Table of Contents

Custody and Courts Command Mission Statement

1. Policy 1100 - Administration, Organization, and Management
2. Policy 1200 – Inmate Classification Procedures
3. Policy 1300 - Court Transfer
4. Policy 1400 - Release
5. Policy 1500 - DNA Samples
6. Policy 1600 - Orange County Jail Rules
7. Policy 1700 - Security and Control
8. Policy 1800 - Use of Force
9. Policy 1900 - Communications, Mail, and Visiting
10. Policy 2000 - Inmate Services and Programs
11. Policy 2100 - Medical and Health Services
12. Policy 2200 - Hospital Deputy
13. Policy 2300 - Food Services
14. Policy 2400 - Sanitation and Maintenance
15. Policy 2500 - Inmate Records
16. Policy 2600 - Safety and Emergency Procedures
17. Policy 2700 - Custody Canine Narcotic and Contraband Detection
18. Policy 2800 – Custody Intelligence Unit
19. Policy 2900 – PREA LGBTI Inmates and Detainees
20. Policy 3000 - Intake Release Center
21. Policy 4000 - Central Men’s Jail
22. Policy 5000 - Central Women’s Jail
23. Policy 6000 - James A. Musick Facility
24. Policy 7000 - Theo Lacy Facility
25. Policy 9000 - Transportation
26. Policy 10000 - Bailiff Procedures
27. Policy 11000 - Court Detention Procedures
28. Policy 12000 - Civil Enforcement Procedures
29. Policy 13000 - Conservatee Transportation Procedures
30. Policy 14000 - Court Operations Administration Building
31. Policy 15000 - Central Justice Center
32. Policy 16000 - Harbor Justice Center
33. Policy 17000 - Lamoreaux Justice Center
34. Policy 18000 - North Justice Center
35. Policy 19000 - West Justice Center
36. Glossary

Policy 1100 - Administration, Organization, and Management

1100 - Jail Operations Goals and Objectives

1100.1 - Purpose and Scope

a) The Sheriff-Coroner (Sheriff) of Orange County will manage and maintain the County's jails and inmates. Jail Operations will facilitate the timely, accurate, and legal processing of men and women arrestees, and will maintain the constitutional, secure and humane detention of arrested persons who cannot be released.

1100.2 - Sheriff as Chief Administrator

a) The Sheriff-Coroner of Orange County is charged by law with the responsibility of managing and maintaining the County's jails. The Sheriff, his deputies, and departmental employees will operate the jails according to all county, state and federal laws and regulations.

1100.3 - Philosophy

a) Orange County Jail facilities were designed and built to provide the County's residents with safe and secure facilities that comply with or exceed standards set forth by local, state, federal and professional agencies.
b) Jail Operations policy and procedures will ensure that those delivered into custody will be provided safe, secure and humane treatment in conformance with applicable standards, laws and judicial decisions.
c) Prompt, legal and thorough booking and release procedures will be utilized in every case in order to minimize the time spent in custody of those who are being legally released.
d) Alternatives to custody will be considered in each case, consistent with the Sheriff's responsibility, to ensure public safety and to protect inmate rights.
e) Inmates will be classified to the least restrictive mode of housing, with due consideration for the safety of the public, staff and other inmates.
f) Essentials of human life (e.g., medical care, nutritious meals, recreation, a clean environment, religious counseling, and educational opportunities) will be provided to the inmates.
g) Maintaining family relationships and contact with the community will be encouraged by appropriate policies regulating visiting, mail, and the use of telephones.
h) Jail Operations staff will be encouraged to participate in refining and developing division goals, objectives, policies and procedures.
i) Philosophies, goals and policies of the Jail Operations will be consistent with those of the Orange County Government and the Orange County Sheriff's Department.
j) The Custody and Court Operations Manual (CCOM) describing the Jail Operation philosophy, goals and policies will be available to department members, the general public and to inmates. Portions of the CCOM may be restricted due to detailed procedure descriptions that could compromise security within each facility. The approved CCOM documents will be available at each facility from the Division Commander.
k) The CCOM will be updated as necessary on the intranet, and will be reviewed at least annually.

1100.4 - Goals and Objectives

a) When so directed, the Division Commander will prepare for the Sheriff-Coroner and the County Administrative Office, the realistic and measurable goals and objectives that can be accomplished within the designated fiscal year.
b) At the end of each fiscal year, the Division Commander will prepare and submit to the Sheriff the results of efforts to meet the established goals and objectives.
c) Related community agencies will be consulted frequently to gather their input to the continued policy update efforts. Health, religious, educational, and rehabilitation agencies will be encouraged to contribute ideas that will assist with policy update efforts.

1102 - Assignment of Division Commander

Each Jail Operations Division will be managed by an Orange County Sheriff's Department Captain. Each Captain will be assigned by the Sheriff, and will only be subordinate in duties to the Sheriff and Assistant Sheriff of Jail Operations

1102.1 – Qualifications

a) A Jail Operations Division Commander will have at least five (5) years of law enforcement experience in a civilian agency, including one year as a Lieutenant. A degree in police science or criminology may substitute for two (2) years of non-supervisory experience.
b) A Jail Operations Division Commander will have knowledge of modern law enforcement planning, principals of public administration, budgeting, training, disciplining personnel, modern techniques and procedures in custody and corrections, and will be thoroughly familiar with all departmental divisions.
c) A Jail Operations Division Commander must have the ability to plan, organize, direct, and evaluate the work of others on a divisional level.

1102.2 – Assignment

a) Assignment to, or transfer from the position of any Jail Operations Division Commander will be at the direction of the Sheriff. Duration of assignment will be determined by the Sheriff and Assistant Sheriff based upon:
    1. Disqualification by conviction of a crime, infamous or disgraceful conduct, or attempted deception or fraud.
    2. Promotion of the assignee.
    3. Transfer at the request of the Division Commander or in compliance with the department's Personnel Transfer Policy for Career Development, departmental reorganization or to fill a need in another facility or division.
    4. Demotion of the Division Commander in accordance with State and County rules and memoranda conditions of employment as agreed to by the employee representation unit.
    5. Transfer of the Division Commander due to incompetence, unsuitability or unproductivity as established in employee performance ratings.
    6. Termination, retirement or resignation by the Division Commander.
    7. Disuse or reclassification of the facility.

1102.3 - Authority and Responsibilities

a) Each Division Commander will have the primary authority and responsibility for operations, staff assignments, program development, and supervision of personnel, facility maintenance and

auxiliary services. Each Division Commander will only be subordinate in these authorities and responsibilities to the Sheriff and Assistant Sheriff of Jail Operations or in his/her absence, the Assistant Sheriff handling his/her responsibilities.

1102.4 - Supporting Agency Roles

a) Each Division Commander will direct any support agency that provides services to the division to specify its role and function in writing. When the Division Commander approves the document(s), copies will be distributed to jail staff members for inclusion within each division's (i.e., Central Jail Complex (CJX), Theo Lacy Facility (TLF), James A. Musick Facility (JAMF), Custody and Court Operations Manual (CCOM).

1104 - Table of Organization Custody Operations

The Jail Operations organization chart places staff into related units that promote efficiency, groups similar functions, and provides a clear chain of command from entry-level positions to the Sheriff.

1104.1- Facility Organization, Chain of Command

a) Sheriff-Coroner (Sheriff)
   1. The elected administrator of the entire Sheriff's Department charged by law with administration of all County Jail facilities in Orange County. The Sheriff is required by law (GC 26605) to keep the County Jail and the prisoners in it.

b) Assistant Sheriff of Custody and Court Operations and Area Commander of Custody and Court Operations
   1. At the direction of the Sheriff, are administratively responsible for the Central Jail Complex, the Theo Lacy Facility, and the James A. Musick Facility.

c) Captain and Director
   1. The Division Commander is responsible for the overall operation, financial control and personnel management of the four jail divisions (CJX, TLF, JAMF and Inmate Programs), and their respective staffs. The Division Commander is responsible for interpreting and implementing Jail Operations policy and establishing procedures that ensure an efficient and effective overall operation of the division. Captain and Director

d) Lieutenant
   1. There is one Watch Commander (Lieutenant) for each work shift at each division. The Central Jail Complex and Theo Lacy Facility also each have an Administrative Lieutenant.
   2. The Watch Commander is responsible for the management and supervision of shift operations, and reports directly to the Division Commander.
   3. Administrative Lieutenants have administrative responsibility of the facilities to which they are assigned. The Administrative Lieutenants' authority and responsibility is limited to the Department's and Facility's established functions. He/she will interpret policy and may temporarily modify procedures in order to achieve the division's goals and objectives. The Administrative Lieutenants report directly to the Division Commander.
   4. Admin/Farm Lieutenant: The Admin/Farm Lieutenant will be responsible for the day-today operations of the Farm operations as well as the maintenance and repair efforts.

e) Sergeant
   1. Sergeants are the first level supervisors of the deputies, and others, on a specific shift.

2. Operations Sergeants are responsible to the Watch Commander for all admissions and releases from custody.
3. Housing Sergeants are responsible to the Watch Commander for inmate housing, feeding, transfers, and related functions.
4. Training Sergeants - Under the direction of the Division Commander, the Training Sergeants are responsible for:
    i. Planning and organizing training within each facility.
    ii. Receiving, scheduling and orientating new employees.
    iii. Maintaining, controlling and modifying the Facility Training Officer (FTO) Program as dictated by costs, needs or personnel requirements.
    iv. Maintaining and communicating the facility bi-weekly work schedule.
    v. Maintaining a high level of awareness of proposed or newly enacted legislation affecting Jail Operations.
5. Classification Sergeants are responsible to the Watch Commander for all the classifying and screening of inmates processed.
6. Module Sergeants: The Module Sergeant is responsible to the shift commander for inmate housing, feeding, transfers and other functions related to the modules.
7. CWP Sergeants, Classification Sergeants, CST Sergeants : Under the direction of the Vacation/Administrative Lieutenant, the CWP, Classification, CST Sergeant is responsible for:
    i. Supervision and control of deputies assigned to the Community Work Program
    ii. Classification along with the CST's assigned to the Theo Lacy Facility
8. Maintenance Sergeants at the JAMF under the direction of the Admin/Farm Lieutenant, will be responsible for:
    i. Maintenance efforts on the facility
    ii. Coordination of maintenance projects with the Department's Facility Operations and Maintenance Unit (FO&MU)

f) Deputy Sheriff
    1. Each deputy is a representative of the Sheriff in all functions. Every deputy will have one supervisor to whom he/she is responsible for the performance of a specific job.

g) Sheriff's Special Officer
    1. Each SSO will have one supervisor to whom they are responsible for the performance of a specific job.

h) Correctional Services Assistant
    1. Each CSA will have one supervisor to whom they are responsible to for a specific job.

i) Correctional Service Technician
    1. Each CST will have one supervisor to whom they are responsible for the performance of a specific job.

j) Inmate Records Manager
    1. Under the direction of the Division Commander, the Records Manager is responsible for all clerical positions and functions in Records.

k) 1104.1(k) - Farm Supervisors
    1. Each Farm Supervisor is a representative of the Sheriff in their functions. Every Farm Supervisor will have one supervisor to whom they are responsible for the performance of a specific job at the James A. Musick facility.

l) 1104.1(l) - Food Services Personnel
   1. Food Services Personnel are the representative of the Sheriff in the performance of their duties and will be supervised by personnel assigned to their division.

m) Correctional Programs Personnel
   1. Personnel assigned to Correctional Programs are the representative of the Sheriff in the performance of their duties and will be supervised by personnel assigned to their division.

n) Correctional Medical Personnel
   1. Personnel assigned to Correctional Medical will be the representative of the Sheriff in the performance of their duties and will be supervised by personnel from their division.

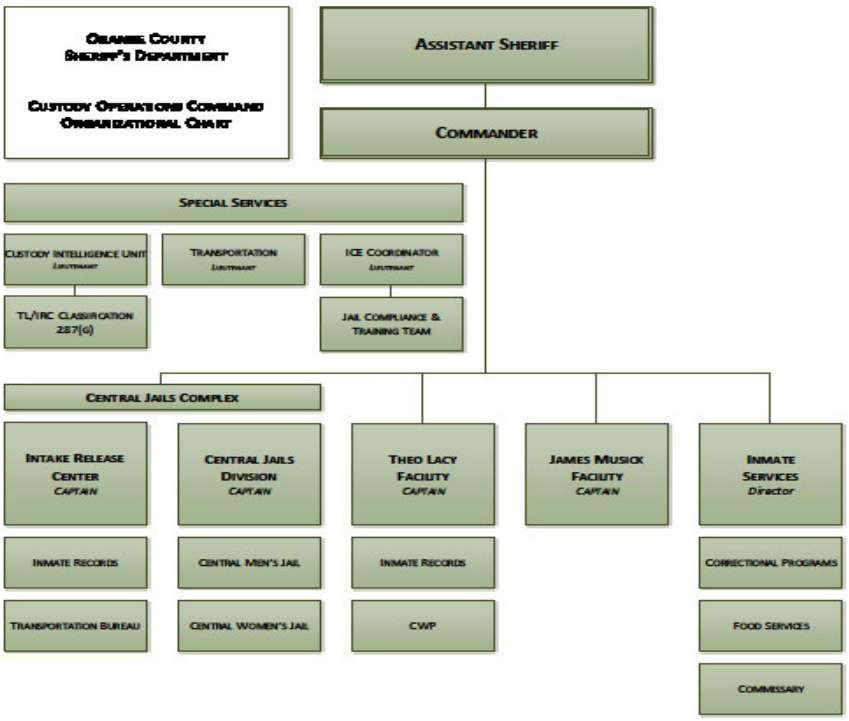
1104.2 - Maintenance of the Organization Chart

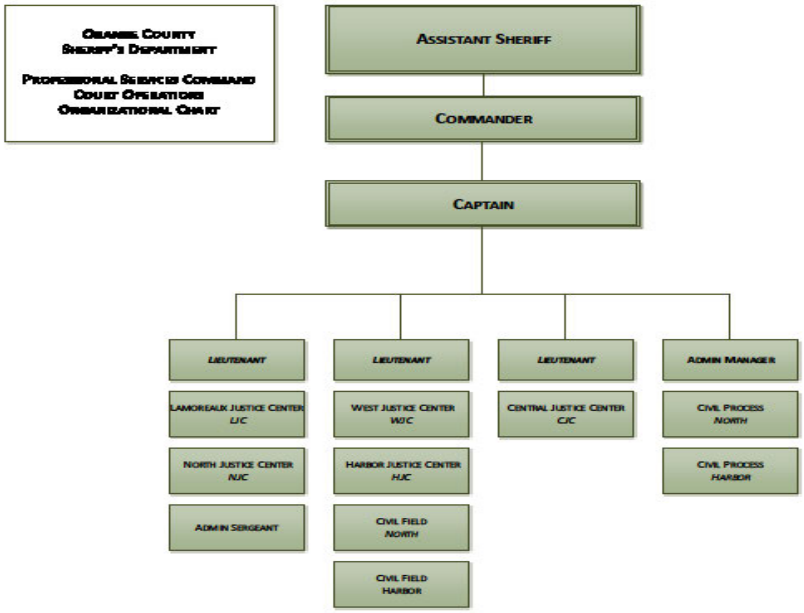
a) The responsibility of maintaining the organization charts is that of the Division Commander.
b) The organization chart will include all supervisory positions and functions within the facility.

1104.3 - Organization Chart Review

a) The Division Commander will review the organization chart annually. Comments and changes will be submitted to the Assistant Sheriff of Jail Operations. The Sheriff must approve changes.

1104.4 - Organization Charts





1105- Table of Organization Court Operations

1105.1 - Facility Organization, Chain of Command

a) Sheriff-Coroner (Sheriff)
   1. The elected administrator of the Sheriff-Coroner Department charged by law with administration of all County Jail facilities in Orange County. The Sheriff, by contract provides security services to the Courts within Orange County.

b) Assistant Sheriff of Custody and Court Operations and Area Commander of Custody and Court Operations
   1. At the direction of the Sheriff, the Assistant Sheriff and the Area Commander of Custody and Court Operations are administratively responsible for the Central Justice Center, the West Justice Center, Harbor Justice Center, Lamoreaux Justice Center, North Justice Center and the Civil Bureau.

c) Captain
   1. The Captain is the Division Commander and is responsible for the overall operation, financial control and personnel management of the five Courts and the Civil Bureaus, and their respective staffs. The Division Commander is responsible for interpreting and implementing Jail Operations policy and establishing procedures that ensure an efficient and effective overall operation of the division. The Division Commander is responsible for interpreting and implementing Custody and Court Operations policy and establishing procedures that ensure an efficient and effective overall operation of the division.

d) Lieutenant
    1. There are 3 Watch Commanders (Lieutenants) assigned to the Court Operations Division.
    2. The Central Justice Center Watch Commander is also responsible for the Central Civil Annex, Community Court and the North Civil Detail.
    3. The West Justice Center Watch Commander is also responsible for the Harbor Justice Center and the South Civil Detail.
    4. The Lamoreaux Justice Center Watch Commander is also responsible for the North Justice Center.
    5. The Watch Commanders are responsible for the management and supervision of shift operations, and report directly to the Division Commander.
e) Sergeant
    1. Sergeants are the first level supervisors of the deputies, and others, on a specific shift.
    2. Court Sergeants are responsible to the Watch Commander for the day to day operation of the Justice Centers.
    3. Detention Sergeants are responsible to the Watch Commander for court holding, feeding of inmates, remands, and related functions.
    4. Civil Sergeants are responsible to the Watch Commander for the operation of the Civil Field Details.
    5. Administrative Sergeant - Under the direction of the Division Commander, the Administrative Sergeant is responsible for:
        i. Planning and organizing training within each facility.
        ii. Receiving, scheduling and providing orientation to new employees.
        iii. Maintaining, controlling and modifying the Facility Training Officer (FTO) Program as dictated by costs, needs or personnel requirements.
        iv. Maintaining a high level of awareness of proposed or newly enacted legislation affecting Court Operations.
        v. Maintaining / tracking the Court Operations Vehicle Fleet.
f) Deputy Sheriff
    1. Each deputy is a representative of the Sheriff in all functions. Every deputy will have one supervisor to whom he/she is responsible for the performance of a specific job.
g) Sheriff’s Special Officer
    1. Each SSO will have one supervisor to whom he/she is responsible for the performance of a specific job.
h) Correctional Services Assistant
    1. Each CSA will have one supervisor to whom he/she is responsible for the performance of a specific job.
i) Sheriff's Technician
    1. Each Sheriff's Technician will have one supervisor to whom he/she is responsible for the performance of a specific job.
j) Civil Administrative Manager
    1. The Civil Administrative Manager is responsible for the management and supervision of all Clerical Civil Process Personnel, and reports directly to the Division Commander
k) Civil Process Chief

1. Chief Clerks supervise the Clerical Civil Process Supervisors and others, on a specific shift. The Chief Clerks report to the Civil Administrative Manager.

l) Civil Process Supervisor
   1. Civil Process Supervisors are the first level supervisors of the Clerical Civil Process Personnel, and others, on a specific shift. The Civil Process Supervisors report to the Chief Clerk.

m) Civil Process Technicians
   1. All Civil Process Personnel will have one supervisor to whom he/she is responsible for the performance of a specific job.

1106 - Staff and Staff/Inmate Communications

An open staff communication system is essential in each Jail Operations facility in order to promote more efficient staff operations. The staff/inmate communication system must be understood by the entire staff in order to promote meaningful contact with employees and those outside the respective facility.

1106.1 - Staff Communications

a) Each Division Commander will conduct periodic meetings with the entire division management and supervisory staff. The frequency of the meetings will be determined by the timeliness of subjects to be discussed and the discretion of the Division Commander.

b) Those attending who wish to have items placed on the agenda as topics for discussion shall submit them in advance for approval by the Division Commander. Items for dissemination to employees will be formalized into memos and read at shift briefings.

c) Information for distribution to inmates will be formalized into memoranda. To ensure uniformity and accuracy, each lieutenant and sergeant will supervise the actual distribution.

d) Employees will use the chain of command for communication and fulfillment of routine needs. The Division Commander will be available to any employee if circumstances so dictate.

1106.2 - Staff / Inmate Communications

a) Communications between staff and inmates is essential to efficient operation of each facility. Staff shall respect the dignity of each person and refrain from profane, callous or degrading remarks. Staff shall be firm, impartial and resolute in demanding compliance with jail rules and regulations. No employee has the right to inflict verbal abuse on any inmate, nor can any such action be condoned. Each employee will attempt to respond to inquiries of inmates or direct the inmate to the appropriate staff member best suited to respond to the inmate.

b) The Module and Housing Deputies/SSO's will manage routine communication between staff and inmates.

c) Inmates are permitted to send Inmate Message Slips to jail personnel, Sheriff's Department personnel, or other persons in agencies located in the Civic Center areas where messenger service is available. Housing deputies/SSO's may answer routine inquiries addressed to the Facility Administration, but all other inquiries will be forwarded promptly to the intended receiver.

d) Envelopes addressed to legislators, the Grand Jury, members of the Board of Supervisors, judges, attorneys or the chaplain shall be opened and checked for contraband but not be read. Unsealed message slips will not be censored if addressed to the above-intended recipients.

e) Unauthorized communication between inmates and Jail Operations employees may be a criminal violation. Each such instance shall be brought to the attention of the employee's supervisor for review and appropriate action.

1108 - Custody and Court Operations Manual

1108.1 - Purpose and Scope

a) The Manual of the Orange County Sheriff's Department hereby established and shall be referred to as "The Custody and Court Operations Manual." The Custody and Court Operations Manual is a statement of the current policies, procedures, rules, guidelines of this department. All employees are to conform to the provisions of this manual. All prior existing manuals, orders, and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

b) Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized, however, that police work is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

1108.2 – Responsibilities

The ultimate responsibility for the contents of this manual rest with the Sheriff. Since it is not practical for the Sheriff to prepare and maintain the manual, the following delegations have been made:

a) Sheriff – The Sheriff shall be considered the ultimate authority for the provisions of this manual and shall continue to issue Departmental Directives which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

b) Staff shall consist of the following:
   1. Sheriff
   2. The Assistant Sheriff from each division

c) Staff shall review all recommendations regarding proposed changes to the manual at staff meetings.

d) Other personnel – All Department employees suggesting revision of the contents of the Custody and Court Operations Manual shall forward their suggestion, in writing, to their Division Commander who will consider the recommendation and forward to the Risk Management Bureau. The Risk Management Bureau will pass the proposed changes on to the Staff.

e) Once a change has been approved by the Sheriff's Department Staff it will be incorporated into the online/intranet/internet version of the CCOM and become department policy.

f) The online/intranet/internet version of the Custody and Court Operations Manual shall contain all revisions and updates and will supersede any previously existing hard copies or versions.

1108.3 – Distribution

a) To comply with the California Public Records Act, the Custody and Court Operations Manual shall be posted online and be made readily available to the public.

b) Policies and procedures relating to the security of the facility will not be distributed or shared with the public or inmates.
   1. The CCOM will be available online to all Jail Operations employees. A hard copy will be maintained at the Administrative Lieutenant's office at each facility.

2. The Training Sergeants will ensure that new employees are informed about the CCOM and the requirement to become familiar with its content.

1108.4 - Annual Review of Policies and Procedures

a) The Division Commander's designee will review the CCOM annually, and pass necessary changes on as stated under "Responsibilities" in this section.

1110 - Overall Facility Performance

1110.1 - Criteria for Evaluating Performance

a) Compliance with mandated federal, state and local regulations will be the criteria on which overall facility performance will be evaluated.

1110.2 - Sources for Evaluating Performance

a) The Division Commanders will have a variety of sources of information available to aid in conducting the evaluation.
b) The Sheriff's Data System (SDS) computer will generate periodic reports necessary for planning and personnel deployment.
c) Reviewing Daily Incident Logs each day.
d) Monthly budgetary expenditure reports will be sent to the Division Commander from the Department Financial Officer to use in measuring goal attainment progress.
e) The Division Commander receives a Facility Inspection Report that is prepared by the Senior Correctional Services Technician or the Division Commanders designee. This report is submitted on the second and fourth Monday of each month. Required repairs and corrective action are documented and routed to the proper sources.

1110.3 - Annual Reports

a) The Division Commander is required to submit a comprehensive detailed budget for the next fiscal year. The submission will begin with a budget proposal to the Assistant Sheriff of Jail Operations.
b) The Sheriff's Department will submit to the presiding judges of the courts in the County an annual report on the status of the population, major developments in the County Jail System and plans for the future.
c) The Division Commander will submit an annual review report of the facility's objectives, programs, inmate population, budget, major developments, problems and plans to the Sheriff via the chain of command.

1112 - Management Information and Research Systems

Custody Operation Divisions has a controlled access, organized system of collecting, storing, retrieving, reviewing and reporting statistical and operational information. This system is intended for management review for the purpose of improving operational and program objectives. Legitimate outside inquiries will be answered promptly.

1112.1 - Management Reports

a) Each facility within Jail Operations will be a part of the Sheriff's Data System (SDS) computerized program of information input, storage, update and retrieval. This is for the purpose of generating reports about inmate activities for review by management. In addition, manually generated reports will be systematically compiled for management review. The reports will be a part of Jail

Operations overall, ongoing data management program. They will be used as a part of the management decision-making process relative to both inmate and operational needs. The following reports will be generated to assist management in assessing operational needs and program objectives.

b) Jail Operations Inmate Activity Reports
    1. Daily reports will be generated listing:
        i. Number of bookings during 24 hours (including supplemental bookings)
        ii. Number of releases during 24 hours - Inmate housing count at 0000 hours
        iii. Inmate housing (density) count by modules as of 0001 hours
        iv. Count of inmates by status, sentenced/unsentenced, males-females
        v. Number of court statistics (inmates sent and returned)
        vi. Number of transfers to other facilities
        vii. Punishment and special housing rosters
        viii. Jail inmate worker roster
        ix. State and federal inmate bookings
        x. Sentence expiration roster
        xi. Prison transfer roster
c) Jail Operations Incident Reports
    1. Staff shall document occurrences requiring a Jail Incident ("JI") number (e.g., major jail rule violations, booking process delays, involuntary medications, and custody strip search authorizations) on a JI Report Form.
    2. Occurrences requiring a DR (e.g., violations of law, medical/casualty occurrences requiring additional treatment outside the facility, found or lost property, booking evidence, etc.) shall be documented by staff on the appropriate report form in accordance with departmental policy and procedure.
        i. At the discretion of the Supervisor or Watch Commander, any medical/casualty occurrence may be directed to be documented on a department Casualty Report.
    3. Incident logs for the past 24 hours will be delivered to the Division Commander each morning at 0700. These reports are generated inside Main Control at each facility.
    4. Copies of incident reports about assaults, suicides or attempts, escapes or attempts.
    5. Original crime reports shall be forwarded through Sheriff's Records to the appropriate investigative detail for investigation.
    6. Disciplinary reports will be handled in accordance with current Division policy.
    7. Copies of all reports involving inmates shall be forwarded to Jail Records and placed in the inmate's permanent jail record.
d) Cash Activity Sheet
    1. This documents the daily accounting and balancing of all cash drawers and the safe in each facility.
e) Budget Reports
    1. A monthly budget report is generated by the Financial Services identifying each budget category's appropriations and the dollar and percent of expenditures to date. The Division Commander receives two supplementary reports on overtime expenditure by dollar amounts and by hours.
f) Miscellaneous Reports

1. Employee performance evaluations will be reviewed and signed by the Division Commander when approved. Reports on work schedules, shift assignments, employee absences due to injury or illness, facility inspection reports and disciplinary appeals will all be available or used in the Division Commander's office daily.

1112.2 - System Access

a) Access to data generated in each facility is restricted at various locations according to job functions and the need to know. Employees working in assigned areas will only have access to information necessary for the performance of their duties. Granting access to other employees or anyone else, outside of the work area must meet with supervisory approval. Supervisors will advise the Division Commander when the requested access is from outside the Sheriff's Department.

1112.3 - Research Control

a) All persons, including Sheriff's Department staff, medical staff, other government agencies, the media and schools must first receive approval from the Division Commander prior to instituting research projects in each facility.
b) Prior to initiating research, all persons conducting research in the facility must agree to abide by all Sheriff's Department policies relating to the security/confidentiality of inmate files. Based upon the intended use of the research, guidelines will be established regarding what information shall be accessible to the researcher.
c) Inquiries from local, state and federal executive and legislative bodies/agencies will be brought to the Sheriff's attention by the Division Commander via the chain of command. At the direction of the Sheriff, or the Assistant Sheriff of Jail Operations, an appropriate and timely response will be made to each legitimate inquiry.
d) The Division Commander may maintain a professional relationship with colleges, schools, or institutes that are available to collaborate on training or studies in areas of mutual interest. Prior approval of any training or studies involving the facility, its staff, or inmates must be obtained from the Sheriff.
    1. Training arrangements will always be coordinated through the Division Commander to ensure proper accounting and credit to staff.
e) Research or studies involving more than the information identified as "public" may require signed release/waiver from the involved inmates. The Division Commander will seek instructions from his/her staff and/or County Counsel office in these matters.

1112.4 - Jail Profile Survey

a) Board of Corrections Jail Survey will be completed each month and forwarded to the Board of Corrections.

1114 - News Media and Public Relations

The news media, inmates and general public will be given public access to non-confidential information about Jail Operations to ensure the dissemination of information about any facility's operations. Jail Operations has the responsibility to protect the privacy and rights of its staff and inmates. Interviews inside the facility will be closely regulated to ensure the controlled and safe operation of the facility.

1114.1 - The News Media and Jail Operations

a) Members of the media are permitted access to information approved for release regarding Jail Operations for the purpose of preparing reports about the facility, its program and activities.
b) Media representatives are expected to make arrangements in advance with the Sheriff Department's Public Information Officer (PIO) for official visits to the facilities. Media representatives are required to possess an official press credential.
c) The PIO will be available to the public and to media representatives to answer inquiries and make official releases of information. All inquiries from the media will be referred to the PIO. While the Division Commander and staff are not specifically prohibited from communicating with the media, it is the policy of the Sheriff's Department to have media contacts conducted uniformly by the PIO.
d) During a facility emergency, and for a reasonable time thereafter, the Division Commander may suspend all media visits.
e) Either an inmate or a media member may initiate a request for a personal visit at Jail Operations. The visit will take place in public visiting and will not count as the inmate's visit for that day.
f) Inmates may use the inmate phones in the Custody Operations to contact the media. The only restriction on the use of the telephones is that they are restricted to local calls and that the inmates may not receive calls on any Jail Operations telephones.

1114.2 - Inmate/Media Interviews

a) Media representatives must request specific permission from the Division Commander prior to bringing any cameras or recording devices into Jail Operations. This requirement is meant to protect the rights of inmates and staff, and to maintain order within the facility.
b) Media interviews with inmates inside a Jail Operations facility may be refused because:
    1. The media representative refuses to agree to the conditions set forth by this policy.
    2. The inmate is medically or psychologically unable to participate.
    3. The Division Commander feels the interview would endanger the health and safety of the interviewer or would incite other inmates and disrupt the facility.
c) With the approval of the Division Commander, the media representative may take photographs and/or voice recordings. The named inmate agreeing to the interview is the only inmate who can be photographed and/or recorded.
d) Due to special security, custodial, and supervisory arrangements necessitated by media interviews, a High Security inmate, an inmate in disciplinary housing or an inmate at the hospital may not be available for an interview. The Division Commander will individually consider each such case.

1114.3 - Media Requests for Interviews

a) Requests from members of the media to visit or interview an inmate will be approved by the Facility Watch Commander. Authorized media must provide professional or government issued credentials. For any questions regarding authorized media, contact the Department of Public Affairs. If approved, the Watch Commander will ensure form J184-MEDIA REQUEST FOR INMATE INTERVIEW is completed and presented to the inmate. Once the inmate has accepted or denied the request, the lower portion will be detached for the inmate to retain. A copy will be placed in the inmate's jacket.

1. The time and location of the visit or interview will be determined by the Facility Watch Commander. Prior to a visit or interview taking place, the Facility Watch Commander will notify the department PIO.
2. Visiting staff will use the Sheriff's Data System (SDS) to schedule the interview as an "Official Visit," noting "Media" in the agency box and filling in appropriate media personnel information.
3. Media personnel shall present his/her media badge and one other form of identification.
4. J184 is located:
    i. Knowledge Center
    ii. Forms-Document Center
    iii. Jail Operations
    iv. Search for "Media"
    v. Click on "Media Request for Inmate Interview" form

b) Media requests for interviews of inmates on non-visiting days will be cleared through the Watch Commander.
1. The requested inmate must have completed the booking process.
2. A “Request to Visit” form will be filled out and given to the inmate.
3. It is the inmate’s responsibility to contact the media representative and then initiate the visit.
4. Media representatives will not be restricted in the frequency of their visits of inmates; however, each inmate is only permitted one 30 minute “media visit” per day.
5. Media visits in Jail Operations will take place in the public visiting areas and will not count as the inmate's personal visit for that day.
6. Special requests for interviews may be made in writing to the Division Commander. The request must be made in advance of the requested interview time. The Division Commander will answer requests within three (3) days.
7. Photographs and electronically recorded interviews of inmates will be conducted away from the Jail Operations in a facility under the supervision of the courts.
8. A media representative may accompany an attorney to an official visit with prior approval of the Division Commander. The inmate may refuse or agree to the media representative’s presence. No inmate will be required to be interviewed by the media either by an attorney or staff member while inside any Jail Operations facility.

1114.4 - Life Threatening Incident Releases

a) Initial releases of information in cases of life threatening incidents and death will be made by the Sheriff Department’s PIO.
b) The District Attorney's staff will be the lead investigative agency in any life threatening incidents occurring inside any Jail Operations facility. After the initial release of general information, the District Attorney's Office will make all subsequent media releases regarding the incident.
c) The final release for each such incident will also be made by the District Attorney's Office.
d) Jail Operations staff will not make media releases unless directed to do so by the Division Commander.

1114.5 - Public Information Requests

a) Jail Operations information will not be released in conflict with the provisions of California Government Code 6254.

b) Inmate Information- See CCOM Policy 2502.5- Releasing Inmate Information
c) Requests from federal, state and local legislative and executive bodies for information about Jail Operations programs and specific cases will be answered as soon as possible. The Division Commander will inform the Assistant Sheriff of Jail Operations of all such inquiries.
d) Inmates at any Custody Operations facility and the general public may request non-confidential policy and procedures information.

    1. Requests for policy and procedure information shall be directed to the Sheriff Department's Risk Management Bureau.
        i. Portions of the Jail Operations Manual pertaining to security and emergency procedures are not available for review.
        ii. The following policies and procedures information are available for inmate or general public review:
        iii. Custody Operations policy and procedures affecting inmates as specified in Minimum Standard Sections 1043, 1045, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1071, 1072, 1073, 1080, 1081, 1082, 1083 and 1200 of Title 15, California Administrative Code.
    2. A copy of the following publications will also be available for public and Jail Operations inmate review:
        i. "Guidelines for the Establishment and Operation of Local Detention Facilities"
        ii. Title 15 California Code of Regulations "Minimum Standards for Local Adult Detention Facilities"

1116 - Inmate Welfare Fund – Commissary

1116.1 - Commissary Operations

a) Location
    1. The office and warehouse space for Commissary Operations is located at [redacted]
b) Administration
    1. The Commissary will be the responsibility of the Assistant Sheriff of Jail Operations at the direction of the Sheriff.
c) Division Commander
    1. The Division Commander will determine which commissary items will be sold in Jail Operations. The Division Commander will also determine the frequency of inmate purchases and set the maximum quantity for any one purchase, and the number of commissary items an inmate is allowed to possess at one time. Three purchases each week is the limit.
d) Prices
    1. Prices for items sold in the commissary are set below that of area grocery chain stores. Sales tax is added to taxable items.
e) Commissary employees will conduct a weekly inventory. The Senior Account/Auditor assigned to the Financial Division will make a quarterly profit/loss statement. The Commissary employees will maintain daily purchases, sales and inventory records. Each inmate's commissary order slip will be retained on file in the Commissary office for one year.
f) Inmates will order commissary items by marking an order form distributed three times weekly by Module Deputies. Completed order forms will be forwarded to Commissary Operations who will

debit orders with sufficient funds from the inmate's account. Order forms with insufficient funds will be returned to the inmate. Commissary employees will bag the items the next day and hand-deliver the bags to the inmates in their housing locations. Orders will not be delivered to inmates who do not present their jail-issued identification card. The inmate will sign the order slip as received; the slip is then returned to the Commissary office where it is retained for one year.

g) Welfare Pack
    1. Indigent inmates, those with less than $2.00 in their account, will be given a Welfare Pack, if requested, once per week. The contents are:
        i. One toothbrush with toothpaste
        ii. One disposable razor. For additional information, regarding inmates who are not allowed disposable razors, reference CCOM Policy 1201 "Inmate Classification."
        iii. One hair comb
        iv. Two (2) letter sized envelopes and postage
        v. One golf pencil
        vi. Ten (10) sheets of writing paper
h) Inmates placed in disciplinary housing will also be issued a welfare pack. No razors will be included in these welfare packs.

1116.2 - Spending and Accounting of Welfare Trust Funds

a) The Sheriff is liable for accurate management of the Inmate Welfare Trust Funds.
b) Sources of income for the Inmate Welfare Fund include Commissary Operations, Inmate telephone revenue and educational contracts.
c) An annual budget is drafted by the Correctional Programs Unit for the Inmate Welfare Funds and Commissary Manager for Commissary Funds. The Financial Manager maintains ledger books. The Auditor-Controller's staff periodically audits the books. The Sheriff makes an annual report of the Inmate Welfare account in January to the Board of Supervisors.
d) The County Treasurer deposits funds at Bank of America. Interest accrued by the account is added to the account.
e) The Financial Manager sends a report of sales of taxable items and a check for the taxes to the California Board of Equalization as required by law.
f) Expenditures from the Inmate Welfare Trust Fund require the signature of the Assistant Sheriff of Jail Operations and the Department Financial Manager. Money from the Commissary account is used to replenish commissary supplies and requires only the Financial Manager's signature for approval.
g) Typical expenditures for the accounts include:
    1. Inmate Welfare Fund
        i. Inmate housing TV sets and repairs
        ii. Games, sports equipment, reading materials for inmate recreation
        iii. Inmate general library program
        iv. Inmate law library program
        v. Inmate vocational education program
        vi. Welfare pack items for indigent inmates
    2. Commissary Operations
        i. Re-stock items for the Commissary
        ii. Salaries and expenses of the Commissary stores operation

h) A continual inventory of inmate televisions, games, books, etc., is maintained by the Correctional Program Supervisor. Each year the supervisor conducts a television inventory for the purposes of producing a report to the Board of Supervisors on the location and maintenance of inmate televisions.

i) Inmate Welfare Fund Expenditure Report

1. Pursuant to California Administrative Code Title 15, Section 1043 and 1045, copies of the annual Inmate Welfare Fund Expenditure Report will be made available to all inmates. Two (2) copies of the report will be available for inmate's inspection.
2. A copy of the report is posted on each compound and is located on the Correctional Programs Unit Inmate Message Board.
3. Personal copies of the Inmate Welfare Fund Expenditure Report will be provided after the inmate pays duplication costs pursuant to Government Code Section 6356 and 6257.
4. The following procedure will be used to charge an inmate for duplicating costs of a personal copy of the report:
    i. Determine the cost for the document by charging for the first page and for each additional page using the fees which have been approved by Board of Supervisors Resolution.
    ii. Obtain a cash withdrawal receipt from the cashier for the proper amount and have the inmate sign it.
    iii. Have the cashier process the cash withdrawal.
    iv. Provide the cash and a copy of the receipt to the cashier at Fiscal who will post it to the appropriate account.
    v. Provide the inmate with his copy of the report.

Policy 1200 – Inmate Classification Procedures

1200 - Introduction

Inmate classification is defined as the evaluation and placement of inmates in housing areas with inmates of similar backgrounds and characteristics. The screening instrument utilized by Classification staff will identify specific characteristics and needs of inmates booked into our custody. These characteristics and needs all relate to the health, safety, security, and conditions of confinement for inmates, as well as the safety and security of staff within our jails. The instrument consists of two devices used to determine an inmate's housing location. The first is the Initial Classification Assessment, which includes completion of the Inmate Classification Form (J-200) and the Classification Interview. The second is the Housing Matrix (J-202), which applies the factors related to the individual inmate determined during the Initial Classification Assessment.

1200.1 – Classification Plan

a) Inmates shall be housed appropriately according to their classification level or according to Correctional Health Services (CHS) staff's recommendations.
b) The Classification Plan, which consists of this policy, the housing matrix and all classification forms, shall be available in the classification offices.

1200.2 – Classification Plan Review and Update

a) The Classification Plan will be reviewed annually.
b) The Plan may be revised at any time pursuant to changes in standards or regulations.
c) Any changes in the plan must be approved by the Assistant Sheriff of Custody Operations.

1200.3 - Classification Staff Responsibilities

a) Interview and classify inmates prior to housing using the Inmate Classification Form (J-200).
b) Assign inmates to housing locations according to their classification level and the current facility housing plans.
c) Conduct classification reviews and make appropriate classification and housing changes as needed.
d) Maintain a record of each inmate’s classification level, housing assignments, classification reviews, and specialty housing requests.
e) Monitor inmate jail rule violations and conduct classification reviews as needed.
f) Monitor racial balance within each housing area.

1200.4 – Location of Classification Interviews

a) Classification staff shall conduct classification interviews in areas away from inmates, so information obtained is kept confidential and to promote candid interviews with staff.

1200.5 - Classification Instrument and Initial Classification Assessment

a) Classification staff shall ensure the classification instrument (Inmate Classification Form J-200) is properly and thoroughly completed during the Initial Classification Assessment. This form includes the following information/sections:
    1. Identification of the classifying facility.
    2. Identification of the interviewer, date and time of the interview.
    3. The inmate's identifiers and personal information.
    4. Health and mobility screening information.
    5. Arrest History.
    6. Violence History.
    7. Previous State, County, and/or Federal Commitments.

8. Institutional behavior.
9. Escape History.
10. Safety Concerns.
11. Prison Rape Elimination Act (PREA) Victimization and Abusiveness Screening.
12. Gang Association or Involvement.
13. The inmate's signature.

b) Classification staff shall utilize information systems such as the NCIC, CLETS and JMS to obtain information regarding the inmate's criminal history, institutional behavior and previous classification levels to assist in determining an inmate's classification level.

1200.6 – Housing Matrix

a) The Housing Matrix (J-202) applies the factors related to the inmate and determines the classification level and housing. The following are the classification options:
   1. General Population (GP), Levels 1-7.
   2. High Security (HS).
   3. Administrative Housing (AH), Levels 1-3.
   4. Protective Custody (PC), Levels 1-3.
   5. Protective Custody Administrative Housing (PC-AH).
   6. Mentally Ill (MI).
   7. Mentally Ill Lockdown (MIL).

1200.7 –Specialty Housing Request Form

a) Every inmate requiring specialty housing upon initial classification shall have a Specialty Housing Request Form (J-201) completed detailing the justification (excluding MI and MIL).
b) All Specialty Housing Request Forms (J-201) shall be reviewed and approved by a Classification Sergeant prior to housing the inmate.

1200.8 – Classification Reviews and Classification Review Form

a) All classification reviews will be documented on a Classification Review Form (J-203).
b) Classification staff shall conduct a classification review of inmates who have been sentenced to reflect any changes from their original charges to their conviction charges.
c) Classification staff shall conduct a classification review of Problem Inmates (PIM's) every 30 days.
d) Classification staff shall consider the inmate's discipline history, assaultive behavior toward staff or other inmates, gang involvement, and staff observations when conducting a classification review.
e) Inmates who have been sentenced to more than 60 days may request a review of their classification rating no more often than 30 days from their last review.
f) Classification reviews shall be completed when Classification staff receives any of the following:
   1. Notification of a supplemental booking.
   2. Notification of a CPC 1170(h) conviction.
   3. Notification of an amended charge.
   4. Incident-based notification.
   5. Request from a sentenced inmate.
   6. Scheduled PREA review.
g) All Classification Review Forms (J-203) shall be reviewed and approved by a Classification Sergeant.

