D&C Overview

Alameda County Sheriff’s Office provides for the care, custody and control of the inmates housed at the Glenn E. Dyer Detention Facility (GEDDF) and Santa Rita Jail (SRJ).

The ACSO holds the distinct honor of holding the Triple Crown Accreditation award through the Commission on Accreditation for Law Enforcement Agencies (CALEA), the American Correctional Association (ACA) and the National Commission on Correctional Health Care (NCCHC).

Through the biennial inspection process of the Board of State and Community Corrections (BSCC), ACSO confirms our compliance with the Minimum Jail Standards mandated by the California Code of Regulations, Title 15 and Title 24.

Both ACSO jail facilities are inspected annually by the Alameda County Health Inspector, to include the areas of environmental, nutritional, medical/mental health, and dental care services.
Medical Diet Improvement Plan

• In mid-November 2017, ACSO facilitated a meeting with Aramark and CFMG management to develop a strategy for improving the medical diet accuracy.

• Several strategies for improvement were developed:
  • Clarified medical diets take precedent over religious diets -Title 15 Section 3054 (d)
  • Development of the process in which an inmate may decline a medical diet.
  • Diet meals are delivered in advance of the meal service (Aramark and ACSO ensure all diet meals are on delivery cart).
  • Educational discussions were had to ensure all staff are aware of pre-programmed diet options in Jail Management System.
  • More thorough medical evaluation of medical conditions conducted (specific to allergies).

• ACSO recently met with both Aramark and CFMG who report the improvement strategies are in place and are working.

• On January 24th, 2018, ACSO reached out to Dr. Davis and requested he re-evaluate the medical diets in order to receive a new rating by the Public Health Department.
Medical Dietician Consideration

- In November of 2017, PPC Committee requested ACSO explore hiring a Medical Dietician for CFMG.

- ACSO discussed the Public Protection Committee’s request to explore options for a Medical Dietician for CFMG.

- This service is not part of the existing services in the CFMG contract.

- CFMG evaluated the request and workload and provided a quote for Medical Dietician services 16 hours per week. The service would cost approximately $50,000.00 per year.

- Quote is being evaluated by ACSO and will be presented to the Board of Supervisors via a Board Letter requesting an increase in appropriations.
ACSO sought input from Dr. Davis and worked with GSA procurement and the Inmate Commissary and Beverage Vending Service RFP (#901554) and released Addendum #3 which includes healthy vending options and healthy food and beverage criteria.
Classification Process: Title 15
Section 1050 (Classification)

- Inmates are classified to ensure proper assignment to housing units, activities and to provide for the safety of the staff and inmates.

- Intake classification is outlined in ACSO policy and procedures and mandated by the Board of State and Community Corrections Title 15 of the Minimum Jail Standards section 1050 (Classification and Segregation).
  
  - Administrators of Type I, II, or III facilities shall develop and implement a written classification plan designated to properly assign inmates to housing units and activities according to the categories of sex, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior and other criteria which will provide for the safety of the inmates and staff.

  - The classification plan shall be based on objective criteria and include screening performed at the time of intake by trained personnel, and a record of each inmate’s classification level, housing restriction and housing assignments.

  - A classification system will include the use of classifications officers. The plan shall include the use of as much information as available about the inmate and from the inmate and shall provide a channel of appeal by the inmate to the facility administrator. An inmate sentenced to more than 60 days may request a review of his/her classification plan no more than 30 days from the last review.

- Classification Deputies are trained in classification specifics, including interviewing, documentation, applicable laws, policies and procedures that govern the assignment. The Classification Deputies are certified by the Standards and Training for Corrections (STC). The course is 16 hours.
Classification Process

• The intake classification process, includes but is not limited to, a one on one interview, a review of the inmates past and current criminal offenses, criminal sophistication, propensity for violence, disciplinary history while in custody, assaultive history, escape risk and gang affiliation.

• Upon review of the totality of these findings, a Classification Deputy will classify an inmate to be housed in mainline population, maximum security, protective custody, administrative isolation, Max-Sep, or other classification.

• If an inmate is determined to be certain dual classifications, the inmate is automatically placed in administrative isolation. All inmates are afforded the opportunity to have their classification reviewed on a continuous basis.
Administrative Isolation

- **Administrative Isolation (A/I):** The administrative separation of an inmate from general population. A/I inmates have been determined by classification to be prone to assault staff or other inmates, are likely to need protection from other inmates, are prone to escape and/or continue to show complete disregard for established rules and regulations and are not currently in Disciplinary Isolation.

- **Per ACSO P&P 9.02:** Classification staff shall review the status of inmates in A/I every seven (7) days for the first two (2) months and at least every thirty (30) days thereafter.

