facility and the Santa Rita Jail who are referred to as "Pod Workers."
- II. **POLICY:** It is the policy of the Sheriff's Office that screening and selecting housing unit inmate workers shall be based on a review of the inmate's jail records and the final approval by the Classification Unit.
- III. **PROCEDURE:**
- A. Housing units/floor deputies receiving an inmate request slip (ML-76) from an inmate desiring to be a "Pod Worker" will compile a copy of the following jail records for screening at the Housing Unit/Floor Deputy level.
1. ***Advanced Technology Information Management System*** (ATIMS) print out of:
 - a. Custody Status and Charges
 - b. Classification Profile
 - c. Disciplinary Review
 - d. Release Date (if sentenced)
 - e. Inmate's Account Transactions
 2. If the above check finds the inmate suitable as an inmate worker, the ML-76 and AJIS printouts will be forwarded to the Classification Unit with a written recommendation for approval, on the ML-76.
- B. Classification will research their records and review the presented information from the housing unit/floor deputy to make the following assessment:
1. Propensity towards violence or gang affiliation
 2. Psychiatric history for unstable behavior
 3. Escape risk factors, i.e., 3 strike clause enhancement
 4. Special circumstances/death penalty
 5. Complete classification review (prior profile)

- C. If Classification's review deems the inmate suitable for selection as an inmate worker, the message request form (ML-76) will be stamped APPROVED, signed by the Classification deputy and returned to the housing unit. The remaining information will be placed in the inmate's classification file.

- D. If Classification's review deems the inmate not suitable for selection, the ML-76 will be stamped DENIED, signed by a Classification deputy and returned to the housing unit. Classification will update the Classification *Profile* to state, "Not suitable for selection as an inmate worker," for future attempts by the same inmate to apply for inmate worker status. The Classification Unit's decision is the final authority.