1200.9 –Medical and Mental Health Housing

a) If during a classification interview an inmate has a medical complaint, or is displaying signs of mental illness, Classification staff will refer the inmate to Correctional Health Services (CHS) for immediate treatment.

b) CHS staff shall be solely responsible for assigning inmates to medical or mental health (MI/MIL) housing.
c) CHS staff shall complete a Correctional Health Services Checklist form (J-112) for any inmate in need of medical or mental health housing.
d) Classification staff shall ensure the Correctional Health Services Checklist form (J-112) is received prior to housing such inmates.
e) Behavioral Health Deputies assigned to mental health housing and Deputies assigned to medical housing shall coordinate with Correctional Health Services and Classification staff to house and program together compatible General Population (GP) inmates of different security levels using the following guidelines:
    1. General Population (GP) levels 1-5 may be housed and program together.
    2. General Population (GP) levels 6-7 may be housed and program together.
f) Specialty Housing inmates shall be housed and program according to CCOM Section 1201.15.

1200.10 - Housing Assignments and Changes

a) According to the inmate's classification level, Classification staff shall be responsible for assigning each inmate to the following:
    1. Facility.
    2. Module.
    3. Sector/Tank.
    4. Dorm/Cell.
    5. Bunk.
b) Any request to move an inmate out of the assigned facility, module, or sector/tank/dorm must be submitted to Classification staff on a Classification Review Form (J-203).
c) A cell/bunk assignment change does not require a J-203. However, Classification staff shall be responsible for making any cell/bunk assignment change.
d) Gender non-conforming or non-binary inmates will be housed in male or female housing after classification deputies have determined the proper classification and housing location.

1200.11 – Inmate Transfers

a) Classification staff will screen inmates to determine their eligibility for transfer to any facility in our system.
b) Classification staff will only transfer inmates whose classification level and medical clearance are appropriate for the receiving facility.
c) Classification staff shall generate and coordinate all inmate transfers within our facilities.
d) Generally, all inmates being transferred within any of the Department's jail facilities will be dressed in jail issued clothing according to their classification level.

1200.12 – Prison Rape Elimination Act (PREA) Assessment and Reviews

a) Classification staff shall follow CCOM 2900.7, Screening for Risk of Sexual Victimization and Abusiveness and Use of Screening Information.

1200.13 – Wrong Defendant

a) If an inmate booked to a warrant protests that he/she is not the individual named in the warrant, the inmate and warrant information will be forwarded to Classification staff.
b) Classification staff will interview the inmate and check the warrant information to confirm the inmate in custody is the person named in the warrant.
c) The investigation will include a check of the local arrest record, CII, and the warrant repository for additional information, and, if necessary, contact with the agency that entered the warrant into the system. It may be necessary to obtain a photograph or fingerprints of the named suspect to compare to those of the inmate.

d) If it is determined that the inmate is not the person named in the warrant, this information, along with the supporting documentation, will be forwarded to the Watch Commander for approval and then to the Records Supervisor who will initiate a "Wrong Defendant" release. The arresting agency must also be notified as soon as practical.
e) The results of all such inquiries regardless of outcome will be forwarded to Jail Records to be placed in the inmate's file. Classification staff will note the details of the inquiry in the inmate's classification history.

Policy 1201 – Inmate Classifications

1201.1 - General Population (GP) Inmates

a) Inmates shall be considered General Population (GP) for classification purposes, unless otherwise designated. Every inmate classified as GP will be assigned a security level of 1-7.
b) Generally, GP inmates will be housed with inmates of the same security level.
c) The Special Services Bureau Captain may approve GP inmates of different security levels to be housed together to mitigate housing constraints.
d) A Classification Sergeant may approve GP inmates of different security levels to be placed in holding cells together during the intake process to mitigate holding cell constraints.
e) GP inmates do not require restraints during movement and can be escorted with other GP inmates.

1201.2 – Specialty Housing Inmates

a) Inmates assigned to specialty housing may require precautionary control measures. Restrictions will only be placed when there is a legitimate security need or for disciplinary reasons.
b) Every inmate requiring specialty housing upon initial classification shall have a Specialty Housing Request Form (J-201) completed detailing the justification (excluding MI and MIL).
c) All Specialty Housing Request Forms (J-201) shall be reviewed and approved by a Classification Sergeant prior to housing the inmate.
d) Generally, Specialty Housing inmates will be housed with inmates of the same security level.
e) The Special Services Bureau Captain may approve Specialty Housing inmates of different security levels to be housed together to mitigate housing constraints.
f) A Classification Sergeant may approve Specialty Housing inmates of different security levels to be placed in holding cells together during the intake process to mitigate holding cell constraints.
g) The following are the classifications of specialty housing inmates:
    1. High Security (HS).
    2. Administrative Housing (AH), Levels 1-3.
    3. Protective Custody (PC), Levels 1-3.
    4. Protective Custody Administrative Housing (PC-AH).
    5. Mentally Ill (MI).
    6. Mentally Ill Lockdown (MIL).
    7. Civil Commitments (Civil-6600/CPC-1332/CC-1209).
    8. Problem Inmate (PIM).

1201.3 - High Security (HS) Inmates

a) HS inmates are those who require a higher level of security than general population inmates. Reasons for placing an inmate on HS status include but shall not be limited to, booking charges, member or associate of a validated prison gang, identified as being extremely influential among other inmates, assaultive toward staff or inmates, or specialty housing while in other institutions.
b) Staff shall not allow high security inmates to possess razors.

1201.4 – Administrative Housing (AH) Inmates

a) Title 15, Section 1053 describes "administrative segregation" as separate and secure housing that does not involve any other deprivation of privileges than is necessary to obtain the objective of protecting inmates and staff. Custody Operations defines these types of inmates as Administrative Housing (AH).

b) There are three levels for AH inmates. Inmates may be classified to a particular level for the following reasons:

1. AH-1
    i. Prone to escape.
    ii. Assaultive toward staff or other inmates.
    iii. Disruptive to the operations of the jail.
    iv. Associates of a validated prison gang or security threat group.
    v. Facing, or have been sentenced to, the death penalty or a life sentence.
2. AH-2
    i. Previously required protection, though became problematic based on continual assaults, extortions, and/or threats toward other protective custody inmates.
    ii. Returned to the gang lifestyle.
3. AH-3
    i. Undergoing a classification investigation to determine appropriate housing. Shall require a single-person cell away from other classifications. These inmates may or may not have dropped out of their gang, but may require administrative housing based on potential threats from rival gang members.
    ii. AH-3 classifications are likely to change and may be integrated into general population, PC or one of the other AH levels based on the outcome of the classification investigation.
    iii. AH-3 Inmates shall be separated from all classification levels including other AH-3 inmates, unless otherwise approved by the Classification Sergeant/PMU.

c) Staff shall not allow AH inmates to possess razors.

1201.5 - Protective Custody (PC) Inmates

a) PC inmates are those who require protection from other inmates. Any time an inmate is identified as needing protective custody, they shall be protected from other classifications of inmates.

b) Classification staff may classify an inmate as PC based on circumstances surrounding the following:

1. The inmate's booking charges.
2. The inmate's gang affiliations or withdrawal from a gang.
3. The inmate is identified as an informant or a witness where these circumstances may pose a danger to the inmate.
4. The inmate has been identified by other inmates as being a prior PC within a County, State or Federal institution.
5. Staff has confirmed threats against the inmate.

c) Classification staff shall classify inmates with the following charges as PC Inmates:

1. All sex crimes involving a minor.
2. PC 290 violations where the controlling charge is a sex crime involving a minor.
3. Probation and parole violations where the controlling charge is a sex crime involving a minor.

d) Classification staff may classify inmates with all other crimes against a minor as PC inmates.

e) Classification staff may take into consideration the inmate's prior PC or SNY (Sensitive Needs Yard) status, the length of time they were classified as such, and the time that has passed since their last classification.

f) There are three levels of PC inmates. Inmates may be classified to a particular level for the following reasons:

1. PC-1

i. May have been previously classified as Administrative Housing (AH) (generally AH-1) and now require PC housing.
ii. Have a history of escape, assaultive behavior, and/or affiliation to a validated prison gang or security threat group.

2. PC-2
   i. Inmates who are confirmed gang drop-outs with protection needs.
   ii. Inmates meeting the above criteria for PC who have a classification level of GP 1-5.
3. PC-3
   i. These inmates are those who have been identified as requiring PC based solely on their charges, such as crimes against minors.
   ii. May also be inmates meeting the above criteria for PC who have a classification level of GP 6-7.

1201.6 - Protective Custody-Administrative Housing (PC-AH) Inmates

a) PC-AH inmates are those who need to be protected and separated from other inmates, including PC and other certain PC-AH inmates. Examples of such inmates include but are not limited to, law enforcement officers, ex-law enforcement officers, relatives of law enforcement officers, government officials, attorneys and judges.
b) PC-AH inmates may be compatible with others having similar classifications or characteristics and may be housed together and/or participate in group activities.

1201.7 - Mentally Ill (MI) Inmates

a) MI inmates are mentally unstable. Classification staff may refer an inmate Correctional Health Services (CHS) staff to evaluate an inmate for MI status.
a) Classification staff and Correctional Health Services staff shall coordinate on the classification and housing of MI inmates by use of a Correctional Health Services Checklist form (J-112).
b) Staff shall not allow MI inmates to have razors.

1201.8 - Mentally Ill Lockdown (MIL) Inmates

a) MIL inmates are unpredictable, violent, or may pose a safety risk to others due to their mental condition.
b) Classification staff and Correctional Health Services (CHS) staff shall coordinate on the classification and housing of MIL inmates by use of a Correctional Health Services Checklist form (J-112).
c) CHS staff will determine the programming and out-of-cell activities for MIL inmates on a case-by-case basis.
d) Staff shall not allow MIL inmates to have razors.

1201.9 – Civil Detainees

a) Civil Detainees are committed to the custody of the Sheriff's Department under W&I 6600, CPC 1332, or CC 1209. These detainees are held on civil cases such as Child Support, Civil Contempt or Civil Sexually Violent Predator matters.
b) Sexually Violent Predators (SVP) are Civil Detainees who have been convicted of a sexually violent offense and have been diagnosed with a mental disorder making them a danger to the health and safety of others in that it is likely he or she will engage in sexually violent behavior again.
c) In accordance with CPC 4001(3), all Civil Detainees must be confined separately. This includes persons detained as witnesses or held under civil process, or under an order imposing punishment for a contempt.
d) SVP's and non-SVP Civil Detainees will not be housed in the same cells. In addition, all Civil Detainees will be housed separately from inmates held on criminal charges.
e) For more information on Civil Detainees, refer to CCOM Section 1204.

1201.10 – Problem Inmates (PIM)

a) PIMs are those who have been a continued disruption to the security and tranquility of jail operations. PIM is a classification and is not a disciplinary status. Justification for placing an inmate on PIM status includes, but is not limited to, assaultive to staff or other inmates, inciting a riot, making threats to staff or witnesses, destruction of facility property, multiple or continual disciplinary actions, or attempted or planned escape.

1201.11 – Juvenile Inmates

a) Juvenile inmates may only be housed in the Orange County Jail by means of a court order from Orange County Superior Court.
   1. The court order will identify the subject as a juvenile, list their charges, and specifically remand them into the custody of the Orange County Sheriff's Department to be housed within the Orange County Jail.

b) Should a juvenile inmate arrive under any other circumstances, or should an inmate who was thought to be an adult and now there is reason to believe may be a juvenile, the inmate will be immediately separated from all other inmates and the following provisions should be followed:
   1. Notify Shift Sergeant and IRC Classification Sergeant immediately
   2. If not already, transfer to IRC and notify Watch Commander
   3. Classification Sergeant will be responsible for investigation and documentation.

c) By law, juvenile inmates must be segregated from, and have no contact with, adult inmates.

1201.12 – Propria Persona (Pro-Per) Inmates

a) Pro-Per inmates are those who the court has authorized to represent themselves in a criminal proceeding. Pro-Per privileges are extended only to those inmates who have a valid court order defining said privileges.

b) Pro-Per inmates shall be classified in the normal manner.

c) For more information on Pro-Per inmates, refer to CCOM Section 1203.

1201.13 – Inmates with Disabilities

a) Classification and Population Management Unit (PMU) staff will take into consideration the inmate's abilities and movement needs when assigning housing locations. Being disabled in any way is not justification for a higher security classification.
   1. Every effort will be made to accommodate inmates with mobility disabilities in their housing assignments. In the event an inmate with a mobility disability is assigned to non-ADA housing or a specific accommodation cannot be met, Classification and PMU staff will ensure that an inmate deemed to require accessible accommodations is provided with such accessible accommodations as soon as possible.

b) The Inmate Classification Form (J-200) has a Health and Mobility Screening section that applies directly to the inmate's medical and mental health factors, as well as any needs ensuring compliance with the Americans with Disabilities Act (ADA).

c) For more information on Inmates with Disabilities, refer to CCOM Section 1606 - Inmates with Disabilities.

1201.14 – Escape Risk Inmates

a) Classification staff shall take into consideration the inmate's history of escape or attempted escape and circumstances surrounding such incidents when classifying inmates into the following categories:
   1. No known Escape Risk
   2. Moderate Escape Risk
      i. History of any walk-away from an institutional facility that allows the inmate to come and go freely.
      ii. History of escaping from law enforcement while outside of a correctional institution.
   3. High Escape Risk

i. History of escape or attempted escape from a secured correctional institution. The use of force or fear is not mandatory criteria when identifying the inmate as a High Escape Risk.

b) Classification staff may consult with a Classification Sergeant in the event they are considering an alternative classification based on other circumstances obtained during the initial classification assessment, a classification review, or through any other means of gathering intelligence regarding the potential for escape.

1201.15 – Security Procedures by Classification Level

a) Generally, staff shall ensure inmates with a specialty housing classification are separated from other classifications. Staff may intermix specific specialty housing classifications during transport and in transportation vehicles based on security and the needs of the Transportation Bureau.

b) If holding cells become limited, inmates of different classifications may be placed in cells together while restrained.

c) The following are security procedures within the General Population (GP) and Specialty Housing classifications:

	Movement	**Holding**	**Housing**
GP	Escort with GP inmates.	May be placed in holding cells with compatible GP inmates while restrained.	Generally, house with GP inmates of same security level.
HS	Waist and leg restraints. Escort with HS inmates.	May be placed in holding cells with compatible HS inmates while restrained.	House with HS inmates.
AH-1	Waist and leg restraints. Escort with AH-1 inmates.	May be placed in holding cells with compatible AH-1 inmates while restrained.	House with AH-1 inmates.
AH-2	Waist and leg restraints. Escort with AH-2 inmates.	May be placed in holding cells with compatible AH-2 inmates while restrained.	House with AH-2 inmates.
AH-3	Waist and leg restraints. Escort with compatible AH-3 inmates.	May be placed in holding cells with compatible AH-3 inmates.	House alone or with compatible AH-3 inmates.
PC-1	Waist and leg restraints. Escort with PC-1 inmates.	May be placed in holding cells with compatible PC-1 inmates while restrained.	House with PC-1 inmates.
PC-2	Escort with PC-2 inmates.	May be placed in holding cells with compatible PC-2 inmates.	House with PC-2 inmates.
PC-3	Escort with PC-3 inmates.	May be placed in holding cells with compatible PC-3 inmates.	House with PC-3 inmates.
PC-AH	May use waist and leg restraints. May escort with PC-AH inmates.	May be placed in holding cells with compatible PC-AH inmates.	House alone or with compatible PC-AH inmates.
MI	May escort with compatible MI inmates.	May be placed in holding cells with compatible MI inmates.	May be housed with compatible MI inmates with CHS approval.
MIL	Waist and leg restraints. Escort alone.	Place in holding cells alone.	May be housed with compatible MIL inmates with CHS approval.

Civil-6600	Escort with Civil-6600 detainees.	May be placed in holding cells with Civil-6600 detainees.	House with Civil-6600 detainees.
Civil-1332/1209	Escort with Civil-1332/1209 detainees.	May be placed in holding cells with Civil-1332/1209 detainees.	House with Civil-1332/1209 detainees.
PIM	Waist and leg restraints. Escort with PIM's.	May be placed alone or in holding cells with PIM's while restrained.	House alone.

1201.16 - Inmate Identification Cards and Clothing

a) Identification cards are issued to inmates to provide a readily recognizable means of identifying inmates and their classification levels.

b) Classification staff shall ensure an identification card is printed for each inmate at the end of the classification process. Printed identification cards will be given to Male and Female Booking Prowlers to be issued to inmates prior to being housed.

c) If an inmate's classification level is changed for any reason, it will be the responsibility of Classification staff to ensure the inmate receives a new identification card.

d) The following are descriptions of identification cards and clothing specific to each classification level of male and female inmates:

Male Inmates

Classification Level	Identification Card	Clothing
General Population (GP)	Orange stripe/"GP" and level printed on front.	Orange Shirt/Orange Pants
High Security (HS)	Red stripe/"HS" printed on front.	Red Shirt/Red Pants
Administrative Housing (AH)	Red stripe/"AH" and level printed on front.	Orange Shirt/Orange Pants
Protective Custody (PC)	Lime green stripe/"PC" and level printed on front.	Lime Green Shirt/Lime Green Pants
Mentally Ill (MI)	Yellow stripe/"MI" and classification printed on front.	Shirt Matches Classification/ Dark Green Pants
Mentally Ill Lockdown (MIL)	Yellow stripe/"MIL" and classification printed on front.	Shirt Matches Classification/ Dark Green Pants
Civil-6600	Gray stripe/"Civil-6600" printed on front.	Dressed According to Classification
Civil-1332/1209	Gray stripe/"Civil-1332/1209" printed on front.	Dressed According to Classification

PIM	Colored stripe of classification/ "PIM" and classification printed on front.	Dressed According to Classification
Inmate Workers	Orange stripe/"IW" printed on front.	Light Blue Shirt/Orange Pants

Female Inmates

Classification Level	Identification Card	Clothing
General Population (GP)	Orange stripe/"GP" and level printed on front.	Orange Shirt/Dark Blue Pants
High Security (HS)	Red stripe/"HS" printed on front.	Red Shirt/Dark Blue Pants
Administrative Housing (AH)	Red stripe/"AH" and level printed on front.	Orange Shirt/Dark Blue Pants
Protective Custody (PC)	Lime green stripe/"PC" and level printed on front.	Lime Green Shirt/Dark Blue Pants
Mentally Ill (MI)	Yellow stripe/"MI" and classification printed on front.	Shirt Matches Classification/ Dark Green Pants
Mentally Ill Lockdown (MIL)	Yellow stripe/"MIL" and classification printed on front.	Shirt Matches Classification/ Dark Green Pants
Civil-6600	Gray stripe/"Civil-6600" printed on front.	Dressed According to Classification
Civil-1332/1209	Gray stripe/"Civil-1332/1209" printed on front.	Dressed According to Classification
PIM	Colored stripe of classification/ "PIM" and classification printed on front.	Dressed According to Classification
Inmate Workers	Orange stripe/"IW" printed on front.	Light Blue Shirt/Dark Blue Pants
Pregnant Inmates	Matches Classification Level	Shirt Matches Classification/Pink Pants

1202 – Special Protocols or Handling (J-119)

a) Certain inmates may require special protocols or handling. Special protocols or handling procedures may be the result of such things as an order from Correctional Health Services (CHS), or an order from a facility administrator or Watch Commander.

b) When Classification staff receives a Correctional Health Services Checklist (J-112) indicating an inmate requires special protocols or handling procedures due to a medical condition, the following steps shall be taken:

1. Classification staff will document receipt of the J-112 and any other pertinent information in the inmate's automated classification file.
2. Classification staff will then complete a J-119 form detailing the inmate's special protocols or handling procedures and attach it to the inmate's module card.

c) When Classification staff receives a Correctional Health Services Checklist (J-112) indicating an inmate no longer requires special protocols or handling procedures, the following steps shall be taken:
1. Classification staff will document receipt of the J-112 and articulate CHS's determination in the inmate's automated classification file.
2. Classification staff will make notifications to have the J-119 form removed from the inmate's module card and make an appropriate housing change if needed.

d) When a facility administrator or Watch Commander determines an inmate requires a special protocol or handling procedure, the following steps shall be taken:
1. A Classification Review Form (J-203) shall be completed and submitted to Classification staff. The form shall contain the reason for the special protocols or handling procedures, any related DR or Jail Incident Number (JI), and the name of the approving administrator or Watch Commander.
2. The completed Classification Review Form (J-203) will be forwarded to Classification staff for processing and approval from a Classification Sergeant.
3. Once the Classification Review Form is approved, Classification staff will complete a J-119 form detailing the special protocols or handling procedures and attach it to the inmate's module card.

e) When a facility administrator or Watch Commander determines an inmate no longer requires a special protocol or handling procedure, the following steps shall be taken:
1. A Classification Review Form (J-203) shall be completed and submitted to Classification staff. The form shall indicate the inmate is being removed from his/her special protocols or handling procedures and shall have the name of the authorizing administrator or Watch Commander.
2. The completed Classification Review Form (J-203) will be forward to Classification staff for processing and approval from a Classification Sergeant.
3. Once the Classification Review Form (J-203) is approved, Classification staff will make notifications to have the J-119 form removed from the inmate's module card.

1203 – Propria Persona (Pro-Per)

a) Pro-Per inmate are those who the court has authorized to represent themselves in a criminal proceeding. Pro-Per privileges are extended only to those inmates who have a valid court order defining said privileges. Any inmate requesting or claiming to have Pro-Per privileges:
1. Must have a criminal case pending within the County of Orange, California or appellate criminal case which may or may not be held in the County of Orange, California.
2. Must furnish a court order or other court paperwork establishing their Pro-Per privileges. All court orders will be confirmed with Inmate Records for a "Watch Commander Approved" copy.
3. If an inmate has a court order allowing Pro-Per or other special privileges in a civil case, County Counsel should be contacted to possibly object to the order and move to set it aside.

b) Pro-Per inmates are afforded certain privileges, as may be ordered by the court that granted Pro-Per privileges. They are permitted to have in their possession certain legal materials (court papers, printed copies of case law or other research, discovery from the D.A., etc.). Legal materials and all personal items such as letters, photographs and court papers (no larger than 8" x 10") must remain in expandable folders. For further details regarding personal items and expandable folders refer to CCOM 1600.2 (m) – Property.
1. Pro-Per inmates shall typically be limited to six expandable folders total (this provision for six expandable folders includes the two expandable folders all inmates are allowed to possess, see Policy 1600.2(m)(5), unless

upon request to the Division Commander the inmate is granted, upon a showing of good cause, the privilege to possess additional folders.

2. Under no circumstances shall personal items and/or legal materials be stored outside the prescribed number of expandable folders, or affixed to a cell or the furnishings therein.
3. If a Pro-Per inmate accumulates excessive materials that cannot be retained in the number of expandable folders allowed by this policy, they shall be required to give the excess material to the court appointed investigator or other court appointed legal assistant.
4. If the Pro-Per inmate refuses to reduce the amount of material in their cell to a level that will fit within the authorized number of expandable folders, all jail staff, following at least seven days' written notice to the inmate, may purge the inmate's cell of excessive materials to reduce the volume to an amount that will fit in the authorized number of expandable folders. The seven day notice requirement shall not apply if the amount of accumulated materials presents an immediate safety of security risk that must be eliminated.
5. In the event jail staff must intervene to reduce the amount of materials in a Pro-Per inmate's cell, the removal of items from the cell shall be videotaped. Except as provided in paragraph 6, all excessive materials will be disposed of.
6. Discovery from the D.A., legal mail, handwritten notes on note pads, and copies of court documents bearing the case number of the case for which the inmate is Pro-Per shall not be disposed of, but rather they shall be placed in the inmate's property.
7. New legal material from the law library will not be given to Pro-Per inmates if the amount of legal material will cause the total amount of materials in the inmate's possession to exceed six expandable folders. Once the inmate purges the material to allow space in their expandable folders they will be given new legal material. Legal mail will be delivered regardless.
8. Any stationery items provided by their Pro-Per court order shall not be removed from their cell.
9. All other property will be handled in accordance with CCOM 1600.2(m) – Property.

c) Pro-Per inmates are permitted to visit daily with their court appointed investigator or other court appointed legal assistant in the attorney bonds visiting area. Any court appointed investigator or other court appointed legal assistant must have the Department required security clearance prior to the visit in attorney bonds.

d) No other restrictions are placed upon Pro-Per inmates. They are afforded all the other rights and privileges of other inmates.

e) Pro-Per inmates assigned to disciplinary housing shall be permitted to retain in their possession all legal materials. They will be permitted access to legal books, phone calls as ordered by the court that are related to their case, and normal visitation with their court appointed investigator or other court appointed legal assistant.

f) An inmate's Pro-Per status shall automatically terminate upon sentencing (unless specifically extended by order of the court).

g) Pro-Per status, including all Pro-Per privileges ordered by the court, will be immediately terminated if the inmate retains counsel or if the court appoints counsel (unless specifically extended by the court) regardless of whether the court enters an order terminating said privileges.

h) Pro-Per privileges allowed by jail policy, and those ordered by the court are not cumulative. For example, if the inmate is Pro-Per on three cases, it does not mean that they can have 18 expandable folders, nor does it mean that they can have six hours of access to the collect phones each day.

i) A sergeant shall be present during any search of a Pro-Per's cell or personal property contained within their cell/housing location. Pro-Per inmates will not be present during the search of their cell and/or personal property in order to ensure the safety of the deputies performing the search. Deputies shall not destroy jail or personal property during a search. The results of the search shall be documented on a search log, jail incident report or criminal report based on the findings. Copies of all reports and documents related to Pro-Per inmates (ex: jail incident reports, criminal reports, court orders, etc.) shall be forwarded to the sergeant assigned to Pro-Per duties. In addition, a handheld camera shall be used to document the search of a Pro-Per's cell and/or personal property contained within their cell/housing location. When documenting the search of a Pro-Per inmate's cell, a Deputy/SSO/CSA will activate the handheld camera and record the cell prior to the search, during the search and

after the search. For more information on video documentation, refer to CCOM Policy 1715 - Video Documentation.

1. If items are discovered in the cell that are perceived to be contraband such items shall not be disposed of until the Pro-Per is given the opportunity to establish that he is entitled by court order to possess the item(s).
    i. The foregoing provision shall not apply to items that are clearly unrelated to the case, i.e., a weapon, excessive non-stationery commissary items, evidence of a crime, etc.

1204 - Civil Detainees

a) Definition, Purpose and Policy
    1. Section 6600 of the Welfare and Institutions Code defines Sexually Violent Predators (SVP), in general, as those individuals who have been convicted of one or more sexually violent offense who have served their criminal sentences and have been found by a court of law to pose a continuing danger to others and those awaiting such judicial proceedings. Persons held pursuant to Penal Code Section 4001(3) includes "persons detained as witnesses or held under civil process, or an order imposing punishment for a contempt." Individuals committed to the custody of the Sheriff under Section 6600 of the Welfare and Institutions Code and Section 4001(3) of the Penal Code will be considered Civil Detainees.
    2. "Criminal Inmates" as used herein includes persons committed on criminal process and detained for trial and persons already convicted of crime and held under sentence.
    3. While confined in our custody, Civil Detainees will be treated in a manner that ensures their presence at trial, maintains jail security, and allows for the effective management of the facility. Civil Detainees will be housed separately from Criminal Inmates. They will be subjected to strip searches only when there is reasonable suspicion that they are concealing contraband or for safety and security concerns. They will be housed in a segregated housing location in either a single detainee cell, or multi-person cell with those detainees of similar classification.
    4. Civil Detainees who are being held in custody under PC 4001(3) will not be housed with SVPs.
    5. Staff will enforce the jail rules fairly and impartially, never in a capricious, discriminatory, or retaliatory manner.
    6. Civil Detainees are required to read, understand, and comply with all Jail Rules. Any violation of laws or jail rules may result in jail discipline and/or criminal prosecution. If a Civil Detainee has a question, he/she should ask a member of the jail staff for clarification.
b) Procedures
    1. Housing
        i. SVP's and non-SVP Civil Detainees will not be co-mingled.
            A. Housing should be in separate areas from general population.
        ii. The Module dayroom will be available for use by Civil Detainees throughout the day between the hours of 0600 and 2300. Under certain circumstances dayroom times may be reduced but will be more than that of Criminal Inmates.
            A. Dayroom supplies will not be removed from dayrooms.
            B. Any changes to dayroom availability shall be approved by the dayshift watch commander on a daily basis.
        iii. Civil Detainees will be allowed to view television throughout the day (at a minimum during their dayroom times).
        iv. Civil Detainees will have telephone access during dayroom.
        v. Civil Detainees will have shower access during dayroom.
    2. Recreation and Visitation
        i. Civil Detainees will be allowed to utilize the roof recreation area on a schedule that allows for more opportunities (at least 3 ½ hours per week) than that afforded to Criminal Inmates; however, it should

not create an undue burden on the staff or prevent Criminal Inmates from receiving their Title 15 required roof recreation. A roof schedule will be drafted for approval by the Division Commander or his/her designee.

ii. Civil Detainees will be afforded the ability to receive visitors on a schedule that allows for more opportunities than that afforded to Criminal Inmates. Visits may be for up to one hour per visiting day; however, it should not create an undue burden on the staff or prevent inmates from receiving visits. A visitation schedule will be drafted for approval by the Division Commander or his/her designee.

3. Transportation
    i. Civil Detainees will be placed into the segregated area on the bus, or shall be transferred in a separate vehicle, segregated from Criminal Inmates. They will be segregated from others in the least restrictive manner possible, depending on the seating arrangements available on the particular bus or van, while maintaining complete security. SVPs will be segregated from other, non-SVP Civil Detainees and Criminal Inmates.
4. Clothing
    i. Civil Detainees will be dressed in standard jail issued clothing for identification and security concerns. Civil Detainees will be afforded a complete clothing exchange (whites, shirts, pants, socks and towels) on a schedule that allows for more opportunities (such as twice a week) than that afforded to Criminal Inmates; however, it should not create an undue burden on the staff; and in accordance with Title 15 of the California Code of Regulations.
    ii. Civil Detainees shall be given an additional set of socks, boxers and t-shirts and be allowed to have them in their possession.
5. Personal Property
    i. Civil Detainees may only possess items that have been issued by jail staff, purchased through commissary, permitted at the time of booking, permitted to be received through the mail, or by court order. All other items shall be considered contraband and will result in the item being confiscated. Disciplinary action may also be taken.
    ii. Articles, including food items, personal hygiene items, etc., will not be accepted from individuals or via the mail.
    iii. A reasonable number of letters may be kept by a Civil Detainee in his/her cell, if the letters are neatly maintained in an expandable folder. Any excess mail must be discarded or mailed out of the facility at the Civil Detainee's expense.
    iv. Civil Detainees may have in their cell a reasonable number of photographs no larger than 8 x 10 inches. Photographs must be kept in a folder and may not be affixed to walls, ceilings, bars, bunks, fixtures, or any part of the building. All excess photos are to be mailed out of the jail at the detainee's expense.
    v. Civil Detainees may only possess the items of clothing issued to them and one complete issue of jail bedding.
    vi. No food, except that sold in commissary or provided during in-cell feeding, will be permitted in housing areas. Retention of meal items is not permitted.
    vii. Handcrafted or altered items made by Civil Detainees are not permitted and will be considered contraband.
    viii. Possession of articles issued or belonging to another Civil Detainee, such as clothing, bedding, commissary, or personal property, is not permitted. The detainee in possession of such property may be punished for a violation of jail rules and the incident may be handled as a criminal matter.

ix. Civil Detainees will possess no more than a combination of ten books and/or magazines as long as they are stored in neat and orderly manner. Excess items shall be discarded or mailed out of the facility at the Civil Detainee's expense.

x. Property that shall not be counted towards a Civil Detainee's limit are as follows:
   A. Holy book (1)
   B. Religious pamphlets (3)

xi. Unauthorized possession or hoarding of medications is not permitted. Possession of another Civil Detainee's medication is not permitted.

xii. Obscene publications or items as determined by the Division Commander and mail containing obscene publications or items are not permitted. Obscene publications or items include, but are not limited to:
   A. Photographs or pictures of any kind showing complete nudity, partial nudity, sadomasochism, bestiality, penetration, oral copulation, defecation, urination or ejaculation.
   B. Personal photographs that display nudity of any kind or items that are sexual in nature are not permitted.

xiii. Any material promoting illegal activity to include, but not limited to:
   A. Any representation tending to incite murder, arson, riot, violent racism, or any other form of violence;
   B. Any matter concerning unlawful gambling or an unlawful lottery;
   C. Any publication concerning the cultivation or illegal production of narcotics or drugs.

6. Commissary
   i. Civil Detainees may purchase commissary items three times each week. Order forms are distributed three times a week.
   ii. Civil Detainees without sufficient funds can order a Welfare Pack (per Title 15) of hygiene and stationary items once per week.
7. Reveille
   i. Civil Detainees shall arise for reveille when announcement is made.
   ii. Civil Detainees shall dress in full jail issue clothing prior to the morning meal.
   iii. Full jail issue clothing consists of:
      A. Underwear
      B. T-shirt
      C. Socks
      D. Jumpsuit or pants and shirt
      E. Shoes
   iv. Civil Detainees shall maintain immediate access to their full jail issue clothing between the hours of reveille and lights out while in the dayrooms and common areas. Civil Detainees shall be in full jail issue when outside their cell or housing area. Alterations to jail issue clothing may be considered damage to jail property, and the Civil Detainee may be subject to disciplinary action. The wearing of any item that is not facility issue clothing (e.g., headbands, etc.) is prohibited.
   v. Civil Detainees shall make their bunks up neatly and keep them that way between reveille and lights out unless the bunk is in use by the Civil Detainee. Whenever Civil Detainees are on their own bunks, they may be permitted to cover themselves with blankets, provided that sufficient anatomy is exposed to establish the presence of a person.
8. Count
   i. During the count, Civil Detainees shall stand near their bunks, dressed in full jail issue, unless otherwise directed by jail staff.

ii. Civil Detainees will respond to the deputy as directed during the count. Talking, horseplay, or other disruptions are not permitted during the count.

9. Religious Services
   i. Correctional Programs is responsible for coordinating all religious activities within each jail facility. The Correctional Programs staff will ensure that the varying religious needs of the Civil Detainees are met and that services and counseling are made available.
   ii. Civil Detainees will have access to religious resources on a voluntary basis. Civil Detainees who do not wish to participate in religious counseling services will not be required to do so.
   iii. Civil Detainees may request counseling, visits, or religious material from any of the Jail Chaplains by completing a Message Slip, and giving it to a staff member. The slips will be forwarded to the Jail Chaplain.
   iv. Chaplains, and/or other members of the clergy, may send messages or literature to Civil Detainees, or may confer personally with them in the visiting area at any time. Private visits are available for those clergymen who submit an application for approval.
10. Law Library
   i. Any Civil Detainee housed in any facility may request legal materials in the same manner as any inmate. All requests will be promptly acted upon.

1205 - Community Work Program

1205.1 – General

a) Per Penal Code section 4024.3 and Board Resolution No. 14-064, the Sheriff is authorized to have a *mandatory* Community Work Program for qualified inmates when the average daily inmate population is 90 percent of the jail system's rated capacity. The average daily jail inmate is the average total number of inmates computed on an annual basis.
   If the average daily inmate population is below 90 percent the jail system's rated capacity, Penal Code section 4024.2 and Board Resolution No. 82-553 authorize the Sheriff to have a *voluntary* Community Work Program for qualified inmates.
   Inmates who participate in CWP will serve their sentences by performing labor in lieu of confinement, on the public works or ways.
b) Any violation of law or jail rules may be handled in the following manner:
   1. Minor Violation
   2. Major Violation
   3. Citation
   4. Crime Report
c) Inmate misconduct will be documented in the jail reporting system and sanctions will be imposed in proportion to the severity of the rule violated. Inmates may utilize the formal appeal process to appeal any disciplinary action against them.
d) Inmates may use the jail grievance system to document a condition in the work program. Inmates assigned to CWP will be provided an inmate grievance form as soon as possible when requested.

1205.2 – Staffing

a) Deputies and SSOs are assigned to the Theo Lacy CWP Staff.
b) One or more designated Sergeants will supervise the Theo Lacy CWP Staff.
   1. Information Processing Technician and Office Technician.

1205.3 – Responsibilities

a) The CWP Staff will be responsible for all screening, interviewing and releasing of in-custody inmates who qualify to participate in the Community Work Program.
b) The CWP Staff is responsible for screening court ordered commitments at the Theo Lacy Facility, and will ensure that each new commitment who is qualified is assigned to the Community Work Program.
c) The CWP Staff will indirectly monitor the activities of workers and CWP site supervisors to ensure compliance with Community Work Program Rules and Regulations.
d) The CWP Staff is responsible for keeping the Theo Lacy Facility Inmate Records personnel informed of any changes or modifications concerning an inmate's commitment to the program.
e) The CWP Staff will be aware of and monitor any inmate or civilian traffic within the Facility Booking/Release area.
f) The CWP Staff will monitor the assignment of all new inmates throughout the jail system for screening purposes to the Community Work Program. Inmates to be screened fall into two categories:
    1. Weekenders
    2. Straight Time Inmates: Includes all inmates with commitments of more than five (5) days and no more than two hundred forty (240) days, to their release date.
g) All pertinent information regarding inmates, their work schedules, absences, no show status, new warrants, modifications, etc., will be documented in the notes for that inmate on the CWP Dashboard.

1205.4 – Patrol Checking Worksites

a) Work sites will be checked on a regular basis. While at the work site, CWP Staff will search each inmate for contraband and handle any problems that may exist.
b) Regular checks of the work sites by CWP Staff are necessary to reinforce the rules and regulations of the program and remind the inmates of their status. This time is also necessary to complete any administrative duties pertaining to the Community Work Program.

1205.5 – Vehicles Assigned to CWP

a) Vehicles assigned to the Community Work Program will be used in the following manner:
    1. These vehicles will be used for the purpose of checking work sites and performing administration duties.
    2. The vehicles will be returned with a full tank of gas. It will be the responsibility of the person driving to make sure there is sufficient fuel for the next driver.
    3. When not in use the vehicles will be parked in their designated areas.
    4. Each Community Work Program Staff member will be issued an Orange County Fuel Access Card.

1205.6 – Cellular Phones and Department Radios

a) Cellular Phones
    1. There are cellular phones assigned to the Community Work Program. These phones are to be used for official business ONLY. While not in use, they will be stored at the charging station located outside security. Any problems with the phones will be immediately reported to the CWP Sergeant.
b) Radios
    1. Radios assigned to CWP will be kept in the [redacted], on the charger, when not in use. All radios will be accounted for each month on an inventory report.

1205.7 – Requirements for Participation

a) All facilities will be screened for qualified candidates.
b) Inmates assigned to the Community Work Program will perform eight to ten hours of labor in lieu of one day of confinement.

c) The court may restrict or deny a person's eligibility for the program, but the courts cannot require the Sheriff to assign a person to the program if the Sheriff or the Sheriff's assigned CWP staff has concluded that the person is unfit for release to the program.
d) A $90.00 Administrative Fee is required of all participants.
e) All modifications may be charged $90.00 with the exception of court appearances, Probation Department visits, work site changes, medical emergencies, or any other reason excused by the CWP staff.
f) With supervisor approval inmates residing out-of-county may be assigned to CWP.

1205.8 – Disqualifying Charges

a) The CWP Staff uses various forms of information while screening inmates for CWP. This information may include, but is not limited to the following:
    1. Current/Prior charges
    2. Interview of inmate
    3. Standing in the community
    4. Criminal history/sophistication
    5. Personal references
    6. Work history
    7. Overall background
    8. Means of transportation

1205.9 – Screening CWP Inmates

a) The CWP staff will regularly review and screen the inmate population and eliminate names of inmates that are not qualified for participation. Staff will select the most appropriate reason for disqualification from the drop down menu on the CWP Dashboard.
b) If an inmate successfully passes the screening process, he/she will be required to participate in the program. Program participation will be required if the average daily inmate population is 90 percent of the jail system's rated capacity per PC 4024.3.
   The inmate will complete an Inmate Information Sheet and be interviewed before being placed on the program. If the average daily inmate population is below 90 percent of the jail system's rated capacity, CWP will be operated as a voluntary program per PC 4024.2. If the inmate successfully passes the screening process, he/she will be offered the program.
c) Once the screening process is complete, the inmate will be assigned to a work site.
d) Medical Screening: All inmates placed on CWP must be medically fit for work. If the CWP staff does not know the inmate's medical status, he/she will contact the jail Medical Staff for verification.

1205.10 – Weekender Screening

a) The same charges are disqualifying for a weekender inmate as a straight time inmate, however, only the current booking charge will be considered.
    1. Screening of weekenders is based on their current booking charges only.
    2. The Facility's medical staff must medically screen the weekender inmate.

1205.11 – Screening Data

a) All inmates placed on CWP must successfully pass all areas of the screening criteria. Exceptions to this policy will be made only with authorization from the CWP sergeant.
b) The Sheriff's Data System (SDS) will be utilized to facilitate the release of in-custody inmates.