- During scheduled reviews, the Classification Unit will review the status of inmates in A/I to determine eligibility for reclassification to other housing units.
Administrative Isolation

- An inmate classified as Administrative Isolation (A/I) is housed alone in a cell and recreation time is provided individually.

- If an inmate wishes to appeal their A/I classification, they are able to do so. The initial request is reviewed by the Classification Sergeant and if rejected, an additional appeal can be written and submitted to the Commanding Officer.

- Some inmates who are A/I are given the option for a less restrictive classification (Max-Sep). This voluntary program provides inmates an opportunity to recreate in common areas with other inmates, allowing for increased recreation and social interaction. Appropriate behavior in Max Sep could allow for a further reduction in their classification.

- Classification into A/I can also be determined based on the need for the inmate's own safety and security.

- If an inmate is determined to need protective custody housing and they refuse, they will be placed into A/I for their safety.

- Additionally, inmates who are in custody for high profile criminal cases, are a gang drop outs and cannot be housed amongst gang members, or the inmate would be subject to victimization in the general population, are placed into A/I.
Administrative Isolation

- Administrative Isolation inmates are afforded the same general rights and privileges which govern housing for general population inmates.

- A/I inmates will not be restricted more than necessary to ensure the safety and security of staff, other inmates and the facility.

- These privileges include but not are not limited to, recreational time requirements, laundry exchange, visiting, and commissary accessibility.

- Administrative Isolation inmates are classified and housed in this manner when the inmates continued presence in general population poses a serious threat to life, property, self, staff, other inmates, or to the security or orderly running of the facility.
As of 01/28/18 - 11% of total inmate population is housing A/I

- Glenn E Dyer: 392 inmates, 20% of total population, 79 in Administrative Isolation (A/I)
- Santa Rita Jail: 2182 inmates, 9.8% of total population, 214 in A/I

Legend: Blue - Inmate Population, Teal - A/I, Green - Percentage
GEDDF Administrative Isolation

Glenn E. Dyer Detention Facility Inmate length in Administrative Isolation as of January 24, 2018 (79 Inmates)

- 3-6 months: 30%
- 0-3 months: 28%
- 6-12 months: 23%
- + 12 months: 19%
SRJ A/I – January 30, 2018

Days in A/I - SRJ

- 181-365: 8%
- 366-More: 9%
- 91-180: 21%
- 61-90: 12%
- 31-60: 14%
- 0-7: 14%
- 8-14: 10%
- 15-30: 12%

214 Inmates
The Facility Administrator of a Type II or III facility shall develop written policies and procedures for an exercise and recreation program in an area designated for recreation, which will allow a minimum of three hours of exercise distributed over a period of seven days. Such regulations as are reasonable and necessary to protect the facilities security and the inmates’ welfare shall be included in such a program. In Type IV facilities, such a program can be either in-house or provided through access to the community.
## SRJ POD Time Statistics

### Santa Rita Jail Housing Unit Pod Time Weekly Averages

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Sun-Sat Max pod time average per week 11/26/17-1/27/18 **29:58**

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Sun-Sat Min/Med pod time average per week 11/26/17-1/27/18 **28:11**

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Sun-Sat MI average 11/26/17-1/27/18 **6:10**
# GEDDF POD Time Statistics

## GEDDF Weekly Averages

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GEDDF Hunger Strike Summary

• 10/17/17- A total of 212 inmates participated in hunger strike related to their “Five Core Demands”. The hunger strike ended on October 21st, 2017.
  
  • Hunger strike was in conjunction with Prisoner’s United, a CBO who helped organize the protest
  • The inmates vowed not to eat the food distributed by Aramark nor were the inmates going to purchase personal commissary food items

• 12/01/17- A total of 168 inmates participated in a hunger strike related to their “Five Core Demands”. The hunger strike ended on 12/12/17.
  
  • The hunger strike was similar to the October 21st, 2017 with similar demands.
Prisoners United 5-Core Demands

• End Indefinite Solitary Confinement-Administrative Segregation

• End Subjective Grievance Practices

• End Abuse of Discretion to Lockdown/Unstructured Programming

• End Insufficient and Unsanitary Clothing

• End Insufficient Food and Starvation for Indigent Prisoners
Administrative Isolation-GEDDF

• A review of classification data at GEDDF from January 2017 to current shows that 67 inmates assigned to administrative isolation were re-classified to a lesser classification during that time frame.

• At SRJ, ACSO implemented the new Max-Sep program and re-classed approximately 40 inmates to Max-Sep. This program had been in place at GEDDF and had been planned for SRJ.

• ACSO classification is operating within the guidelines set forth by Title 15, Minimum Jail Standards, as well as ACSO General Orders and Policy and Procedures as it pertains to the classification and housing of Administrative Isolation inmates.

