

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 9.08	PAGES: 1 of 5
	RELATED ORDERS: P&P 11.15, 13.03, 17.01, 17.04, 18.08	
	ISSUED DATE: June 1, 1992	
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CHAPTER: Special Management Inmates	SUBJECT: Contract Agencies Inmates	

- I. **PURPOSE:** To outline the proper procedures when dealing with inmates from contract agencies.
- II. **POLICY:** All policies and procedures of the Detentions and Corrections (D&C) Division will apply to inmates from contract agencies except those outlined in this section.
- III. **PROCEDURE:** Contract inmates will be provided with the same custody, care and control as any other inmate housed at an Alameda County Sheriff's Office detention facility
 - A. **HOUSING:** The general rights, privileges, and activities of contract inmates will not be restricted more than necessary to ensure the safety and security of staff, other inmates, and/or the facility.
 1. Denial of any right, privilege and/or activity is to be documented and forwarded to the facility Commanding Officer via chain of command.
 2. Inmates will be allowed out of their cells a minimum of one (1) hour of exercise per day outside their cells, five (5) days per week, unless security or safety considerations dictate otherwise.
 - B. **DISCIPLINARY ACTION:**
 1. Inmates are subject to all rules and regulations as set forth in the Inmate Rules and Information. If a violation of any rule(s) occurs, they will be susceptible to the same punishment as described in the Inmate Rules and Information.
 2. Any inmate who is punished with Disciplinary Isolation will be moved into the designated pod used for "special handling" inmates. This pod is utilized for all lockdown and miscellaneous handling inmates.
 - C. **ACCESS TO LEGAL AND READING MATERIALS:**

1. Contract inmates shall have access to both personal legal materials and available legal reference materials pursuant to D&C Policy and Procedure 18.08, "Library Services."
 2. Contract inmates should be provided a sufficient quantity of reading materials and have the opportunity to borrow reading materials from the library pursuant to D&C Policy and Procedure, 18.08, "Library Services."
- D. PERSONAL HYGIENE: Contract inmates shall have the same opportunity to maintain an acceptable level of personal hygiene as inmates in the general population, e.g., toilet tissue, wash basics, toothbrush, eye glasses, etc. Exceptions are permitted only when found necessary by the area supervisor and exceptions shall be justified in writing and recorded in the housing unit log.
1. Each inmate shall have the opportunity to shave and shower at least three times per week unless these procedures present an undue security hazard.
 2. Each inmate shall receive laundry, hair care services, and issue/exchange of regular jail clothing, bedding and linen on the same basis as inmates in the general population.
- E. CORRESPONDENCE AND VISITS: Correspondence privileges shall be continued to contract inmates unless compelling reasons exist to the contrary.
1. Contract inmates can write and receive letters on the same basis as inmates in the general population, pursuant to Policy and Procedure 17.01, "Inmate Correspondence and Mail Regulations."
 2. Contract inmates shall have opportunities for visitation unless there are substantial reasons for withholding such visits. Every effort shall be made to notify approved visitors in advance of any visiting restrictions.
- F. MEDICATION: Contract inmates will be provided medication by medical staff as prescribed pursuant to D&C Policy and Procedure 13.03, "Sick, Dental and Pill Call."
- G. TELEPHONE ACCESS: Contract inmates will have access to telephones each day during their regularly scheduled pod time pursuant to D&C Policy and Procedure 17.04, "Inmate Telephones."
- H. PROGRAMS AND SERVICES: Contract inmates will have access to programs and services including, but not limited to, educational services, commissary services, library services, social services, counseling services, religious guidance, and recreational programs. There shall be no major differences from those offered the general population, as long as access to these programs does not pose a threat to the health, safety, or security of the staff or facility.
- I. FEDERAL INMATES AT THE GLENN E. DYER DETENTION (GEDDF): Federal prisoners will be accepted from any federal agency and will be entitled to the same care,

custody and control provided to any other inmate unless otherwise documented.

1. All federal prisoners shall be brought through the vehicle sally. Prisoners will not be accepted through the front lobby. Transporting officers must secure their weapons in the gun locker provided, or in the trunk of their vehicle, prior to unloading the prisoner from their vehicle.
2. Booking:
 - a. A Consolidated Arrest Report (CAR) will be completed by the federal officers for each prisoner. The CAR will be checked for completeness by the booking deputy. In addition to the normal information, it is imperative the following information be included on the CAR:
 - 1) Name of arresting agency
 - 2) Name and phone number of contact person for arresting agency.
 - 3) Date and time prisoner will be picked up by the arresting agency.
 - b. If the CAR is incomplete, it will be returned to the transporting officers for completion.
 - c. A prisoner who needs medical attention must have medical clearance before he/she will be accepted at the GEDDF.
 - d. Federal prisoners will be booked under a UFN number and photographed for the card only). Photographs will not be taken for CORPUS.
 - e. Fingerprints will not be taken.
 - f. A jail jacket will be printed and highlighted with yellow tape. Jackets shall be filed in the "En route" bin in records, not with the live files.
 - g. Prisoners will be interviewed by Classification. If no Classification deputies are on duty, the prisoner will be placed in a locked down status until he/she can be classified.
 - h. Federal prisoners will be screened by medical staff. If a medical emergency should arise, the arresting agency will be notified.
3. Property: Booking staff will complete an AJIS property receipt for the prisoner's personal property.
 - a. Only personal property will be accepted; suitcases, backpacks, duffel bags, etc., will not be accepted.
 - b. Property will be processed and stored in the property room, pursuant to D&C Policy

and Procedure 11.15, "Inmate Property - Handling and Storage."

4. Housing:

- a. Federal prisoners will be housed according to classification. They will be granted telephone access on the housing floor.
- b. Federal prisoners will not be allowed access to a telephone if the arresting agency requests the restriction in writing. The signature of the requestor must be legible.
- c. Federal prisoners will not be allowed access to a telephone within four (4) hours of the time they are being picked up for transport.

5. Pick-up:

- a. The Booking deputy will schedule the prisoner for pick-up on the date and time noted on the CAR. The arresting agency will notify the GEDDF of any change in the pick-up date and time.
- b. The arresting agency will pick up and transport the prisoner.
- c. The Alameda County Sheriff's Office will not transport any federal prisoners.