1205.12 – Releasing Inmates to CWP

a) Pre-booking Process:
    1. Inmates may pre-book 24 hours a day, Saturday through Thursday. At the time of pre-booking, the CWP staff will:

i. Screen the pre-booker for the Community Work Program.
ii. If the pre-booker is eligible for the program, assign him or her to a work site. If the pre-booker is not eligible, he/she will be directed to the Classification Deputy for classification. Females who have been pre-Booked at the IRC, but are not eligible for the program will be directed to report to the IRC on the date and time instructed by their court commitment papers.
iii. Update SDS to reflect any change in the status of the inmate. In most cases it should be changed from [redacted]

b) Long Term and Short Term Inmates:
1. CJX
i. When screening inmates at the CJX for the Community Work Program, CWP Staff will:
A. Upon arrival at the CJX, CWP Personnel will provide a list of the CWP release candidates to the Housing Guard Stations utilizing the department approved CWP Candidate List form. The CWP Candidate List form will contain the names and booking numbers of inmates to be interviewed and considered for the Community Work Program. The inmates will be called to an area designated by the staff at the CJX from their respective housing location. The CWP Candidate List form will be collected by CWP personnel at the conclusion of candidate interviews.
B. After the interviews have been completed, accepted candidates will be placed on the department approved Final CWP Release List. The Final CWP Release List will be provided to the IRC Screening Deputy and Housing Guard Stations to facilitate the inmate's transfer to the Theo Lacy Facility for the release process. All inmates accepted to the program will be released to the program from the Theo Lacy Facility. Prior to being transferred, all inmates will be dressed in their street clothing and their property shall accompany them to the Theo Lacy Facility.
C. The Final CWP Release List will be provided to the IRC Records Supervisor to facilitate the transfer of the inmates to the Theo Lacy Facility. CWP staff will collect the inmate record jacket for each inmate to be released from the IRC Records Supervisor and transport the inmate record jacket to Theo Lacy.
2. James Musick Facility
i. When screening inmates at the Musick Facility for the Community Work Program, CWP staff will:
A. Upon arrival at the Musick Facility, CWP Personnel will provide a list of the CWP release candidates to the Watch Staff utilizing the department approved CWP Candidate List form. The CWP Candidate List form will contain the names and booking numbers of inmates to be interviewed and considered for the Community Work Program. The inmates will be called to the visiting area or other area designated by the staff at the Musick Facility from their respective housing location. The CWP Candidate List form will be collected by CWP personnel at the conclusion of candidate interviews.
B. After the interviews have been completed, accepted candidates will be placed on the department approved Final CWP Release List. The Final CWP Release List will be provided to the Work Deputy, the Watches and Main Control to facilitate the inmate's transfer to the Theo Lacy Facility for the release process. All inmates accepted to the program will be released to the program from the Theo Lacy Facility. Prior to being transferred, all inmates will be dressed in their street clothing and their property shall accompany them to the Theo Lacy Facility.
C. The Final CWP Release List will be provided to the Records Supervisor at the Intake Release Center to facilitate the transfer of the inmate record jacket to the Theo Lacy Facility. CWP staff will collect the inmate record jacket for each inmate to be released from the IRC Records Supervisor and transport the inmate record jacket to Theo Lacy.
3. Theo Lacy Facility
i. When screening inmates at the Theo Lacy Facility for the Community Work Program, CWP staff will:

A. CWP Personnel will provide a list of the CWP release candidates to the Housing Guard Stations utilizing the department approved CWP Candidate List form. The CWP Candidate List form will contain the names and booking numbers of inmates to be interviewed and considered for the Community Work Program. The inmates will be called to an area designated by the staff at Theo Lacy from their respective housing location. The CWP Candidate List form will be collected by CWP personnel at the conclusion of candidate interviews.
B. After the interviews have been completed, accepted candidates will be placed on the department approved Final CWP Release List. The Final CWP Release List will be provided to the Records Supervisor to facilitate the release process. All inmates accepted to the program will be released to the program from the Theo Lacy Facility.

ii. Upon the inmate's arrival at the Theo Lacy Facility for the release process, CWP Staff will:
A. Notify the Lobby Staff and Cashier of the pending release.
B. Complete the work assignment paperwork. Have the inmate read and sign the Community Work Program Rules and Regulations, work assignment paperwork, and sign a Work Status Form.
C. Instruct the inmates they have seven (7) days in which to pay the administrative fee, which can be paid at the IRC or the Theo Lacy Cashier's office. If the inmate has the money on his or her books the fee will be taken when they are released from custody. Each inmate will be left with a minimum or $10.00 when released. If there is not enough money on the books to cover the CWP administrative fee, it is the inmate's responsibility to pay the remainder of the fee owed. Inmates will be released on the same day as the workload of Theo Lacy personnel allows.
D. Verify the inmate's identity by asking the inmate his/her birth date, place of birth, and social security number and comparing the answers with the information on the mod card and pre-booking form. Additional verification will be made by checking the inmate's wristband and comparing the inmate's fingerprints with the fingerprints taken of the inmate when he/she was booked into custody to verify the inmate's identity.
E. Release ~~the~~ Male inmates according to standard Theo Lacy Facility release procedures.

iii. When releasing inmates from Theo Lacy to the Community Work Program, CWP Staff will:
A. Notify the Housing Guard Station, Lobby Staff, Cashier and the Clothing Room CST of the pending release.
B. A prowler deputy will escort the inmate to the Booking Loop for release to the CWP Program.
C. Complete the work assignment paperwork then have the inmate read and sign the Community Work Program Rules and Regulations, work assignment paperwork, and sign a Work Status Form.
D. Instruct the inmates they have seven (7) days in which to pay the administrative fee, which can be paid at the IRC or the Theo Lacy Cashier's office. If the inmate has the money on his or her books the fee will be taken when they are released from custody. Each inmate will be left with a minimum or $10.00 when released. If there is not enough money on the books to cover the CWP administrative fee, it is the inmate's responsibility to pay the remainder of the fee owed. Inmates will be released on the same day as the workload of Theo Lacy personnel allows.

c) Releasing Female Inmates to CWP
1. Upon the arrival of female inmates at the Theo Lacy Facility for release to CWP, CWP Staff will:
i. Ensure holding cell one and/or two on the booking loop is clear of any male inmates.
ii. Place the female inmate(s) in cell one and/or two for processing.

iii. Complete the work assignment paperwork in front of holding cells one and two in a timely manner. Have the inmate read and sign the Community Work Program Rules and Regulation Forms, work assignment paperwork, and sign a Work Status Form.

iv. Instruct the female inmate she has seven (7) days in which to pay the administrative fee, which can be paid at the IRC or the Theo Lacy Cashier's office. If the inmate has the money on her books the fee will be taken when she is released from custody. Each inmate will be left with a minimum of $10.00 when released. If there is not enough money on her books to cover the CWP administrative fee, it is the inmate's responsibility to pay the remainder of the fee owed. Female inmates will be released on the same day or as soon as the Theo Lacy personnel workload permits.

v. Verify the inmate's identity by asking the inmate her birth date, place of birth, social security number and comparing the answers with the information on the module card and pre-booking form. Additional verification will be made by checking the inmate's wristband and comparing the inmate's fingerprints with the fingerprints taken of the inmate when she was booked into custody to verify the inmate's identity.

vi. Prior to releasing the female inmate(s), verify with the Lobby and Receiving Deputy/SSO/CSA that the Lobby and Receiving Corridor are clear for female inmates to enter. Have the female inmate(s) line up in the receiving sally-port next to the receiving corridor door. Collect the inmate's photo ID card and remove her wristband. The female inmate(s) will enter the receiving corridor and proceed directly to the lobby.

vii. Update the CWP computer and enter the inmate's work site in the CWP computer.

viii. Theo Lacy Facility Classification will update the SDS to reflect the release of the inmate to CWP. The change should be from [redacted] An [redacted] should be placed in the CWP box on the update screen, which will automatically change the inmate's custody status to CWP in the SDS.

1205.13 – Assigning New Bookings

a) New bookings will appear on a "Candidate List" once they receive a booking number.
   1. They must meet all other screening criteria before being placed on the Community Work Program.

b) Female inmates who have pre-booked at the IRC will not be considered for the Community Work Program until IRC Records works up their file.
   1. They must meet all other screening criteria before being placed on the Community Work Program.
   2. If assigned to CWP, their housing status in SDS must be updated from [redacted] to [redacted] and the "Set CWP custody status" box must be checked.

1205.14 – CWP Job Assignments

a) The CWP staff will attempt to assign an inmate to a work site as close to his or her home as possible. Although some work sites are available seven days a week, there are several that are available only weekends or weekdays. The CWP staff will check to see which days a work site is available before assigning the inmate. Filling a work site to minimum staffing will take precedence over assigning an inmate close to home.

b) The Community Work Program Staff will have the inmate read and sign the Community Work Program Rules and Regulations (one original and one copy).
   1. Rules 18 and 19 apply only to weekender inmates.

c) The CWP staff will fill out the work assignment record (with three copies attached) for each inmate assigned to the Community Work Program.

d) The Commitment Clerks from the Theo Lacy Inmate Records will compute the number of days the inmate is to work, in lieu of incarceration, for inmates housed at the Theo Lacy Facility and all new court ordered bookings.

e) The commitment clerks from IRC inmate records will compute the number of days to be worked, in lieu of incarceration, on inmates housed at Musick and CJX

f) Have the inmate sign the assignment record.

g) Attach a photograph of the inmate, and fingerprint his/her right index finger on the assignment record.

h) Give the inmate the original assignment record (to be presented to the work site supervisor on the first day) a copy of the assignment record, a copy of the rules and regulations that the inmate has signed (there are rules and regulations in Spanish for those inmates who require them), and a map to the work site.
i) The Cashier will collect the Administrative Fee from the inmate, if he/she is able to pay at that time.

1205.15 – Disposition of Paperwork

a) Forward the pink copy of the work assignment to Theo Lacy Inmate Records/Commitments.
b) Staple the application, rules and regulations, module card, and yellow copy of the work assignment record together and file the paperwork according to work assignment location. The original mod cards for the inmates released from the James A. Musick Facility will be forwarded to the Theo Lacy Facility via inter-departmental mail and placed into the inmate's record jacket.
c) The original work assignment record, with a picture and fingerprint, must be given to the inmate to take to the work site.

1205.16 – Inmates Attendance and "No-Shows"

a) On the back of each Work Assignment Card is a Daily Attendance Record.
b) If the inmate is present, the work site supervisor will date, mark the inmate present, and initial the work site attendance record.
c) If the inmate is a "no-show" the work site supervisor will mark the inmate absent on the back of the assignment record. The "no-show" paperwork will be returned to the Community Work Program staff by the supervisor after the inmate has been missing for a week.
d) The work site supervisor will not accept the inmate back to work without a sentence modification. Work site supervisors are instructed to notify the CWP personnel of all "no-shows" on a daily basis, via fax, email or by the telephone.

1205.17 - Rosters

a) Each night work site rosters will be generated for the following day.
    1. Rosters will be faxed to the work sites that have a fax available.
    2. CWP Staff will complete the rosters prior to the end of shift.
    3. Work site rosters will be kept in the CWP office for referral when the work site calls in "no shows"
b) Every morning CWP Staff will print out a "Completion Roster". Staff will take the "Completion Roster" and pull the completed inmates' files from the work site drawer. The roster and files will be forwarded to Theo Lacy Records/Commitments immediately.

1205.18 – Processing Paperwork Returned from Worksites

a) Each day the work site supervisor will take attendance from the roster, sign the document, and fax it to the Theo Lacy CWP's fax machine prior to 1000 hours.

1205.19 – Returned Work Rosters

a) Enter the "No Shows" in the CWP computer from each work site. The staff will file the returned work roster in its respective folder.

1205.20 - CWP Injuries

a) Minor Injuries:
    1. Small skin abrasions, cuts, scrapes, etc.
    2. Minor injuries can be treated at the scene by the work site supervisor or by someone (not another inmate) with knowledge of first aid, without obtaining emergency medical treatment.

3. The work site supervisor will submit a "CWP Medical Incident Report" form detailing the injury and how the injury occurred. A departmental Medical Aid Report describing the circumstances of the injury will be written by the CWP staff. A JI number and a DR number must be issued for each report.
4. The Medical Aid will be filed in the Theo Lacy Shift Commander's office after a sergeant has approved it. Copies will be forwarded to Theo Lacy Inmate Records for inclusion into the inmate's file, and to the Classification/CWP Sergeant.

b) Significant Injuries:
1. Sprains, broken fingers, etc.
2. Significant injuries are injuries that require medical attention, but time is not extremely urgent.
3. Male inmates will be brought to the Theo Lacy Facility and female inmates will be sent or brought to the Intake Release Center by the work site supervisor or the CWP staff to be examined by the medical staff. If the work site supervisor is transporting an inmate for treatment, CWP staff will be notified as soon as possible.
4. The work site supervisor will submit a "CWP Medical Incident Report" to the CWP staff. The CWP staff will write a Medical Aid Report on a departmental form.
5. Usually the inmate will remain on the Community Work Program. The participant will be modified and returned to a suitable work site as soon as practical.
6. This only applies to injuries incurred while at a CWP work site.
7. The CWP staff may return the inmate to active custody status if it is determined that the inmate will not be able to return to work within a reasonable time period.

c) Serious Injuries:
1. Fractures, eye injuries, profuse bleeding, etc.
2. Serious injuries are injuries that require immediate medical attention. Paramedics should be called when warranted.
3. The inmate will be taken to the nearest emergency hospital by the work site supervisor, paramedics, or an ambulance when necessary. The hospital will forward a bill to the County Auditor for expenses incurred.
4. A CWP Deputy will respond to the hospital and obtain a statement from the victim and all parties involved.
5. The work site supervisor will submit a CWP Medical Incident Report to CWP. The CWP Deputy will write a departmental Medical Aid Report. The CWP staff will write a jail incident report.
6. If the inmate is to remain hospitalized, he or she will be admitted to the hospital where he or she was taken.
7. The inmate will usually not be placed into custody unless he or she requests it.
8. If the inmate is placed into custody, an Authorization for Treatment form will go with the inmate to [redacted]
9. When an inmate needs follow-up care, he or she will report to the doctor or clinic advised by the emergency room staff.
10. If an inmate has incurred expenses for his or her treatment, such as prescriptions or bandages, Risk Management will be contacted and they will send a claim form to the inmate's residence.
11. In the event an inmate reports an injury that allegedly occurred while assigned to a CWP work site, a written report will be required and Risk Management will be informed.
12. In a situation where the injury is not witnessed and reported after the fact, it shall be documented on a departmental Casualty Form. A DR and JI entry will be generated in the Theo Lacy Log.

1205.21 - Modifications

a) "No show" inmate is an inmate that has missed one or more days of work and has not modified.
1. If an inmate is a "no-show" he or she must come to the Theo Lacy Facility for a sentence modification before he or she can return to work.
2. A roster of all current no shows will be generated once per week.

3. No shows will be called in an attempt to have them return to Theo Lacy for a modification. All contacts and attempted contacts will be documented in the CWP Dashboard notes.
4. Inmate files will stay in the work site file until they are pulled for failures.

b) In order for an inmate to return to work after missing a day, he or she must have a sentence modification before he or she can return to work. Inmate supervisors are instructed not to accept any inmate worker back after missing a day of work unless he or she has a sentence modification in their possession or the inmate supervisor has been sent one by the Community Work Program staff.

c) If the inmate misses work during the first week of his or her work assignment it will be up to the discretion of the CWP staff whether the inmate will be returned to custody.

d) The CWP staff will use their discretion in modifying inmates. All inmate "no-shows" must contact the Community Work Program staff immediately, excused or not excused.

e) Follow the same procedure in modifying a weekender "no-show" only after the weekender has gone back to court and the necessary amended court paperwork has been received from the court. The inmate's copy of the court paperwork will not be used to modify his or her sentence.

f) Verify the date and time an inmate is to resume his or her sentence. Make applicable notes in the CWP Dashboard. The inmate cannot return to his or her assigned work site until the "stay date" and time on the court paperwork.

g) Weekend inmates sentenced out of West Court do not need amended court paperwork for sentence modifications after becoming a "no-show".

h) Fill out the modification form and have the inmate sign it. Distribute the copies in the following manner:
1. Original copy is given to the inmate to give to his/her work site supervisor.
2. White copy gets attached to the inmate's CWP file.
3. Pink copy is given to Theo Lacy Records/Commitments.
4. Yellow copy is the inmate's copy.

i) Work assignment or time changes:
1. If the specific inmate has missed days and is listed as a no show, modify the change as a no show inmate.
2. Inmates with court modifications, or site change requests, will be processed in the same manner as all other modifications.

1205.22 – CWP Removal

a) Some examples of routine reasons for removing an inmate from the Community Work Program are poor attitude, numerous no-shows, poor work performance, violation of rules and regulations, creating a disturbance at the work site, warrant, work site supervisor recommendation, significant physical injury, inability to report to a work site, or voluntary removal. Unless the court has issued an arrest warrant for retaking the person into custody, all non-voluntary returns to custody must be accompanied by an “Order to Retake Community Work Program Participant into Custody” signed by the Sheriff, Special Services Bureau Captain, or the Sheriff’s designee.

b) Non-Disciplinary Removal of Straight Time Inmates from Community Work Program.
1. The CWP staff will notify the Classification Deputy and Theo Lacy Records staff of a CWP returnee.
2. Provide the inmate's mod card to the Classification Deputy. If there is not a mod card attached to the CWP paperwork print a copy of it from the photo capture computer.
3. The Classification Deputy is responsible for changing the status of the inmate in the SDS computer and assigning him a housing assignment. Female inmates will be transported to the IRC for classification and/or housing assignment.
4. After the inmate has been "failed" in the CWP computer, run a Work Log History Roster. Stamp the word "Returnee" on the roster, indicate whether the inmate is being returned to custody with "broken time" or "no broken time", staple it to the inmate's assignment paper work and forward it to the commitment clerk.

c) Disciplinary Removal from Community Work Program
    1. Disciplinary returnees will be done in the same manner as a non-disciplinary returnee.
    2. A Follow-up Report, titled, “Information Report”, with a DR# and a JI# will be completed for each inmate that is returned to custody for disciplinary reasons. The CWP staff member requesting removal of the inmate from the program is responsible for completing the Follow-up Report.
d) Removal of a Weekender from Community Work Program
    1. Follow the same procedure to remove a weekender from the program as used to remove an inmate doing straight time, with the following exceptions:
        i. The weekend commitment is not placed back into custody until his or her court paperwork dictates. He or she will only continue with his or her scheduled weekends.
        ii. If the weekender is removed because he is a no show, he must go back to court before returning for his in-custody weekends.
        iii. If the weekend inmate is removed from the work program, or from the work site, for disciplinary reasons, he or she will be returned to the Theo Lacy Facility to complete the remainder of his or her weekend. Female inmates will be transported to the IRC.

1205.23 – CWP Failures

a) Each week a "no-show" roster will be generated from the CWP computer. Those who have not had a court amendment to their sentence will be considered a failure. Inmates who fail to complete the CWP Program will be handled as follows:
    1. In the case of a straight time no-show who fails to contact the CWP staff: When an inmate who is sentenced to a straight time commitment does not report to his or her assigned work site the CWP staff may fail the inmate.
    2. The Sheriff, the Special Services Bureau Captain, or their designee will be requested to sign an “Order to Retake Community Work Program Participant into Custody.” It is within the discretion of the Sheriff, the Special Services Bureau Captain and/or their designee to execute an “Order to Retake Community Work Program Participant into Custody.” In the absence of such an order (or an order from the Court) the inmate shall remain on CWP and shall not be retaken into custody.
    3. A crime report will be written. A DR number will be drawn from Sheriff's Dispatch, for CPC 4024.3(c) Failure to Complete Work Program. If the Sheriff is operating CWP as a voluntary program under CPC 4024.2, then a DR number will be drawn from Sheriff’s Dispatch for CPC 4024.2(c) Failure to Complete Work Program.
    4. The inmate will be entered as a "Failure" in the CWP computer.
    5. An entry will be made in the AJCLIA section of the Sheriff’s Data System documenting the reason for the failure.
    6. Copies will be distributed as per procedures for all other crime reports.
    7. Staple an additional copy of the crime report to the inmate's module card along with CWP application and assignment record, and forward the documents to Theo Lacy Inmate Records staff.
b) A Weekend commitment on CWP will be considered a Weekend removal, after the following criteria has been met:
    1. When an inmate who is sentenced to a weekend commitment does not report to his or her assigned work site the CWP staff may fail the inmate.
    2. Theo Lacy Records staff has not received court amended paper work from the court.
    3. All weekend removals will be processed in the same manner as straight time failures.

1205.24 – Failure Reports

a) Failure reports will be written as needed.
b) Failures are to be entered into the computer right after the report is written.

1. As needed each week after the CWP Staff has exhausted all possible leads on an inmate who is a no show, the inmate's CWP paperwork (file) will be submitted to commitments to start the failure procedure/paperwork.

c) All failure reports will be written and filed with the District Attorney's Office by CWP staff using the Electronic Directions for Complaint (EDC) in a timely manner. A master case log will be maintained by all CWP staff on the TLF Audio drive which is accessible by all CWP staff members and supervisor.

1205.25 – Return to Custody

a) CWP Staff will call the inmates as soon as they appear on the no show roster.

b) Unless the court has issued an arrest warrant for retaking the person into custody, the CWP deputy will complete the "Order to Retake Community Work Program Participant into Custody" form (hereinafter "Order") that must be presented to be signed by the Sheriff, the Special Services Bureau Captain, or the Sheriff's designee:
   1. Completely fill out all of the inmate's personal information.
   2. Attach a copy of the inmate's CWP personal information sheet.
   3. Attach a picture of the inmate to the front of the Order and a mod card to the back.
   4. Have the Sheriff, the Special Services Bureau Captain, or the Sheriff's designee sign and date the Order.
   5. CWP Staff will review the inmate's jacket to confirm the inmate is active and has not received a court order releasing him/her from the program.
   6. CWP Staff will attempt to locate and re-arrest the inmate for whom the Sheriff, the Special Services Bureau Captain, or the Sheriff's designee has signed an Order.
      i. An Operational Plan will be completed prior to any attempt to re-arrest an inmate at their residence, or other location approved by the CWP supervisor. A supervisor shall be present at the location of the operation prior to putting it into motion. The department approved CWP/EMP Operation Plan is located in the Document Center. (Refer to Field Operations Manual Section 51, Critical Incident Management for details regarding operations plan, tactics and perimeter).
   7. Male inmates will be returned to the TLF.
   8. Female inmates will be returned to the IRC.

c) Fail inmate out of the CWP computer.
   1. Make sure to run an "INMATE WORK LOG" for the inmate before failing the inmate out of the computer, then turn in paperwork to records.

d) Copies of the failure report will be distributed per the department's procedure for all crime reports.
   1. One copy is placed into the inmate's record jacket.
   2. Input the inmate's name into the computer data base for past CWP failures, returnee's, and removals.

1205.26 – Arrest and Transportation of CWP Inmates

a) CWP staff will be used to transport CWP inmates. When possible, [redacted] staff members will be used for transporting CWP inmates. At least [redacted] At no time will any CWP staff member transport an inmate in a vehicle without a cage. If no cage is available, CWP staff will contact dispatch and request a patrol unit with a cage for transportation.

b) When contacted by a work site supervisor reporting a problem with an inmate, the CWP staff member will obtain enough information to determine the correct course of action.
   1. The inmate may be brought to the Theo Lacy Facility lobby by the work site supervisor for treatment of minor injuries as well as CWP rule violations. For violations, CWP staff will interview the inmate to determine if they are fit to remain on the Community Work Program.

2. A CWP staff member, and when possible a supervisor, will respond to the work site in the event of more serious problems.
3. The Classification/CWP Sergeant will be notified in the event a significant incident occurs.
4. CWP Staff will respond if transportation is needed. A CWP staff member will draw a DR# and write the appropriate report, if necessary.

c) "No Show" inmates will be arrested as time permits.
1. Unless the court has issued an arrest warrant for the retaking of the person into custody, an “Order to Retake Community Work Program Participant into Custody” will be signed by the Sheriff, the Special Services Bureau Captain, or the Sheriff’s designee prior to returning an inmate to custody. (CPC 4024.2(c), 4024.3(c).) This signed document, a printout of the inmate’s status, along with a photograph of the inmate, will be taken to the location of the arrest.
2. The inmate's location will be verified prior to the arrest.
3. CWP Staff will review the inmate's record jacket to confirm the inmate is active and has not received a court order releasing him/her from the program before attempting to re-arrest the inmate.

d) CWP Arrests
1. Regardless of jurisdiction, the Emergency Communications Bureau desk will be notified of the location of the pending arrest prior to the arrest.
2. A supervisor will be present when the CWP staff responds out of county to make contact or attempt an arrest of a CWP worker residing outside the County of Orange.
3. The inmate will be transported to the appropriate facility by the CWP Deputy. The CWP staff will document the incident on a Follow-up Report, titled, "Information Report", with a DR# and a JI#.
4. Theo Lacy Inmate Records will be notified of the CWP arrest. The CWP staff will process the inmate and record the failure in the CWP computer. The inmate will be rehoused at the appropriate facility.
5. If the arrest is made after a failure report has been submitted, a Follow-up Report, titled, "Information Report” with the DR# from the failure report will be completed with a new JI#.
6. The inmate will be issued a new booking number and be booked to the original charge. The Commitment Clerk will ensure the time owed in-custody is correct.

1205.27 – CWP Statistics

a) Daily Statistics/Community Work Program Count
1. At the end of each shift, the CWP Staff will do a count of all inmates currently participating on the program. This list will be generated after each "End of Day" transaction.

1206– Immigration

Although enforcing immigration law is a federal government responsibility and not shared by members of OCSD, OCSD may allow members of Immigration and Customs Enforcement (ICE) into our custodial facilities for the purpose of interviewing inmates for immigration violations, provided the requirements of Government Code section 7283, et seq (the “Truth Act”) are met. Members of this Department may not transfer an individual in Department custody to immigration authorities unless authorized by a judicial warrant or judicial probable cause determination, or that individual has been convicted of the crimes, or otherwise has met the criteria set forth in Government Code sections 7282 and 7282.5 (the “Trust Act” as amended by Senate Bill 54 (the “California Values Act”)).

1206.1 – Definitions

a) **Hold Request** means a federal Immigration and Customs Enforcement (ICE) request that a local law enforcement agency maintain custody of an individual currently in its custody beyond the time he or she would

otherwise be eligible for release in order to facilitate transfer to ICE and includes, but is not limited to, Department of Homeland Security (DHS) Form I-247D.

b) **Notification Request** means an Immigration and Customs Enforcement request that a local law enforcement agency inform ICE of the release date and time in advance of the public of an individual in its custody and includes, but is not limited to, DHS Form I-247N.

c) **Transfer Request** means an Immigration and Customs Enforcement request that a local law enforcement agency facilitate the transfer of an individual in its custody to ICE, and includes, but is not limited to, DHS Form I-247X.

d) **Judicial Probable Cause Determination** means a determination made by a federal judge or federal magistrate judge that probable cause exists that an individual has violated federal criminal immigration law and that authorizes a law enforcement officer to arrest and take into custody the individual.

e) **Judicial Warrant means** a warrant based on probable cause for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge that authorizes a law enforcement officer to arrest and take into custody the person who is the subject of the warrant.

1206.2 – Immigration Interview Procedure

a) The Facility Watch Commander shall be notified of an ICE Agent's arrival and request to interview inmates for immigration violations.

b) Prior to being interviewed, a Classification Deputy will provide the inmate with a written consent form (Truth Act Interview Consent Form) which is available in one of eight languages as follows:
   1. English
   2. Chinese
   3. Farsi
   4. Korean
   5. Spanish
   6. Tagalog
   7. Vietnamese
   8. Arabic

c) The form will explain the purpose of the interview, the voluntary nature of the interview, and that the inmate may decline to be interviewed or may choose to be interviewed only with his or her attorney present.

d) If the inmate chooses to have his or her attorney present, the interview will be postponed until the attorney can be present.

e) Upon completion of the written consent form, the inmate will be provided with a duplicate copy and the original will be placed in the inmate's record jacket.

f) If the inmate agrees to be interviewed, a Classification Deputy will be assigned to escort the inmate to the ICE Agent's location.

1206.3 –Receiving a Notification/Transfer Request

a) Upon receiving a Notification/Transfer Request, Inmate Records shall provide a copy of the Notification/Transfer Request for the referenced inmate to Classification.
   1. This includes a Notification/Transfer Request placed by persons outside of OCSD, or already lodged on an inmate prior to their intake or after intake when the OCSD becomes aware of such Notification/Transfer Requests.

b) The on-duty Classification Sergeant, or in his or her absence, the on-duty Operations Sergeant will designate an on-duty Classification deputy or other deputy to provide a copy of the Notification/Transfer Request to the inmate and inform the inmate whether OCSD intends to comply with the Notification/Transfer Request in accordance with Government Code section 7282, et seq.(the "Trust Act", as amended by Senate Bill 54 (the "California Values Act")).

c) The on-duty Classification Sergeant, or in his or her absence, the on-duty Operations Sergeant will designate an on-duty Classification deputy or other deputy to provide the Truth Act Notification form to the inmate to complete the name and address of the inmate's attorney or other person whom the inmate may designate for the purpose of OCSD providing notice to that attorney or other person if ICE is notified of the inmate's release date.
d) Upon completion of the top portion of the Truth Act Notification form, the Classification deputy or other deputy will return the form to Inmate Records and the form will be placed in the inmate's Inmate Record Jacket.

1206.4 – Screening Inmates in Accordance with the Trust Act and the California Values Act

a) All inmates who have a Notification/Transfer Request will be evaluated in accordance with Government Code sections 7282 and 7282.5, which criteria are set forth in CCOM 1206.6. The evaluation will be conducted by an on-duty Classification Deputy designated by the on duty Intake Release Center Classification Sergeant, or in his or her absence, the on-duty Intake Release Center Operations Sergeant.
b) OCSD will comply with Notification/Transfer Requests by notifying ICE and releasing the inmate to ICE custody when the referenced inmate qualifies in accordance with Government Code sections 7282 and 7282.5.
    1. Inmates who qualify under Government Code sections 7282 and 7282.5 may be processed for release at Sentence Ending Date (SE Date) or Pre-trial release and released in-custody to ICE.
        i. These inmates will not be held past their release date.
        ii. No inmate will be detained or held on the basis of an ICE Hold Request.
    2. ICE will be notified in a timely manner for all inmates who qualify under Government Code sections 7282 and 7282.5 to afford ICE the opportunity to pick up the inmate. ICE will not be notified if the inmate does not qualify under Government Code sections 7282 and 7282.5.

1206.5 – Release of Inmates with a Notification/Transfer Request

a) Records Supervisors will notify the on-duty Intake Release Center Classification Sergeant, or in his or her absence, the on-duty Intake Release Center Operations Sergeant when an inmate with a Notification/Transfer Request is preparing for release.
b) The on-duty Intake Release Center Classification Sergeant, or in his or her absence, the on-duty Intake Release Center Operations Sergeant will designate an on-duty Classification deputy to screen the inmate per section 1206.4 above.
c) When ICE is notified that an inmate is being, or will be released, on a certain date, the on-duty Intake Release Center Classification Sergeant, or in his or her absence, the on-duty Intake Release Center Operations Sergeant will designate an on-duty Classification Deputy to promptly complete the bottom portion of the Truth Act Notification form and provide a copy of the original to the inmate, mail a copy of the original to the inmate's attorney or other person designated by the inmate and return the original to the inmate's Inmate Record Jacket.
d) Members of this Department may not transfer an individual in Department custody to immigration authorities unless authorized by a judicial warrant or judicial probable cause determination, or that individual has been convicted of the crimes or otherwise has met the criteria set forth in Government Code sections 7282 and 7282.5 (see CCOM 1206.6).

1206.6– Criteria for Responding to a Notification/Transfer Request

a) OCSD personnel may provide information in response to a Notification Request, or may transfer an inmate to immigration authorities only under the following circumstances, as permitted by Government Code sections 7282 and 7282.5:

1. The individual has been convicted of a serious or violent felony identified in subdivision (c) of Section 1192.7 of, or subdivision (c) of Section 667.5 of, the Penal Code. (See below for list of serious felonies and violent felonies)
2. The individual has been convicted of a felony punishable by imprisonment in the state prison.
3. The individual has been convicted within the past five years of a misdemeanor for a crime that is punishable as either a misdemeanor or a felony for, or has been convicted within the last 15 years of a felony for, any of the following offenses:
    i. Assault, as specified in, but not limited to, Sections 217.1, 220, 240, 241.1, 241.4, 241.7, 244, 244.5, 245, 245.2, 245.3, 245.5, 4500, and 4501 of the Penal Code.
    ii. Battery, as specified in, but not limited to, Sections 242, 243.1, 243.3, 243.4, 243.6, 243.7, 243.9, 273.5, 347, 4501.1, and 4501.5 of the Penal Code.
    iii. Use of threats, as specified in, but not limited to, Sections 71, 76, 139, 140, 422, 601, and 11418.5 of the Penal Code.
    iv. Sexual abuse, sexual exploitation, or crimes endangering children, as specified in, but not limited to, Sections 266, 266a, 266b, 266c, 266d, 266f, 266g, 266h, 266i, 266j, 267, 269, 288, 288.5, 311.1, 311.3, 311.4, 311.10, 311.11, and 647.6 of the Penal Code.
    v. Child abuse or endangerment, as specified in, but not limited to, Sections 270, 271, 271a, 273a, 273ab, 273d, 273.4, and 278 of the Penal Code.
    vi. Burglary, robbery, theft, fraud, forgery, or embezzlement, as specified in, but not limited to, Sections 211, 215, 459, 463, 470, 476, 487, 496, 503, 518, 530.5, 532, and 550 of the Penal Code.
    vii. Driving under the influence of alcohol or drugs, but only for a conviction that is a felony.
    viii. Obstruction of justice, as specified in, but not limited to, Sections 69, 95, 95.1, 136.1, and 148.10 of the Penal Code.
    ix. Bribery, as specified in, but not limited to, Sections 67, 67.5, 68, 74, 85, 86, 92, 93, 137, 138, and 165 of the Penal Code.
    x. Escape, as specified in, but not limited to, Sections 107, 109, 110, 4530, 4530.5, 4532, 4533, 4534, 4535, and 4536 of the Penal Code.
    xi. Unlawful possession or use of a weapon, firearm, explosive device, or weapon of mass destruction, as specified in, but not limited to, Sections 171b, 171c, 171d, 246, 246.3, 247, 417, 417.3, 417.6, 417.8, 4574, 11418, 11418.1, 12021.5, 12022, 12022.2, 12022.3, 12022.4, 12022.5, 12022.53, 12022.55, 18745, 18750, and 18755 of, and subdivisions (c) and (d) of Section 26100 of, the Penal Code.
    xii. Possession of an unlawful deadly weapon, under the Deadly Weapons Recodification Act of 2010 (Part 6 (commencing with Section 16000) of the Penal Code).
    xiii. An offense involving the felony possession, sale, distribution, manufacture, or trafficking of controlled substances.
    xiv. Vandalism with prior convictions, as specified in, but not limited to, Section 594.7 of the Penal Code.
    xv. Gang-related offenses, as specified in, but not limited to, Sections 186.22, 186.26, and 186.28 of the Penal Code.

xvi. An attempt, as defined in Section 664 of, or a conspiracy, as defined in Section 182 of, the Penal Code, to commit an offense specified in this section.

xvii. A crime resulting in death, or involving the personal infliction of great bodily injury, as specified in, but not limited to, subdivision (d) of Section 245.6 of, and Sections 187, 191.5, 192, 192.5, 12022.7, 12022.8, and 12022.9 of, the Penal Code.

xviii. Possession or use of a firearm in the commission of an offense.

xix. An offense that would require the individual to register as a sex offender pursuant to Section 290, 290.002, or 290.006 of the Penal Code.

xx. False imprisonment, slavery, and human trafficking, as specified in, but not limited to, Sections 181, 210.5, 236, 236.1, and 4503 of the Penal Code.

xxi. Criminal profiteering and money laundering, as specified in, but not limited to, Sections 186.2, 186.9, and 186.10 of the Penal Code.

xxii. Torture and mayhem, as specified in, but not limited to, Section 203 of the Penal Code.

xxiii. A crime threatening the public safety, as specified in, but not limited to, Sections 219, 219.1, 219.2, 247.5, 404, 404.6, 405a, 451, and 11413 of the Penal Code.

xxiv. Elder and dependent adult abuse, as specified in, but not limited to, Section 368 of the Penal Code.

xxv. A hate crime, as specified in, but not limited to, Section 422.55 of the Penal Code.

xxvi. Stalking, as specified in, but not limited to, Section 646.9 of the Penal Code.

xxvii. Soliciting the commission of a crime, as specified in, but not limited to, subdivision (c) of Section 286 of, and Sections 653j and 653.23 of, the Penal Code.

xxviii. An offense committed while on bail or released on his or her own recognizance, as specified in, but not limited to, Section 12022.1 of the Penal Code.

xxix. Rape, sodomy, oral copulation, or sexual penetration, as specified in, but not limited to, paragraphs (2) and (6) of subdivision (a) of Section 261 of, paragraphs (1) and (4) of subdivision (a) of Section 262 of, Section 264.1 of, subdivisions (c) and (d) of Section 286 of, subdivisions (c) and (d) of Section 288a of, and subdivisions (a) and (j) of Section 289 of, the Penal Code.

xxx. Kidnapping, as specified in, but not limited to, Sections 207, 209, and 209.5 of the Penal Code.

xxxi. A violation of subdivision (c) of Section 20001 of the Vehicle Code.

4. The individual is a current registrant on the California Sex and Arson Registry.
5. The individual has been convicted of a federal crime that meets the definition of an aggravated felony as set forth in subparagraphs (A) to (P), inclusive, of paragraph (43) of subsection (a) of Section 101 of the federal Immigration and Nationality Act (8 U.S.C. Sec. 1101), or is identified by the United States Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.
6. In no case shall cooperation occur pursuant to this section for individuals arrested, detained, or convicted of misdemeanors that were previously felonies, or were previously crimes punishable as either misdemeanors or felonies, prior to passage of the Safe Neighborhoods and Schools Act of 2014 as it amended the Penal Code.
7. In cases in which the individual is arrested and taken before a magistrate on a charge involving a serious or violent felony, as identified in subdivision (c) of Section 1192.7 or subdivision (c) of Section 667.5 of the Penal Code, respectively, or a felony that is punishable by imprisonment in state prison, and the magistrate makes a finding of probable cause as to that charge pursuant to Section 872 of the Penal Code, a law enforcement official shall additionally have discretion to cooperate with immigration officials pursuant to subparagraph (C) of paragraph (1) of subdivision (a) of Section 7284.6.

b) Serious Felonies identified in Penal Code section 1192.7(c)
   1. Murder or voluntary manslaughter;
   2. Mayhem;
   3. Rape;
   4. Sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person;
   5. Oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person;
   6. Lewd or lascivious act on a child under 14 years of age;
   7. Any felony punishable by death or imprisonment in the state prison for life;
   8. Any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm;
   9. Attempted murder;
   10. Assault with intent to commit rape or robbery;
   11. Assault with a deadly weapon or instrument on a peace officer;
   12. Assault by a life prisoner on a non-inmate;
   13. Assault with a deadly weapon by an inmate;
   14. Arson;
   15. Exploding a destructive device or any explosive with intent to injure;
   16. Exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem;
   17. Exploding a destructive device or any explosive with intent to murder;
   18. Any burglary of the first degree;
   19. Robbery or bank robbery;
   20. Kidnapping;
   21. Holding of a hostage by a person confined in a state prison;
   22. Attempt to commit a felony punishable by death or imprisonment in the state prison for life;
   23. Any felony in which the defendant personally used a dangerous or deadly weapon;
   24. Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of methamphetamines, as described in subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code;
   25. Any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person;
   26. Grand theft involving a firearm;
   27. Carjacking;
   28. Any felony offense, which would also constitute a felony violation of Section 186.22;
   29. Assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220;
   30. Throwing acid or flammable substances, in violation of Section 244;
   31. Assault with a deadly weapon, firearm, machinegun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245;
   32. Assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Section 245.2, 245.3, or 245.5;

33. Discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246;
34. Commission of rape or sexual penetration in concert with another person, in violation of Section 264.1;
35. Continuous sexual abuse of a child, in violation of Section 288.5;
36. Shooting from a vehicle, in violation of subdivision (c) or (d) of Section 26100;
37. Intimidation of victims or witnesses, in violation of Section 136.1;
38. Criminal threats, in violation of Section 422;
39. Any attempt to commit a crime listed in this subdivision other than an assault;
40. Any violation of Section 12022.53;
41. A violation of subdivision (b) or (c) of Section 11418; and
42. Any conspiracy to commit an offense described in subdivision (c) of Section 1192.7.

c) Violent Felonies identified in Penal Code Section 667.5(c)
1. Murder or voluntary manslaughter.
2. Mayhem.
3. Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262.
4. Sodomy as defined in subdivision (c) or (d) of Section 286.
5. Oral copulation as defined in subdivision (c) or (d) of Section 288a.
6. Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288.
7. Any felony punishable by death or imprisonment in the state prison for life.
8. Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55.
9. Any robbery.
10. Arson, in violation of subdivision (a) or (b) of Section 451.
11. Sexual penetration as defined in subdivision (a) or (j) of Section 289.
12. Attempted murder.
13. A violation of Section 18745, 18750, or 18755.
14. Kidnapping.
15. Assault with the intent to commit a specified felony, in violation of Section 220.
16. Continuous sexual abuse of a child, in violation of Section 288.5.
17. Carjacking, as defined in subdivision (a) of Section 215.
18. Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.
19. Extortion, as defined in Section 518, which would constitute a felony violation of Section 186.22.
20. Threats to victims or witnesses, as defined in Section 136.1, which would constitute a felony violation of Section 186.22.
21. Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary.
22. Any violation of Section 12022.53.
23. A violation of subdivision (b) or (c) of Section 11418.

1206.7– Public Access to Records

a) Upon receiving any request pursuant to the California Public Records Act, GOVT. CODE §§ 6250 – 6276.48 for information related to ICE's access to individuals, responsive records shall be produced consistent with the Act's requirements.

1207 - Conservation Camp Program Inmates

1207.1 – General

a) Qualified inmates will serve their sentences by participating in the Conservation Camp Program (CCP) at designated California Department of Corrections and Rehabilitation (CDCR) Fire Camps.
b) Only previously screened and approved inmates may participate in the Conservation Camp Program. The CDCR shall confine and supervise adult male and female inmates that are transferred to the Conservation Camp Program pursuant to the terms and conditions of the contract between Orange County and CDCR.
c) The inmates assigned to a CDCR Fire Camp will be confined and supervised in accordance with CDCR policies. CDCR shall provide security and supervision of Orange County Inmates consistent with CDCR policies.
d) Orange County Inmates shall be subjected to an initial intake and annual program review to be conducted by the respective Camp Administrative Office to confirm initial and continued Fire Camp placement are appropriate.
e) All inmates assigned to the Conservation Camp Program shall participate in the Fire Camp programs, firefighter training, in-camp work assignments, and work at the Fire Camp, unless otherwise medically or administratively precluded. Inmates who refuse to participate in the Fire Camp Work/Training Program shall be returned to the IRC.

1207.2 - Theo Lacy Staffing

a) The Conservation Camp Deputy shall be assigned to work at the Theo Lacy Facility (TLF), in CWP/EMP.
    1. The Conservation Camp Deputy will manage the Conservation Camp Program from TLF.
b) The TLF CWP/EMP Sergeant will supervise the Conservation Camp Deputy.

1207.3 - Conservation Camp Deputy Responsibilities

a) The Conservation Camp Deputy will be responsible for screening, interviewing and assigning inmates to the Conservation Camp Program. The CCP Deputy will minimally perform the following functions:
    1. Screen potential candidates for the Conservation Camp Program in accordance with the CDCR's criminal history exclusionary criteria
    2. Conduct in person interviews of inmates to assist in determining eligibility
    3. If the inmate is not excluded by CDCR's criminal history criteria, and is a good candidate after the interview, the CCP Deputy will arrange for the inmate's Medical/Mental/Dental screening by Correctional Health Services
    4. Select qualified inmates who meet all CDCR criteria and who are approved by Correctional Health Services for participation
    5. Send inmate's packet of documents (see Section 1207.11(a) of this policy for list of documents) to CDCR for final approval of inmates
    6. Once the inmate is approved by CDCR, arrange inmate's transportation to the designated CDCR fire camp.
    7. Maintain Conservation Camp Database (Located in TLaudio drive)
    8. Give updates to Classification Sergeant, Records and Transportation
    9. Coordinate inmates returning from CDCR
b) The Conservation Camp Deputy is responsible for keeping Inmate Records personnel informed of any changes or modifications concerning inmates' assignment to the Conservation Camp Program or their sentence ending date.

1207.4 - Requirements for Participation

a) After sentencing, inmates will be screened for participation in the Conservation Camp Program.
b) Male and female inmates must have at least one (1) year, but no more than five (5) years to serve on their sentence (projected at a two-for-one credit earning). Any sentencing outside of these parameters must be approved by CDC.
c) The court may restrict, or deny a person's eligibility for the program, but the courts cannot require the Sheriff to assign a person to the program if the Sheriff, CDCR, or the Conservation Camp Deputy has determined that the person is unfit to participate in the program.

1207.5 - CDCR Exclusionary Criteria

a) The Conservation Camp Deputy shall use various forms of information while screening inmates for the Conservation Camp Program. This information shall include the following:
    1. Length of sentence:
        i. Less than one (1) year, more than five (5) years excluded from program
        ii. Sentence term based on projected two for one credit calculation
    2. If the inmate meets any of CDCR's exclusionary criteria, the inmate is excluded from the program.
b) The Conservation Camp Deputy shall complete Section 1, obtain the documents referenced in Section 2 and complete Section 3 of the CDCR's County Fire Camp Offender Screening and Processing Form. If the Conservation Camp Deputy determines that the inmate is eligible, based on the criminal history screening and interview, the Conservation Camp Deputy will next arrange for Correctional Health Services' medical, mental health and dental screening of the inmate.