• ACSO does not practice indefinite solitary confinement. ACSO policy and practices provides inmates a process and steps to take to have their classification status evaluated and reduced.
Inmate Grievance Procedures

• ACSO Policy and Procedure and Title 15 of the Minimum Jail Standards establishes procedures for the grievance process relating to incidents that affect the conditions of the inmate’s confinement or any incident of sexual assault or harassment.

• Inmates are entitled to utilize the inmate grievance procedure to resolve disputes and receive a timely written response without fear of reprisal or punitive action.

• Inmates are advised of this grievance process through the Inmate Rules and Information book, inmate publications, and the admission-orientation video.

• ACSO has a dedicated Grievance Unit that consists of: 1 Lieutenant, 1 Sergeant, 3 Deputies, and 2 Sheriff’s Technicians.
Inmate Grievance Procedures

• Per ACSO policy, if an inmate requests a grievance, deputies provide the inmate with a grievance form.

• Once the grievance is written, deputies will attempt to resolve the issue to the inmate’s satisfaction.

• If the grievance is mitigated, the “resolved” box on the grievance form is checked and the inmate will also sign the form, certifying the grievance has been resolved.

• The inmate will be provided a copy, and the grievance form is submitted to the Grievance Unit at Santa Rita Jail. If the issue cannot be resolved, the deputy will draw a tracking number and indicate it on the grievance form. The deputy is required to document the discussion with the inmate on a grievance response form and submit it prior to the end of their shift. The inmate is provided a copy with the tracking number.
Inmate Grievance Procedures

• If the issue cannot be resolved, the deputy will draw a tracking number and document it on the grievance form.

• The deputy is required to document the discussion with the inmate on a grievance response form and submit it prior to the end of their shift.

• The inmate is provided a copy with the tracking number and the name and badge number of the Deputy who completed the form.

• The Deputy receiving the grievance will forward the Inmate Grievance form and the Inmate Grievance Response Supplemental Information form to the on-duty Watch Sergeant by the end of their shift.
Inmate Grievance Procedures

• The on-duty Watch Sergeant will ensure that the appropriate information has been included on the Inmate Grievance form and the Inmate Grievance Response Supplemental Information form.

• The on duty Watch Sergeant will then forward the documents to the Grievance Unit at Santa Rita Jail.

• The Grievance Unit will respond to the inmate’s grievance in writing when a disposition is reached.

• This will be forwarded to the inmate for their review and signature. If an inmate refuses to read or sign the Inmate Grievance Response form, the serving deputy will note on the inmate signature line, “Refused to Read,” “Refused to Sign,” (or both if applicable), print his/her name and badge number, and date the form.
Inmate Grievance Procedures

**Appeals:**

- An inmate has the right to appeal any grievance response to the next higher level (Appeals Officer). If an inmate elects to appeal the grievance response, the inmate shall indicate so by checking the appeal box, signing their name and dating the Inmate Grievance Response form.

- An inmate’s refusal to answer or sign the Inmate Grievance Response form regarding an appeal shall be construed as an automatic appeal.

- The Grievance Unit will forward the response to the Appeals Officer for review and recommendation.
Inmate Grievance Procedures

Extensions:

- The Grievance Unit will have 21 days to respond to an inmate’s grievance.

- If the investigation and response have not been completed within 21 days, a Notice of Extension form will be presented to the inmate.

- The Notice of Extension form shall provide an estimated date of completion.

- A Notice of Extension form states that the investigation regarding the inmate’s complaint is going to take longer than the average 21 days.
Inmate Grievance Procedures

Dispositions:

• The final disposition (response) to the grievance is provided to the inmate upon completion. If the grievance is affirmed, the grievance response is forwarded to the supervisor for review and appropriate corrective actions will be taken or implemented as directed.

• All grievances filed and their dispositions are maintained for five years.

• ACSO is in compliance with the guidelines set forth by Title 15, our General Orders and Policy and Procedures as they relate to the inmate grievance procedures.
Inmate Grievance Procedures

• Based on our compliance with internal policy and Title 15, as well as the continued review and audits conducted, the Sheriff’s Office inmate grievance practices are not subjective.

• The process in place allows inmates to grieve their concerns through a formal and structured system, supported by documentation and record retention.

• Assigned Grievance Unit staff members address the concerns in a professional and timely manner.

• Monthly reports generated outline the affirmed grievances for both GEDDF and SRJ. They are reviewed by Commanding Officers for dissemination, training, and corrective action in order to complete the process of an objective practice.
Discretion to Lock Down

• The ACSO understands the importance of recreation programs and exercise opportunities for those in our care and custody.

• Title 15 mandates we provide a minimum of three hours of recreation/exercise opportunities in areas designed for recreation in a seven day period.

• The ACSO policy and procedures require we exceed Title 15 and provide a minimum of five hours of recreation/exercise opportunities within a seven day period.

