

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.37	PAGES: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-2D-02	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Security and Control	SUBJECT: Glenn E. Dyer Detention Facility - Cleaning Inventory For Housing Floors/Units, Booking/ITR, and Kitchen Area	

- I. **PURPOSE:** To maintain an inventory of cleaning tools assigned to each Housing Floor/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 Floor/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) when not in use. Cleaning tools at the GEDDF kitchen will be stored in the chemical dispenser room when not in use.
 - B. **CLEANING TOOL INVENTORY:**
 1. Housing Floor/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 Floor/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 Floor/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 Floor/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. Glenn E. Dyer Detention Facility's 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 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 kitchen area deputy shall inventory all cleaning tools assigned to their respective work location.
- e. The kitchen area deputy shall record the inventory count for each tool, and then place their initials in the corresponding initial field.
- f. 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. Any discrepancies will be addressed by the Watch Sergeant.

C. REPORTING:

1. Housing Floor/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 Floor/Unit or Booking/ITR will be conducted at the discretion of the Watch Commander.
- b. A memorandum to the Watch Sergeant by the Housing Floor/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. All broken, damaged, or unusable cleaning tools will be brought to supply during normal business hours for a one-for-one 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.
2. Glenn E. Dyer Detention Facility's 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 area 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 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. All broken, damaged, or unusable cleaning tools will be brought to supply during normal business hours for a one-for-one 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 directions of the Watch Sergeant.

D. CLEANING TOOL INVENTORY LOG PROCESSING:

1. Housing Floor/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 Floor/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 GEDDF, the ACA liaison will be responsible for supplying new cleaning tool inventory logs to each Housing Floor and Booking.
2. Glenn E. Dyer Detention Facility's Kitchen Area:
- 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 GEDDF's kitchen area tool inventory log to the Administrative Lieutenant.
 - b. The Administrative Lieutenant will review and sign-off the log, addressing any discrepancies to ensure compliance with inventory accountability. All reviewed inventory logs will then be forwarded to the ACA liaison by the 5th of each month.
 - c. The ACA liaison will be responsible for supplying new cleaning tool inventory logs

to the kitchen.