1207.6 - Inmate Candidate List

a) An Inmate Candidate List will be generated by the Conservation Camp deputy monthly. Names of disqualified inmates from the Conservation Camp Program will be entered into a database maintained on the TLaudio drive.
b) Prior to inmates being interviewed by the Conservation Camp Deputy, their inmate file (Criminal Charges, Criminal History, Sentence etc.), will be pre-screened to see if they meet the basic requirements for the Conservation Camp Program.
    1. If the inmate's file indicates he/she would qualify, the Conservation Camp Deputy will interview the inmate to complete the Deputy's screening process.
    2. If the Conservation Camp Deputy determines that the inmate meets the CDCR's eligibility criteria regarding criminal history, the Conservation Camp Deputy will next arrange for any inmate to be examined by Correctional Health Services for Medical/Mental Health/Dental disqualifications. If the Conservation Camp Deputy determines that the inmate does not meet the CDCR's eligibility criteria regarding criminal history, the inmate will not be screened by CHS.

1207.7 - Medical/Mental Health/Dental Screening

a) If the Conservation Camp Deputy determines that the inmate is eligible after the inmate's criminal history screening and interview, Correctional Health Services (CHS) staff shall conduct a physical examination of the inmate in order to recommend, or deny participation in the Conservation Camp Program. CHS staff will use CDCR eligibility criteria; however, even if the inmate meets CDCR eligibility, CHS may deny an inmate's participation in the Conservation Camp Program based on the inmate's medical and/or mental health condition and/or history.
b) CHS staff will complete Section 4 of the CDCR's "County Fire Camp Offender Screening and Processing Form" pertaining to medical, mental health and dental screening. If CHS staff determines the inmate is eligible for participation in the Conservation Camp Program, CHS staff will provide a completed Section 4 of the Form "under seal" to the Conservation Camp Deputy. The form is not to be reviewed by the Conversation Camp

Deputy or any other OCSD personnel because it contains confidential medical information regarding the inmate. The Conversation Camp Deputy will transmit Section 4 to the CDCR "under seal" as part of the packet of documents pertaining to the inmate.

c) When an Orange County Inmate returns to custody at the IRC, CDCR will provide Orange County Correctional Health Services with copies of the Inmate Medical Records in accordance with HIPAA regulations and existing state law.

1207.8 - Assignment to CCP

a) Once the screening process is complete, the inmate will be added to the Inmate Candidate list for the Conservation Camp Program.
   1. The inmate's information will be added to the Conservation Camp Database
      i. The Conservation Camp database will be stored on the TLaudio drive.
   2. The Conservation Camp Deputy will have the inmate complete the County Fire Camp Offender Information form.
   3. The Conservation Camp Deputy will send the inmate's packet of information to CDCR Staff at the designated Conservation Camp for final approval. One complete copy of the inmate's packet (except for Section 4 of the County Fire Camp Offender Screening and Processing Form) will be scanned and retained on the TLaudio drive.
   4. After final approval is made, CDCR will notify the Conservation Camp Deputy the inmate has been accepted for the Conservation Camp Program.
   5. The Conservation Camp Deputy will contact Inmate Records to notify them of the transfer.
   6. The Conservation Camp Deputy will arrange transportation as soon as CDCR is able to accept the inmate for the next training period.
   7. The Conservation Camp Deputy will notify the Cashier's Office to transfer the inmate's funds to CDCR. The funds shall be provided to the CDCR within seven (7) working days of the inmate's transfer to the CDCR.

b) The TLF Records Commitment Clerk shall compute the number of days the inmate is to be assigned to the Conservation Camp Program and shall update the inmate's file as necessary.

c) The Conservation Camp Deputy will obtain the Release Date Information Sheet from TLF Records and include it in the inmate's Conservation Camp Program Packet.

d) The Conservation Camp Deputy will verify each inmate's packet is complete prior to contacting CDCR for placement in a designated Conservation Camp Program.

e) All inmates will be given a list of allowable property for County Fire Camp Inmates prior to being transported to CDCR. Orange County Inmates shall be allowed to possess personal property consistent with CDCR policy.
   1. Exclusions may be granted based on camp security requirements.
   2. CDCR will follow existing regulations on disposition of property.
   3. The CDCR shall compensate COUNTY Offenders for loss or damaged property due to the negligence of the CDCR in accordance with applicable remedies consistent with CDCR policy. Orange County shall not be responsible for such loss nor damaged property and CDCR shall indemnify Orange County for any and all claims, losses, liabilities, etc. attributable to such lost or damaged property while in CDCR custody.

1207.9 - Disposition of Paperwork

a) The inmate packet to be sent to the CDCR shall include the following documentation:
   1. Completed County Fire Camp Offender Screening and Processing Form, Sections 1 through 4 (Note: Section 4 will be received under seal from CHS and will be sent under seal to CDCR by the Conservation Camp Deputy because it contains the inmate's confidential medical information)
   2. Current CI&I Rap Sheet
   3. Abstract of Judgment – Current Commitment

4. Probations Officer's Report – Current Conviction
5. Release Date Information
6. Copy of Disciplinary Action(s)
7. Report of Documented Enemies
8. Two Current ID Photos (Front and Side View)
9. Completed County Fire Camp Offender Information Sheet
10. Completed Power of Attorney Form

b) A complete copy of the Conservation Camp Program paperwork with the following exceptions will be added to the inmate's file and retained in TLF Records.
   1. Section 4 of the County Fire Camp Offender Screening and Processing Form which contains the inmate's confidential medical information and which will be retained by CHS
   2. The Current CII and the Report of Documented Enemies, which will be scanned and retained in the TLaudio drive.

1207.10 - Transferring Inmate to CCP

a) Once a male inmate has been screened and accepted for participation in the Conservation Camp Program by the CDCR, CCP Deputy will notify records that the inmate has been selected for the Conservation Camp Program and is awaiting transfer.
   1. CDCR will notify the CCP Deputy by email of the date and time they will pick up male inmates. The CCP Deputy will notify the Records Supervisor and ensure all male inmates are at the IRC one day prior to pick up.

b) Male Inmates who are accepted to participate in the Conservation Camp Program will be transported to the Sierra Conservation Center by CDCR transportation.

c) A State of California – Department of Corrections Form #CDCR Form 123 (BODY RECEIPT) is required for each Orange County male Inmate transferred to the custody of CDCR.
   1. Property will be itemized in front of the inmate. The property is to be placed in a paper bag and given to the CDCR transporting officer at the time of transfer. The IRC release deputy will make a notation on the property receipt forms stating the CDCR transporting officer accepted the property.
   2. CDCR will provide one (1) CDCR Form 123 (Body Receipt), for each inmate being transported to CDCR.
   3. The Conservation Camp Deputy will scan and upload all forms to CDCR prior to being transferred to CDCR custody.

d) The CDCR will require the Conservation Camp Deputy to sign a CDCR Form 123 (Body Receipt), acknowledging delivery and transfer of custody of the inmate back to Orange County custody.

e) Once a female inmate has been screened and accepted for participation in the Conservation Camp Program by the CDCR, CCP Deputy will notify records that the inmate has been selected for the Conservation Camp Program and is awaiting transfer.
   1. The CCP Deputy will provide a list of the female inmates to Orange County Sheriff Transportation and TLF Inmate Records. The CCP Deputy will schedule the transfer of female inmates to the California Institution for Women by Orange County Sheriff's Transportation. A State of California – Department of Corrections Form #CDCR Form 123 (BODY RECEIPT) is required for each Orange County female Inmate transferred to the custody of CDCR.

f) The IRC Release Deputy shall ensure an Orange County Sheriff's Department Notification of Prisoner Status form (Detainer) is signed by CDCR for both male and female inmates prior to transfer.

1207.11 - Daily Participation

a) A work day begins at midnight the first day the inmate actively participates in the Conservation Camp Program.

b) If an inmate is unable to complete his work assignment on any given day, he or she will be evaluated by CDCR Staff to determine if he or she can continue with the Conservation Camp Program.
    1. If it is determined that the inmate cannot continue with the program, CDCR staff will notify the CCP Deputy to arrange transportation back to the IRC.
    2. If the inmate is able to continue with the program, the incident will be fully documented and the CDCR will notify by telephone and fax a copy of the incident report to IRC Classification.
c) Orange County Inmates who refuse to participate in the Fire Camp Work/Training Program shall be returned by the CDCR to the designated Fire Camp for pickup by Orange County Sheriff's Transportation to return the inmate to the IRC.
d) When Classification is notified that the inmate will be returning to OCSD Custody, they will notify records.
e) When the inmate returns to custody at the IRC, the Conservation Camp Deputy will document why the inmate returned and if they are ineligible to return to the Conservation Camp Program.
    1. A printed record will be placed in the inmate's file in Records
    2. A tread entry will be made in the inmate's record (SDS)
f) Before an inmate returns to the Conservation Camp Program, they must be re-screened to verify they still meet the criteria for participation in the Conservation Camp.

1207.12 - Inmate Funds

a) The Conservation Camp Deputy will provide the Cashier's Office with a list of all inmates being transferred to the Conservation Camp Program.
b) Funds of an Orange County Inmate participating in CCP shall be transferred to CDCR within seven (7) working days of the inmate's transfer to CDCR. These funds shall be held and managed pursuant to CDCR's policies.
c) CDCR shall pay all Orange County Inmates assigned to the Conservation Camp Program wages equal to the amount paid to CDCR inmates housed at the particular Fire Camp.
d) Upon notification of a court order for restitution by an Orange County Inmate, CDCR agrees to collect funds from wages and account deposits from the inmates account. All collected funds will be remitted in a manner that adheres to Title 15, Article 1.5, Section 3097.
e) When the inmate returns to the IRC, CDCR shall provide the inmate's current available Trust balance.
    1. Payment shall be in the amount due and in the form of a check made payable to the inmate but addressed to Orange County.
    2. Payment will be within seven (7) business days of the inmate's transfer back to Orange County.

1207.13 - Conservation Camp Program Rule Violation

a) While Orange County Inmates are in the custody of CDCR, they are subject to CDCR rules and regulations regarding conduct and behavior. This also includes specific rules of conduct while participating in the Conservation Camp Program.
b) CDCR is responsible for adjudicating any disciplinary matters while County Inmates are in CDCR custody.
    1. CDCR will notify the Conservation Camp Deputy of any discipline which would affect the inmate's sentence ending date.
    2. The Conservation Camp Deputy will notify Inmate Records of any discipline which would affect the inmate's sentence ending date.
c) Orange County Inmates appealing decisions and actions shall be remedied via the existing Orange County Sheriff's appeals process. The Orange County Sheriff's Department shall retain final authority on all issues of appeal related to Orange County decisions and actions. The CDCR will address all Inmate appeals/grievances related to conditions of confinement and other CDCR decisions while the Orange County Inmate is housed in a

CDCR Fire Camp. The CDCR shall retain final authority on all issues of appeals related to CDCR decisions and actions.

d) If an inmate assigned to the Conservation Camp Program is transferred back to IRC with pending discipline, CDCR will forward a copy of the incident report to the Conservation Camp Deputy so discipline may be administered at the Orange County Jail.
    1. The Conservation Camp Deputy will draw a Jail Incident Number from TLF and write a Jail Incident Report titled "Poor Work Performance" documenting the inmate's behavior and write a Notice of Disciplinary Violation/Hearing for a Major Jail Rule(s) Violation.
    2. Inmates returned to Orange County for disciplinary reasons will lose their worker status according to OC Jail policy.
    3. Inmates returned to Orange County will be interviewed for classification and/or housing assignments.
    4. The Conservation Camp Deputy will flag the Inmate's file "NOT ELIGIBLE for CCP" if the inmate no longer meets the qualifications for the Conservation Camp Program.
    5. TLF CWP/EMP Deputies will be responsible for changing the status of the inmate in the SDS Computer System. All failures will also be documented in the AJCLIA section of the Sheriff's Data System.
    6. TLF Records shall be notified by the Conservation Camp Deputy if the inmate's sentence ending date has changed and needs to be recalculated.

1207.14 - Access to Courts

a) The CDCR will ensure all Orange County Inmate's court related access is consistent with the CDCR policy.
    1. All Orange County Inmates requesting access to a law library will be transported back to the designated fire camp.
    2. Orange County Transportation will pick up the inmate from the designated fire camp and transport them back to the IRC for access to the Law Library.

b) Any court order to produce an Orange County Inmate that is presented to Orange County shall immediately be forwarded to the Camp Administrative Office for processing.
    1. The Orange County Sheriff's Department is responsible for transportation and costs thereof for local, state, and federal court appearances.
    2. If sufficient advanced notice is provided, CDCR will transport the Orange County inmate to Wasco State Prison for pick up by Sheriff's Transportation.

1207.15 - Offender (Inmate) Camp Files (OCF)

a) The CDCR will handle all Offender Camp Files (OCF) and ensure compliance consistent with the CDCR policy.
    1. Offender Camp records regarding County inmates while at the Camp shall be collected and maintained on-site by the CDCR in accordance with CDCR record keeping practices and operating requirements governing confidentiality.
    2. The County inmate files will not be maintained inside housing units or easily accessible to the inmate population

b) Upon request, all records, reports, and documents related to Orange County Inmates, including Inmate work/education-vocation records, shall be made available to the Orange County Sheriff's Department for review.
    1. When an Orange County Inmate is transferred from one Fire Camp to another Fire Camp the record provided by the Orange County Sheriff's Department and additional information compiled while the inmate was at the Fire Camp will be updated and transported with the inmate to his/her new location.
    2. This record consists of reports, timesheets, staff memos, correspondence, and other documentation relating to behavior of the Orange County Inmate.

3. When a County inmate is identified to return to the County, the CDCR will ensure that the Offender Camp File is current with documentation to include program activities (work, education, etc.), classification endorsement and action, and disciplinary history. Records maintained at the Fire Camp site shall be transported with the County inmate. Files maintained at the Fire Camp Administrative Office shall be mailed to the Sheriff's Department within 14 days of the inmate's departure from the Fire Camp.

c) All warrants/holds/detainers received by the Orange County Sheriff's Department for an Orange County Inmate shall be forwarded to the Camp Administrative Office within 24 hours.
   1. CDCR will determine if the inmate will be returned to Orange County for booking purposes.

d) All warrants /holds/detainers received by the CDCR for an Orange County Inmate shall be forwarded to the Orange County Sheriff's Department within 24 hours.
   1. CDCR will determine if the inmate will be returned to Orange County for booking purposes.

e) TLF Records will perform all time calculations for Orange County Inmates and will provide the inmate's Release Date information to the Conservation Camp Deputy. The Conservation Camp Deputy will include Release Date information in the inmate packet submitted to CDCR. This information is required to facilitate return of the Orange County Inmate to the custody of the Orange County Sheriff's Department no less than 30 days prior to his/her release.

1207.16 - Escape(s)

a) In the event of an escape by an Orange County Inmate from the Fire Camp's physical custody, the CDCR shall initiate efforts to apprehend such inmate(s), notify Local Law Enforcement agencies and CDCR I.D./Warrants Unit as required by state statute in the same manner it uses for any other CDCR escapee.

b) The escape pursuit will include all provisions as agreed to in the Memorandum of Understanding between the CDCR Warden and the Sheriff of the County where the Camp is located. This would include, but is not limited to; notification timeframes, incident command, mutual aid, intelligence sharing, etc.

c) The CDCR shall notify the Orange County Sheriff's Department during the initial notification process.
   1. After the initial 24 hours of escape pursuit, the CDCR Incident Commander (Warden) and the Orange County Sheriff shall evaluate the need for the continued presence of CDCR. This decision shall be based on the intelligence received regarding the offender's whereabouts/escape route.

d) Annually or upon any revision to the contract signed by Orange County and CDCR, the County shall provide the CDCR with a listing of its emergency contacts.

1207.17 - Orange County Inmate Death

a) In the event of a death of an Orange County Inmate participating in the Conservation Camp Program, the CDCR will immediately notify the Watch Commander at TLF, or his or her designee. CDCR shall also notify the local coroner and local law enforcement via telephone and shall have the cause and circumstances of the death reviewed by the coroner of the local jurisdiction.
   1. A certified copy of the death certificate, the County Offender (Inmate) Camp File (OCF) and medical records will be forwarded to the Orange County Sheriff's Department.
   2. The CDCR shall furnish all information requested by the Orange County Sheriff's Department and follow the instructions of the Orange County Sheriff's Department with regard to disposition of the body.
   3. The Orange County Sheriff's Department will notify the designated next of kin of the deceased Offender, if any, as soon as practical after death.

b) CDCR shall not be responsible for expenses relative to any necessary preparation, storage, shipment, and disposal of the body.

1207.18 - Conservation Camp Program Removal or Return of Inmates

a) Inmates may be returned to the Orange County Jail for several reasons. Some examples of reasons for removing inmates from the Conservation Camp Program include:
   1. Poor Work Performance
   2. Violation of Conservation Camp Rules
   3. Additional Disqualifying Charges
   4. Conservation Camp Supervisor Recommendation
   5. Significant Physical Injury
   6. Voluntary Removal
   7. Local/State/Federal Court Appearances

b) Male inmates assigned to CCP will be returned to Prado Conservation Camp for pick up by the CCP Deputy and transported to the IRC no less than thirty (30) days prior to their sentence ending date.

c) 1. All Female inmates assigned to CCP will be returned to California Institution for Women for pick up by Orange County Sheriff's Transportation and transported to the IRC no less than thirty (30) days prior to their sentence ending date. This will be coordinated by the CCP Deputy.
   2. The CDCR will require the Orange County Sheriff's Transportation Deputy or CCP Deputy to sign a CDCR Form 123 (Body Receipt), acknowledging delivery and transfer of custody of the inmate back to Orange County custody.

d) The Orange County Sheriff's Department is responsible for transportation and costs thereof for local, state, and federal court appearances.
   1. If sufficient advanced notice is provided, CDCR will transport the inmate(s) to the designated Fire Camp to be picked up by Sheriff's Transportation.

e) The Orange County Sheriff's Department will provide Orange County Jail issued clothing to the inmate prior to returning to the IRC.

f) Inmates returning to Orange County with any property item deemed to be in conflict with OCSD policy regarding inmate property will have such property item placed on the inmate's Property unless the item is an opened food or beverage item, in which case the item will be discarded.

1208 - Electronic Monitoring Program

1208.1 – General

a) CPC Sections 1203.017 and 1203.018 authorize the Sheriff as the Correctional Administrator to establish an electronic monitoring program for both sentenced and unsentenced inmates under certain conditions. Under CPC 1203.017, sentenced misdemeanor inmates may be required to participate in an involuntary home detention program that includes electronic monitoring, due to lack of adequate jail space. Under CPC 1203.018, unsentenced misdemeanor inmates may voluntarily participate in a home detention program that includes electronic monitoring. Inmates must meet specific criteria before consideration.

b) The Correctional Administrator or designee shall have the sole discretionary authority, consistent with the statutes and the rules and regulations of the electronic monitoring program, to review and determine eligibility to permit program participation as an alternative to physical custody.

c) Failure of program participants to comply with the established rules and regulations of the electronic monitoring program may result in the program participant being retaken onto custody. Willful failure of the program participant to return to the place of home detention prior to the expiration of any period of time during which he or she is authorized to be away from the place of home detention and unauthorized departures from the place of home detention are punishable as provided in CPC 4532.

d) The Correctional Administrator may permit Electronic Monitoring Program participants to seek and retain employment in the community, attend psychological counseling sessions or educational or vocational training classes or seek medical and dental assistance.
e) Any violation of law or rules and regulations of the program may be handled in the following manner:
    1. Report of violation of rules and regulations of the program
    2. Crime Report
f) Violations of the rules and regulations of the program will be documented in the jail reporting system. Sanctions may be imposed for violations of the rules and regulations of the program, including retaking the participant into custody. The program participant may utilize the formal appeal process to appeal any disciplinary action against them.

1208.2 – Staffing

a) Deputies and SSOs will be assigned to the Electronic Monitoring Program staff.
b) One or more designated Sergeants will supervise the Electronic Monitoring Program staff.

1208.3 – Responsibilities

a) The EMP staff will be responsible for all screening, interviewing, and releasing of in-custody inmates who qualify to participate in the Electronic Monitoring Program.
    1. The jail facilities will be screened a minimum of once per week.
b) The EMP staff will directly and indirectly monitor the activities of program participants to ensure compliance with EMP Rules and Regulations.
c) The EMP staff is responsible for keeping Inmate Records personnel informed of any changes regarding an inmate's participation in the program.
d) The EMP staff will be aware of and monitor any inmate or civilian traffic within the Facility Booking/Release area related to the EMP.
e) The EMP staff will monitor the assignment of all new participants to the Electronic Monitoring Program.
f) The EMP staff will write Jail Incident Reports and DR's as necessary.

1208.4 - Administrative Fees

a) Per CPC 1203.018(j), the Board of Supervisors may prescribe a program administrative fee to be paid by each unsentenced inmate.
b) Per CPC 1203.017(j), sentenced inmates shall not be charged fees or costs for the program.

1208.5 - Eligibility Criteria

a) The court may restrict or deny a person's eligibility for the program, but the courts cannot require the Sheriff to assign a person to the program if the Sheriff or his/her assigned EMP staff has concluded that the person is unfit for release to the program.
b) Sentenced Inmates
    1. CPC 1203.017 authorizes that sentenced misdemeanor inmates may be required to participate in an involuntary home detention program, which shall include electronic monitoring, due to lack of adequate jail space.
    2. The Correctional Administrator, or his or her designee, shall have the sole discretionary authority, consistent with the statute and the rules and regulations of the program, to permit program participation as an alternative to physical custody.
    3. The court may recommend or refer a person to the Correctional Administrator for consideration for placement in the home detention program. The recommendation or referral of the court shall be given great weight in the determination of acceptance or denial. At the time of sentencing, or at any time that the court

deems it necessary, the court may restrict or deny the defendant's participation in a home detention program (CPC 1203.017(e)).

4. Participants shall receive any sentence reduction credits that they would have received had they served their sentences in a county correctional facility. One day of program participation shall be in lieu of one day of incarceration.
5. Inmates must have no Correctional Mental Health Holds to participate in the EMP.
6. Charges which indicate a propensity towards violence or deviant conduct will not qualify. Examples include, but are not limited to, assaults, sex charges, crimes against children, and domestic violence.

c) Unsentenced Inmates

1. CPC 1203.018 authorizes that unsentenced inmates may voluntarily participate in an electronic monitoring program. In order to qualify for participation in the EMP, the inmate must be a minimum-security inmate with no holds or outstanding warrants and one of the following circumstances must exist:
    i. The inmate must have been held in custody for at least 30 days from the date of arraignment pending disposition of only misdemeanor charges (Penal Code Section 1203.018(c)(1)(A)); OR
    ii. The inmate is being held on only misdemeanor charges and the inmate is appropriate for the program based on a determination by the Correctional Administrator that the inmate's participation would be consistent with the public safety interests of the community (Penal Code Section 1203.018(c)(1)(C)).
2. The Correctional Administrator, or his or her designee, shall have the sole discretionary authority, consistent with the statute and the rules and regulations of the program, to permit program participation as an alternative to physical custody.
3. Inmates must have no Correctional Mental Health Holds to participate in the EMP.
4. Charges which indicate a propensity towards violence or deviant conduct will not qualify. Examples include, but are not limited to, assaults, sex charges, crimes against children, and domestic violence.

1208.6 - Screening Data

a) All participants placed on the Electronic Monitoring Program must successfully pass all areas of the screening criteria. Exceptions to this policy will be made only with authorization from the EMP Sergeant.
b) The Sheriff's Data System (SDS) will be utilized to facilitate the release of in-custody inmates.
c) The [redacted] Computer System (MOD 40) will be utilized to facilitate the following inquiries:
    1. [redacted] Includes warrant check, DMV records and FTA.
    2. [redacted] Obtain information on current and past court cases.
    3. [redacted] Criminal history, check for disqualifying charges.
        i. Printed criminal histories, which are confidential information, are required to be destroyed after use.
d) The CWP Portal will be checked to determine prior CWP history.
e) The EMP staff uses various forms of information while screening inmates for EMP. This information may include, but is not limited to the following:
    1. Current/Prior charges
    2. Interview of inmate
    3. Standing in the community
    4. Criminal history/sophistication
    5. Personal references
    6. Work history
    7. Overall background

8. In-custody behavior

1208.7 - Screening EMP Participants

a) Candidate List The EMP staff will review and screen candidate rosters and eliminate names of inmates that are not qualified for participation. The reason for disqualification will be written next to the inmate's name on the candidate roster. In order to ensure uniformity, the following abbreviations will be utilized:
   1. [redacted] - Refused to Participate in EMP (only applicable to unsentenced inmates under CPC 1203.018)
   2. [redacted] - DQ'd by Mental Health
   3. [redacted] section- Current charge(s)
   4. [redacted] - Criminal Background
   5. [redacted] - Disqualified by the Court

b) For the involuntary program under CPC 1203.017, if the inmate qualifies and successfully passes the screening process, he/she will be placed on the program.
   1. For the voluntary program under CPC 1203.018, if the inmate successfully passes the screening process, he/she will be offered the program. If interested, the inmate will complete an Inmate Information Sheet and be interviewed before being placed on the program.
   2. For the voluntary program under CPC 1203.018, if the inmate refuses to participate in the program, the staff member will record the refusal next to the inmate's name on the Candidate List.

c) Notice of Denial
   1. All persons referred or recommended by the court to participate in the involuntary electronic monitoring program pursuant to CPC 1203.017(e) who are denied participation shall be notified in writing of the specific reasons for the denial(CPC 1203.017(d)(2)). The notice of denial shall include the participant's appeal rights through the grievance process.
   2. All persons approved by the Correctional Administrator to participate in the voluntary electronic monitoring program pursuant to CPC 1203.018 who are denied participation shall be notified in writing of the specific reasons for the denial (CPC 1203.018(g)(2)). The notice of denial shall include the participant's appeal rights through the grievance process.

1208.8 - Procedures for Screening

a) A candidate roster will be generated through SDS for each jail facility. EMP staff will be responsible for screening the rosters and making proper notifications.
b) Use [redacted] to screen criminal history.
c) Create a list of qualified candidates.
d) Candidates who are disqualified must be flagged. Note the appropriate disqualification reason as this is used for the statistical report.

1208.9 - Releasing Inmates to EMP

a) In-Custody Inmates
   1. After completing the screening process, EMP staff will interview potential participants prior to enrollment in the Electronic Monitoring Program.
   2. When preparing to release inmates to the Electronic Monitoring Program:
      i. EMP staff will advise the Theo Lacy Facility Classification/EMP Sergeant, or the Operations Sergeant, when the Classification/EMP Sergeant is unavailable, prior to leaving Theo Lacy.
      ii. Upon arriving at the facility, provide a list of the release candidates to the appropriate staff. EMP staff will conduct interviews of candidates in a designated area of the facility.
      iii. Facility staff will assist in getting potential EMP candidates to the designated area for interviews.

iv. EMP staff will verify the correct inmates have arrived for interviews by comparing the inmate's wristband (photo and booking number) against the inmate physical description and the candidate list.
v. Upon successful completion of the interview, EMP staff will have the inmate complete all necessary paperwork. The inmate will read and sign all necessary paperwork including the applicable program rules and regulations for either sentenced misdemeanor inmates under CPC 1203.017 or unsentenced misdemeanor inmates under CPC 1203.018. Inmates will be given copies of all signed paperwork.
vi. EMP staff will explain program rules and expectations to the inmates. Allow the inmates to ask questions.
vii. Participants will be returned to their housing locations pending transfer to Theo Lacy to complete the release process onto the Electronic Monitoring Program.
viii. EMP Staff will re-check each participant's Records Files and History Cards for disqualifications (either at the IRC or Theo Lacy). Any disqualified Records Files will remain at the Facility and the participant's name will be removed from the candidate list.
ix. Facilities will be sent a final candidate list in preparation for bodies to be transferred to Theo Lacy for placement onto the Electronic Monitoring Program.
x. All participants will be transferred to Theo Lacy for placement onto the Electronic Monitoring Program.
xi. EMP staff will deliver each participant's Records Files to the appropriate Commitment Clerk or Inmate Records Supervisor.
xii. EMP staff will be notified upon the participant's arrival at Theo Lacy.
xiii. The participant's identity will be verified by asking date of birth, place of birth, or social security number and comparing the answers with the information on the mod card and pre-booking form. Additional verification will be made by checking the participant's wristband and comparing the participant's fingerprints with the fingerprints taken of the participant at the time of booking.
xiv. Electronic Monitoring anklet will be applied to the participant prior to release.
xv. Participants will be released according to standard facility procedures.
xvi. SDS will be updated to reflect the placement of the participant onto the Electronic Monitoring Program. The change will be from [redacted] An [redacted] will be placed in the EMP box on the AJHSGU screen, which will update the Custody Status from ACT to EMP.

b) Pre-Booker Inmates
1. Inmates may pre-book 24 hours a day, Saturday through Thursday, up until 24 hours prior to their stay date and time.
i. Females will pre-book at the IRC.
ii. Males will pre-book at Theo Lacy.
iii. Pre-Bookers must go through the same screening and release process as in-custody inmates.
iv. If an inmate does not qualify for the Electronic Monitoring Program, they will be directed to report to the appropriate jail on their Stay Date and time.

1208.10 - Distribution of Paperwork

a) Signed original copies of all paperwork will be placed in the participant's EMP file. The original mod cards for the participants released from other facilities will be forwarded to the Theo Lacy Facility via inter-departmental mail and placed into the participant's record jacket.
b) Signed copies of all paperwork will be given to the appropriate Inmate Records/Commitments staff to be placed into the participant's record jacket.
c) Participants shall be given a copy of all paperwork for their records.

1208.11 - EMP Removal

a) All participants removed from the program shall be notified in writing of the specific reason for removal. The notice of removal shall include the formal grievance process.
b) Some examples of routine reasons for removing a participant from the Electronic Monitoring Program are: violation of rules and regulations, warrant, loss of permanent residence, court order, and for the voluntary program under CPC 1203.018, voluntary removal.
c) Non-Disciplinary Removal of Participants from Electronic Monitoring Program
    1. The EMP staff will notify the Classification Deputy and Inmate Records staff of an EMP removal.
    2. Provide the inmate's mod card to the Classification Deputy. If there is not a mod card attached to the EMP paperwork, print a copy of it from the photo capture computer.
    3. The Classification Deputy is responsible for changing the status of the inmate in the SDS computer and assigning him a housing assignment. Female inmates will be transported to the IRC for classification and/or housing assignment.
    4. Provide Inmate Records staff with necessary paperwork.
d) Removal from Electronic Monitoring Program for Failure to Comply with the Rules and Regulations of the Program
    1. Removals for failure to comply with the rules and regulations of the program will be done in the same manner as other removals.
    2. A Jail Incident Report must be written for each participant that is returned to custody for failing to comply with the rules and regulations of the program.
    3. All persons referred or recommended by the court to participate in the involuntary electronic monitoring program pursuant to 1203.017(e) who are removed from program participation shall be notified in writing of the specific reasons for the removal.(CPC 1203.017(d)(2)). The notice of removal shall include the participant's appeal rights through the grievance process.
    4. All persons approved by the Correctional Administrator to participate in the voluntary electronic monitoring program pursuant to 1203.018 who are removed from program participation shall be notified in writing of the specific reasons for the removal. (CPC 1203.018(g)(2).) The notice of removal shall include the participant's appeal rights through the grievance process.
    5. Participant misconduct will be documented in the [redacted] section of the Sheriff's Data System and sanctions will be imposed in proportion to the severity of the rule violated. Participants may utilize the formal appeal process to appeal any disciplinary action against them.
        i. Violation of law or the rules and regulations of the program could result in disciplinary action including retaking the participant into custody.
        ii. Theo Lacy Facility personnel will conduct discipline in an impartial and consistent manner. To ensure consistency, the Punishment Officer will be the First Watch Shift Commander who is assigned to the position by the Division Commander.

1208.12 - Vehicles Assigned to EMP

a) The EMP will have assigned vehicles. The vehicles will be checked out and used in the following manner:
    1. The keys will be checked out from and returned to the EMP Sergeant.
    2. These vehicles will be used for the purpose of conducting residence checks and performing administrative duties.
    3. The vehicles will be returned with a minimum of ½ tank of fuel (Policy 9000.4). It will be the responsibility of the person driving to make sure there is sufficient fuel for the next driver.
    4. When the vehicles are not in use they will be parked in their designated areas.
    5. Each EMP Deputy will be issued an Orange County Fuel Access Card.

1208.13 - Radios, Cell Phones and PVS

a) The below procedures will be followed prior to going off compound for official business:
   1. Obtain an 800 MHZ radio from work area. If no radio is available in the work area, obtain a radio from [redacted]
   2. Advise Dispatch, via telephone, that you are going in-service (10-8).
   3. Give dispatch your radio number, PID#, and unit radio number, if applicable.
   4. Advise dispatch if you are going to be a [redacted] unit.

b) Cell phones will be assigned to the Electronic Monitoring Program. These phones are to be used for official business ONLY. Their primary use will be after-hours notifications of alerts requiring immediate attention. The phones will be checked out and assigned from, and returned to, the [redacted] While not in use, they will be stored at the charging station located inside the [redacted] Any problems with the phones will be immediately reported to the EMP Sergeant.

c) EMP staff shall use PVS as outlined in section 446.1 (Patrol Video System) of the Orange County Sheriff-Coroner Department Policy Manual. In the event a PVS equipped unit is not available, EMP staff shall notify a supervisor to request permission to utilize a non-PVS equipped vehicle.

1208.14 - Arrest and Transportation of EMP Inmates

a) EMP staff will transport EMP participants. When possible, [redacted] members will be used for transporting EMP participants. At least [redacted] At no time will an individual EMP staff member transport a participant in a vehicle without a cage. Exceptions may be made in the event of exigent circumstances.

b) EMP staff will respond if transportation is needed. An EMP staff member will draw DR # and write the appropriate report, if necessary.

1208.15 - EMP Statistics

a) Daily Statistics/Electronic Monitoring Program Count
   1. At the end of each shift, the EMP staff will generate and reconcile a SDS count of all participants currently assigned to the EMP.

b) Monthly Statistics
   1. At the end of each month, the EMP staff will complete the "Monthly Statistics" form. The information for the monthly statistics will be taken from:
      i. Screening lists on file for the month.
      ii. Weekly Completions on file for the month.
      iii. Weekly Removals on file for the month.
   2. Once completed, the monthly statistics will be forwarded to the Special Services Bureau Captain, not later than the third day of the month.

1208.16 - The EMP Compliance Support Unit (CSU)

a) Department personnel assigned to the Electronic Monitoring Program make up the Compliance Support Unit (CSU). The CSU is responsible for conducting regular residence checks of program participants to ensure compliance of EMP rules and regulations. This time is also necessary to complete any administrative duties pertaining to the Electronic Monitoring Program.

b) A minimum of [redacted] CSU Deputies will conduct residence checks. While at the residence, Compliance Support Unit (CSU) Deputies will search each participant for contraband and handle any problems that may exist.

c) An Operational Plan will be completed prior to a home compliance check and a supervisor will be present during any home compliance check. The department approved CWP/EMP Operation Plan is located in the Document

Center. (Refer to Field Operations Manual Section 51, Critical Incident Management for details regarding operations plan, tactics and perimeter.)

d) The CSU will wear either a Class "A" uniform or a modified uniform approved by the Division Commander.

1208.17 - Curfew Schedule

a) All EMP participants will be assigned, and shall comply with, a curfew schedule. EMP staff will determine the curfew schedule.

b) EMP participants shall remain inside their residences unless prior arrangements have been made with EMP staff and approval has been obtained from EMP staff. EMP staff approval may be sought for the EMP participant to:
   1. Seek/retain employment
   2. Attend psychological counseling
   3. Attend educational/vocational training
   4. Seek medical/dental assistance

Policy 1300 - Court Transfer

Assembly and distribution of inmates will be conducted expediently and accurately to ensure a timely departure from the facility and a timely arrival at their destination. Upon return to the facility the re-entry process will be thorough, orderly and rapid to ensure a secure return to housing.

1300.1 – Overview

a) The process of moving inmates to local courts will begin by [redacted] hours [redacted]
b) The Daily Activity Roster will be distributed to all facilities and each housing unit therein by Inmate Records personnel before [redacted] hours.
    1. The Daily Activity roster will identify inmates by a court assigned, name and AKA, DOB, booking number, date booked, case or warrant number, arresting agency, additional charges pending and other appearances. The list will also identify each inmate's housing location, security status, and any special orders.

1300.2 - Court Transfer Guard Station / Departure

a) The Court Transfer Guard Station Deputy will coordinate activities in the Court Transfer cell area.
b) Each cell will be searched by the Court Transfer Deputy upon unlocking the cells in the morning.
c) The Guard Station Deputy will predetermine each cell's use for the morning courts by court destination, inmate classification and number of inmates to be transported prior to the inmates' arrival in the Court Transfer area.
    1. Cells in the Identification area and Clothing Room corridor may be used to ensure complete separation of inmates or for overflow purposes.
d) Court Transfer Prowlers will receive the first group of inmates (early courts) immediately following the completion of breakfast.
e) As the inmates arrive, they will be restrained according to their classification level, if not already restrained (See CCOM section 1201.15).
f) The inmates will be placed into cells by court destination and classification. Specialty Housing inmates will be kept separate from non-compatible inmates (refer to CCOM section 1200.2).
g) General Population (GP) inmates may temporarily be placed into holding cells unrestrained for officer safety reasons. Whenever possible, GP inmate's level 6 and 7, should remain separate from GP 1 through 5 unless restrained.
h) If an inmate bypasses or attempts to bypass waist or leg restraint locks, a handcuff cover Restraint-Box may be utilized to secure the inmate. (Refer to CCOM section 1800.4 for further details).
i) The deputy will document the arrival of each inmate by placing a mark in the "OUT" column (next to the inmate's name) of the Daily Activity Roster. All "no shows" will be checked at this time.
j) Each inmate will be identified by name and booking number as he/she enters a given cell.
k) Clothing Exchanges
    1. The Court Transfer Guard Station Deputy will verify with the Clothing Room CST that street clothing for inmates going to court is prepared.
    2. Inmates approved to wear personal clothing to court will be identified on the Activity Roster under "Special Orders" (left side, bottom), by the notations:
        i. JUTR: Jury Trial - Street clothes optional
        ii. STCL: Must wear street clothes to court

A. However, an inmate may still refuse street clothing. If an inmate refuses court ordered street clothes, it will be documented in the Sergeant's Log.

3. At no time will inmate workers be allowed in the clothing room without direct staff supervision.
4. An inmate may inform the Court Prowler of his/her trial status. This will be verified via Inmate Records.
5. The Court Transfer Deputy will properly identify inmates authorized to wear personal clothing to court before the personal clothes are exchanged. Inmates will change clothes inside the cell designated by the Court Transfer Deputy.
6. It will be the responsibility of the Court Transfer Deputy to make appropriate clothing exchanges. For security reasons, only the plastic bag containing the inmates clothing will be given to the inmate. The clothing rack and the clothing bags with the metal hooks that attach to the rack will remain secured in court transfer.
7. If an inmate refuses to dress in street clothes, it will be documented in the dress out log. The inmate will sign the log acknowledging his/her refusal to dress out. The log will be faxed to the respective court.

l) The Guard Station Deputy will ensure that no transporting officers enter the corridor while armed. (No firearms, ammunition)
m) From the Guard Station, the deputy will control all sally port doors and intercom traffic.
n) All required documentation will be provided to the transporting deputies by Inmate Records.
o) Restraints
   1. Transportation Deputies will supply the necessary security/restraint devices for inmates going to court.
      i. Proper restraints will be placed upon the inmate based upon their classification.
p) Destination Activity Rosters will be used to determine which cells contain the inmates for the respective courts (i.e., Central, Harbor, North, and West). The Transportation Deputy will verify the inmate, and will mark "OUT" column when inmate has been handcuffed and prepared for entry onto the transportation vehicles.
q) The Cook will ensure a correct number of lunches are prepared. The Transportation Deputies will ensure a proper number of lunches are on the respective court buses.
r) As each individual court inmate is loaded into the transportation vehicles, the Court Prowler Deputy will provide the Court Transfer Guard Station Deputy the corresponding completed Destination Activity Roster.
   1. The Court Transfer Guard Station Deputy will be responsible for notifying Inmate Records of all "no shows" for court.

1300.3 - Transportation Deputies

a) Department Transportation Deputies will ensure movement of inmates to and from local courts.
b) Sheriff's Department transportation vehicles will be [redacted] and [redacted] in the [redacted] while not in service. [redacted] will be kept in the [redacted]
c) At the time of the assignment, the Transportation Dispatcher will provide the Transportation Deputies a copy of the Destination Activity Roster for his/her assignment and [redacted]
d) The Transportation Deputies will select the correct number and type of restraint devices from the storage room.

1. Those inmates identified on the Activity Roster as requiring extra restraints will be restrained by the use of handcuffs, waist chain, and leg restraints.
2. As inmates are summoned from the cells, Transportation Deputies will place proper restraint devices on the inmates.

e) Transportation Deputies will search the interior of each vehicle before and after vehicle is used for court transport for contraband and/or stowaways.

f) Vehicles will be parked for loading at the designated point in front of the Court Transfer sally port exterior door.
1. Vehicles to be used to transfer inmates with the earliest arrival time or those going the greatest distance will have priority for parking at the loading point.

g) [redacted]

h) Transporting deputies will remain outside the sally port to carefully monitor the loading process. Transportation Deputies will call off the inmates' names as they enter the transportation vehicle.

i) General population court inmates will exit the building single file and [redacted].

j) [redacted] and will be secured in security compartments in the front of buses or front seat in the passenger compartment in vans. Security compartments will be locked prior to departure from the IRC.

k) Early courts will have the sack lunches preloaded on the buses by the kitchen. Late courts will have lunches loaded on buses from the Court Transfer refrigerator by assigned inmate workers.

l) [redacted].

1300.4 - Inmates Returning from Court

a) [redacted]

b) Transportation Deputies will walk court remand inmates to the Receiving area for the booking process.
1. The Transporting deputy will submit the completed Pre-Booking Record, a copy of the court papers and the Intake Screening and Triage Form to the Receiving Deputy. All original court papers (e.g., remanding orders and commitment papers) will be submitted to the Commitment Clerk.
2. When the inmate is medically unacceptable for booking, the Transportation Deputy will contact the Transportation Dispatcher. It will be the responsibility of Transportation to take the inmate to a treatment facility. When the treatment is completed, Transportation deputies will return the inmate to the respective facility and will complete the Pre-Booking process.

c) The Transportation Deputy will deliver to Inmate Records the court papers for the returning inmates.

d) A Court Transfer Deputy will be given the completed Activity Roster used that morning for the arriving court inmates.

e) [redacted] inmates will be removed from the vehicles before general population court inmates.

f) Inmates will be walked single file from the vehicles into the sally port and then into the Court Transfer corridor. All inmates returning from court shall be searched prior to being placed into holding cells to await return to housing.