• GEDDF utilizes the pod rooms, equipped with a television, phones, tables and chairs, day rooms, multipurpose rooms, and an outdoor recreation yard.
Discretion to Lock Down

- A lockdown of the jail facility is rare and only implemented under emergency circumstances.

- The discretion for a housing floor deputy to limit the recreational activities depends on several operational and security factors:
  
  - Medical/mental health appointments
  - Incidents occurring within the facility
  - Feeding
  - Programing
  - Visiting
  - Staffing deficiencies
  - Facility count times
  - Laundry Exchange
  - Commissary Distribution
Clothing and Linen Exchange

• Per ACSO Policy and Title 15 regulations mandate outer garments, except footwear, shall be exchanged at least once each week. Undergarments and socks shall be exchanged twice each week.

• ACSO staff conducts linen exchange once each week. During linen exchange, each inmate is provided one jump suit (top and pants), a bed sheet, towel, face towel, and two sets of undergarments (socks, underwear). Blankets are exchanged every three months and extra blankets are provided during winter months.

• The laundry practices and exchange of clean linens are in compliance with local, state, and federal mandates.

• An increase in clothing provided to the inmates would increase the amount of clothing needed to be cleaned, dried, and processed, thus doubling the staffing of deputy sheriffs and inmate workers in the laundry department.
Food Service Operations

- The Alameda County Sheriff’s Office contracts with Aramark Correctional Food Services to provide inmate meals.

- All the food served, meet the nutritional and caloric requirements as specified by the Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the California Daily Food Guide, and the Dietary Guidelines for Americans.

- The kitchen at SRJ is equivalent to an industrial food service operation, cooking, packaging, and distributing an average of 12,000 meals per day.

- 60-80 workers per day prepare and package the food. The operation runs seven days a week, from 0430 hours to 0200 hours and includes the kitchen, bakery, scullery, and delivery/shipping.
Food Service Operations

**Breakfast: (2 trays on left)**
- Sweetened Oatmeal – 1.5 cup
- Breakfast Sausage – 1 patty
- Peanut Butter – 1 packet
- Breakfast Potatoes – 1 cup
- Wheat Bread – 2 slices
- Jelly PC – 2 packets
- 1% Milk – 8 oz

**Lunch: (Opened package in middle)**
- Wheat Bread – 2 slices
- Turkey Salami – 4 ozw
- Mustard – 2 packets
- Sandwich Cookies – 2 each
- Carrots – 1/2 cup
- Vitamin Fortified Fruit Drink – 1 cup

**Dinner: (2 trays on right)**
- Macaroni & Cheese w/Turkey Ham – 1.5 cup
- Ranch Pinto Beans – 3/4 Cup
- Vegetable Medley – 1/2 cup
- Salad – 3/4 cup
- Ranch Dressing – 1 packet
- Wheat Bread – 2 slices
- White Cake – 1/60 cut
- Calcium and Vitamin Fortified Fruit Drink – 1 cup
Food Menu Planning

• Per ACSO policy, the Food Service Manager will ensure a planned menu is substantially followed, and that planning and preparing all meals takes into consideration food, flavor, texture, temperature, appearance, and palatability.

• All menus, including special diets, will be planned, dated and available for review at least five weeks in advance of their use.

• It is the policy of the Detention and Corrections Division to provide all inmates with meals that are nutritionally adequate and properly prepared pursuant to Minimum Jail Standards. All inmates will be provided at least three (3) meals, at regular times, two (2) of which will be served hot.

• Menus shall be planned to provide a variety of foods, thus preventing repetitive meals. Menus shall be approved by a registered dietitian before being used.

• Additionally, commissary is available to inmates for purchase weekly.
Commissary

- Commissary for purchase is provided through contract with Trinity Services Group.
- Commissary is ordered and delivered weekly.
- Items are packaged and delivered to the inmates, including a copy of the receipt/order form.
- There are about 300 food and personal care products available to purchase.
- Commissary prices for ACSO inmates are consistent with other jails within the region.
Indigent Inmates

• Inmates who have less than $4.80 and do not receive an online order, are provided free Maintenance Kits weekly.

• Maintenance Kits include
  • Liquid soap
  • Toothbrush / toothpaste
  • Razor blade / shaving gel
  • Shampoo
  • Comb
  • Pencil
  • Writing paper
  • Two stamped and one blank envelope

• Currently, ACSO contract for commissary is out to competitive bid. As part of the RFP, ACSO has required Maintenance Kit quantities be increased.
The Alameda County Sheriff’s Office complies with the local, state and federal mandates that guide our Detentions and Corrections operations.

It is our practice to constantly evaluate our operations as it pertains to the health, wellness, and care of the those in our custody.

A full review of the inmate concerns was conducted to ensure compliance with our policy and procedures.

Progressive and innovation means will be evaluated and explored to maintain a safe and healthy living environment.