1. Transportation Deputies will remove handcuffs and other restraint devices as the inmates are placed into the Court Transfer corridor.
2. When Special Housing inmates have been searched, each will be moved immediately to holding cells to await escort back to his/her housing location.

g) The Court Deputy will verify the identity of each court returnee prior to him/her being placed into a holding cell. A check mark will be made in the "IN" column on the Activity Roster indicating the inmate's return.

h) Court Clothing Return: Returning inmates will place all personal clothing in the provided bag. The Court Deputy will verify all returned clothing. Prior to returning inmate personal clothing to the clothing rack, the Clothing Room CST will re-inventory all personal clothing that was worn to court by the given inmates.
   1. The Operations Sergeant will be immediately advised of any discrepancies.
   2. Jail clothing will be returned to those inmates who wore personal clothing to court.

i) Court Documents: The Transportation Deputy will ensure that each inmate returned to custody is accompanied by appropriate paperwork.
   1. Examples of appropriate paperwork are:
      i. Remanding Order
      ii. Release Order
      iii. Commitment Order
   2. The Transportation Deputy, Inmate Records Supervisor and the appropriate court clerk will immediately resolve any court paper discrepancies.
   3. Stays of Execution on Sentences: These documents are to be separated from the rest and sent directly to Inmate Records. (These are documents which report a future self-booking).
   4. "No Body" papers will also be sent directly to Records.

j) Return to Housing: The Court Transfer Guard Station Deputy will coordinate with housing areas before sending any groups of inmates.
   1. At least one female deputy must accompany any group of female inmates to housing.
   2. Deputies will escort Special Housing inmates at all times when the inmates are outside their housing areas.
   3. When escorting a group of inmates, one deputy will lead the inmate group and one deputy will follow.
   4. When the last inmate court returnee has been escorted out of the Court Transfer area, the Deputies will search the cells, have them properly cleaned, and lock the cells.

1300.5 - In-Custody Release

a) In-custody releases will be processed at the Court Transfer Guard Station area.

b) Scheduled In-Custody Releases will be included on the daily schedule Release Roster (SE List).
   1. The initials "I/C" followed by the anticipated release time will be used to identify each release.
   2. The SE list will be delivered to the Release Guard Station during the early part of shift one. Inmate Records will send copies of the SE list to all appropriate locations.

c) Non-Scheduled In-Custody Releases will be processed at the time they are requested. Inmate Records will send computer notification to the appropriate location. Special notice will be made that the inmate is an "In-Custody" release. This will ensure that the inmate is sent to the correct release location.

d) Inmate Records will gather the documents and files for in-custody releases and deliver the file to the Release Guard Station.
    1. Release CST's will pull the clothing inventory card, the inmate's clothing, and personal items.
e) The Release Deputy will prepare the inmate file in the same fashion as regular releases except for the traveling documents.
    1. The left side of the file folder will contain:
        i. A J-024 Inmate and Property Receipt (duplicate)
        ii. Any warrants or teletypes to accompany the inmate
        iii. Copy of commitment papers (if applicable)
        iv. Probation report package (if applicable)
        v. Orange County Sheriff's Department "Hold" Letter (if applicable)
f) The Release CST will take the completed "In-Custody" file folder(s) and inmate personal property to Court Transfer.
    1. State Prison In-Custody Files must be in the Court Transfer Guard Station by 0400 on transfer days. The inmates will be ready to [redacted]
    2. All other In-Custody Release Files must be in the Court Transfer Guard Station as soon after notification as possible.
g) State Prison "In-Custody" release inmates will be escorted from housing units to the Booking holding cell area [redacted] hours on the evening prior to their scheduled transfer date. Cells in Court Transfer may be used if there is no room in the Booking Loop. A Prowler Deputy must stay in Court Transfer if these holding cells are used.
    1. The Court Transfer Guard Station Deputy will designate the cell(s) to be utilized for "In-Custody" releases.
h) The Court Transfer Guard Station Deputy will review each file to determine that the correct papers are included.
i) Transporting officers will park their vehicles in the security parking yard.
    1. Buses will park in the spaces provided near the sally port entrance.
    2. Prior to entering the sally port, each officer [redacted] in the [redacted] at the [redacted], or [redacted].
    3. Prior to opening the sally port doors, the Court Transfer Guard Station Deputy will verify that [redacted].
    4. After [redacted] to the Guard Station Deputy, transporting officers may enter the sally port to provide security equipment to be used on the inmates. The transporting officer will place the equipment on the inmates as they exit the holding cells.
j) The Release CST may stay temporarily during the "In-Custody" release to assist the Court Transfer Guard Station Deputy with any misplaced papers or property.
k) File Close Out: The Guard Station Deputy will obtain the signatures of the transporting officers on the green Inmate and Property Receipt (J-024). The inmate will sign all required documents (except money) as in any other release.
    1. Verify Inmate's Identity: The Court Transfer Guard Station Deputy must make positive identification of the inmate prior to releasing him/her to the transporting officer. Positive identity of the inmate is aided by taking a flat right hand and thumb print on the lower left front side of the Booking and Property Record and then comparing the prints to the prints taken at the time of booking on the right side of the form. Signatures and electronic right

thumbprint image will be compared, and the inmate's module card photograph will be compared with his/her actual appearance.

i. Further identifying information can be obtained by questioning the inmate from information contained in the file. Unresolved questions of the inmate's identity will be addressed with the Operations Sergeant prior to the inmate being released.

ii. Local documents previously listed by the Release Deputy, will be checked off by the Court Transfer Deputy as the forms are given to the transporting officer (e.g., warrants and commitments).

iii. Property items will be itemized in front of the inmate, and all bulk property identified by the inmate. The property is to be placed in a paper bag and given to the transporting officer at the time of release. The deputy will make a notation on the green inmate and Property Receipt forms stating the transporting officer accepted the property.

2. Money will not be indicated on the Property Receipt form. The Release Deputy will complete a 4x5 blue color "Inmate Money Release Authorization" form. The transporting officer will sign for the money on the space marked, "inmate."

i. Transporting officers will take the blue form to the Cashier's Office in order to obtain the inmate's money. The officer will sign the Inmate Personal Funds Ledger and receive the inmate's money at the Cashier's Office.

ii. The Court Transfer Deputy of Prowler will escort the transporting officer to the Cashier's office.

iii. The Court Transfer Prowler will return files on released inmates to the Release Guard Station. The Release Deputy will release the inmate from the computer.

l) After hours "In-Custody" releases will be conducted at the Receiving Guard Station.

1. The Main Control Deputy will notify the Operations Sergeant of arrivals at the gate for "In-Custody" releases when Court Transfer Deputies are no longer on duty.

1300.6- Inmates refusing to go to Court

a) Deputy responsibilities:

1. When an inmate refuses to go to court, the deputy will make every effort to resolve the situation verbally.

i. The inmate should be notified that the refusal should be done in person to the judge.

ii. The inmate should be advised that he/she is being directed to go to court, and any refusal will be addressed as a major jail rule violation for Failure to Obey a Directive.

2. If the refusal continues, the deputy will notify the sergeant assigned to the inmate's housing location of the refusal.

i. A refusal to attend court will be addressed as a major jail rule violation. The deputy will write the inmate up on a Major Jail Rule Violation for Failure to Obey a Directive. An entry will be also be made on the 24 Hour Log under "Court - Inmate Refusal to Attend."

3. If the inmate cites a medical or mental health-related issue for refusing to go to court, the deputy will contact CHS to determine if the inmate is physically and/or mentally able to attend court.

i. If CHS determines an inmate has a valid medical or mental health-related reason to refuse to go to court, the inmate will not be subject to discipline. The incident will

be documented in a Jail Incident Report and an entry will be made on the 24 Hour Log under "Court - Inmate Refusal to Attend."

ii. If CHS determines an inmate has no medical or mental health-related reason to refuse to go to court, the deputy will write the inmate up on a Major Jail Rule Violation for Failure to Obey a Directive. An entry will be also be made on the 24 Hour Log under "Court - Inmate Refusal to Attend."

b) Sergeant responsibilities:
   1. A dayshift sergeant will respond and speak directly with the inmate to verify the inmate is refusing to go to court.
      i. A handheld video camera should be used to document the incident as well as the physical and mental state of the inmate.
   2. The sergeant should attempt to convince the inmate to voluntarily go to court.
   3. If the inmate continues to refuse, the sergeant will notify the watch commander and document the refusal to go to court and all other relevant details in the Custody Operations Supervisor's Log. The sergeant's documentation will include the following:
      i. Reason for refusal
      ii. Mental and physical state of the inmate
      iii. Living conditions of the inmate
   4. The sergeant must be prepared to speak to a judge if contacted by the court regarding the inmate's refusal to go to court.

c) Court Order:
   1. If a judge submits an order of the court directed to the inmate and the inmate refuses the order, staff will notify a supervisor and video record the refusal.
   2. A deputy can document the refusal to comply with the court order on an Initial Crime Report titled "C.P.C. 166.4 – Violation of a Court Order" as well as a Major Jail Rule Violation.
   3. If a judge submits an order of the court directing the Sheriff's Department to use force to bring the inmate to court, the Watch Commander will notify County Counsel immediately and no force should be used unless otherwise authorized by department policy and/or the Watch Commander.

Policy 1400 – Release

Inmates lawfully approved for release from the Sheriff's custody will be processed accurately and promptly. Property and money secured in the receiving process will be returned to the inmate.

1400.1 - Pre-Release File Preparation and Property Retrieval

a) A Scheduled Release Roster (SE List) will be generated daily. From this list, Inmate Records personnel will collect the inmate files and related documents from within the Inmate Records Office.

b) The Inmate Records Clerk will perform a Pre-Release transaction and a Case Disposition Control Sheet will be generated showing all charges.
   1. The clerk shall verify that all charges have been cleared and shall initial each disposition.
   2. Each file shall be double checked and initialed by a Records Supervisor.
   3. Successful completion of the Pre-Release transaction will cause notification to be sent to the Release Guard Station and Housing Guard Station of the facility in which the inmate is housed.

c) After review, the folder and contents will be delivered to the Release Guard Station by Inmate Records personnel.
   1. The Release Deputy will check the file and its contents to ensure the name and booking number are the same on each document.

d) The Release CST will request the inmate’s personal property bag from the Property Room CST.

e) The Release CST will take the Clothing Inventory Card, bulk items, and clothing to the Clothing Release area. The Release CST will hand the inmate's personal clothing to the inmate after verifying the inmate's identity. The Release CST will instruct the inmate to return all his jail issue clothing to the release area.
   1. If the Release CST is not able to stay in the Release clothing area due to his/her gender, the respective Clothing Room CST will replace the Release CST.
   2. The Release Deputy will conduct a visual non-intrusive search for any jail clothing or jail shoes prior to releasing.

1400.2 - Inmate File Preparation

a) The Release Deputy will verify that the name and booking number on every document are correct and correspond to the given inmate.
   1. Immediately upon beginning his/her duty shift, the Release Deputy will conduct a physical body count of all inmates in the Release hold area. He/she will verify that there is a file, module card, and/or booking slip for each inmate. At no time will any deputy place an inmate in the Release hold area without first informing the Release Deputy.

b) The Release Deputy will examine the Case Disposition Control Sheet to verify that the inmate has completed his/her sentence, and all pending court actions have been concluded and the qualifications for release have been met.
   1. Each case will be initialed by the Records Clerk in the "verify" column. The Records Clerk and a supervisor will sign and date the document.
   2. The Release Deputy will examine all related court papers in the booking file to verify that the inmate has fulfilled all his/her sentence(s) as prescribed by the court. The Records Supervisor will be immediately notified of any errors/discrepancies in the above referenced documents.

c) There are certain crimes that require the completion of a Notice of Registration Requirement form (SS-8040, SS-8047, SS-8049).
    1. The Release Deputy, as required by sections CPC 290(SS-8047), CPC 457.1 (SS-8049) and H&S 11590 (SS-8040), will fill out the form.
    2. The Release deputy will obtain the inmate's rolled thumbprint during the release process on each of these forms.
        i. Form SS-8047 is comprised of 2 pages. This form requires the inmate's signature on the first page with the inmate initialing every line of the second page.
        ii. Form SS-8049 is comprised of one page requiring the inmate's signature.
        iii. Form SS-8040 is comprised of one page requiring the inmate's signature.
d) When all charges, holds, supplemental bookings and notifications have been properly completed and verified, the Release Deputy will legibly sign, date and place his/her badge number on the back of the history card where indicated.
e) If the inmate has a scheduled future court appearance, the Release Deputy will fill out a "Court Appearance Information" form which will be given to the inmate upon release. The appearance information will be found on the source document. The court of jurisdiction, date, and time of appearance will be documented on the form.
f) The Module Deputy from the inmate's housing location will hand the inmate his/her module card and instruct him/her to proceed to Release.

1400.3 - Release Out of Custody

a) Inmates who have completed their sentence obligation and are scheduled to be released, should be released no earlier than 0700 hours on their sentence ending date to allow access to post release programs and resources. This only applies to inmates who have completed a sentence. Arrestees or inmates who have posted bail, or are being cited and released or released on their own recognizance, or have been ordered released by the court will be promptly processed for release.
b) Prior to changing into his/her personal clothing, the inmate will hand the Release Deputy his/her module card and any jail documents.
c) The Release Deputy will admit the inmate(s) into the Release sally port after the inmate has changed into his/her personal clothing. The inmate will be in possession of his/her bulk property and will leave jail issued clothing/property in the dress out area.
d) The Registration Notification form, if applicable, is then completed. In the presence of the Release Deputy, the inmate will sign the document and provide a rolled thumbprint on the Registration Notification form. Upon completion of these forms the release deputy will make four (4) copies of the form. Distribution will be as follows:
    1. One copy to inmate
    2. One copy to inmates file
    3. The original and two copies to Inmate Records.
e) The inmate will sign the Clothing form, documenting the return of all of the inmate's clothing. Jail staff will sign and legibly print his/her name and include his/her PID number on the Clothing form. If an inmate claims an item of his/her clothing is missing, a deputy will document the

circumstances on a jail incident report and provide the inmate with a County Claim for Money or Damages form. See CCOM Section 1400.13.

f) The Release Deputy will inventory the inmate's property while the inmate is present. Both the inmate and deputy will sign the property inventory form, acknowledging that the inmate has received his/her property. The Release Deputy will legibly print his/her name and include his/her PID number on the property inventory form. If an inmate claims his/her property is missing, the Release Deputy will document the circumstances on a jail incident report and provide the inmate with a County Claim for Money or Damages form. (See CCOM Section 1400.13).

g) Verify Inmate's Identity: The Release Guard Station Deputy must make positive identification of the inmate prior to releasing him/her. Positive identity of the inmate is aided by taking a flat right hand and thumb print on the lower left front side of the Booking and Property Record and then comparing the prints to the prints taken at the time of booking on the right side of the form. Signatures and electronic right thumbprint image will be compared, and the inmate's module card photograph will compared with his/her actual appearance.
    1. Further identifying information can be obtained by questioning the inmate from information contained in the file. Unresolved questions of the inmate's identity will be addressed with the Operations Sergeant prior to releasing the inmate.
    2. All inmates being released through the release sally port will have their picture taken prior to being released.

h) Complete identification of the inmate is then determined by:
    1. Matching prints on the Booking Advisement form.
    2. Comparing signatures on the same form.
    3. Comparing the inmate's module card photograph with the inmate's actual appearance. Further identifying information can be obtained by questioning the inmate from information contained in the file. Unresolved questions concerning the inmate's identity will be resolved via consultation with the Operations Sergeant prior to releasing the inmate.

i) If the inmate refuses to sign any document the Operations Sergeant will be summoned. The Operations Sergeant will determine the reason for the inmate's refusal and attempt to resolve the problem.

j) The Court Appearance Information form is given to the inmate with a verbal explanation of its contents.

k) The Release Deputy will place the inmate's name and booking number on the blue 4x5 Inmate Money Release Authorization form to be signed by the inmate and Release Deputy. The subject is directed to take the form to the Cashier's Office for a return of personal funds.

l) The subject is directed from the Release sally port into the Cashier's sally port where the subject will present his/her receipt to the Cashier for return of personal funds.
    1. The Cashier will instruct the subject to sign the Inmate Personal Funds Ledger, and will return any money to the subject. The subject will be directed through the exit door into the Cashier's lobby and out of the facility through the main lobby.

m) File folders will be placed in a 24-hour file until they are counted at midnight. The folders will be filed in numerical sequence.

n) The inmate’s jail file contains documents that are attached to the folder’s right side. The documents will appear in the following order from bottom to top:
    1. Miscellaneous Papers
    2. Pre-Booking Record (white copy)
    3. Personal Property Inventory Form
    4. O.R. Form (yellow copy) (if applicable)
    5. Clothing and Bulk Property Inventory Card
    6. Booking Advisement
    7. Case Disposition Control Sheet
    8. Bail or Bond Slip
    9. History Card
    10. Module Card

1400.4 - Cash Bail or Bond Release

a) Releases of this type require additional steps to be taken with the file contents during the release process.
b) If a cash bail or bond has been posted for charges arising from a warrant or remanding order, the Release Deputy will remove the warrant or remanding order from the inmate's file. The Release Deputy will compare the dollar amount recorded in the "Amount Received" space of the white Bail or Fine Information Return form or the pink copy of the Bond Information Return form against the bail amount recorded on the warrant or remanding order. The warrant number, or case number, name and court jurisdiction will be verified. If any of the information on any of the documents associated with the inmate’s release is out of variance with what is necessary to properly release the inmate, then the inmate’s entire file will be returned to Inmate Records for evaluation and correction.
c) The Release Deputy will write the receipt numbers for the corresponding warrant or Remanding Order on the Cash Bail Return or Bond Information Slip. These documents are retained in the inmate's jail file as a permanent record.
d) Warrants and Remanding Orders will be given to the Cashier's Office for return to the court of issuance.
e) The white supplemental booking copy will be retained in the file; the pink and blue copies will be forwarded to Sheriff's Records. Each supplemental booking must be completed prior to the release process at the Release Guard Station.

1400.5 - Quick Release, Own Recognizance (OR) and Work Furlough Release

a) Releases of these types require additional steps to be taken with the contents of the inmate’s file.
b) The Inmate Personal Funds Ledger and the inmate's money will be processed in the same manner as other bookings.
c) Quick Releases: The Release Deputy will notify the Booking Prowler when the inmate file is completed. The Booking Prowler will escort the inmate to the Release Guard Station.
d) "OR" Releases: The Release Deputy will have the inmate sign and complete the “OR” form. The Release Deputy will staple the white and gold copies together and place them on a designated clipboard in the Release Guard Station. The yellow copy is placed in the inmate file and the pink copy is given to the inmate.

1. When the “OR” Release is for charges arising from a warrant or a Remanding Order, the warrant or Remanding Order will be attached to the white copy of the O.R. form. Warrants and Remanding Orders are always returned to the court of issue and are not left in an inmate file.

e) Weekender to Return, Work Furlough Releases or Pre-Booker
   1. Classification deputy will classify and screen the inmate for possible transfer to another facility. The Classification Deputy will complete in duplicate the Branch Jail Transfer Form as part of the release process. The original remains in the inmate's file. The inmate retains a copy.
      i. Module cards will be placed in the inmate's file and the file returned to the appropriate location (i.e. Records, Classification) by the Release Deputy.

1400.6 - In-Custody Release

a) These releases require the completion of the Inmate and Property Receipt form to include: inmate name, booking number, all personal property listed by item, all legal documents and reason for release.
b) The original form will be placed in the inmate's file. Any out-of-county warrants and hold letters in the inmate's file will be attached to the copy of the form and will be listed in the "Legal Documents" space. These documents will be sent with the transporting officer that receives the inmate from CJX custody.
c) When summoning an in-custody inmate from his/her housing module, the Release Deputy will tell the Module Deputy to which law enforcement agency the inmate will be transferred. The Module Deputy will send the inmate to the Court Transfer or Receiving area on the first floor, rather than to Release.
d) The Clothing Room CST will be notified of the inmate’s in-custody status, and will hand the inmate's clothing to a deputy in the Court Transfer or Receiving area. The deputy will place the inmate in a cell to change clothes. The CST will take the bulk and personal property items and Clothing Card to the Court Transfer or Receiving Guard Station.
e) In the area of the Court Transfer Guard Station, the Court Transfer Deputy, a Court Prowler, or one of the Release Deputies will obtain the signature of the inmate and transporting officer(s) where required on the release documents. All property items and documents will be handed to the transporting officer(s) after obtaining the required signatures.
f) The transporting officer(s) will be required to go to the Cashier's Office to sign for, and take custody of any money belonging to the inmate(s).
g) Upon completion of the release process, the inmate’s file will be returned to the Release Guard Station for filing.
h) In-Custody Releases Without a Detainer
   1. In order for the Sheriff’s Department to have legal cause to release an inmate to another agency, a hold or detainer from that agency must have been placed against the inmate.
   2. This applies to releases to federal agencies where an Orange County law enforcement agency has provided a CPC 849 (b) release on local charges. It is also applicable to releases to investigators from the Orange County Sheriff’s Department.
   3. In the absence of a hold or detainer from a federal agency or other jurisdiction, the inmate will be released from custody and allowed to enter a public area (i.e., Cashier’s Window,

Visiting Lobby) of the Intake/Release Center (IRC). The federal agency or Sheriff's Department officers may re-arrest the inmate once he/she enters a public area.

i) In-Custody release with Notification Form
   1. The Registration Notification form, if applicable, is then completed. In the presence of the processing deputy, the inmate will sign the document and provide a rolled thumbprint on the Registration Notification form. The processing deputy will sign and date the notification form. Upon completion of these forms the deputy will make four (4) copies of the form. Distribution will be as follows:
      i. One copy to inmate
      ii. One copy to inmate's file
      iii. Original and two remaining copies to Sheriff Records

1400.7 - Hospital and Compassionate Releases and Medical Sentence Modifications

a) Hospital and compassionate releases require that a deputy go to the inmate's place of confinement to conduct the release. A compassionate release may be considered for inmates with terminal medical conditions that would produce death within six months and pose no credible threat to public safety. A medical sentence modification may be considered for inmates who pose no credible threat to public safety and for whom the County is unable to provide adequate care/treatment within a custodial setting; and such care/treatment at an off-site facility would create an unreasonable burden on County resources and/or personnel.

b) Protocol for a Compassionate Release or Medical Sentence Modification
   1. A doctor from CHS will recommend a compassionate release by providing a letter addressed to the Custody Operations Commander or Assistant Sheriff detailing the medical condition and prognosis that makes the inmate eligible. A CHS doctor will request a medical sentence modification by providing a letter addressed to the Custody Operations Commander or Assistant Sheriff detailing the medical diagnosis and the unreasonable burden which would be created by providing care/treatment at an off-site facility.
   2. If the Custody Operations Area Commander or Assistant Sheriff approves the compassionate release or medical sentence modification, the Special Services Bureau Commander will assign a Classification Sergeant to create a synopsis package and deliver it to a Detention Release Officer/Judicial Hearing Officer. The synopsis package will contain the following:
      i. CHS doctor's letter
      ii. Approval of the Custody Operations Area Commander or Assistant Sheriff
      iii. Copy of the inmate's jail file including the booking details
   3. The Pre-Trial Services Officer will give the synopsis package to the court/judge for review and approval/denial. The following notifications will be made of the approval or denial:
      i. Court/Judge will consider the request brought by the Orange County Sheriff's Department on behalf of the Orange County Health Care Agency and decide whether a compassionate release or medical sentence modification is warranted. The court will make a decision and issue an order. If the request is granted, the court's order is sent to the Orange County Sheriff, and the inmate is released in accordance with the terms of the order.
      ii. Court/judge notifies Pre-Trial Services Officer.
      iii. Pre-Trial Services Officers notifies the Watch Commander

iv. Watch Commander notifies Special Services Bureau Commander, Division Commander, Area Commander, Assistant Sheriff, and the Records Supervisor
v. The Records Supervisor will include the CHS doctor's letter, the Area Commander/Assistant Sheriff's approval, and court's order in the synopsis package and forward it to the Commitment Clerk.
vi. The Commitment Clerk will process the paperwork for release.

4. The Watch Commander will notify Special Services Bureau Commander, Division Commander, Area Commander, Assistant Sheriff, and the Department Commander when the release is complete.

c) The Release Deputy will prepare the inmate's release file in the same manner as for an out-of-custody release.

d) A deputy will take the inmate's file (and contents), personal property items, any bulk items, all clothing and money (including Inmate Personal Funds Ledger) to the inmate's location.

1. An inkpad will be needed to take the required fingerprints. If the required fingerprint cards have not been taken, the deputy conducting the release must first take the inmate's fingerprints required for proper booking.
2. The Release Deputy will check SDS for the inmate's booking photograph. If the inmate was not properly photographed, the deputy will take a digital camera to the inmate's location and photograph him/her (e.g., the inmate was booked and released directly from the hospital without ever having been brought to the CJX for processing).
    i. A digital camera will be located and maintained in the Operations Sergeant's office
3. After the inmate's signature, fingerprints, and photograph are obtained, the complete file will be returned to the Release Guard Station. The money card will be transferred to the Cashier.

1400.8 - Military Personnel

a) Inmates on a supplemental booking via a formal military hold will be processed as an in custody release to military personnel. If the inmate is ready for release and is on an informal military hold, then the Inmate Records Supervisor will notify the military personnel listed on the hold. The Records Supervisor will note the date, time and person notified on a Trouble Log. The Trouble Log and informal hold will be stapled to the left side of the inmate file. The inmate will be processed for release, but held in the pre-release area for the period of time documented on the informal hold (usually 8 hours). If military personnel have not responded after the eight (8) hours have elapsed, the Release Deputy will "final release" the inmate. The eight (8) hour timeframe begins when the Inmate Records Supervisor converses with the appropriate military personnel.

1400.9 - Custody Death

a) When an inmate dies in custody, Inmate Records will forward the inmate's jail file to the Release Guard Station. The Release Deputy will notify the Cashier, Clothing Room, and Correctional Health Services (CHS) to bring the inmate's custody documentation, property, money, and medical items to the Release Guard Station.

1. Notification and staff reporting guidelines for in-custody deaths will also be followed for custody-related deaths.
2. Some examples of custody-related deaths are:
    i. Death of a person within twenty-four (24) hours of release from custody.
    ii. Death of a baby born by an in-custody female inmate.

iii. Death of a person released as a result of Department initiated action (e.g., a terminally ill sentenced inmate who receives a sentence modification.

b) The Release Deputy will request to have a Module or Prowler Deputy gather the inmate's personal items from the housing unit and deliver them to Release. If the inmate has been assigned to a branch facility or the hospital, the appropriate deputy will be called by the Release Deputy and requested to retrieve the inmate's property and deliver it to Release.

c) The Release Deputy will deliver all items belonging to the deceased inmate to the Watch Commander's Office as soon as possible.

1400.10 - Final Release Transaction (Computer)

a) The Release Guard Station and Court Transfer Guard Station will use the following procedures when releasing inmates from the CJX:

1. All inmates being released "FINAL" will have the release transaction completed as soon as the inmate is released.
2. All inmates being released "PENDING" will have the release transaction completed as soon as the inmate is released. The "X" is placed next to PENDING with the release type as "PEND". The inmate's entire jail file is then returned to the Records Supervisor for filing.
3. If the inmate is being released through the Court Transfer Guard Station, the appropriate transaction will be prepared by the Release Deputy or CST and forwarded to the Court Transfer personnel.
4. All inmates being released "ESCAPE" will have the release transaction done as soon as the inmate's jail file is processed by the Records Unit and delivered to the Release Guard Station. The "X" is placed next to ESCAPE with the release type as "PEND". The inmate's jail file is then returned to the Records Supervisor for filing in the Escape drawer.
5. All inmates being released as "QRTR" Weekender to Return will be processed per existing procedures. The Classification Deputy will then do two (2) housing change (AJHSGU) transactions. (1) to current facility OFF COMPOUND (i.e., IR OC OC OC, WJ OC OC OC) then, (2) to reporting facility OFF COMPOUND (i.e., MW OC OC OC, MM OC OC OC). This then shows the inmate was released from the current facility and placed OFF COMPOUND for the reporting facility ready to be housed when he/she reports in. The jail file will be returned to the Records Supervisor for proper filing and transmittal of the Module Card, and any other documentation to the reporting facility.

1400.11 - Records Storage

a) Released Inmate Files will be maintained in the Release Guard Station for four (4) days. Released Theo Lacy inmate files will be returned to the CJX to be maintained in the file room near the CJX releases station.

b) After four (4) days, the CJX files will be kept in a file room near the Release Station in booking number sequence. Each day the first shift Release CST will file the previous day's released inmate files and label the shelves according to the booking number sequence.

c) Pending Files will consist of the files (in booking number sequence) of inmates who have been released "in-custody," but are expected to return, or are escapees. Inmates comprising this category are those who are:

1. Out to state prison for diagnostic evaluation
2. Out to Atascadero State Hospital for evaluation
3. Out to Metropolitan Hospital for treatment/diagnosis

4. Out to another agency on a court order
5. Inmates released in-custody in a "pending" status will show up on the name roster in a separate "pending" category.
6. Inmate Records shall periodically review the pending files to determine if the inmate should remain in pending status. When the inmate is no longer expected to return, Inmate Records shall notify the Inmate Records Manager who will properly close the inmate's jail file.

d) At 0000 hours each day a twenty-four (24) hour Book and Release Roster will be generated by the computer that lists all new bookings, supplemental bookings, and releases for the previous day.
e) The Release CST or Release Deputy will handle inquiries about released inmates. Only verified official agency inquiries will be answered. Inmate files will be retained for three years in a file room near the Release Guard Station in numerical booking number sequence.

1400.12 - Release of Clothing and Property

a) All personal clothing exchanges and property releases will take place in the Release Guard Station.
b) When the Visiting Guard Station staff has determined the inmate is in custody, the deputy/SSO will prepare a Property Release Authorization form (J-025). The Property CST will be notified to prepare the inmate's property for the impending release/exchange.
c) When the form is signed by the inmate, it will be returned to the Visiting Guard Station. The Property CST will also be notified that the exchange is ready to take place.
d) The Visiting or Receiving Guard Station Deputy will give the signed Authorization form to the person bringing in the clothing for exchange or requesting the release.
e) The CST will ensure that the Women's-side Release sally port is unoccupied when the release/exchange takes place.
f) When the release/exchange has been completed, the requestor will be directed to exit through the Cashier's Lobby. The Property CST will return the appropriate items to storage.
g) Whenever a law enforcement agency or District Attorney requests to search and/or seize the property or clothing belonging to an inmate, at least one of the following is required:
    1. A written consent waiver (form #J-025)
    2. Warrant
    3. Court order
h) Inmates refusing to release property (IRC Personnel Only):
    1. If an inmate who is housed, refuses to release their property, do not have the inmate sign a Property Release Form. Instead, use the “Inmate Refused to Release Property” stamp to indicate the inmate’s refusal. The Deputy, SSO, or CSA will then sign the bottom portion and return the form to Visiting.
    2. If an inmate who is on the booking loop refuses to release their property, the handling deputy will indicate this on the Property Release Form. The deputy will sign the bottom portion of the form, advise Visiting of the refusal and return the form to Visiting. The Visiting Guard SSO or CSA will then stamp the Property Release Form.

1400.13 - Claim for Lost Money or Property

a) Claims involving missing money or property are received at the Release Guard Station. The Operations Sergeant will be notified of each claim prior to the departure of the claimant.
b) The Release Deputy will draw a Jail Incident and DR number. The deputy will complete a “Lost Property or Money Report” for each claim. The report will be submitted to the Operations Sergeant for review and approval.

1. One copy of the report will be made and forwarded to the Division Commander's office for the jail claims staff representative. A second copy will be made and forwarded to the inmate's jail file.

c) The Release Deputy will print the claimant's name (as booked) and booking number on a "County Claim for Money and Damages" (form VCF-1/5).
   1. This form will be handed to the claimant by the deputy. The claimant will be instructed to complete the form per the printed instructions if the claim is to be pursued.

1400.14 - Found Property

a) Any employee who finds personal property or money of an inmate shall notify his/her supervisor and will attempt to locate the rightful owner.
b) If a Deputy finds property:
   1. The owner is not in custody:
      i. The Deputy will write a Found Property report accompanied with a Found Inmate Property Form (J-049). Place the Found Inmate Property Form on the property bag and list the inmate's full address and booking number in the space provided. The Deputy will then take the property to Sheriff's Property Room. The property will be stored for a ninety-day period and then it will be disposed of according to law.
   2. The owner is known and still in custody:
      i. Place the property in the inmate's property bag in the property room and list the found items on an Inmate Property Receipt.
      ii. The original receipt will be sent to Inmate Records.
      iii. One copy of the receipt will placed with the inmate's property.
      iv. The second copy of the receipt will be sent to the inmate.
c) If a CST or CSA finds property, they will notify the Release Deputy. The Release Deputy will handle the property accordingly:
   1. Each Saturday, on night shift, the Release Deputy shall write a Found Property Report. The Release Deputy will follow the appropriate procedure. See CCOM section 1400.14 (b)1.

1400.15 - Inadvertent Release/Over Detention

a) Inadvertent Release Notifications
   1. If a staff member determines an inmate has been inadvertently released, they will immediately notify their supervisor. Notifications will be made as follows.
      i. The supervisor will notify the Operations Sergeant and Watch Commander.
      ii. The Watch Commander will notify the Captain of the facility of occurrence, the Captain of the IRC and the Department Commander
      iii. The Department Commander will notify Investigations.
      iv. If an OCSD Personnel Investigation reveals another agency's actions contributed to an inadvertent release, the Division Commander will send a notification letter to that agency.
b) Inadvertent Release Documentation
   1. Release Deputy: The release deputy will request a DR from dispatch and write a follow up report titled "Inadvertent Release." The release deputy will also notify Main Control of the inadvertent release and request a JI. A copy of the report will be given to the Watch Commander for Investigations.

2. Watch Commander: After making the telephone notifications, the Watch Commander will send an initial email to the Department Commander documenting the inadvertent release. The email will include the following:
    i. Inmate's name and booking information
    ii. Time of the inadvertent release
    iii. A brief explanation
3. The Watch Commander will compile an investigative package to include:
    i. Copy of inmate's jail file (Records)
    ii. Follow up DR titled "Inadvertent Release" (Operations Sergeant)
    iii. Names of who visited the inmate (Visiting Guard)
    iv. Any pending mail (Mailroom)
    v. Classification will provide the Watch Commander with the following:
        A. Local Arrest Record
        B. Booking photo in color
        C. CII printout
        D. DMV L1 printout
        E. DMV photo

c) Over Detention
1. Once a records supervisor determines an inmate has been overly detained, the records supervisor will notify the Facility Watch Commander. The overly detained inmate will be released in an expedient manner. The Facility Watch Commander will make the following notifications:
    i. Notify the Division Commander
    ii. Write a memorandum to Risk Management
2. If an OCSD Personnel Investigation reveals another agency's actions contributed to an over detention, the Division Commander will send a notification letter to that agency.

1400.16 - USMS Property Policy

The United States Marshals Service (USMS) will not allow USMS inmates to take property accumulated while in OCSD custody to a federal institution. Every USMS inmate will be given the opportunity to either dispose of or have their property stored for safekeeping for 90 days. The inmate will be expected to arrange for the property to be picked up during that time otherwise it will be disposed of. All perishable items will be disposed of.

a) Prior to arrival at the Orange County Jail, the USMS inmate will be instructed of the provisions listed on the US Marshal Property Release Request Form and will be requested to complete and sign the form. The form will be forwarded to Inmate Records to be included in the records jacket.
b) When the USMS inmate is to be released to the USMS or transferred to a federal institution, a deputy will check the records jacket of each inmate to determine if they have requested to have their property be stored.
c) When a USMS inmate requests their property to be stored, the deputy will take the signed US Marshal Property Release Request Form from the records jacket and make two copies. One copy will be attached to the outside of the property bag/envelope. The original will be retained in the records jacket.

1. USMS inmates will be permitted to store legal materials, in the form of a flash drive (data storage device) or compact disk, in their personal property.

d) The deputy shall request a separate DR number and write a separate Property Report for each inmate's property. Each inmate's property will be booked in evidence for safekeeping. The second copy of the US Marshal Property Release Request Form will be submitted with the Property Report.

Policy 1500 - DNA Samples

Inmates lawfully approved for release from the Sheriff's custody will be processed accurately and promptly. Property and money secured in the receiving process will be returned to the inmate.

1500.1 - Collection of DNA Databank Samples (CPC 296)

a) All inmates that meet any of the following criteria shall submit a DNA sample:
   1. All inmates including juveniles, convicted of, pleading guilty to, or no contest to any felony offense.
   2. All inmates, including juveniles, who are required to register under Section 290 (sex offense) or 457.1 (arson offense) because of the commission of, or the attempt to commit a felony or misdemeanor.
   3. Adults arrested for or charged with felony sex offenses, murder or voluntary manslaughter (or the attempt to commit such offenses).
   4. Any inmate found not guilty by reason of insanity of any felony offense.
   5. Any juvenile inmate who is adjudicated under Section 602 of the Welfare and Institutions Code for committing any felony offense.
   6. Beginning on January 1, 2009, adults arrested for or charged with any felony offense.

b) The Records Supervisor will submit a group of inmate names to Classification Deputies advising of inmates falling under the registration and sample requirement. The form will contain the inmate's SDS information regarding charges, CII number, date of birth, SSN, place of birth and housing location. The FBI and CII numbers may or may not be present, if this is the case, the deputy will log on to SDS to retrieve them. If the numbers are not available on SDS, the numbers will need to be obtained from classification.

c) Once the Classification Deputy is given the appropriate NUMQ screens, he/she will run RAP sheets on each inmate. If a collection "flag" is present or if there are qualifying charges listed, the Classification Deputy will note that a DNA sample must be taken prior to the inmate's release.

d) The list of inmates requiring a DNA sample will then be returned to the Records Supervisor who will generate DNA Request Forms for each inmate's file.

e) The DNA Request Forms will then be forwarded to the appropriate location within each facility.
   1. Central Men's Jail - Sent over to Second Guard, sent to housing location
   2. Central Women's Jail - Sent over to Housing Guard Station, sent to housing location.
   3. Intake/Release Center - Given to the Medical Observation Deputy for inmates located on the First Floor. Sent to Housing Guard and sent to housing location.
   4. Theo Lacy Facility - Distributed to the housing location

f) Once the DNA Request Forms are distributed, deputies will retrieve a DNA packet that includes:
   1. Buccal DNA Collection Kit Instruction Sheet
   2. Two disposable gloves
   3. Two disposable ink strips
   4. An Alcohol Prep Pad
   5. Buccal DNA Collector and Transport Pouch
   6. California Department of Justice Specimen Information Card

g) The deputy will complete the Specimen Information Card using the DNA Request Form, print the inmate's name, have the inmate sign and take two right thumb prints.

h) The Buccal DNA Collector must be filled in completely including the inmate's first name, last name and SID number.
i) Once the sample has been collected, the deputy will replace the lid and place the Buccal DNA Collector into the Transport Pouch and seal it. The Transport Pouch and the Specimen Information Card will be placed into the DNA packet (7.5 x 10.5 white envelope) and then sealed as well.
j) The DNA Request Forms will be returned to:
    1. Central Men's Jail-Sent back to Records at IRC
    2. Central Women's Jail-Sent back to Records at IRC
    3. Intake/Release Center-Returned to Records Supervisor within IRC
    4. Theo Lacy Facility-Returned to Records within Theo Lacy Facility
k) The completed DNA packet will be taken to:
    1. Central Men's Jail- 2nd Guard Station
    2. Central Women's Jail- Housing Guard Station
    3. Intake/Release Center-Watch Commander's office (bottom left drawer)
    4. Theo Lacy Facility-DNA Basket located in Records
l) Each facility is responsible for transporting DNA packets to the Intake/Release Center.

1500.2 - Refusal to Provide Sample

a) In the event an inmate refuses to be processed as required by law, the deputy will complete and serve the inmate with the "Inmate Notice of Proposition 69 Compliance" form which advises the inmate of his/her legal obligation to provide the required specimen. If the inmate does not speak the language with which the form is printed or the inmate is unable to read and understand the form, then the form will be verbally explained to the inmate in the language used by the inmate. If the inmate has a visual or hearing impairment, then the notice of the law's requirements will be provided in a manner understood by the inmate.
    1. A copy of the form will be given to the inmate and the original will be placed in the inmate's file.
b) If the inmate continues to refuse, an Initial Crime Report will be written. The charge will be listed as CPC 298.1-Refusal to Provide Specimens.
    1. If the inmate is pending release/transfer out of the Sheriff's Department custody, the Watch Commander will be notified of the inmate's refusal. The Watch Commander may authorize the use of reasonable force to collect the sample. The Watch Commander's authorization will be written and will include information that reflects the fact that the inmate was asked to provide the requisite sample and refused. The use of reasonable force is not allowed without the prior written authorization of the Watch Commander.
    2. If force is used to collect the specimen, the collection shall be documented on video with audio, and the proper departmental reports written.
    3. Within 10 days of the use of reasonable force, the Division Commander will send a report to the Board of Corrections, documenting a refusal to voluntarily submit the sample; the use of reasonable force to obtain the sample, if any; the type of force used; the efforts undertaken to obtain voluntary compliance; and whether medical attention was needed by the prisoner or other person as a result of reasonable force being used.

Policy 1600 - Orange County Jail Rules

1600 - Orientation and Jail Rules

To maintain inmate discipline within Jail Operations, a set of rules and regulations has been established that specifies violations and sanctions. Inmate rights will be recognized, and responsible inmate behavior will be required at all times. An efficient operating facility, safe working conditions for jail staff and the security of the inmate population are the primary objectives for the enforcement of jail rules. New inmates will be informed of jail rules at the time of admission.

1600.1 - New Inmate Orientation

a) The following critical jail rules are posted at Medical Triage and Uncuff:
   1. Inmates must obey all directives of staff
   2. Inmates must be respectful to staff
   3. Inmates cannot create a disturbance in the jail

b) Violation of these rules may result in loss of privileges (dayroom, recreation, phones and visits) and placement into Disciplinary Housing for disciplinary reasons.

c) Jail rules, programs and services are posted throughout each facility in the dayrooms, outdoor recreation, and other areas.

d) Inmates are required to read, understand and comply with inmate orientation provisions and jail rules. Any violation of laws or jail rules may result in jail discipline and/or criminal prosecution. If there are any questions, inmates should ask a member of the jail staff for clarification.

1600.2 - Orange County Jail Rules

a) Orange County Jail Rules
   1. Inmates are required to read, understand, and comply with all inmate orientation provisions and the Jail Rules. If there are any questions, ask a member of the jail staff for clarification.

b) Obeying Jail Staff
   1. Inmates shall obey all directives immediately and completely.
   2. Inmates shall not make false statements to jail staff.

c) Addressing Jail Staff
   1. At all times, inmates shall treat staff and visitors with courtesy and shall address them with their proper title such as "Deputy," "Sir," "Nurse," etc.
   2. At no time will any staff member be addressed by his/her first name.

d) Smoking
   1. Smoking is not permitted inside any Orange County Jail facility. Possession of any tobacco products and/or paraphernalia is prohibited, (e.g., lighters, matches, rolling paper or any other items used for smoking).

e) Housing Assignments and Movement
   1. No inmate will occupy a bunk other than the one assigned him/her.
   2. At no time will an inmate be permitted in a sector/tank/tent/barrack or cell to which the inmate is not assigned.
   3. Any unescorted inmate at the Central Jail Complex or Theo Lacy facility will have in his/her possession a movement pass or module card which will be presented at each Guard Station. Inmates are not to proceed further until directed to do so.
   4. Inmates will return his/her movement pass to a deputy upon returning to the module.
   5. Inmates directed to move through any jail facility will proceed promptly and as follows:
      i. Unless otherwise directed, remain along the right hand side of the corridor.
      ii. If floor markings are present, inmate must follow the markings.
      iii. Single file.
      iv. No talking permitted.
      v. Hands in pockets.
      vi. Stay clear of all phones and alarms.

vii. Inmates may not enter marked unauthorized areas.
viii. Inmates must walk at all times. Running is not permitted.

6. Carrying or passing any article from one housing area to another is forbidden.

f) Communications

1. Inmates are not permitted to communicate in any manner with persons not in custody, except as authorized by the jail staff.
2. Inmates will not communicate with other inmates outside their immediate housing area without prior approval of the jail staff.

g) Jail Issued Clothing

1. Inmates shall dress in full jail issue clothing and workers shall shave prior to the morning meal.
2. Inmates whose gender identity at time of classification differs from their gender assigned at birth shall be permitted to wear undergarments of the gender with which they identify if those particular undergarments are their preference.
3. Transgender inmates who identify as female, (male gender assigned at birth), have the option of choosing female undergarments to include both bras and female underpants.
4. Transgender inmates who identify as male, (female gender assigned at birth), have the option of choosing male boxer shorts and will not be required to wear a bra.
5. Full jail issued clothing consists of:
   i. Underwear (choice according to gender identity)
   ii. T-shirt
   iii. Socks
   iv. Jumpsuit or pants and shirt
   v. Shoes
   vi. Bra (choice according to gender identity)
   vii. Sweatshirt (optional, facility specific)
   viii. Face Mask
6. Inmates shall remain in full jail issue clothing while in the dayrooms, common areas or outside their cell. At all times, jumpsuits will be worn buttoned up, sleeves, pant legs and collars down. Alterations to jail issue clothing may be considered damage to jail property and the inmate may be subject to disciplinary action. The wearing of any item that is not facility issue clothing (e.g., headbands, etc.) is prohibited.
7. Inmates shall make their bunks up neatly and keep them that way unless the bunk actively occupied by the inmate. Whenever inmates are at ease on their own bunks, they may be permitted to cover themselves with blankets, provided that sufficient anatomy is exposed to establish the presence of a person.

h) Count

1. During the count, inmates shall stand near their bunks unless otherwise directed by jail staff.
2. Inmates will respond to the deputy as directed during the count.
3. Talking, horseplay, or other disruptions are not permitted during the count.

i) Attending Meals

1. Inmates will be called on line for meals by jail staff.
2. Inmates desiring to attend or receive a meal must be dressed in full jail issue clothing and come on line promptly.
3. Inmates who do not wish to attend or receive a meal must remain in their housing location.
4. Inmates will be afforded a reasonable amount of time to eat.
5. Upon completion of the meal, inmates will proceed directly to their assigned housing location.

j) Conduct During Meals

1. Inmates will conduct themselves in an orderly manner at all times.
2. No food may be removed from the dining hall.
3. Food may not be passed from one table to another.

4. Food must be handled so as to keep the dining halls and tables neat.
5. Conversation will be limited to the inmates at each table.
6. When the deputy announces the end of the meal, all inmates will promptly line up to turn in plates, utensils and any unconsumed food.

k) Dayrooms/Recreation Areas

1. Inmates shall have access to their assigned dayrooms according to approved schedules. Jail staff will regulate inmate movement into and out of the dayroom.
2. When dayroom is given, all inmates shall move promptly to their assigned dayroom.
3. Inmates in dayrooms shall be in full jail issued clothing at all times.
4. Shower shoes may be worn to and from the showers only, unless authorized by the Division Commander.
5. Dayroom supplies will not be removed from dayrooms.
6. Newspapers shall remain in the dayrooms at all times. Newspapers may not be torn or cut in any manner. Any portion of a newspaper found in any area other than the dayroom or on an inmate's person will be considered contraband and the inmate may be subject to disciplinary action.
7. Blankets, sheets, or other bedding are not permitted in the dayroom. Bedding shall not be used for table cloths, hammocks, etc. All bedding shall remain on the bunk.
8. Tampering with any television set may result in disciplinary action being brought against the inmate. The television may be removed as a result of tampering.
9. Dayrooms will be left in a neat, orderly condition.
10. Moveable chairs shall remain in designated areas.

l) Games and Recreation

1. Inmates may attend scheduled recreation periods and may, while in the dayroom, utilize the games and supplies issued to that dayroom. Violating any jail rules while in the dayroom/ outdoor recreation area, or damaging any books, games or equipment, may result in loss of recreation privileges.
2. Gambling in any form is not permitted.
3. Roughhousing, horseplay or physical exercise by use of the jail fixtures is not permitted.
4. The practice of tattooing, body piercing, body branding and body art is not permitted.

m) Property

1. Inmates may possess only those items identified in this policy. All other items shall be considered contraband and will result in the item(s) being confiscated and properly disposed of. Disciplinary action may also be taken.
    i. Items Issued by jail staff
    ii. Items purchased through commissary from the Jail Commissary Order Slip
    iii. Items permitted at the time of booking
    iv. Items permitted to be received through the mail
    v. Items permitted by court order

2. Inmates (unless they are Pro-Per) may possess a limited amount of personal items such as letters, photographs (no larger than 8” x 10”) and court papers. Inmates may also possess materials for correspondence.
3. Inmates shall maintain all personal items and/or legal paperwork in two expandable folders. Any items described in this paragraph that do not fit into two expandable folders shall be discarded or mailed out of the facility at the inmate’s expense. Under no circumstances shall personal items and/or legal paperwork be stored outside two expandable folders, or affixed to a cell or the furnishings therein.
4. Inmates shall not possess more than the quantity limit of any one item listed on the Jail Commissary Order Slip. Items purchased through commissary and retained in an inmate’s cell shall be reasonable in quantity such that storage of such items shall not invade the space Of other inmates in the cell.
    i. For inmates housed alone, a housing sergeant or above has the discretion to deem the quantity of personal property items unreasonable.

ii. The storage area for an inmate is limited to their property box, two expandable folders for personal property and/or legal paperwork, and a reasonable amount of space for commissary items as per the housing sergeant or above.

iii. If the quantity of commissary items possessed by any inmates is determined to be unreasonable by the housing sergeant or above, the inmate will be provided advanced notice (5 days) and the opportunity to reduce the quantity of commissary items to a reasonable level. Failure to reduce the quantity of commissary items as requested may result in discipline and/or seizure of the excess items determined to be unreasonable.

5. Articles, including food items, personal hygiene items, etc., will not be accepted from Individual's or via the mail.
6. Inmates may only possess the items of clothing issued to them and one complete issue of jail bedding.
7. No food, except that sold in commissary or provided during in-cell feeding, will be permitted in housing areas.
8. Handcrafted or altered items made by inmates are not permitted and will be considered contraband.
9. Possession of articles issued or belonging to another inmate, such as clothing, bedding, commissary, or personal property, is not permitted. The inmate in possession of such property may be punished for a violation of jail rules and the incident may be handled as a criminal matter.
8. No inmate will possess more than a combination of five books and/or magazines. Excess items shall be discarded or mailed out of the facility at the inmate's expense.
    i. Property that shall not be counted towards an inmate's limit are as follows:
        A. Holy book (1)
        B. Religious pamphlets (3)
9. Unauthorized possession or hoarding of medications is not permitted. Possession of another inmate's medication is not permitted.
10. Obscene publications, and mail containing obscene publications are not permitted (Obscene publications include, but are not limited to, photographs showing penetration, oral copulation, defecation, urination or ejaculation. Personal photographs that display nudity of any kind or items that are sexual in nature are not permitted).
11. Any item intending to incite murder, arson, riot, violent racism, or any other form of violence or criminal activity is unacceptable.
12. Any item concerning gambling or a lottery shall be prohibited.

n) Buying, Selling, Trading

1. Inmates are not permitted to buy, sell, trade or give away any item of value to any inmate or member of the jail staff.
2. Possession of any type of currency by an inmate is not permitted.

o) Court

1. When called on line for court, inmates will respond promptly and be in full jail issue clothing.
2. Inmates going to court will not take books, combs, commissary items, etc. without a court order. Inmates may take court papers that pertain to their case or other documents requested by the court (e.g. classroom certificates to show completion of courses ordered by the judge) and authorized self-carry medications with approved documentation.
3. Inmates have an opportunity to comb their hair and prepare for court prior to transport.
4. In Propria Persona (Pro-Per) inmates may take legal books, documents or papers necessary for their court action.

p) Cleanliness

1. Each inmate will be responsible for keeping their assigned bunk and property box neat and orderly.
2. Responsibility for maintaining the cleanliness of each housing area shall be shared by the inmates assigned to that housing area.
    i. Dayrooms, stairs, floors, windows, showers and toilets will be cleaned by inmates who are assigned by the Barracks/Module CST. The assignment will be changed weekly and be given to inmates not going to court that day. Cleaning closets will be unlocked and supplies will be made available

immediately after morning court call. Work will be supervised and directed by the Barracks/Module CST. After the cleaning is completed all supplies and cleaning implements will be locked in the cleaning closet.

ii. Inmate workers will keep corridors and hallway areas cleaned at all times. The CST assigned to the housing location will direct inmate work crews in the daily cleaning of rooms, guard corridors and other areas.

iii. The assigned CST will direct the inmates in the barracks to collect trash from the trash receptacles so it can be picked up by the facility trash crew under supervision of the CST.

iv. The Warehouse CST will direct warehouse inmate workers to prepare supplies for use in barrack cleaning. The quantity of supplies to be delivered to each inmate housing location is posted in the warehouse. The assigned CST will ensure that each housing unit receives the proper issue of supplies.

3. Inmates who refuse or neglect to perform their assigned duties will be subject to disciplinary action.
4. Inmates shall shower regularly and maintain a good general appearance.
    i. Inmates who fail to do so will be subject to disciplinary action.
    ii. Shower areas will be available every other day (per title 15) and at times specified by the jail staff.
5. All inmates are required to conform to the grooming standards established in which they are housed.
6. Workers must abide by worker standards.
7. Inmates must dispose of all waste matter in the receptacles provided for that purpose.
    i. Depositing trash in the toilets or urinals is not permitted.
8. Inmates shall not spit on jail floors, walls, ceilings or any place other than a toilet or urinal.

q) Lights Out

1. At the discretion of jail staff, designated inmates may use the dayroom after lights out.
2. Between the hours of lights out and reveille, all inmates will remain on their assigned bunks quietly, except when it is necessary to use toilet facilities.

r) Security Devices/Inmate Identification Cards

1. Tampering, or the attempt to tamper with any manual or automatic door, telephone, window, vent cover, light, or any other security or building device is not permitted and may be handled as a violation of jail rules and/or by criminal prosecution.
2. Each inmate will be issued an identification card.
    i. Identification card- The inmate will wear the ID card clipped to his/her smock top at the bottom of the V-neck with the picture facing outward whenever he/she is outside of his/her assigned sector, dorm, barracks.
3. Tampering with an ID card, failing to display the ID card as required, or failing to present the ID card to any staff member upon request are violations of the jail rules which will result in disciplinary action.
4. Inmates are prohibited from coming into contact with any part of any security fence or door.
5. Non-emergency use of the in-cell Emergency Communication Button is prohibited.

s) Destruction of Jail Property

1. Destruction of jail property and the writing or marking upon any part of the jail is not permitted and is punishable as a Felony or Misdemeanor under California Penal Code Section 594 and 4600.
2. Burning of any material is not permitted and may be handled as a violation of jail rules and/or by criminal prosecution.
3. No items will be affixed to any walls, ceilings, bars, bunks, fixtures, property box or any part of the building.

t) In-Custody Contact

1. Personal Contact:
    i. Any inmate who engages in lewd or lascivious acts with the appearance of arousing, appealing to, or gratifying the lust, passions or sexual desires of themselves or others is in violation of “Personal Contact.”
    ii. Inmates shall avoid deliberately placing themselves in situations, or behaving in any way that will encourage sexual activity.

iii. Inmates will not solicit or engage in sexual activity with other inmates.

2. Discipline by Inmates:
    i. "Kangaroo Courts" (mock courts set up by inmates) and/or "Sanitation Committees" (inmate committees set up to enforce sanitation rules) are illegal in any California Jail.
    ii. No inmate will inflict punishment upon another inmate.
    iii. No inmate may ever be given authority over, or permitted to exert control over any other inmate.
    iv. Inmates involved in the above actions will be subject to immediate discipline and/or prosecution.
3. Fighting and Horseplay:
    i. Inmates shall not fight or engage in physical horseplay. This includes wrestling, hitting, or any other physical contact.

u) Self-Carry Medication

1. Under certain circumstances, inmates may be allowed to self-carry personally prescribed medication within the jail facility at the discretion of CHS and the Division Commander.
    i. Inmates must carry approved documentation at all times.
    ii. Inmates found hoarding or possessing another inmate's medication are subject to disciplinary actions. Reference CCOM Policy 1600.2 (m).

1600.3 - Orange County Jail Rules-continued

a) Visiting and Communications

1. It is a misdemeanor violation of California Penal Code Section 4570 for any unauthorized person to bring into or take from any jail any letter to or from any inmate.
2. Visitors who have been released from jail or prison within the preceding sixty (60) days are ineligible to visit; however, visits between blood relatives (i.e., mother, father, sister, or brother, or a spouse) may be permitted.
    i. Penal Code Section 4571 prohibits persons convicted of a felony, and who have served time in any California State Prison, from entering upon the jail premises without permission of the Watch Commander.
3. Visitors must be at least eighteen (18) years of age or accompanied by an approved adult visitor such as a parent, legal guardian, or have written, notarized permission to visit from the child's parent or legal guardian. Visitors will be required to produce satisfactory identification.
4. The following will be the only acceptable forms of identification for visiting purposes:
    i. Valid U.S. Government issue picture ID card (including Driver's license and Identification cards)
    ii. Passport
    iii. Military Identification
    iv. US Issued Naturalized Citizen Card
    v. Matricula Consular Card issued after April 22, 2002
5. Upon prior request and approval of the Watch Commander, unaccompanied minor children may visit any relative in custody.
6. Visits will be a minimum of one-half hour. A minimum of two visits totaling at least one hour per inmate per week should be made available. Specific visiting times are posted at each facility.
    i. Official visits are permitted any time of the day, without time restriction.
    ii. Weekenders do not receive public visits.
    iii. Inmates are permitted only one public visit per day.
7. Inmates are not permitted to take property of any kind with them to a visiting session without prior approval from jail staff.
8. If contact visits are permitted, they will comply with the facility policy.

b) Mail

1. There is no limit on the amount of mail an inmate may send or receive. There is a maximum of 10 items of correspondence allowed per envelope. Only mail written on postcards or white paper (plain or lined, not cardstock) is permitted. All outgoing mail must be delivered unsealed to a Deputy or mail drop box.
2. Legal Mail - There is no limit on the amount of legal mail an inmate may send or receive. Inmates may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, the State Board of Corrections, or the Division Commander. Legal mail may be sealed by the inmate in the presence of a Deputy and after the mail has been inspected for contraband. The Deputy will initial the letter across the seal and include his/her badge number.
3. Incoming confidential/legal mail may be checked for contraband, checks, or money orders, provided the mail is opened in the presence of the inmate.
4. Outgoing mail must have the inmate's name and address in the upper left corner on the front side of the envelope. Mailing addresses are as follows:
    i. Intake and Release Center (IRC), Central Men's Jail (CMJ) or Central Women's Jail (CWJ)
        A. INMATE'S NAME and Booking Number
        550 N. Flower Street
        Santa Ana, CA 92702
    ii. For inmates at Theo Lacy Facility (TLF)
        A. INMATE'S NAME and Booking Number
        501 City Drive South
        Orange, CA 92868-3390
5. No writing or marks other than the inmate's name and address and the name and address of the person to whom the letter is being sent, or proper directions to the post office, will be permitted on the envelope.
6. All letters must contain the correct amount of postage and a valid return address.
    i. POSTAGE MUST BE PLACED IN THE UPPER RIGHT CORNER OF THE FRONT SIDE OF THE ENVELOPE.
7. Incoming mail may not exceed 9x12 inches (legal documents and material are exempted).
8. Inmates will be permitted to receive through the mail any newspaper, magazine or paperback book. All books must be new and ordered though an online bookstore (e.g.: Amazon.com, BarnesandNoble.com, etc.) and shipped directly to the jail facility.
9. Books may not be purchased at a store and shipped to the jail facility.
    i. The package must be accompanied by an invoice listing the purchaser, recipient, contents, and the name of the online store.
    ii. Exceptions to this policy must be made by the Division Commander.
10. Inmates may correspond with other inmates in any Orange County Jail facility only via the U.S. Postal Service.
11. Packages will not be accepted and will be returned to the sender, unless previously approved by the Watch Commander.

c) Phone Calls

1. Telephone Calls at Time of Booking
    i. The law requires that arrested persons must be provided the opportunity to make three (3) completed telephone calls within three (3) hours after arrest (CPC 851.5), or supplemental booking.
        A. During the normal booking process, additional non-collect phone calls are available in a number of holding cells.
        B. If a custodial parent, two (2) additional phone calls may be made to arrange for child care. It is the responsibility of the arresting or booking officer to ask whether an arrestee is a parent and if so, inform them of their right to make two (2) additional phone calls to arrange for the care of their children (AB 2015). These rights shall be posted in English and Spanish near areas designated for phone call use by arrestees.

2. Telephone Calls After Booking
    i. Phone calls after the time of booking will be permitted by use of housing phones. Phones are available in housing areas, tanks and roof recreation areas. All calls after booking will be made COLLECT to the receiving party. If good cause exists, an inmate may make a non-collect phone call, if approved by the Housing Sergeant. The inmate stating the necessity for the call must submit an Inmate Message Slip.
        A. Telephone availability is also afforded to inmates classified as administrative housing. Limited telephone availability is afforded to inmates housed in disciplinary housing for disciplinary reasons.
        B. Hours and phone availability will be determined by the Division Commander.
        C. Inmates may not receive telephone calls at any Orange County Jail facility.
    ii. A notice that all collect housing phones are monitored and recorded will be prominently posted in the area next to all inmate telephones. These notices will read as follows:
        A. "Notice! Telephone calls may be recorded and monitored."

d) Jail Message Forms
1. Inmate Message Slips will be used by inmates when they desire to communicate in writing with the staff of the Orange County Sheriff's Department, or with persons at other county agencies within the Civic Center Complex. Forms are available from the jail staff. Other written inmate communications will be via United States Postal Service.
2. Inmates desiring to be placed on sick call, or desiring to talk with a member of the medical, dental or mental health staff will complete the pink Inmate Medical Message form and place it in the locked box located in the designated areas throughout each facility. Inmates may request a “confidential contact” by stating so on the message form without describing the nature of the medical need.
3. Requests for legal books will be submitted by the inmate to the deputy on an Inmate Message Slip.
4. Appeals of punishment may be submitted on an Inmate Message Slip.

e) Personal Street Clothing Exchange
1. One exchange of, or addition to personal street clothing, will be permitted during an inmate’s incarceration, provided existing clothing is insufficient, improper, or not suitable for court.

f) Prescription Eyeglasses and Contact Lenses
1. Inmates will be allowed to possess one pair of prescription eyeglasses and one pair of eyeglasses that are necessary for reading that are non-prescription. Eyeglasses containing a metal frame or metal temple (arm), decorative eyeglasses or glasses with tinted lenses will not be allowed for security reasons. Decorative eyeglasses are those with frames or lenses which are adorned with colorful stones or other design elements such as flowers, butterflies, name brand insignias, or any other material whose purpose and design is to provide a fashionable appearance. Plastic eyeglasses with metal reinforcement in the plastic temple (arm) or plastic glasses containing a metal hinge will be allowed. However, plastic eyeglasses that have a metal reinforcement with a pointed tip or any eyeglasses that pose a security risk as determined by the Watch Commander or his/her designee shall not be allowed inside any jail facility.
    i. Reading glasses (non-prescription) and prescription eyeglasses provided to the inmate from outside the jail must be delivered to CJX inmates at the Central Men’s Jail Attorney Bonds Guard Station or to the Theo Lacy facility inmates at their respective public visiting guard station. Glasses provided from outside the jail will be screened by security staff and if found to be in compliance with the requirements listed in this section will be delivered to the inmate.
    ii. Reading glasses (non-prescription), obtained through commissary are compliant with this policy.
2. Inmates may have new contact lenses mailed to them or dropped off to be put on their property, and they may have up to 12 sets of lenses in their possession at a time. Contact lenses received through the mail shall be forwarded and placed on the inmate’s property. Contact lens solution and contact lens cases may only be

obtained by requesting these items on an Inmate Health Message Slip sent to the medical staff. Decorative or colored contacts will not be allowed for security reasons. Decorative or colored contacts are those that change the look of your eye such as with designs to provide a fashionable appearance or change of eye color.

i. Inmates may fill out a Property Release Form and send it to Property requesting the contact lenses be delivered to their housing location.
ii. The contacts will be taken out of the inmate's property. One copy of the property release form will be placed around the item for delivery to the inmate's housing location. One copy will be filed in the inmate's property and one copy will be placed in the inmate's jacket.
iii. Contact lenses will be screened by a CST and/or Deputy prior to being delivered to the inmate's housing location.

g) Inmate Cash Account
1. Inmates may have money (cash); city, county, state or United States Government checks; and money orders deposited to their account at the Cashier's Office. Money orders shall be made out to the Orange County Sheriff's Department and the inmates name and booking number must be annotated in the reference line of the money order. These will be credited to the inmate's account, not to exceed $500.00.
2. Money orders may also be sent by mail to an inmate for deposit to their account
3. Funds may not be transferred from the account of one inmate to the account of another inmate without the permission of the Watch Commander.

h) Emergencies
1. During any emergency, all inmates shall await instruction from jail staff.
2. In the event of an ill or injured inmate, all other inmates will return to their assigned bunk until jail staff has removed the ill or injured inmate.
3. Falsely reporting an emergency condition is not permitted and will result in disciplinary action.

i) Inmate Voting Procedure
1. Inmates who would like to participate in local, state and Federal elections should contact the Registrar of Voters for information and materials. Registrar of Voters PO Box 15467 Santa Ana CA 92735-9910.

j) Classification of Inmates
1. After booking, each inmate will be interviewed by a Classification Deputy to determine the inmate's classification rating and housing assignment. Background information is reviewed so that inmates of similar backgrounds and characteristics are housed in the same or similar housing units. Inmates who have been sentenced to more than 60 days may request a review of their classification rating no more often than 30 days from their last review. Inmates requesting a review must submit an Inmate Message Slip to the Classification Sergeant. All inmates will be provided with a written response to their respective request(s).

k) Meal Service
1. Each inmate will be offered three meals each day.
2. Meal times are at approximately 5:00 a.m. (breakfast), 11:00 a.m. (lunch) and 4:00 p.m. (dinner). Inmates in the booking or transfer process on the first floor will be offered a sandwich sack lunch. The jail menu and food items comply with all California state standards.

l) Medical/Dental/Psychiatric Care
1. Prior to being booked into the Intake/Release Center each person will be screened by a member of the Correctional Health Services staff. If after booking an inmate wishes to request routine, non-emergency, medical attention they must submit an Inmate Medical Message slip to the medical staff. Slips are available from the medical staff or a deputy. Completed forms are to be deposited in the designated collection box in each module.

2. Sick call will be conducted on a daily basis by medical/mental or dental health care professionals, depending upon the nature of the inmate's complaint. Inmates found to be hoarding medications or possessing another inmate's medication will be subject to disciplinary action.
3. If at any time an inmate expresses the need for immediate medical attention or if the deputy determines that an inmate requires immediate medical attention the medical/ mental health staff will be informed immediately.
4. AIDS testing is available through Correctional Health Services. Inmates may contact the nursing staff on an Inmate Medical Message Slip for testing.

m) Recreation Programs
1. Tabletop games, books and newspapers are provided to inmates in their dayrooms. Each inmate will also be offered an opportunity to have a minimum of three (3) hours of outdoor recreation each week. Volleyball, handball and basketball are sports available in the outdoor recreation yards. Outdoor recreation availability is dependent upon weather conditions, court appearance schedules, etc.
2. Televisions are provided in housing dayrooms. Program selections are made by the Recreation Director.

n) Jail Clothing and Hygiene
1. Undergarments and socks shall be exchanged two times each week. Outer garments (except shoes), sheets and towels shall be exchanged at least once each week (title 15: 1262/1271). Inmates are required to shower regularly to prevent an offensive and unhealthful state of body hygiene. Personal grooming items are provided to inmates who do not have money.

o) Commissary
1. Inmates may purchase commissary items three times each week. Order forms are distributed three times a week.
2. Inmates without sufficient funds can order a Welfare Pack (per Title 15) of hygiene and stationary items once per week.

p) Inmate Work Assignments
1. Pre-trial and sentenced inmates may be screened for work opportunities. The inmate's classification, health status and the need for workers will be considered in the selection process.

q) Jail Records Information
1. Inmates requesting information regarding their bail, sentence expiration date, warrants, out of county holds, etc., may submit an Inmate Message Slip to the housing deputy. Inmates must include their full name, booking number, date of birth and housing location, when they submit their request.

1600.4 - Orange County Jail Rules- Violations by Inmates

a) Minor Violations

Deputies may:

1. Counsel the offender
2. Assign up to four (4) hours extra duty with the approval of a sergeant or Watch Commander.
3. Deny the inmate certain privileges, such as telephone, TV, or commissary for up to five (5) days for each violation.

MINOR VIOLATIONS (partial listing):

1. Failure to rise for reveille
2. Straggling/disrupting
3. Not dressed in full jail issue
4. Failure to have bunk made up properly
5. Failure to clean assigned cell/area
6. Taking food from dayrooms
7. Passing food from table to table in chow hall

8. Possession of contraband
9. Failure to maintain personal hygiene
    i. Minor Violation Appeal Procedure: Any inmate wishing to appeal a minor violation must submit a written request within forty-eight (48) hours to the appropriate Sergeant. The Sergeant will review and advise of decision.

b) Major Violations
1. Deputies will prepare a report and submit it to a supervisor.
2. MAJOR VIOLATIONS (partial listing):
    i. Fighting
    ii. Creating a disturbance
    iii. Failure to obey a directive
    iv. Insubordination or disrespect
    v. Possession of contraband which would pose a security threat
    vi. Theft
    vii. Tampering with a security device
    viii. Destruction of jail property
    ix. Unauthorized movement
    x. Habitual violation of rules
    xi. Smoking
3. Disciplinary Process Major Violations:
    i. Major Violations of jail rules will result in a disciplinary hearing.
    ii. Inmates will receive a copy of the Notice of Disciplinary Violation, on which the rule violation will be documented.
    iii. Disciplinary hearings will take place no sooner than twenty-four (24) hours and no later than seventy-two (72) hours after an inmate is served their Notice of Disciplinary Violation / Hearing, unless their twenty-four (24) hours are waived by the inmate and so noted on the form.
    iv. At the conclusion of the hearing, the Hearing Officer will prepare a Disciplinary Hearing Report and submit it along with a copy of the Notice of Disciplinary Violation and any Jail Incident Reports to the Disciplinary Officer for final disposition and imposition of punishment if required.
    v. Inmates will be formally advised in writing of the Disciplinary Officer's decision on an Inmate's Advice of Punishment Report.
4. Major Violation Appeal Procedure
    i. Appeals of punishment may be made in writing in the form of a grievance, an Inmate Message Slip, or a letter to the facility and must be submitted within fourteen (14) days after receiving notice of the discipline imposed. Appeals submitted after this period will not be considered timely and will not be evaluated. The Division Commander or designee will review the incident and advise the inmate of the decision on an Inmate's Advisement of Appeal form.

c) Criminal Conduct
1. If the incident involves criminal conduct, the matter may be referred to the Orange County District Attorney's Office for prosecution.
    i. Regardless of whether or not criminal prosecution is sought, a Major Jail Rule Violation report should be completed.

1600.5 - Inmate Grievance Procedure

a) Purpose

1. The Department endeavors to meet the legitimate needs of the inmates in its custody. It also recognizes that problems relating to conditions of confinement can and do arise, and can seem especially significant to inmates who have limited control over their own circumstances.
2. The grievance procedure is a formal process for an inmate to address a specific issue or condition of confinement that personally and directly affects him/her. It provides a positive outlet for the expression of concerns, and facilitates their fair and appropriate resolution. It also reduces the likelihood that inmates will resort to misconduct as a means of handling their real or perceived problems. In these ways, the grievance procedure improves custody operations.
3. In order to exhaust administrative remedies as required by the Prison Litigation Reform Act (PLRA), the inmate must follow the grievance procedure outlined in this section.

b) Allowable Grievances
   1. Any inmate may file a grievance related to any condition of confinement, including but not limited to:
      i. Medical Care
      ii. Classification Actions
      iii. Program Participation
      iv. Telephone, Mail, and Visiting Procedures
      v. Food, Clothing, and Bedding Issues
      vi. Disability Discrimination
   2. The grievance procedure is not to be used for disciplinary appeals. The disciplinary appeal process is covered in CCOM Section 1602.6.
      i. Staff will accept disciplinary appeals even if they are on the wrong form and will forward them pursuant to CCOM Section 1602.6.
   3. An inmate may not file a grievance on any issue which the Department has no control over, such as
      i. Federal, State, or Local Laws
      ii. Judicial Proceedings or Decisions of the Courts
      iii. Probation or Parole Actions
   4. If a grievance is invalid, staff will document the specific reason on the form. Staff will provide the inmate with a copy and forward the original to Inmate Records for inclusion in the inmate's records file.
      i. Invalid grievances will not be entered into the grievance database and will be kept only for documentation purposes.
      ii. Staff may act on an invalid grievance if it is in the best interest of the Department.

c) Initiating a Grievance
   1. Inmates may utilize the grievance procedure regardless of disciplinary status, housing location or classification.
   2. Grievance forms are available in all housing locations.
   3. Any staff member who receives a verbal or written request for a grievance form shall, as soon as practical, provide one to the requesting inmate.
   4. The grievance procedure is to address the specific concerns of the individual inmate filing the grievance.
      i. The inmate shall place a single complaint with related issues on a single grievance form. If multiple, unrelated issues are included on a single form, staff will return the form to the inmate and instruct him/her to submit a separate form for each unrelated complaint.
      ii. An inmate shall not submit a grievance on behalf of another inmate or group of inmates. Petitions or joint grievances involving multiple inmates will not be accepted.
      iii. This shall not prevent an inmate from obtaining assistance in preparing or filing a grievance (e.g., family, attorney, or other inmates).
   5. Illiterate, disabled, or non-English speaking inmates shall be provided assistance, upon request.

6. All properly completed grievance forms shall be submitted within 14 calendar days of the alleged incident. Any grievance form submitted after 14 days will be considered invalid. The inability to obtain assistance is not a valid reason for exceeding the time limit for submissions.
    i. The inmate may drop the completed grievance form in any grievance drop box. These boxes are located throughout the facility and accessible to all inmates. The grievances will be retrieved by the sergeant responsible for the area where the box is located.
    ii. The inmate may submit the grievance form directly to sworn staff.
        A. Any grievance form submitted to non-sworn staff will be considered invalid.
        B. If at the time of submission the staff member who receives a completed grievance form determines the grievance is actually a request (i.e. – sentence ending date, law book request, haircut, etc.) he/she will check the "Handled as Inmate Request" on the form and process the form as a request.
        C. The receiving staff member will legibly print his/her name and PID number and enter the date/time of submission on the "Received By" line of the grievance form.
        D. If the sworn staff member can resolve the grievance upon receipt from the inmate, he/she shall document the resolution in the appropriate sections of the grievance form and assign the grievance a jail incident number (JI number). The staff member will write his/her name and PID number and the date/time of return on the "Response Returned to Inmate" line of the grievance form. The staff member will provide the inmate a completed copy, and place the original completed and signed form in the area's grievance box for supervisor review, database upload, and distribution.
        E. If the staff member cannot resolve the issue, he/she will assign the grievance a JI number and deliver the grievance to the area sergeant before the end of the shift.

d) Supervisor Responsibilities
    1. At least once per shift, each sergeant will collect all new grievances from the locations in his/her area of responsibility.
    2. The sergeant will review all submitted grievances and determine the appropriate level at which to handle them. This may include delegation to a deputy, assignment to another sergeant or forwarding to the facility Administrative Lieutenant. The sergeant may also elect to handle the grievance personally.
    3. The sergeant will assign a JI number to each grievance, prior to entering it into the Grievance Database.
    4. Once uploaded, the sergeant or his/her designee will assign and/or distribute the grievances to the appropriate staff member for review and response.
    5. When the assigned staff member returns the grievance to the sergeant with the written response, the sergeant will update the Grievance Database with any findings, actions taken or the need to elevate the grievance to Administration. The original grievance with the written response will be forwarded to the facility Administrative Sergeant for review, distribution, and will be filed in administration at the originating facility.

e) Grievance Resolution
    1. All grievances will be resolved at the lowest possible level. If the assigned staff member is unable to resolve the issue, the form will be forwarded to the next highest level in the chain of command. The chain of command for the grievance process shall be as follows: Deputy, Sergeant, Facility Administrative Lieutenant, and Division Commander.
    2. Staff investigations and responses shall be completed within a reasonable amount of time. Reasonableness will be based on the type and scope of the grievance submitted, but all inmate grievances will be acted on within ten working days of receipt.
    3. All grievance forms will detail the resolution, including any corrective actions taken.

4. Grievances that are denied or cannot be resolved will have written reasons for the denial from each level of review which acted upon the grievance.
5. The facility Administrative Lieutenant will review all completed grievances. The Administrative Sergeant will ensure the Grievance Database has been updated, the original grievance has been filed in administration at the originating facility, a copy of the completed grievance has been provided to the inmate, and a copy of the completed grievance has been placed in the inmate's records jacket.

f) Grievances Requiring Special Handling

1. If the grievance is a complaint about staff misconduct, the sergeant will enter it into the Grievance Database and follow the departmental procedures in Lexipol Policy 347 – Disciplinary Policy and Policy 1020 - Personnel Complaint Procedure for the investigation of citizen complaints.
    i. Return a copy of the grievance form to the inmate with "The matter is being investigated." in the staff response section.
    ii. Document the complaint on an intra-department memorandum form, include any recommendations, attach a copy of the original grievance, and forward it to the Watch Commander or Bureau Commander.
2. If the grievance is about a medical or disability issue, the sergeant will enter the grievance into the Grievance Database and forward it to the facility Administrative Sergeant.
    i. The Administrative Sergeant is the facility Americans with Disabilities Act (ADA) coordinator.
    ii. The Administrative Sergeant will forward medical grievances to the Correctional Health Services (CHS) Administrative Manager for resolution.
    iii. The CHS Support Services Manager will notify the Administrative Sergeant at the facility where the grievance originated when the grievance has been resolved.
3. If the grievance is received from CDCR via ADA Compliance Staff.
    i. The ADA Compliance Deputy will obtain a Jail Incident Number from the 24-hour log where the Inmate is housed and enter the grievance into the Grievance Database.
    ii. ADA Compliance deputy will reply to CDCR with a scanned copy of the grievance receipt from the system.
    iii. Receipt copies of the grievance will be provided to the inmate and the inmate's records file.
    iv. The grievance will be handled per CCOM 1600.5 and staff will involve CHS Medical and the facility Administrative Sergeant as necessary to address the grievance.
4. If the grievance is about an Inmate Services Division (ISD) issue, enter the grievance into the Grievance Database and forward it to the facility Administrative Sergeant.
    i. ISD includes Correctional Programs, Food Services, and Commissary.
    ii. The Administrative Sergeant will forward the grievance to the appropriate ISD contact.
    iii. The ISD will notify the Administrative Sergeant when the grievance has been resolved.
    iv. If the issue has already been resolved by sworn staff, the administrative sergeant will forward a copy to ISD for informational purposes.
    v. If the grievance is related to a religious diet, it will be assigned to the Special Needs Deputy (ADA Deputy) at the facility where the inmate is housed.
        A. The Special Needs Deputy will interview the involved inmate, coordinate with the involved stakeholders and work to resolve the grievance.
        B. The Special Needs Deputy will document the outcome in the Grievance Database.
5. If the grievance is regarding an Inmate Pro-Per issue, enter the grievance into the Grievance Database and assign it to the Custody Pro-Per Sergeant.

g) Grievance Appeals

1. Any staff member who receives a verbal or written request for a grievance appeal form shall, as soon as practical, provide one to the requesting inmate. The form is the same for initial grievances and appeals.
2. In the event an inmate is dissatisfied with the outcome of the actions taken at the initial level, the grievance may be appealed to the next highest level.
3. All appeals must be submitted in accordance with all procedures established for submitting an initial grievance.
4. Any grievance appeal must be submitted within 14 days of notification of the previous grievance outcome.
5. The inmate must include the original jail incident number from the top right corner of the initial grievance in the appropriate field. The inmate must mark the form "APPEAL."
6. The appeals process will be considered exhausted when the inmate's grievance has been reviewed by the division commander.

h) Emergency Grievances
   1. The grievance procedure is a written procedure. As such, it may not be conducive to resolving true emergencies. Inmates should immediately notify staff of any emergency.
   2. An emergency grievance involves an immediate or imminent threat to an inmate's health, safety or welfare.
   3. When staff receives a grievance marked as an emergency, or determines a grievance may be an emergency, staff will
      i. If necessary, move the inmate and any other inmates potentially affected by the issue, to a safe location pending the grievance review and resolution.
      ii. Deliver the grievance to a supervisor immediately.

i) Protection from Retaliation
   1. Staff shall not harass, discipline, punish, or otherwise retaliate against an inmate who uses or participates in the grievance process.
   2. The inmate may pursue any alleged or threatened retaliation through the grievance procedure.

j) Grievance Procedure Abuse
   1. Abuse of the grievance procedure is defined as the misuse of the process through excessive frivolous complaints or continued complaints of previously resolved issues. The Division Commander or his/her designee has final determination of what is considered grievance procedure abuse.
      i. It shall be considered an abuse of the grievance procedure to file a grievance on an issue that has already been resolved.
      ii. Abuse of the grievance procedure will be considered a violation of jail rules and is subject to appropriate disciplinary action.
      iii. Discipline resulting from grievance procedure abuse is not considered retaliation as covered in 1600.5.9.

1600.6 - Orange County Correctional Programs

a) For assistance or information on the following programs, an inmate message slip should be addressed to Correctional Programs, noting which program you are interested in.

b) Academic Programs/Classes
   1. General Education Development (GED)
   2. High School Subjects Class
   3. English as a Second Language (ESL)
   4. Adult Basic Education (ABE)
   5. United States Government/Citizenship
   6. Basic Literacy Program – Provides 1 on 1 tutoring for inmates who are unable to read or write.

c) Developmental Programs/Classes
   1. Substance Abuse Class

2. Domestic Violence Class
3. Anger Management Class
4. Positive Parenting Class
5. Health Class

d) Vocational Education Programs
1. Computer Business Skills Class
2. Vocational Job Training Classes – Provides basic skills training for a variety of occupations.
3. Job Development Skills Classes – Guides inmates through abilities testing, application preparation, resume writing, etc.

e) Religious & Inspirational Programs
1. The Orange County Sheriff's Correctional Programs Unit offers religious services in several denominations. These services are offered in English, Spanish, and Vietnamese.
2. Individual pastoral counseling is also available upon request.

f) Law Library
1. For Law Library books assistance fill out an inmate message slip addressed to "Law Library."

g) Great Escape Program
1. This program helps inmates who want to continue substance abuse treatment after they have been released.
2. Great Escape helps arrange inpatient and outpatient treatment upon request.

h) Re-Entry Center
1. Re-entry Center was developed to assist inmates make a seamless transition from jail back into the community.
2. Some of the services offered at the Resource Center are referrals to residential treatment programs, sober living homes, counseling, educational assistants, employment information, bus passes, clothing and shelter information.

i) Criminon Program
1. Criminon program is a self-study life skills class.

1602 – Discipline

Inmate misconduct will be documented in the Sheriff's Data System and sanctions will be imposed in proportion to the severity of the rule violated. Inmates may utilize the formal appeal process to appeal any disciplinary action against them.

1602.1 – General

a) The discipline of inmates and/or the reporting of rule violations are the responsibility of every employee, regardless of work assignment. This will be done to ensure the good order of the facility.
b) All personnel who deal with inmates will receive sufficient training to be thoroughly familiar with the rules of inmate conduct, sanctions available and the rationale for the rules.
c) Discipline will be conducted in an impartial and consistent manner by a facility supervisor.
d) Each inmate will have continual access to posted rules.
e) Violation of law or jail rules will result in disciplinary action. Depending upon the conduct, violations will be classified as either minor or major violations with corresponding degrees of punishment.
f) As punishment for jail rule violations, no inmate shall be deprived of implements necessary to maintain personal hygiene, food, bedding, correspondence or access to counsel.

1602.2 - Minor Violations (a partial listing)

a) Failure to rise for reveille
b) Straggling/disrupting the count
c) Not dressed in full jail issue

d) Failure to have bunk made up properly
e) Failure to clean assigned cell/area
f) Taking food from dayrooms
g) Passing food from table to table in the chow hall
h) Possession of contraband

1602.3 - Major Violations (a partial listing)

a) Fighting
b) Creating a disturbance
c) Failure to obey a directive
d) Insubordination or disrespect
e) Possession of contraband which would pose a security threat
f) Theft
g) Tampering with a security device
h) Destruction of jail property
i) Unauthorized movement
j) Habitual violation of jail rules
k) Smoking

1602.4 - Violations of Law

a) Violations of Law/Initial Crime Reports
    1. Whenever it is determined that an inmate's actions constitute a violation of law and the circumstances warrant prosecution, the incident will be referred to the District Attorney for a criminal complaint. In such instances, the incident will be reported on an "Initial Crime Report" under a DR number. This may be in addition to discipline being administered by the jail staff.
b) Medical Release Authorization Form
    1. In cases where an inmate is the victim of an assault and requests prosecution, a Medical Release Authorization Form will be completed and submitted along with the Initial Crime Report. The Medical Release Authorization Form is located on the intranet under Knowledge Center/Forms-Document Center/Medical Release Authorization.

1602.5 – Discipline

a) Counseling an Inmate:
    1. If, in a maximum security facility, a deputy believes it is necessary to remove an inmate from his/her cell; whether to address his/her behavior, or restore/maintain order, the deputy will do one or more of the following:
        i. Conduct the counseling in view of a fixed facility video-recording camera.
        ii. Conduct the counseling in view of a handheld video camera.
        iii. Conduct the counseling with a sergeant present.
    2. Deputies are ultimately responsible for determining the safest location for conducting the counseling.
b) Minor Violations
    1. Minor violations may be handled on an informal or formal basis at the discretion of the deputy. Deputies are encouraged to resolve minor incidents on an informal basis.
    2. Deputies may:
        i. Counsel the offender.
        ii. Assign up to four (4) hours extra duty with the approval of a sergeant or Watch Commander.

iii. Deny the inmate certain privileges, such as telephone or TV for up to five (5) days for each violation. (Under no circumstance should a loss of telephone privileges be used to prevent an inmate from making legal calls to his/her attorney.)
iv. Deny the inmate commissary for up to five (5) consecutive calendar days (not five commissary days).

3. Deputies may not:
   i. Deny the inmate dayroom, visiting and/or outdoor recreation as a result of a minor jail rule violation.
4. Documentation:
   i. Minor Disciplinary Report - This report may be used whenever a deputy observes a minor violation of jail rules. The report is not intended to replace the Jail Incident Report and should not be used to report major violations. Deputies will log onto the Sheriff's Data System (SDS) and complete all portions of the report, including a brief statement regarding the exact circumstances of the violation. The report shall be submitted to a supervisor for approval and assignment of punishment. This will be done prior to the inmate working any extra duty or losing any privilege.
   ii. Multiple suspects will be entered separately using the SDS system. The same date and time may be used for the incident, but each inmate should have a separate entry, under his/her booking number, describing the violation.
   iii. After approval, all copies of the report shall be retained in the respective module until the punishment is completed. Upon completion of punishment, the Module Deputy will send the original copy of the report to Inmate Records, where it will be filed in the inmate's jail file.

c) Major Violations
1. Major violations of jail rules will result in a disciplinary hearing. The deputy shall complete two (2) copies of "Notice of Disciplinary Violation" using the SDS system along with a Jail Incident Report and submit them to a supervisor. The inmate will be handed the original copy of the Notice of Disciplinary Violation. Deputies shall note on the notice whether the inmate waived the twenty-four (24) hour delay.
2. Disciplinary hearings will take place no sooner than twenty-four (24) hours and no later than seventy-two (72) hours after the inmate is served their Notice of Disciplinary Violation / Hearing, unless their twenty-four (24) hours are waived by the inmate. The inmate(s) involved in the violation, along with any witnesses, will be temporarily segregated until they have been interviewed. The hearing will be conducted by a supervisor who was not involved or a witness to the incident. The Deputy(s) and inmate (s) will be interviewed along with any witnesses they wish to call. Interpreters will be provided as needed. The inmate shall have access to staff or inmate assistance when the inmate is illiterate or the issues are complex.
3. Punishment for major violations of jail rules may consist of one or any combination of the following:
   i. Any of the punishments listed under minor violations
   ii. Loss of privileges (commissary, visiting, recreation, program classes, etc.)
      A. "Loss of All Privileges" does not include group religious services. Exclusion from group religious services may only be based on security concerns.
   iii. Loss of good time/ work time
   iv. Removal from work status
   v. Confinement to disciplinary housing
   vi. Or the combination of any of the above
4. Under no circumstances will an inmate be denied food as a means of punishment.
5. Safety cells (medical restraint) will not be used as a form of punishment.
6. Final disposition of punishment will be made by the Disciplinary Officer and reviewed by the Division Commander.
7. Inmates shall be advised of the action taken by the Disciplinary Officer by means of an "Inmate's Advisement of Punishment Report" which is prepared by the Disciplinary Officer. Distribution of the form is as follows:

i. One (1) copy to Inmate Records
ii. Two (2) copies to Classification
iii. One (1) copy to the inmate

d) Discipline by Inmates
1. No inmate may inflict punishment upon another inmate.
2. "Kangaroo Court" (mock courts set up by inmates) and/or "sanitation committees" (inmates set up to enforce sanitation rules) are illegal in any California jail.
3. Inmates involved in any of the above actions will be subject to immediate discipline and/or prosecution.
4. No inmate may ever be given authority over, or permitted to exert control over any other inmate.

1602.6 - Appeal Procedure

a) Minor Violation Appeal Procedure: Any inmate wishing to appeal a minor violation must submit a written request within forty-eight (48) hours of notice of the violation to the appropriate Sergeant. The Sergeant will review the appeal and advise the inmate in writing of his/her decision.

b) Major Violation Appeal Procedure: Appeals of punishment may be made in writing in the form of a grievance, an Inmate Message Slip, or a letter to the facility and must be submitted within fourteen (14) days after receiving notice of the discipline imposed. Appeals submitted after this period will not be considered timely and will not be evaluated. The Division Commander will review the Watch Commander's report and advise the inmate of the decision on an Inmate's Advisement of Appeal form.

c) Inmate Disciplinary Appeal Reporting Process
1. Inmate disciplinary appeals shall be handled by the Watch Commander of the inmate's current housing location. The Watch Commander or their designee will complete a package containing:
i. Inmate Appeal Hearing Report – completed by the Watch Commander after the inmate interview
ii. Inmate's Advisement of Appeal – completed by the Watch Commander to be reviewed by the Facility Commander or his/her designee
iii. Copy of the Jail Incident Report – from the inmate records file
iv. Copy of the Sergeant's Disciplinary Hearing Report – from the inmate records file
v. Dated Inmate Message Slip
2. The person who issued the discipline shall not be the same as the one who conducts the Inmate Appeal Hearing. The completed package will be returned to the Classification Sergeant for further processing (inmate notification, admin file, inmate file).

1602.7 - Disciplinary Housing

a) Disciplinary Housing means a temporary housing status which confines inmates to designated rooms or cells for prescribed periods of time as punishment for major rule violations. This policy is considered integral to maintaining a safe environment for the inmates and jail personnel by providing a system of consequences for behavior that jeopardizes day-to-day jail operations.–Disciplinary Housing cells may also be used as alternative housing (i.e. medical quarantine, facility safety and security, other appropriate circumstances) after receiving approval from the Watch Commander.

b) No inmate will be placed in Disciplinary Housing prior to a disciplinary hearing held by the Disciplinary Officer and without permission from the Watch Commander. Correctional Health Services (CHS) will be notified prior to an inmate being housed in a Disciplinary Housing cell. A medical evaluation of the inmate will be conducted within 72 hours prior to the inmate's placement into Disciplinary Housing and a mental health evaluation of the inmate will be conducted within 24 hours prior to the inmate's placement into Disciplinary Housing.
1. To accommodate CHS' resources for these evaluations, inmates will not be placed in Disciplinary Housing on Sundays or Mondays.

2. When emergency placement is required due to a threat to safety and security of the facility, an inmate may be placed in Disciplinary Housing with prior clearance by Medical and Mental Health staff, any day of the week.
3. Due to the nature of the violation, an inmate may be moved to a Disciplinary Housing cell pending his/her hearing. Placement of an inmate in Disciplinary- Housing pending a disciplinary hearing will not include the loss of any regular privileges such as commissary, public visiting, dayroom or outdoor recreation (Full-Privileges). If an inmate is moved to another housing location, the Classification/Housing Review Form (J-203) will be completed

(Refer to CCOM section 2104.1(c) for further details).

c) An inmate may be assigned to Disciplinary Housing, as a result of jail discipline, for a period of time determined by the Disciplinary Sergeant based upon the severity of the violation and inmate's disciplinary history.
   1. Frequent jail rule violators shall be assigned progressive discipline.

d) A Correctional Health Services staff member will check the status of all inmates housed in disciplinary housing at least once per shift.
   1. The visit will be to inquire to the inmate's health and/or need for medical services.
   2. These checks will be recorded on the Daily Inmate Activity Log and Disciplinary Housing Master Log.

e) A Correctional Health Services staff member will check the mental health status of any inmate housed in Disciplinary Housing on a weekly basis to determine whether the disciplinary status is to continue.

f) After an inmate has completed thirty (30) consecutive days in Disciplinary Housing, there shall be a review by the Division Commander before the Disciplinary Housing status is continued.
   1. This review shall include a consultation with medical and mental health staff.
   2. Such reviews shall continue at least every fifteen (15) days thereafter until the disciplinary status is discontinued.

g) No inmate, under any circumstances, will spend more than thirty (30) consecutive days on Disciplinary Housing status without three (3) days relief. During the three (3) days of relief, the inmate shall be on full-privileges in the housing location to which he/she is assigned.

h) An inmate assigned to Disciplinary Housing (discipline) will have the following privileges suspended:
   1. Dayroom or television
   2. Outdoor recreation
   3. Public visiting (Official visits are permitted)
   4. Personal telephone calls
   5. Commissary ordering, delivery, consumption or use
   6. Newspapers, magazines or other publications (Exception-One book from the Orange County Jail Library)
   7. Cards or games
   8. Unnecessary inmate movement outside of the cell.
   9. An inmate will not be denied exercise of his religion.
      i. Exclusion from group religious services may only be based on security concerns.

i) Telephone use will be made available on request to contact an attorney, the courts, or for personal emergencies.

j) Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence may be suspended for no longer than seventy-two (72) hours without the review and approval of the Division Commander.

k) Access to legal counsel shall not be suspended as a disciplinary measure.

1602.8 - Personal Hygiene Articles in Disciplinary Housing

a) All inmates shall be issued a welfare pack upon placement into Disciplinary Housing. The welfare pack will minimally contain:
   1. One Toothbrush

2. One Toothpaste
3. One Comb
4. One Bar of soap
5. One Pencil
6. Two Inmate Message Slips
7. Two Stamped Envelopes each w/ 2 sheets of lined paper

b) If the inmate runs out of allowable personal hygiene articles, the deputies will provide the articles from a welfare pack upon request.

c) Inmates will not be permitted to keep a shaving razor in their cell, however, they will be permitted to shave daily unless otherwise ordered by the facility administrator (Title 15, Minimum Jail Standards, Section 1267). Deputies will furnish an electric razor or, a safety razor to inmates requesting to shave and supervise the inmate's use of the razor.

1602.9 - Pro-Per Privileges in Disciplinary Housing

a) In order to provide consistency of punishment, Pro-Per inmates shall be permitted to have legal materials in their possession. Pro-Per inmates will be permitted access to legal books, Pro-Per phone calls, or normal visitation with a legal runner during the time they are in Disciplinary Housing (discipline).

b) When a Pro-Per inmate is placed in Disciplinary Housing for disciplinary reasons, the Housing Sergeant shall be notified in writing. The following court day, the sergeant shall contact the clerk of the court in which the inmate is Pro-Per and advise the clerk of the temporary restrictions placed on the inmate and his/her release date from Disciplinary Housing. The sergeant shall also record this information in the inmate's Pro-Per file.

1604 - Inmates Rights

Jail Operations Administration and Staff recognize that inmates have certain rights relative to the conditions of their confinement that will be acknowledged as a matter of law and for the good order of the facility.

1604.1 - Inmate Rights

a) Prompt, legal and thorough booking and release procedures will be utilized to minimize time in custody.

b) Clean and orderly surroundings.

c) Adequate toilet, bathing and laundry facilities.

d) Adequate lighting, heating, and ventilation.

e) Compliance with federal, state/local fire and safety laws/regulations.

f) A minimum of fifteen (15) minutes shall be allowed for the actual consumption of each meal a Minimum Jail Standards, Title 15, Section 1240). The diet will be wholesome, properly prepared, and nutritionally adequate.

g) Clean and appropriate clothing.

h) Medically necessary health care services comparable in quality to those available in the general citizen population.

i) Access to indoor and outdoor recreational opportunities and equipment for a minimum of three (3) hours per week (Minimum Jail Standards, Title 15, Section 1065).

j) Access to clergy, which allows inmates to adhere to their legitimate religious practices, subject only to limitations necessary to maintain institutional order and security.

k) Visitation with family members and friends in a visiting area that is limited only by those facility requirements necessary to maintain order and security. Private areas are available for official visitation between inmates and attorneys, except where the restriction can be properly justified. Official visits shall be granted during any reasonable hour.

l) Freedom from discrimination based on the inmate's race, religion, national origin, sex, age, handicap, or political belief.

m) A dignified conversational form of address. All inmates will be addressed by name rather than booking number or derogatory forms of address.

n) Protection from personal abuse, corporal punishment, personal injury, disease, property damage and harassment.
o) Inmates will be classified to housing with due consideration for the safety of the public, staff and other inmates. Inmates are allowed to present opinions, preferences and requests regarding their classification and housing assignment.
p) Personal grooming choices regarding appearance. This choice is limited only by facility requirements for:
    1. Safety
    2. Security
    3. Identification
    4. Hygiene
q) The expectation that unnecessary force, embarrassment or indignity to the inmate is avoided during searches.
r) The availability of a written grievance procedure that includes at least one level of appeal.
s) Deputies and other Sheriff's Department employees will make every attempt to respond to inquiries of inmates and/or direct them to the correct staff member who may have the answer that is requested.
t) Pursuant to election codes, inmates have the right to participate in local, state, and federal elections via absentee ballots.
u) Uncensored communication and/or correspondence with persons on the outside, limited only as necessary or by law to maintain order and security.
v) Inmates shall not be denied reasonable access to the Courts and Counsel. Access shall consist of unlimited incoming and outgoing mail and confidential consultation with attorneys (Minimum Jail Standards, Title 15, Section 1068).
w) Inmates will have the right to request assistance in their legal matters. This will include persons with legal training, the Public Defender's Office and law library facilities. Inmates seeking judicial or administrative redress will not be subject to reprisals or penalties as a consequence.
    1. Inmates may assist one another with legal matters. If documents belonging to one inmate are found in the possession of another inmate, the deputy making the discovery will make every effort to determine if the inmate named on the document gave his/her permission for the other inmate to possess the document. If permission was not given, the inmate who is not named on the document will be in "Possession of Contraband" and a Jail Incident Report will be written.
    2. Inmates may request books from the County Law Library by submitting a written request to the Law Librarian. All books previously checked out must be returned prior to obtaining additional books.
x) Inmates may request the assistance from other inmates (jailhouse lawyers). These communications must be for specific legal purposes.

1604.2 - Inmate Rights - CCOM Sections

a) Specific procedures to fulfill requirements described in the Inmate Rights Section of this chapter are detailed in other sections and chapters in this manual:
    1. Inmate Services and Programs
    2. Sanitation and Maintenance
    3. Food Service
    4. Medical and Health Services
    5. Safety and Emergency Procedures
    6. Communications, Mail and Visiting
    7. Classification of Inmates

1604.3 - Rights of Arrested, Detained, or Imprisoned Foreign Nationals

Foreign nationals are those individuals who are not citizens of the United States, whether in the country legally or not.

a) Article 36 of the Vienna Convention on Consular Relations sets forth certain rights of foreign nationals from member countries when arrested, detained, or imprisoned by law enforcement officials in this country. This article

requires that the following procedure be followed whenever a law enforcement agency arrests, detains, or imprisons a foreign national.

1. At the request of the foreign national, the agency must, without delay, inform the appropriate consular officials in California that the foreign national has been arrested, detained, or imprisoned.
2. The agency must, without delay, advise the foreign national of the right to have the appropriate consular officials in California notified.
3. The foreign national must be given the opportunity to communicate, correspond with and be visited by consular officials representing the foreign national's country in California.
4. A sign is posted outside the Receiving sally port advising the arresting officers of their responsibility for Foreign National Consular notification.

b) Notification of Consular Officials
   1. If an inmate is identified as a "foreign national requesting consular notifications," the arresting agency will be notified. The arresting agency will make the appropriate notification to the consular officials representing the foreign national's country.

c) Consular Officials, Rights of Visitation
   1. If an inmate is identified as a foreign national, he/she will be given the opportunity to communicate, correspond with and be visited by consular officials representing the inmate's country.
   2. Visits by consular officials will be conducted in the Attorney-Bonds visiting area. The visitor shall fill out an Official Agency Visitation form. The Watch Commander must be notified prior to the visit and will designate the location of the visit.

d) Deaths of Foreign Nationals in California
   1. When a foreign national dies in custody in California, Article 37 of the Vienna Convention requires that the appropriate consular official be notified. Such notification assists consular officials in advising next of kin and other appropriate parties on a timely basis.

e) Current information regarding the appropriate consular office to notify in case of the arrest, detention, imprisonment, or death of a foreign national may be obtained from the "Consular Notification and Access" manual located in the Watch Commander's office. A copy of this manual will also be kept in the Receiving Guard Station and will be made available to arresting agencies for review in the booking area. The complete text is also available on-line at: http://travel.state.gov/law/consular/consular_636.html. The United States Department of State Bureau of Consular Affairs can be contacted at (202) 647-4415. After hours (EST) the State Department Operations Center – Senior Watch Officer can be contacted at (202) 647-1512.

1604.4 - Inmate Voting Procedure

a) Inmates who would like to participate in local, state and Federal elections should contact the Registrar of Voters for information and materials.

   Registrar of Voters
   PO Box 15467
   Santa Ana CA 92735-9910

1604.5 - Inmate Services

a) Medical/Dental/Psychiatric Care
   1. Prior to being booked into the custody of the Sheriff, each person will be screened by a member of the Correctional Health Services (CHS) staff. If after booking, an inmate wishes to request routine, non-emergency, medical attention he/she must submit an Inmate Health Message slip to the healthcare staff. Slips are available from the Module or Prowler Deputies. Completed forms are to be deposited in the collection box in each module where they will be collected twice daily.

2. Medical, mental, or dental health care professionals, depending upon the nature of the inmate's complaint, will conduct sick call daily in each module. Inmates found to hoarding medication or possessing another inmate's medication will be subject to disciplinary action.
3. HIV testing is available through CHS. Inmates may submit an Inmate Health Message Slip for testing.

b) Recreation Programs
1. Tabletop games, books and newspapers are provided to inmates in their dayrooms. Each inmate will also be offered an opportunity to have a minimum of three (3) hours of outdoor recreation each week. Volleyball, handball and basketball are sports available in the outdoor recreation yards. Outdoor recreation availability is dependent upon weather conditions, court appearance schedules, etc.
2. Televisions are provided in the dayrooms.

c) Religious Programs and Bible Study
1. Church services are conducted on a regular schedule.
2. The Module Deputies will announce exact times and locations for these programs in advance.

d) Individual Family Service Programs
1. The Inmate Programs Coordinator and his / her staff maintain an extensive reference log of social service programs and groups available for use for inmate referral. Inmates desiring social service assistance can submit an Inmate Message Slip to the Inmate Programs Coordinator who will furnish the inmate the name, address and/or phone number of the appropriate person or agency to contact.
2. Substance abuse programs / groups are also available. Alcoholics Anonymous and Substance Abuse classes are available through the Correctional Services Education Team. Some one-on-one counseling through the County of Orange Health Care Agency is also available. Any information on any type of substance abuse counseling is available through Correctional Programs. Inmates interested in any of these programs will inquire by use of an Inmate Message Slip addressed to the Correctional Programs Coordinator.
3. The Community Transition Program is designed for inmates who have been released from custody. The individual may contact job developers through Rancho Santiago College and Correctional Program Technicians for a variety of services. These services are free and include interest and abilities testing, enrollment in additional education, job training, and actual job placement.
4. Pre-release counseling is also available. Matters such as transportation upon release, housing, and employment referrals may be addressed to the pre-release counselor.

e) Education Programs
1. Any sentenced or pre-trial inmate who is in-custody longer than 29 days will have the opportunity to enroll in the California State General Education Diploma (GED) program. Inmates interested in enrolling in the GED program will address an Inmate Message Slip to the Correctional Programs Coordinator.

f) Jail Clothing and Hygiene
1. Bed sheets, towels, under/outer garments, and socks are exchanged two times each week. Blankets will be exchanged every three months, or as needed. Inmates are required to shower regularly to prevent an offensive and unhealthful condition of body hygiene. Personal grooming items are provided to inmates who do not have money.

g) Commissary
1. Inmates may purchase candy, writing materials, postage, and personal hygiene items three (3) times each week. Order forms are distributed three (3) times each week. Inmates without any funds can order a "welfare pack" of free grooming items.

h) Library Services
1. A list of legal books available from the jail law library is available for review in each housing location. Requests for legal books must be submitted on an Inmate Message Slip. If a certain book is not available from the jail law library, the request will be taken to the Orange County Law Library. Inmates may request or possess a

maximum of five (5) books. Books may be retained for a twenty-four (24) hour period unless properly renewed.

1604.6 - Pregnant Inmate Rights

a) Pregnant inmates shall be advised in writing of the rights afforded to them, which include but are not limited to the following:
   1. Childbirth and infant care education;
   2. Health information related to diet and nutrition;
   3. Prenatal and postpartum health care;
   4. Opportunity to request a review of their eligibility for termination of the pregnancy;
   5. Information on the OCSD policies governing the use of leg restraints, waist restraints, handcuffs and other restraints placed on pregnant inmates. Additional information regarding the use of restraints on pregnant inmates may be found in CCOM section 1800.3.4.
   6. The right to summon and receive the services of any physician and surgeon of her choice, at her own cost.

b) Upon confirmation of a pregnancy, CHS shall provide the inmate with an acknowledgement form (Pregnant Inmate Information form) advising them of the rights afforded to them. The signed form shall be placed in the inmate's health record.

c) If an inmate refuses to sign the acknowledgement form, the staff member providing the form shall write "refused" above the inmate signature line.

d) If a custody staff member is informed of a pregnancy or believes an inmate may be pregnant, the staff member shall immediately refer the inmate to CHS for medical evaluation. CHS shall provide the inmate with a "Pregnant Inmate Information" form. This form shall be provided even if the pregnancy has not yet been confirmed.

e) This policy shall be posted in the dayroom areas at all female housing facilities and in holding cells at the Intake Release Center.

1604.7 – Lactating Inmates

1604.7.1 – Purpose

To establish a policy as required by Penal Code section 4002.5 to allow inmates who are lactating access to a breast pump for the purpose of expression of milk to relieve discomfort, to maintain milk supply for their infant or toddler, and/or to prevent infection.

1604.7.2 – Policy

County Health Care Agency (HCA), Correctional Health Services (CHS) has established a program, which allows a lactating inmate the ability to express, store, dispose of, arrange transportation for, and provide proper handling instruction for breast milk.

Information regarding the lactation program shall be posted in all locations in the jails where medical care is provided for female inmates. The provisions of the lactation program shall be communicated to all staff who interact with or oversee pregnant or lactating inmates.

1604.7.3 – Procedure

A lactating inmate, who desires to maintain lactation to supply breast milk for their infant or toddler, will be permitted to do so during their incarceration. Inmates who wish to discontinue lactation or has been removed from the program by a CHS prescriber will be provided access to a breast pump for the purpose of preventing discomfort and/or to prevent infection.

f) Screening for Lactating Inmates

1. CHS will screen female arrestees upon entry to determine if they are postpartum and breastfeeding.
2. Admittance to the program may be denied only if, in the professional medical opinion of a CHS prescriber it will not be possible to provide milk that is safe for an infant's consumption while maintain the health of the mother.
3. Lactating inmates with positive urine drug screen results will be referred to the OB/GYN prescriber to determine continuance in the program.
4. Manual breast pumps will be kept on person (KOP), made readily available, and may be used when electric pumps are not available.

g) Correctional Health Services (CHS)
1. CHS will provide the proper education and instruction to safely and effectively collect, store, and/or dispose of the inmate's breast milk.
2. CHS will provide instruction on the procedure for the inmate to arrange the pick-up of their breast milk.
3. CHS will ensure the required documentation and forms are completed by both the inmate and the designated caregiver.
4. CHS will provide the necessary equipment for the inmate to collect their breast milk.
5. CHS will properly store the expressed milk in a designated freezer as soon as it is collected from the lactating inmate.
6. CHS will be responsible for coordinating the exchange of breast milk with a designated caregiver.
7. The exchange of breast milk will take place at the IRC or Theo Lacy Visiting area depending on the housing of the lactating inmate.

h) Sheriff's Personnel
1. If a custody staff member is informed of an inmate's desire to maintain lactation or to stop lactation, the staff member will refer the inmate to CHS for medical evaluation or advise the inmate to fill out an "Inmate Health Message Slip" to notify CHS of their request.

For Areas of Responsibility/ Goals – Sheriff's Department refer to CCOM Policy Section 2100.5.

1606 - Inmates with Disabilities

The Federal Americans with Disabilities Act (ADA) and the California Disabled Persons Act (CDPA) provide, in general, that qualified individuals with disabilities shall not be excluded from participation in, denied the benefits of, or subjected to discrimination in a public entity's services, programs, or activities, based upon a disability. The ADA and CDPA apply to all OCSD jail facilities.

For the purpose of this policy, when referring to the term "inmate," the Orange County Sheriff's Department is referring to incarcerated individuals within our custody, including but not limited to: sentenced and un-sentenced inmates, civil detainees, US Marshals inmates, CPC 1170(h) inmates, etc.

Inmates with disabilities are entitled to the same rights, privileges, and services as other inmates of the same classification level. While the ADA does not specify specific impairments, an inmate is covered by the ADA when the inmate has a permanent, temporary, or intermittent condition that impacts a major life activity. Some examples of major life activities include bathing, caring for one's self, moving from place to place, understanding or interpreting instructions, and eating.

Each inmate covered under the ADA must be reasonably accommodated through some means, such as modified housing for wheelchair access, or closed-captioning on the television for someone with a hearing impairment.

DEFINITIONS:

Disability: An individual has a disability if there is a physical or mental impairment that substantially limits one or more major life activities; or the individual has a record of such an impairment; or the individual is regarded as having such an impairment.

a) Physical or mental impairment:
    1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
    2. Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities
    3. The phrase physical or mental impairment includes, but is not limited to, contagious and non-contagious diseases; orthopedic, vision, speech and hearing impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; mental retardation; emotional illness; specific learning disabilities; HIV disease (whether symptomatic or asymptomatic); tuberculosis; and issues caused by past drug addiction and alcoholism.
    4. The phrase physical or mental impairment does not include homosexuality or bisexuality.
b) Major life activities: Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
c) Has a record of such an impairment: Has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.
d) Is regarded as having an impairment:
    1. Has a physical or mental impairment that does not substantially limit major life activities, but that is treated by a public entity as constituting such a limitation.
    2. Has a physical or mental impairment that substantially limits major life activities but only as a result of the attitudes of others toward such impairment or, has none of the impairments defined in paragraph 1 of this definition, but is treated by a public entity as having such an impairment.
e) The term disability does not include:
    1. Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders.
    2. Compulsive gambling, kleptomania, or pyromania; psychoactive substance use disorders resulting from current illegal use of drugs.

Reasonable Accommodation: Any change in the facility or field environment, policies, procedures, or the manner in which tasks are completed that enables a qualified individual with a disability to participate in and receive the same benefits from a program or service. This includes ensuring a qualified individual's opportunity to receive the same benefit of service. Reasonable accommodation does not require fundamental alteration of the nature of a program or activity.

Auxiliary Aids and Services: Includes, but is not limited to, assistive communication devices for the deaf, hard of hearing, and visually impaired (e.g., TDD/TYY, closed caption video as necessary and appropriate, Braille, audio technology, large print); a qualified interpreter (or, in some circumstances, an interpreter who demonstrates proficiency adequate to the task); providing a reader or note taker; use of an elevator by mobility-impaired inmates to enable access to programs; and modification or acquisition of adaptive equipment and devices.

Undue Burden: An accommodation(s) which would result in a fundamental alteration in the nature of a program or activity, or an undue financial and administrative hardship. An accommodation will not impose undue hardship on the Department or compromise the safety or security of staff, inmates or others at facility or field sites.

Qualified Individual With a Disability: An individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

1606.1 – ADA Procedures

a) Intake

1. The Booking Loop will be utilized to receive, book, and process all incoming qualified inmates with disabilities.
2. When CHS becomes aware of a qualified inmate with a disability, an interview will occur between CHS, Classification, ADA Compliance Staff and the inmate to determine reasonable accommodations and auxiliary aids for the inmate. The decision as to what type of accommodation/modification is appropriate is made on a case-by-case basis. Reference CCOM section 1201.13 “Inmates with Disabilities.”
3. Inmates with disabilities may arrive with an assistive device, such as a cane, crutch, walker, wheelchair, etc. Unless a Captain or Watch Commander determines and documents, based on an individualized assessment, that the said device constitutes an immediate risk of bodily harm to inmates, staff or threatens the security of the facility, the inmate shall be allowed to retain the device. If there is a security issue with a specific device (e.g. metal tipped cane), the inmate will be provided a County-approved substitute device. These inmates will be permitted to possess their assistive device in a temporary holding cell at all times.
4. Triage Medical Staff will contact the IRC Operations Sergeant and the ADA Deputy whenever a qualified inmate with a disability enters triage. If the Sergeant is not available, the telephone call will automatically transfer to the Receiving Guard Station Deputy (available 24 hours-a-day).
5. For inmates requiring the use of orthopedic or prosthetic devices while in custody, please refer to CCOM section 2108.1(h).
6. Triage Medical Staff will complete a Classification/Housing Review/ADA Booking Checklist form according to medical protocol. Triage Medical Staff will indicate “ADA” and the specific impairment on the form. (Face- to-face interviews are required for inmates in a wheelchair or those who cannot stand for the interview). A copy of this form will be given to the Receiving Guard Station Deputy.
7. The Operations Sergeant or the Receiving Guard Station Deputy will designate a First Floor Deputy to ensure reasonable accommodations are made during the booking process.
8. If an inmate is wheelchair bound, mobility impaired, or requires the use of a wheelchair accessible holding cell, the Classification Deputy will complete the bottom portion of the Classification/Housing Review/ADA Booking Checklist form confirming all booking activities are completed. The deputy will checkmark “yes” or “no” in the boxes provided and place his/her initials and PID number next to each activity. Completed forms will be delivered to the IRC Operations Sergeant’s Office by the assigned deputy. Completed forms will be collected by the Administrative/ADA Deputy.
9. The Operations Sergeant will enter the following information into the Corrections Sergeant Log under the drop down menu, “ADA Booking Process:"
    i. The date and time the inmate enters the triage area.
    ii. The name of the deputy assigned to ensure reasonable accommodations are made.
10. Reasonable accommodations will be made during the intake process. Some examples are:
    i. Using a counter modified for accessibility to assist inmates who are not able to reach or see over standard counters.
    ii. Conducting face-to-face interviews by Medical and Classification Staff, for inmates who are not able to stand.
    iii. Fingerprint using a portable rolling cart or clipboard, so the inmate does not have to reach up above his/her shoulder height.

11. Inmates who have special or chronic medical needs will be accommodated and/or expedited through the booking process per CHS instructions.

b) Accessible Housing
   1. Qualified inmates with a disability will have access to the same services, programs, and activities offered to other inmates of the same classification level.
   2. Inmates will have proper access to showers, toilets, sinks, necessary accessibility equipment, etc.
   3. Inmates with disabilities may arrive with an assistive device, such as a cane, crutch, walker, wheelchair, etc. Unless a Captain or Watch Commander determines and documents, based on an individualized assessment, that the said device constitutes an immediate risk of bodily harm to inmates, staff or threatens the security of the facility, the inmate shall be allowed to retain the device. If there is a security issue with a specific device (e.g., metal tipped cane), the inmate will be provided a County-approved substitute device. These inmates will be permitted to possess their assistive device in their housing location at all times.
   4. When an inmate requiring an assistive device is moved outside of their assigned housing location for court, visiting, chow hall, medical appointment, etc., while being moved between floors, up or down stairs and/or escalators, a deputy may escort the inmate on a case-by-case basis in order to maintain the inmate's safety.

c) Court Transfer Procedures
   1. Inmates requiring the use of accessible holding cells will either be held in cells designed to be accessible, or be prepared for court in their respective housing units and moved directly from their housing units to awaiting vehicles in the court transfer area.

d) Release Procedures
   1. Reasonable accommodations will be provided to inmates during the release process. Inmates requiring the use of accessible cells will either be held in cells designed to be accessible, or be prepared for release in their respective housing units and expedited through the release process.

e) System-wide Functions
   1. The JCATT Administrative Manager will manage the Sheriff's Department's ADA compliance.
   2. The Administrative Sergeant at each facility will serve as the ADA compliance officer for their respective facility. The Administrative Sergeants will receive training on accessibility standards, their application in jail settings, and the compliance officer's responsibilities to process and respond to requests for accommodation and/or complaints of denial of access to programs and services.
   3. In addition to the facility Administrative Sergeants, one deputy from the Central Jail Complex (CJX) and one deputy from the Theo Lacy Facility (TLF) will be assigned to monitor ADA compliance under the Jail Compliance and Training Team Supervisor.
   4. Inmates identified by CHS staff will be interviewed by the facility ADA Deputy. Each inmate will be notified in writing regarding what level of programs and services he/she is eligible to receive based on classification level and medical needs. In addition, each inmate will receive a copy of the jail rules and correctional programs brochure.
   5. Each week, the ADA Deputy will forward a current list of qualified inmates with disabilities to each area where they are housed. The list will specify what level of programs each inmate is eligible to participate in based on his/her classification level and medical needs.
   6. Initial training will be given to all safety personnel through the Jail Academy, to ensure that they are aware of the guidelines in this administrative directive and their duties, if any, related to it. Updated training for transportation personnel, programs staff members, and security staff members assigned to housing locations where disabled inmates are housed will be provided as necessary.
   7. Tracking logs will be maintained for qualified inmates with disabilities. The logs will include outdoor recreation times and locations, dayroom, shower access (if separate from dayroom), and any other specific information documenting accommodations made for the inmate. The log will also include the dates, times, and locations of public visits.

8. Documentation will be maintained according to the department records retention schedule for that type of information.
9. Documentation of staff training will be maintained according to the department records retention schedule for that type of information.

1606.2 – Programs and Services

a) Qualified inmates with disabilities will have access to visiting, church services, inmate programs, dayroom/recreation, etc. consistent with their classification level.

b) Staff will provide reasonable modifications to jail rules, policies, and practices to enable inmates to participate in the services, programs, and activities offered to other inmates of the same classification level. Some examples of reasonable accommodations include:

1. Using a sign language interpreter, Video Remote Interpreter (VRI), or other means to ensure proper communication with deaf inmates (e.g., jail rules & rights, Miranda admonishments, interviews, disciplinary hearings.) The complexity and importance of the communication, the number of people involved, and the length of the communication are some factors to consider when deciding on the best method of assistance.
2. Providing Telecommunications Devices for Deaf Persons (TDDs), Video Relay Services (VRS), or other texting devices to allow deaf inmates to make telephone calls. These devices, and directions for usage, are maintained inside the Central Jail Watch Commander's office.
3. The device used to provide VRI and texting usage for deaf and/or hard-of-hearing inmates will be stored in a lock box, located in the Central Jails Watch Commander's office. The directions for usage will be located inside the lock box. Watch Commander's approval is required for its usage. This device must be used under direct supervision of a deputy. The deputy must remain with the device during the entire length of its use.
4. Providing wheelchairs, crutches, canes or other assistive devices when necessary.
5. Including the special needs of inmates in emergency evacuation plans and drills.

1606.3 – Disability Discrimination Allegations

a) Any qualified inmate with a disability who believes that he/she is the subject of disability discrimination should use the grievance procedure described in Jail Operations Manual 1600.5 and posted in all housing areas. The inmate must indicate in the box provided on the grievance form that the grievance is disability related. The grievance should be addressed to the facility Administrative Sergeant, who is the designated ADA coordinator for each facility.

1606.4(a) California Department of Corrections and Rehabilitation ADA Notifications

a) Pursuant to Federal Court Order, the CDCR is required under Armstrong v. Brown to send daily electronic notifications to county jails regarding newly booked parolees, who are Armstrong class members, providing information about their disability status and accommodations previously provided while in state prison. Keep in mind the person's disability or accommodations may have changed since release from state incarceration or while on parole. The OCSD guidelines for sharing CDCR notifications are as follows:

1. ADA Compliance and CHS Case Management staff receives CDCR notifications via email.
2. Inmate is located in OCSD Sheriff's Data System.
3. ADA Compliance and CHS Case Management staff collaborate as necessary to determine course of action.
4. CHS Case Management staff may follow up regarding medical issues. This may include a face to face interview with Case Management, including a follow up appointment(s) with a nurse or doctor, if needed.
5. ADA compliance staff may follow up, as necessary to provide appropriate housing and programming accommodations.
6. Every CDCR notification received is inputted into a database maintained by OCSD ADA Compliance staff according to the department records retention schedule.

1606.4(b) California Department of Corrections and Rehabilitation ADA Grievance Notifications

a) Pursuant to Federal Court Order, under Armstrong v. Brown, CDCR Parole/Notice Agents are required to ask Armstrong class members to self-identify any disability needs related to assistive devices, housing and programming. They will provide class members with a Reasonable Modification or Accommodation Request CDCR form and a self-addressed, postage-paid envelope. CDCR Parole/Notice Agents inform Armstrong class members they can use the form to file a grievance if they believe they are not receiving assistive devices, housing or programming accommodations in the county jail.

b) Upon receipt of a CDCR Grievance from an Agent of CDCR, OCSD, and more specifically the ADA Compliance Team will follow the processing outlined in CCOM 1600.5.

Policy 1700 – Security and Control

1701 - Facility Responsibilities and Mandatory Checks

Jail Operations facility equipment and procedures will be inspected daily to ensure the integrity of facility security. Corrective action will be taken promptly to repair faulty equipment or update procedures.

1701.1 - Employee Responsibilities

a) Every employee of the facility will be observant and aware of equipment and procedures in their assigned area(s).
b) At the beginning of every shift, employees will conduct an inventory of all equipment assigned to and/or necessary to carry out duties in their work location. All equipment will be accounted for and checked to ensure it is functioning properly.
    1. The inventory and equipment check will be documented on the Guard Station Log.
    2. Any missing or malfunctioning equipment will be reported to the area supervisor and documented on the Guard Station Log.
    3. Equipment with batteries such as handheld cameras, Taser's and radios will be checked for battery charge. The handheld camera will be checked for available memory.
c) Employees will notify their supervisor regarding defective or missing security and non-security equipment.
d) Employees will notify their supervisor of any issues that would affect the carrying out of their assigned duties.
e) Routine repairs of facility equipment will be requested utilizing the "Facility Ops. Maintenance Request" link on the OCSD Intranet site. The work request confirmation number shall be logged in the Guard Station Activity Log.
f) Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
g) Employees will use security equipment correctly to ensure longer service.

1701.2 - Supervisor Responsibilities

a) Each supervisor will visit and inspect their area(s) of responsibility during their assigned shift to ensure integrity of security devices and facility structures.
b) Supervisors will verify all inventory and equipment checks are completed in their area(s) of responsibility and document this information noted on the Custody Operations Supervisor's Log.
c) Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates regarding the condition of security equipment.
d) The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Custody Operations Supervisor's Log.
e) Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures are performed correctly and in a timely manner.
f) Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted by the supervisors to the Watch Commander.

1701.3 - Monthly Formal Inspections

a) The Sergeants will conduct formal inspections of the facility during their assigned shifts.
b) The Sergeant will identify noted deficiencies and ensure work requests are submitted on needed repairs.

1. The noted deficiencies and work request numbers/date requested will be documented and submitted to the Watch Commander by the end of the first week of the following month.

c) Repairs that involve safety issues will be immediately addressed.
d) The Watch Commander will conduct formal inspections of the facility during their assigned shifts.
e) The Watch Commander will submit an Internal Memo to the Division Commander by the end of the second week of the following month.
    1. The memo will identify deficiencies from their inspections and the inspections of their Sergeants.
    2. State what corrective action the Watch Commander and the supervisor performed.
    3. Explain when a follow up inspection was conducted and what action the Watch Commander performed.
    4. Include an update describing any long-standing, unresolved equipment or procedural problems.
f) Responsibility for specific areas of the facilities can be assigned to specific supervisory staff at the discretion of the Division Commander.

1701.4 - Annual Security Inspection

a) The Division Commander shall review both internal and external security measures at least annually if not more frequently.
b) The Division Commander will submit all reviews on an Internal Memo to their respective command staff. The report will:
    1. Identify noted deficiencies.
    2. Describe any corrective action the Division Commander performed.
    3. Explain when a follow up inspection was conducted and what action was performed.
    4. Include an update describing any long-standing, unresolved equipment or procedural problems.

1701.5 - Inspection of Perimeter

a) Facility Perimeter:
    1. The Watch Commander or designee shall assign a staff member to inspect the facility perimeter, once between the hours of [redacted] and once between the hours of [redacted]
    2. Staff members will look for damage, signs of tampering or any other condition that may be considered a breach of security. This shall include:
        i. [redacted]
        [redacted] around the facility
        iv. [redacted]
        v. All other areas that could allow a breach to the security of the facility
    3. Foreign objects will be inspected, removed and placed in trash containers outside security.
    4. Damaged or malfunctioning equipment will be reported to a Sergeant at the conclusion of the search.
b) The inspection of the perimeter will be documented in the 24 Hour Jail Operations Log.
    1. A written report of the inspection will be submitted to the Watch Commander if any damage, signs of tampering or other breach of security is discovered.
c) The Watch Commander shall take immediate and appropriate action to ensure the security and integrity of the perimeter.

1701.6 - Plumbing Tunnel Check

a) A plumbing tunnel check is required behind all housing areas, [redacted] between the hours of [redacted] to [redacted] and once between the hours of [redacted] to [redacted]
b) The Plumbing Tunnel checks will be documented on the Guard Station log.
c) The purpose of the check is to locate signs of escape, unsafe facility conditions and inmate observation.
d) All unusual security conditions will be brought to the attention of the area sergeant.
e) A Plumbing Tunnel Check is not a safety check and shall be conducted by sworn staff only.

1701.7 - Stairwell Check

a) The Watch Commander or designee shall assign a staff member to inspect the facility's stairwells, once between the hours of [redacted] to [redacted] and once between the hours of [redacted] to [redacted] To fit the needs of the facility, the Division Commander can approve individual housing area's staff members to inspect their housing location's connecting stairwells.
b) This check will be conducted in accordance with the established facility evacuation procedures.
c) Stairwell checks will be documented on the 24 Hour Jail Operations Log.
d) The purpose of the check is to locate signs of tampering, any condition that may be considered a breach of security, ensure security door alarms are in working order and identify unsafe facility conditions.
e) All unusual security conditions will be brought to the attention of the area sergeant as soon as practical.
f) Refer to CCOM 2602 – Fire Safety and Evacuation Procedures.

1701.8 – Sally Port Integrity

a) A sally port is defined as a secure entry or exit way that consists of a series of at least two or more doors or gates.
b) The electric sally port doors are controlled by the Deputy/CSA/SSO who will open the door by remote control from the guard station.
c) Sally port doors are to be opened one door or gate at a time. Sally port doors are to remain closed at all times when not in use to ensure facility security.
d) Sally port doors should never be opened simultaneously via override creating a breach of security unless under the following conditions:

[redacted]

    i. If one of the above instances occurs and both sally port doors need to be opened, a deputy will standby and monitor the sally port to ensure facility security.

1702 - Security Identification

1702.1 - Employee Identification

a) To maintain the internal security of the facility, all employee entrances will control access to and from the facility. Each security entrance (Main Control, Main Gate, and Receiving Guard) will coordinate, integrate and monitor all external and internal security, communications and safety systems of the facility to ensure order, security and safety for staff, visitors and inmates.

1. All non-uniformed staff, professional staff, and outside agency staff will display an authorized identification badge at all times. This identification will be presented to the security entrance (Main Control, Main Gate, and Receiving Guard) staff member prior to entering or exiting the facility.
2. DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside a jail facility.

1703 - Main Control Guard Station

Main Control will coordinate, integrate and monitor all external and internal security, communications and safety systems in the facility in order to ensure order, security and safety for staff, visitors and inmates.

1703.1 - Main Control Access

a) Access to the Main Control Guard Station will be strictly controlled by Main Control staff members.
   1. The Guard Station door will remain closed and locked except when being used to enter or exit.

b) When approved personnel or visitors request to enter Main Control, the assigned staff members will open the door from inside.

c) Only the assigned staff members on duty, or designated others, will be permitted in the Guard Station, including the following:
   1. The Operations Sergeant, Watch Commander or Division Commander.
   2. Relief Deputies/SSOs/CSAs.
   3. Staff assigned by the Operations Sergeant or Watch Commander to assist Main Control staff members.
      i. A CST and an inmate worker may be in the Guard Station only long enough to perform clean-up work.
   4. Maintenance/repair personnel may be in the Guard Station while performing work.
   5. Visitors approved by the Division Commander, Watch Commander or a Sergeant may be in the station while being escorted by other staff.
      i. Visitors may not operate any controls or instruments while in the Guard Station.
      ii. Visitors will be kept under constant observation by the escort staff while in the Guard Station.
   6. Throughout the shift, the Operations Sergeant will verify the status of assigned staff in Main Control.

1703.2 - 24-Hour Jail Operations Log

a) The Main Control staff member will be responsible for maintaining the facility's 24 Hour Jail Operations Log. This log will briefly note in chronological order, all of the day's noteworthy events, referencing report numbers, staff and inmates involved, and time/location of occurrence.

b) This log will include an entry that lists each shift's Watch Commander, Sergeants, and Main Control Staff.

c) Each log will include activities that occur between 0000 hours and 2359 hours.

d) Contents of the log will be consistent among jail facilities.
   1. Incident numbers will consist of the facility designator, date, and time an incident occurred (example: MJ010708/1330). If a Use of Force occurred, it will also be noted on the entry.
   2. Crime report case numbers (DR Number) will be included with the Jail Incident Number.
   3. Involved staff and inmate names with booking numbers will be included. A brief synopsis of the incident will also be included in the "Disposition" column of the log.

4. An entry will be made on the log to document the beginning of each shift.

e) The Watch Commander will review the log prior to the end of their shift and at the end of the day. The Watch Commander will document their review in the 24 Hour Jail Operations Log. This will indicate knowledge and approval of the log's contents prior to the review.

1704 - Key Control

The control and accountability of all keys is critical to maintaining facility security. All keys necessary to the operation of the facility shall be maintained in and issued from the appropriate facility location.

1704.1 - Key Lockers – Inventory

a) Storage lockers for keys not checked out will be secured in the appropriate facility location.

b) Doors to the key lockers will remain closed and locked when keys are not being inventoried, issued or returned.

c) [redacted]

1. The assigned staff members will maintain control of assigned keys at all times while on duty.

d) Each key locker will have numbered pegs in the locker upon which correspondingly numbered key sets will be hung when not in use.

e) Each facility will keep inventory of all key sets assigned to that facility.

1. The inventory will be dated and signed by the Division Commander's designee.
2. Any changes to the inventory will be made by the Division Commander's designee.

f) Jail keys may not be kept or duplicated by anyone without the Division Commander's approval.

1704.2 - Key Accountability

a) It will be the responsibility of the assigned [redacted] staff member to account for all keys.

b) At shift change, the on-coming [redacted] staff member will conduct a visual check of the key locker to ensure every key peg has a key set or Key Control Card attached. Any peg without a key set or Key Control Card will be brought to the attention of the off going [redacted] staff member. It will be the off-going [redacted] staff member's responsibility to account for the key set.

c) The off-going [redacted] staff member will not be relieved from duty until this check has been completed to the satisfaction of the on-coming [redacted] staff member.

d) Once the on-coming [redacted] staff member is satisfied with the key inventory and allows the off-going [redacted] staff member to leave, the staff member then assumes full responsibility for the keys.

e) When the [redacted] staff member needs to be relieved during the shift, the above listed procedures will apply to the relieving staff member.

1704.3 - Key Issuance

a) Most key sets are comprised of only those keys that will be required of a designated staff member in an assigned position. A Key Control Card is needed to have security keys issued at any facility. If no Key Control Card has been issued, approved identification (e.g., Department I.D., Driver's License, etc.) may temporarily be accepted.

b) Emergency/evacuation key sets will be clearly designated.

1. [redacted]

c) All key sets are numbered and have the designated position stamped on the key ring tag.

d) Keys will not be issued to one staff member for later transfer to another member.

1. The Log will be marked to identify the shift and dated.

e) As the oncoming shift passes by the pass-through window, they will be issued a key set.

1. The requesting staff members will exchange their Key Control Card for the necessary keys.

1704.4 - Handling of Keys

a) All employees will observe the following key control procedures:
   1. Carry and use keys as inconspicuously as possible.
   2. Avoid reference to key numbers or any identifying information in the presence of inmates.
   3. Employees will not mark keys for identification.
   4. Avoid dropping keys. Keys shall be exchanged hand-to-hand, never tossed or thrown.
   5. Do not force keys into locks. If a lock does not function easily, the malfunction shall be reported to a Sergeant and the Main Control staff member.
   6. Inmates are never permitted to handle security keys under any circumstances.
   7. Employees will not exchange keys with other employees at their work station.

1704.5 - Key Return

a) All security keys will be returned at the [redacted] Guard Station whenever the employee leaves the security area of the jail.
   1. Staff must leave their keys at [redacted] exiting the security area.
   2. In times of urgent responses to assist the [redacted] deputies at the [redacted] and [redacted] will leave their key sets at [redacted]
   3. When leaving the facility at the conclusion of the shift, keys must be checked back in. Once the key set is checked back in, the employee will have their Key Control Card returned.

1704.6 - Broken or Worn Keys

a) Whenever a key is broken or no longer works properly, the staff member using the key will inform their supervisor.
   1. The supervisor will determine if the lock has been rendered inoperable and will determine if immediate locksmith services are needed.
   2. All pieces of the key will be recovered by the supervisor.

b) A memorandum describing the key breakage will be written by the involved employee. Original will be given to the Watch Commander and a copy given to facility CST Sergeant.

c) Broken keys (all pieces) will be turned in to the [redacted] staff member

d) The Watch Commander will authorize the key's replacement and review the memorandum to ensure that the key was used properly.
   1. If improper use was involved, the employee will be informed of proper key usage.
   2. If willful misconduct is linked to the breakage, the Watch Commander will be notified for possible further action.

1704.7 - Extra Keys

a) Extra keys will be retained in the designated facility key safe.

1704.8 - Lost/Misplaced/Not Returned Key Sets

a) Lost or misplaced keys will be brought to the employee's supervisor's attention. An immediate search will be conducted.
   1. The area sergeant will seal off the area in which the keys are believed lost.
   2. Assistance with the search may be summoned.
   3. Any inmates in the area will be properly searched.

b) The [redacted] staff will notify the Watch Commander of any keys not properly returned.
   1. When a [redacted] staff member discovers an unaccounted key set at the end of a shift, the responsible employee will be contacted.
   2. When the employee has gone off-duty and left the facility, the Operations Sergeant will call their residence and/or other contact number.

3. When an employee discovers that they have a key set outside security, or at home, they will immediately return the key(s) to [redacted]

c) A Jail Incident Report will be written on all lost, misplaced or un-returned keys.
   1. Lost keys must be documented on a report prior to the end of the employee's shift.
   2. When keys are found or relocated, that information will be documented in a Jail Incident Report.

1704.9 - Key Control Cards

a) All employees will observe the following key control card procedures.
   1. Key control cards are generally distributed to all employees who work inside the facility. It is each employee's responsibility to exercise care and control of their key control card.
   2. These cards are important security items and should be handled/treated as any facility security key set.
   3. If a facility key control card is lost, damaged or destroyed, the Operations Sergeant will be notified.

1704.10 - Identification / Electronic Access Cards

a) Employees may be issued identification cards which can be used as electronic access cards. These access cards are to be treated as any other key issued by the Sheriff's Department. At no time will inmates be permitted to handle electronic access cards.

1706 - 800MHz Radios

1706.1 - Issuance of Handheld Radios

a) Handheld radios assigned to specific locations throughout each facility will be accounted for on the appropriate inventory sheet once per shift.
b) Staff personnel will check out radios prior to going on duty and will return them when going off duty.

1706.2 - Operation of the Handheld Radio Unit

a) The primary frequency for each facility are as follows:
   1. CMJ / CWJ / IRC - [redacted]
   2. TLF - [redacted]
   3. JMF - [redacted]
b) The radio call signs for each facility are as follows:
   1. IRC
      i. Division Commander [redacted]
      ii. Lieutenants [redacted]
      iii. Sergeants [redacted]
      iv. Deputies [redacted]
   2. CMJ
      i. Division Commander [redacted]
      ii. Lieutenants [redacted]
      iii. Sergeants [redacted]
      iv. Deputies [redacted]
   3. CWJ
      i. Division Commander [redacted]
      ii. Lieutenants [redacted]
      iii. Sergeants [redacted]
      iv. Deputies [redacted]
   4. TLF

i. Division Commander [redacted]
ii. Lieutenants [redacted]
iii. Sergeants [redacted]
iv. Deputies [redacted]

5. JMF
   i. Division Commander [redacted]
   ii. Lieutenants [redacted]
   iii. Sergeants [redacted]
   iv. Deputies [redacted]

c) Accidental activation of the radio's emergency button will require the staff member to contact the on-duty Sergeant and the Sheriff's Emergency Communications Bureau to clear the activation.

1710 - Inspections, Searches & Contraband

1710.1 - Purpose of Search

a) Random, unscheduled searches of inmates and the facility will be conducted periodically in order to:
   1. Prevent the introduction of weapons or other contraband into the facility.
   2. Detect the presence of weapons, escape devices or other contraband within the facility.
   3. Check malicious waste or destruction of facility property.
   4. Prevent hoarding of jail supplies, commissary, or any other property, and maintain sanitary conditions in the facility.
   5. Inspect areas susceptible to use for escape routes and hiding contraband, including, but not limited to vents, grates, roof and plumbing tunnel access areas.

1710.2 - Search Process

a) The Guard Station Deputy/SSO/CSA will observe the search and maintain control of doors in the area during the search.
   1. Additional Search Locations may include:
      i. Kitchen: A Sergeant will supervise periodic, unannounced searches of the kitchen. The search will be conducted with a minimum of interruption to food service staff. The Senior Head Cook will be informed of the discoveries in the kitchen that were noted in the search.
      ii. Clothing Room/Property Storage Rooms: Periodic, unannounced searches of the Clothing and Property Storage Rooms will be supervised by a Sergeant. Unsealed or untagged property/clothing will be brought to the Clothing Room CST's attention for proper storage and inventory. The search will be conducted with a minimum of disruption to the unit's functions. Searches of the women's clothing area will be conducted by female deputies; Searches of the men's clothing area will be conducted by male deputies, unless directed otherwise by the Watch Commander.

b) The Housing Deputy/SSO/CSA will direct inmates out of the search area and into a secure area.
   1. Inmates will be dressed in full jail issue unless directed otherwise by the Deputy conducting the search.

c) Deputies will search each cell and bunk, separating the blanket and sheets and examining the mattress.
   1. Bedding materials will be left on the bunk at the conclusion of the search.
   2. Excess jail issue property will be collected and returned to its point of issue (e.g. laundry, library, or warehouse).

3. All areas inside the cell will be searched. Dark areas should be illuminated by use of a flashlight.
4. Deputies will use extra caution to not rub their fingers and hands over areas that cannot be seen. Sharp, hidden objects may cause severe injuries.

d) Deputies will not destroy jail or personal property during the search. Searches are not to be viewed as punishment.
   1. Handcrafted items deemed to be contraband will be disposed of in the appropriate security trash.
   2. Non-criminal contraband will be disposed of in the appropriate security trash.
   3. Excess jail issue property will be collected and returned to its point of issue.
   4. Excess personal property items will be handled in accordance with CCOM Policy 1600.2(m).

e) A sergeant shall be present during any searches involving a Pro Per inmate's cell. See CCOM Policy 1203 Propria Persona (Pro Per).

f) The physical facility and equipment will be examined for damage or malfunction during the search.
   1. The sergeant and area staff member will make note of needed repairs and submit a maintenance request.
   2. Unsanitary conditions and marking on the facility surfaces will be brought to the Housing Deputies/SSOs/CSAs attention for further action.

g) All inmates will be searched prior to returning to their cells.

1710.3 - Type of Searches

a) Planned Searches

A planned search is a calculated search which involves specific steps, timing and resources used to locate drugs, weapons or contraband which may be concealed.

1. Sergeants will plan periodic searches of areas under their supervision.
2. Female deputies will be the primary searchers when searching female housing areas, and male deputies will be the primary searchers when searching male housing areas. This can be modified by an on-duty sergeant or the watch commander.
3. Each search will be planned so that it causes minimum disruption to the facility's operation.
4. Searches will be coordinated between the watch commander and the appropriate sergeant.
5. A sufficient number of deputies will be assigned to the search activity, assuring a quick and thorough search.
   i. Deputies may be assigned to the search group from any area or work assignment.
   ii. When necessary and practical, deputies may be reassigned to a search group from another facility.
6. A pre-search briefing may be conducted by the area sergeant to explain the search plan. The briefing should include:
   i. The exact area to be searched.
   ii. Beginning time of the search.
   iii. Assignments for each deputy.
   iv. Video documentation plan.
   v. Specific items of contraband being sought.
   vi. The type of search to be applied to the inmates.
   vii. The proper handling of inmate personal property.
   viii. The proper handling of evidence/contraband.
   ix. The location of inmates during the search.
   x. The expected ending time of the search.
7. A sergeant will be present during the entire search.

i. The sergeant will direct the search activities.
ii. The sergeant will observe the end of the search and facilitate the return of inmates to their cells/barracks.
iii. The sergeant will listen to inmate complaints and take appropriate steps to resolve them.

b) Spontaneous Searches

A spontaneous search is unscheduled, sudden and done without planning.

1. Deputies are encouraged to conduct small-scale spontaneous searches at their discretion, at random, or in response to a criminal act or jail rule violation.
2. Deputies shall notify their immediate supervisor when practical.

c) FAST Searches (Facility Assigned Search Team)

A FAST search is the process of picking a random area (tank, series of cells, etc.) to search.

1. Each facility will be responsible for creating and maintaining a rotating search schedule that will be approved by the Division Commander to ensure all operational and housing areas are searched regularly.
2. The schedule will be posted in the Watch Commander's office. The Watch Commander will be responsible for making the proper notifications and adhering to the schedule.
3. The Watch Commander can deviate from the schedule based on the needs of the facility.
4. If a FAST search cannot be completed as scheduled or is deviated from, the Watch Commander shall document the reason in the Custody Operations Supervisor's Log.
5. A sergeant will be present during the entire FAST search.
6. At the conclusion of the FAST search, the sergeant will designate a staff member to document the FAST search on the 24 Hour Jail Operations Log and a Search Report.
7. The Deputy/CSA/SSO assigned to the housing area of where the search occurred will document the FAST search on the Guard Station Log.

1710.4 - Body Searches of Inmates

a) General

1. Staff will maintain the health and safety of inmates and staff, and the security of our facilities by searching inmates to restrict the introduction, possession, and distribution of contraband substances and objects.
2. Staff will conduct searches in a professional and dignified manner. Staff will not make degrading or insulting remarks.
3. Staff will not use searches to punish, harass, or embarrass any inmate.

b) Gender Restrictions

1. Refer to Section 2900.1 for definitions of the following: Gender, Gender Expression, Gender Identity, Gender Non-Conforming, Intersex and Transgender.
2. Staff conducting a body search will be the same gender as the inmate being searched unless as noted in Section 1710.4(b)(5). "Body search" means a pat down/grasping hand search or an Extended Correctional Search. For strip/visual body cavity searches, see Section 1710.4(e). At no time will any search be conducted solely for the purpose of determining an inmate's genital status.
3. All body searches of inmates shall be conducted in a manner that complies with current law.
    i. California Penal Code Section 4021 states in part: "It shall be unlawful for any officer, station officer, jailer, or custodial personnel to search the person of any prisoner of the opposite sex, or to enter into the room or cell occupied by any prisoner of the opposite sex, except in the company of an employee of the same sex as the prisoner.

Except as provided herein, the provisions of this subdivision shall not be applied to discriminate against any employee by prohibiting appointment or work assignment on the basis of the sex of the employee."

ii. According to the Attorney General, "the word 'sex' is consistently defined throughout the codes to mean 'gender' and 'gender' is consistently defined to mean 'sex' and includes 'gender identity' and 'gender expression.'" (Cal. Attorney General Opinion, No. 17-302.)

4. If there is prior knowledge that an inmate is gender non-conforming or has a gender identity which differs from their genital status, staff will do the following when determining the appropriate staff to conduct the body search:
   i. Staff will take into account the gender identity offered by the inmate. If the inmate declines to state their gender identity, staff will take into account the gender expression of the inmate.
   ii. Staff will ask the inmate their preference regarding the gender of staff who will conduct the search. This preference will be documented on the Search Preference Form.
   iii. Staff will conduct body searches utilizing staff of the same gender as the inmate's gender identity or gender expression, while also considering the preference of the inmate indicated above.
   iv. It is not a cross gender body search if an inmate is searched by staff who is of the same gender as the inmate's gender identity, even if the inmate's genital status differs from their gender identity.
5. Notwithstanding any of the above sections, cross-gender body searches may be conducted:
   i. In exigent circumstances.
   ii. At the direction of the watch commander.

   Staff conducting a cross gender body search must document the search in an information, jail incident, or crime report as appropriate. The report will include the circumstances which necessitated the cross gender body search and the name of the authorizing supervisor.

c) Pat Down/Grasping Hand Search
1. Definition
   i. A pat down search is a search of an inmate's clothing and body. It generally does not require the inmate to remove clothing other than shoes and socks. Jackets, sweaters, sweatshirts, and other extra clothing may be removed as long as one layer of clothing remains covering the inmate's undergarments.
   ii. The search is conducted using the "grasping hand" technique as taught in the OCSD Academy. The deputy conducts an initial pat/frisk to locate any sharp objects which may be a hazard. The deputy then uses his or her hand to grasp, pull, and twist the clothing, using the sense of touch to locate contraband concealed within or underneath the clothing.
2. Use and Restrictions of the Pat Down Search
   i. The pat down search is the least intrusive search. It may be used to search any arrestee or inmate in our custody. Pat down searches may be conducted on a routine or random basis without a threshold level of suspicion.

ii. Staff conducting a pat down search will be the same gender as the inmate in accordance with 1710.4.b.

d) Extended Correctional Search

1. Definition
    i. An Extended Correctional Search requires inmates to remove all garments except their undergarments. Undergarments are defined as boxer shorts for males and bra and panties for females.
    ii. The Extended Correctional Search allows staff to more thoroughly examine the outer garments and to visually inspect the undergarments.
2. Use and Restrictions of the Extended Correctional Search
    i. An Extended Correctional Search will not be conducted on any arrestee in the intake process, prior to housing. This includes, but is not limited to:
        A. Off the street bookings.
        B. Cite and release bookings.
        C. Quick release bookings.
        D. Arrestees being released on their own recognizance.
        E. Arrestees who have not had a reasonable time (at least three hours) to post bail.
    ii. An Extended Correctional Search may be used to search any inmate who is housed in our jail system. Staff may use an Extended Correctional Search to search multiple inmates of the same gender in a group. Extended Correctional Searches may be conducted on a routine or random basis without a threshold level of suspicion.
    iii. Staff conducting an Extended Correctional Search shall be of the same gender as the inmates they are searching in accordance with 1710.4.b.
    iv. Staff will not ask or require the inmate to expose any area covered by the undergarments.

e) Strip and Visual Body Cavity Searches

1. Definition

    i. A strip search requires an inmate to remove or arrange some or all of their clothing to permit a visual inspection of their breasts, buttocks, or genitalia.
    ii. A visual body cavity search is the visual inspection of the rectal cavity or the vaginal cavity.
    iii. A physical body cavity search means a physical intrusion into a body cavity for the purpose of discovering or retrieving any object concealed in the body cavity.
    iv. The legal and procedural requirements for conducting either a strip search or a visual body cavity search are the same. For simplicity, the term “strip search” will be used to refer to both types of searches.
    v. The strip search allows staff to locate contraband which is not readily discoverable through less intrusive searches.
    vi. For purposes of this section, “housing” refers to all housing areas of the jails, as distinguished from temporary holding areas.

f) Use and Restrictions of Strip Searches

1. No strip search will be conducted on an inmate until at least six hours have elapsed from the time of booking, which is sufficient time for inmates to post bail or be released on their own recognizance. An exception is if there is reasonable suspicion to believe the inmate is

concealing contraband. In those instances, deputies are to follow section "Strip Searches Requiring Reasonable Suspicion" (CCOM 1710.4(n)).

2. Inmates with "no bail" warrants or probation/parole holds may be strip searched without regard to the time elapsed from booking.
3. Strip searches will not be conducted on "Cite and Release" inmates unless there is reasonable suspicion to believe they are concealing contraband. In those instances, deputies are to follow section "Strip Searches Requiring Reasonable Suspicion" (CCOM 1710.4(n)).
4. Inmates may be strip searched under the following conditions:
5. All inmates going into housing upon completion of the booking process requirements noted above.
    i. Inmates returning from court, out of facility work assignment, hospital appointment, contact visit, or any event that caused the inmate to be removed from the secure area of the facility should be strip searched.
    ii. Inmate workers returning to their housing locations after performing their assigned duties.
6. In addition to those times when strip searches are authorized by this policy, an inmate may be strip searched before it is determined he or she will be placed in housing, or at any other time whenever there is reasonable suspicion to believe the inmate is concealing contraband or weapons. In those instances, deputies are to follow section "Strip Searches Requiring Reasonable Suspicion" (CCOM 1710.4(n)).
7. Strip searches will not be conducted for the purpose of determining an inmate's gender.
8. If a strip search is requested by an outside agency picking up and/or transporting an in-custody release:
    i. The search may be authorized by the on-duty Watch Commander or their designee.
    ii. The inmate will be released from the custody of the Sheriff's Department prior to the search.
    iii. As a courtesy, a private area/room may be provided for use by the transporting agency.
    iv. Deputies will not assist with the strip search.

g) Location for Strip Searches

1. Each facility will designate appropriate areas in which to conduct strip searches.
2. Individual privacy and sanitary conditions must be provided for each inmate during strip searches. Retractable stalls or curtains are suitable to create barriers between small/manageable groups of inmates.
3. The search area should be equipped with fixed video cameras that capture the movement of staff members, but do not show the inmates while the strip search is conducted.
    i. If fixed cameras are not available or in use, a portable or hand held camera operated by a Deputy may be used to record the search.
        A. The deputy operating the hand held camera will be the same gender as the inmate(s) being searched.
        B. The camera operator will ensure the recording captures the movement of staff members, but does not show the inmates while the strip search is conducted.

h) Strip Search Procedure

1. Inmates may be searched individually or in reasonably sized groups, with partitions between the inmates and provided there is appropriate staffing and privacy for the inmates. No inmate shall be permitted to observe the strip search of another inmate. Staff not participating in the search will not be permitted to observe the search. Staff are considered to be participating in the search if their official duties require them to be present at the time the search is conducted.
2. When inmates are searched in groups, all inmates will be of the same gender.
3. Persons conducting or otherwise present or within sight of the inmate during a strip search must be sworn peace officers and the same gender as the inmate(s) being searched, except for physicians or licensed medical personnel. This shall not preclude deputies of the opposite gender from coming to the immediate aid of deputies conducting the search if the inmate becomes disruptive.
    i. See section (CCOM 1710.4(m)). for Gender Non-Conforming Inmates
4. Persons conducting the strip search will not touch the breasts, buttocks, or genitalia of the inmate being searched.
5. If a supervisor is present, the supervisor should be the same gender as the inmate being searched. If the supervisor is the opposite gender of the inmate being searched, the supervisor will move to an area where they can hear the directives being given but are not in a position to see the inmate's breasts, buttocks or genitalia.
6. One deputy will give clear directives to the inmate being searched. Vulgar or inappropriate language will not be used during the search.
7. If contraband is discovered, the deputy will direct the inmate to remove the item. The deputy should try to secure the inmate's cooperation in the voluntary removal of the contraband. If contraband is discovered presents an immediate safety and security concern and is accessible without a physical body cavity search (such as a weapon between the buttocks), the deputy will take immediate action to handcuff the inmate and secure the contraband.
    i. If the person is in the intake process, the deputy will give the contraband to the arresting/transporting officer or deputy.
    ii. If the person is an inmate in OCSD's custody, the deputy will process the object as contraband or evidence as appropriate.
8. If the person refuses to remove the object, the requirements for a physical body cavity search or hospital monitoring will apply. The inmate will be handcuffed and removed from other inmates and monitored for his/her safety.
    i. Arrestees prior to booking will be returned to the arresting/transporting officer.
    ii. Inmates in our custody will be kept under continuous observation to prevent the destruction, use, or disposal of the contraband.
9. Contraband will not be removed from a body cavity without a search warrant unless exigent circumstances exist which require the immediate removal of the contraband. If exigent circumstances exist which require the immediate removal of the contraband, the removal will be done under sanitary conditions and only by a physician, nurse practitioner, registered nurse, licensed vocational nurse, or emergency medical technician Level II licensed to practice in this state. These circumstances must be documented in detail on an initial crime report or follow-up report.

i) Housing Transfers from Other Facilities

1. All inmate transfers from other facilities will be subject to being strip searched prior to going into housing at the new facility.

j) Weekend Commitment Bookings

1. All inmates reporting for weekend commitments will be strip searched each time they enter custody facilities for each commitment period.

k) Civil Detainees

1. All Civil Detainees are subject to being strip searched when they return from court, hospital appointments, contact visits or any out of facility event.

l) Inmates Refusing Strip Searches

1. Reasonable force may be used on inmates who meet the requirements for a strip search.
2. Inmates known to be pregnant will not be forcibly strip searched.
3. Prior to using force, the shift supervisor will advise the Watch Commander and both will respond to the search area.
4. The supervisor and Watch Commander should be the same gender as the inmate being searched. If they are not the same gender as the inmate, they will remain in the immediate area during the search, but not be in a position to see the inmate's breasts, buttocks or genitalia. This shall not preclude the supervisor and Watch Commander from coming to the immediate aid of deputies conducting the search if the person becomes combative.
5. The supervisor and/or Watch Commander should not assist in restraining /searching the inmate, other than noted in section 4 above.
6. The search will be recorded with a handheld video camera.
    i. While being video recorded, the supervisor will request the inmate to voluntarily comply with the strip search.
    ii. If the inmate refuses to cooperate, then the supervisor will explain force will be used to conduct the search.
7. [redacted]
8. Absent exigent circumstances, in order to minimize potential injuries a forced strip search should be conducted utilizing some type of padding on the floor. Each facility should designate an appropriate cell or area with sufficient padding (such as a safety cell), or utilize alternative padding material such as an inmate mattress.
9. [redacted]
10. Once clothing has been removed, staff will not touch the breasts, buttocks, genitalia or body cavities of the person being searched.
11. The search will be documented as a directed use of force and all participants will write the appropriate reports for the incident with the same departmental report number.
12. Video from the incident will be retained per policy for review of the use of force incident.

m) Gender Non-Conforming Inmates

1. If there is prior knowledge an inmate is gender non-conforming or has a gender identity which differs from their genital status, deputies should take the following steps to determine the appropriate staff to conduct the strip search:
    i. Deputies will take into account the gender identity offered by the inmate. If the inmate declines to state their gender identity, deputies will take into account the gender expression of the inmate.

ii. Deputies will ask the inmate their preference regarding the gender of deputies who will conduct the search. This preference will be documented on the Search Preference Form.
iii. Deputies will conduct strip searches utilizing deputies of the same gender as the inmate gender identity or gender expression, while also considering the preference of the inmate indicated above.
iv. Gender non-conforming inmates will only be searched individually and not in groups.

n) Strip Searches requiring Reasonable Suspicion

1. Under certain circumstances, strip searches may be authorized only when reasonable suspicion exists to conduct the search.

i. In addition, an inmate may be strip searched before it is determined he or she will be placed in housing, or at any other time, when there is reasonable suspicion to believe the inmate is concealing contraband or weapons.

2. Reasonable Suspicion Strip Search Procedure

i. Under this section, a deputy may conduct a strip search only if the deputy determines there is reasonable suspicion to believe the person is concealing contraband, based upon specific and articulable facts and circumstances, and a strip search will likely result in the discovery of the contraband.
ii. The deputy seeking the strip search will document the facts and circumstances which establish reasonable suspicion on a "Custody Operations Strip Search Authorization" form and present the completed form to their Sergeant for review.

A. Reasonable suspicion must be based on factors observed by staff and may not be based solely on the nature of the charges. These factors may include:

1. Observation of unusual or suspicious appearance or behavior
2. Evasive or inconsistent responses to questions
3. Discovery of contraband during a less intrusive search
4. Alert from an electronic scanning device
5. The inmate's criminal history, particularly prior felony or misdemeanor convictions for crimes involving violence, weapons, or possession of controlled substances; and/or participation in criminal gangs
6. The inmate's custodial history, particularly any record of acts of violence or possession of contraband
7. Booking charges involving weapons, possession of controlled substances, or violence
8. Information received from the arresting officer or credible source

iii. The Sergeant will review the completed form. If the Sergeant determines reasonable suspicion exists to believe the person is concealing contraband and a strip search will likely result in the discovery of the contraband, the sergeant will sign the form and approve the strip search.

A. The Sergeant will notify the Watch Commander

iv. A strip search will be conducted in accordance with all applicable policies and procedures outline in (CCOM 1710.4(3)) Strip and Visual Body Cavity Search

v. The deputy will document the search on a "Custody Operations Strip Search Report" and any applicable crime report, jail incident or other report.
vi. The Custody Operations Strip Search Authorization and Custody Operations Strip Search Report will be retained together in accordance with the Department's records retention policies. Copies will be placed in the inmate's records jacket.
    A. Copies will be made available, upon request, to the person searched or their authorized representative
    B. A statement of the search results including a list of any items recovered
vii. The authorization/report will be retained together in accordance with the Department's records retention policies. Copies will be placed in the inmate's records jacket
viii. A copy of the authorization/report will be made available, upon request, to the person searched or their authorized representative.

o) Physical Body Cavity Search
1. Definition
    i. A physical body cavity search involves the physical intrusion into a body cavity for the purpose of discovering any object concealed in a body cavity. A valid search warrant is required to conduct a physical body cavity search.
2. Use and Restrictions of the Physical Body Cavity Search
    i. When an inmate is suspected of swallowing, or secreting contraband or weapons, the deputy shall notify a sergeant. The sergeant will inform the watch commander. The watch commander will decide if the situation requires a search warrant for a physical body cavity search or x-ray. In all cases, medical staff shall be notified so that appropriate medical precautions will be implemented.
    ii. No person shall be subjected to a physical body cavity search except under the authority of a search warrant issued by a magistrate specifically authorizing the physical body cavity search.
    iii. A physical body cavity search shall be conducted under sanitary conditions, and only by a physician, nurse practitioner, registered nurse, licensed vocational nurse, or emergency medical technician level II licensed to practice in California.
    iv. All provisions of privacy outlined in the strip search section shall also apply to physical body cavity searches. All persons present during a physical body cavity search shall be of the same gender as the person being searched, except for physicians or licensed medical personnel who may be of either gender.
    v. The deputy will document the search in a report. The report must contain the following information:
        A. The date, time, and location of the search
        B. The name, identification number, and gender of all personnel present for the search
        C. The name, gender, and booking number (if applicable) of the person searched
        D. The name of the supervisor who authorized the search
        E. A statement of the search results including a list of any items recovered
    vi. A copy of the search warrant and the report will be placed in the inmate's records file. A copy of the warrant and the report will be made available, upon request, to the person searched or their authorized representative.

p) Hospital Monitoring
1. Definition

i. Monitoring at the hospital of an inmate who is suspected of ingesting or concealing contraband in a body cavity is used when other methods are determined to be inappropriate or are likely to be ineffective.

2. Use and Restrictions of Hospital Monitoring
   i. The watch commander will determine whether hospital monitoring is appropriate. If the watch commander approves monitoring, a deputy will escort the inmate to the hospital.
   ii. The deputy will advise the appropriate medical staff at the hospital what substance(s) the inmate is suspected of ingesting or concealing.
   iii. A deputy will remain with the inmate at all times.
   iv. The inmate will not have access to regular toilet facilities. The inmate will urinate and defecate into a bedpan or other appropriate receptacle. The deputy shall inspect the receptacle and any stool for contraband.
   v. The deputy will report the status of the inmate to the Operations Sergeant at least once per shift, or as soon as practical if contraband is discovered.
   vi. The Operations Sergeant will notify the watch commander, who will determine if subsequent stool inspections are necessary.

1710.5 - Search of Inmate Property

a) Deputies will search each inmate's property/commissary.
b) Inmates may only possess items that have been issued by jail staff, purchased through Commissary, permitted at the time of booking, permitted to be received through the mail, or by court order.
   1. All other items shall be considered contraband and will result in the item being discarded.
   2. Disciplinary action may also be taken.
   3. When conducting a search of an inmate's property/commissary, the limitations on the items that inmates may possess are set forth in policies 1202.5 and 1600.2(m), except as otherwise set forth herein.

1710.6 - Documentation and Disposition

a) Post Search Reports
   1. A verbal report detailing the search activities will be made to the watch commander by the supervising sergeant.
   2. The sergeant will sign and approve any Incident or Search Reports that were prepared.
   3. Search results will be noted in the 24 Hour Jail Operations Log and if necessary noted in the Custody Operations Supervisor's log.
b) Evidence of a crime will be brought to the sergeant's attention at its point of discovery.
   1. Deputies are to inspect the condition of item(s) found to determine if they were used to aid in an escape, produce contraband or any other non-authorized use.
   2. Deputies are to inspect the area where contraband was found to confirm if the item(s) was used to alter or damage the facility or any other county property.
   3. The discovering deputy shall retain control of the collected item until it is booked into the Sheriff's Property/Evidence locker.
   4. All evidence should be booked into the Sheriff's Property/Evidence locker by the end of shift.
   5. The Sergeant may require photographs.
   6. The item(s) will be placed into the Sheriff's Property/Evidence Room using the procedures described in the Field Operations Manual, Section 19/Evidence and Section 44/Tagging and Booking Property
   7. If the item is suspected to have been used in an escape or attempted escape refer to CCOM Policy Section 2610/Escape

1712 - Maintenance and Tool Control

For the safety of staff and inmates, maintenance personnel will maintain constant control and accountability of all tools and equipment used in jail facilities.

1712.1 - Tool Storage and Control

a) Only workers assigned to the Orange County Sheriff-Coroner/Facility Operations (OCSC/FO) will store tools and equipment in the Maintenance Shop or warehouse.
b) Toolboxes, cabinets and drawers will be closed and locked when not in use.
c) The Maintenance Shop door(s) will be closed and locked when the shop is unoccupied.
d) At the end of each workday, all tools and equipment will be returned to the shop. To ensure all tools are accounted for, maintenance personnel will complete a daily inventory of their tools. Tools or equipment will never be stored in housing areas or areas accessible to inmates.
e) Inmates will be removed from areas where contractors or maintenance personnel are assigned to work. Only in emergency situations, will work be performed with inmates nearby and only while being supervised by deputies. This will only be allowed when there is no other practical solution.
f) Inmates will never be permitted to handle workers' tools or equipment. Tools or equipment are never to be left unattended while inside a secure area.
g) Deputies/SSOs/CSAs will remind the maintenance personnel of the need to account for all tools and equipment.

1712.2 - Contractor Escort

As used in this section, contractor means any non-sworn person not assigned to Orange County Sheriff's Department (OCSD) Custody Operations, Court Operations, OCSD Facilities Operations, OCSD Communication and Technology, or Correctional Health Services (CHS) who is performing a job function at an OCSD custody facility. This section does not apply to Inmate Services Division (ISD) volunteers. ISD volunteers are covered in CCOM Section 2000.

a) Security Clearance

1. All contractor employees providing services to all Orange County Jail facilities are required to pass a criminal history security clearance.
2. It is the project manager's responsibility to ensure that the primary contractors and their employees, independent contractors, consultants, and all other individuals they assign to work within the jails have successfully passed a security clearance check prior to their assignment.
3. Contractors shall provide a completed security clearance form for all personnel and subcontractors working within an OCSD jail facility.
4. OCSD staff will check to ensure all contractor personnel have proper identification and are on the cleared list to perform work within an OCSD jail facility.
    i. If an individual is found to be working without proper identification, he/she may be asked to leave the work site.
    ii. Anyone found to be working without a security clearance will be escorted out of the building.
5. Criminal background checks shall be valid for one year from the date of approval.
    i. Each OCSD jail facility is responsible in conducting background checks for Contractor personnel working at their facility.
    ii. After one year, a new background check form will need to be submitted and approved for all Contractor personnel to continue performing work within an OCSD jail facilities.

iii. It will be the responsibility of the Contractor to provide OCSD with updated information regarding any illegal activity, arrest, or conviction of any Contractor employee. Failure to provide updated information may result in termination of the contract.

6. Disqualifying Offenses
    i. Active Warrants.
    ii. Current Failure to Appears.
    iii. On Formal (Supervised) Probation/Parole.
    iv. Sex Crime Conviction and/ or registered under the Sex Offender Registration Act.
    v. Assault on Peace Officer/Emergency Personnel conviction.
    vi. Sales of narcotic charge/conviction within the last 7 years.
    vii. PC 4573.5 convictions or possession of drugs in jail, within the last 10 years.
    viii. Violent felony within 10 years.
    ix. Non-Violent felony within 5 years (out of Jail or prison for 5 years).
    x. Any misdemeanors within the last 3 years (OCSD/Jails discretion based on circumstances and charge).
    xi. Escape, escape attempts, or aid and abet an escape from a correctional facility.
    xii. Pending criminal case (discretionary).
    xiii. Relative with pending litigation at any Orange County Justice Center.
    xiv. Weapons convictions.
    xv. Served any Federal or State time within the last 3 years. (County jail time within an Orange County Jail facility will be the OCSD/jails discretion).
    xvi. Extensive criminal history (subject to OCSD/jails discretion).
    xvii. Omitting, misstatements, lying-or incomplete statements on application.
    xviii. Gang Affiliation-any documented gang affiliation or membership within 10 years.
    xix. Any other crime or event that may jeopardize the security of any Orange County Jail facility.

b) Contractors will be escorted at all times. All staff used as escorts at a custody facility must be approved by the Facility Commander or their designee. It is the duty of the approving party to consider the type of work being done, the location where the work is being done, the times when the work is being done, and the appropriate security level of staff to provide the escort within the facility.
c) Prior to tools being permitted inside a secure area, security staff will search toolboxes and equipment containers.
d) Contractor Escort Procedures
    1. Contractors will be escorted by security staff at all times while in facility security areas.
        i. Contractors are prohibited from bringing cell phones or electronic recording devices into jail facilities without prior authorization from the facility commander.
    2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor and all other persons in the escort area.
    3. The contractor escort must stay with the contractor at all times while inside security unless relieved by another security staff member of equal or higher job classification. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
    4. The contractor escort must carry a department issued radio at all times during the escort.

5. Contractors or tools will not be left unattended at any time.
6. The duties of the contractor escort are as follows:
    i. Meet contractor at facility point of entry.
    ii. Ensure contractor is not carrying weapons.
    iii. Ensure contractor does not take pictures while in security areas.
    iv. Inventory contractor's tools prior to entering security areas and complete entry portion of tool inventory form.
    v. Conduct inspection of work areas before and after work is done to ensure no tools or dangerous conditions are present.
    vi. Maintain security by ensuring doors remain locked in work area.
    vii. Remove inmates from work areas if necessary.
    viii. Ensure inmates do not have access to contractor or tools if inmates are present.
    ix. Visually check the work area for supplies, trash, and tools when contractor has completed work.
    x. Secure area where work was done.
    xi. Escort contractor out of security upon completion of work.
    xii. Inventory contractor's tools and complete exit portion of tool inventory form.
    xiii. Forward tool inventory form to facility Administrative Sergeant or their designee
    xiv. [redacted] and [redacted] Notify [redacted] that the contractor has completed work for the day and left the facility.

1712.3 - Lost Tool Procedure

a) Workers or jail staff shall immediately report the loss of any tool. A verbal report will be made to the sergeant in charge of the area in which the tool was lost.
b) The area in which the tool was lost will be secured pending an area search.
c) Deputies will conduct a thorough search of the entire area. Inmates who are in the area, or who were in the area when the tool was lost, will be searched.
d) Un-recovered losses will be documented in a Jail Incident Report. The sergeant will assign a deputy to write the report.
e) When tools and/or equipment are found:
    1. A Jail Incident Report will be written documenting the find.
    2. If tool was previously reported missing, that report number will be referenced in a Follow-Up Report documenting the recovery.
    3. If applicable, the tool or equipment may be returned to its owner.
    4. If the tool or item is suspected to have been used in an escape, attempted escape, and/or any other crime or non-authorized use refer to CCOM 2610/Escape and CCOM 1710.6/Documentation & Disposition.

1712.4 - Scheduled Job-Walk Tours for Proposed Work Projects

a) General
    1. General job walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
        i. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
        ii. Job walk tours will be limited to the area affected by the planned project.
b) Facility Entrance Requirements

1. All job walk attendees must have an approved security clearance on file at the time of the tour.
2. All job walk attendees must have a valid U.S. Government photo identification or passport in their possession.
    i. Photo ID will be needed to exchange for a visitor badge during visit
3. Tour attendees shall comply with all facility rules and directives given by Sheriff's Department personnel.

c) Security Clearance Procedure
1. Job Walk Security Clearances must be submitted prior to a tour in accordance with written directions on the security clearance application.
2. All tour attendees are subject to a security search of their person and possessions.
3. Any or all of the above regulations and restrictions may be waived at the discretion of the Orange County Sheriff's Department as directed by the Facility Division Commander or their designee.

1714 - Electronic Devices

a) This policy applies to any person, including all Department personnel, medical/mental health staff (HCA), maintenance staff, support staff, volunteers, official visitors, and vendors, while inside the secure area of a Jail Operations' facility.

b) Penal Code section 4575(a) provides: "Any person in a local correctional facility who possesses a wireless communication device, including but not limited to, a cellular telephone, pager, or wireless Internet device, who is not authorized to possess that item is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars ($1,000)." Although the range of devices prohibited by this policy include, but are broader than, the wireless communication devices prohibited by Section 4575(a), it is important to note that the violation of this Penal Code section is a misdemeanor, punishable by a fine of not more than $1,000.

c) The use or possession of cellular telephones, cellular watches, and personal electronic devices within the secured area of a jail facility or detention area is prohibited unless specifically authorized as provided in Section 1714.1(d) and 1714.1(e). Department and other County agency personnel may possess cellular telephones and personal electronic devices while carrying them to and from their vehicles before/after their assigned shift as well as in any unsecured area of the jail facility (e.g., administrative building, locker room). All persons entering the secured area of a jail facility or detention area will be required to secure their cellular phone and/or electronic device in a location outside security. Electronic devices include, but are not limited to:
1. Pagers
2. Digital Cameras
3. Personal Digital Assistants (PDA)
4. Televisions
5. Laptop computers
6. Compact disc players
7. Digital Video disc players
8. VHS players
9. Cassette players
10. iPod's
11. MP3's or other similar devices
12. Electronic digital book readers
13. Any other miscellaneous computing or video gaming devices
14. Any device that provides and/or requires a connection to the Internet

d) The Watch Commander or Administrative Lieutenant may authorize persons to retain a cellular telephone or particular electronic device in furtherance of an official duty or in an emergency situation due to a significant and verified reason. Any authorization provided by the Watch Commander is strictly on a one-time basis. Requests for any ongoing authorizations shall be in memo form, detail the necessity for the device in question and provide specific time (date) restraints. All such requests will be reviewed by the Watch Commander and forwarded to the Facility Commander for approval.
e) Persons receiving Facility Commander "Approval" may carry that cellular telephone into the secure area of the facility as necessary to complete their assignment (e.g., Facility Operations, Communications).
f) Each facility will provide a storage location for personal valuables including electronic devices such as those listed in 1714.1(b). The storage location will have individual locks so that personal valuables and electronic devices may be secured by persons using the storage location.
g) Deputies/Officers utilizing body worn cameras shall turn off the recording device prior to entering a secure area of any jail facility.

1715 - Video Documentation

Video recordings should attempt to document activities by providing a visual and audio record of incidents and occurrences. The video will supplement staff reports, aid in prosecution, limit claims of false uses of force and assist in continuing training related to officer safety issues.

1715.1- Handheld Camera

a) Handheld cameras will be checked at the beginning of every shift by staff members assigned to each work location.
    1. The handheld camera will be checked for sufficient battery charge and available memory.
    2. The handheld camera check, and any missing or malfunctioning equipment, will be reported to the area supervisor and documented on the Guard Station Log.
b) A Deputy/SSO/CSA will activate a handheld video camera as soon as practical during any unusual or noteworthy event.
c) Events that should be recorded include, but are not limited to:
    1. Major disturbances
    2. Emergency Response Team (ERT) activations
    3. Contacts with uncooperative inmates that are likely to result in a use of force
    4. Restraint chair use
    5. Booking process delays
    6. Involuntary medications
    7. Use of Force interviews
    8. Retrieval of contraband
    9. Large scale, pre-planned searches
    10. Escorts (i.e. Pro-Per inmates)
d) Prior to escorting an inmate a deputy should state the following information on camera:
    1. Deputies/Sergeant's present
    2. Date
    3. Time
    4. Inmate name
    5. Booking number
    6. Reason for the escort

1715.2 - Fixed Camera System

a) Orange County Jail Facilities are equipped with a video surveillance systems at strategic positions, which record continuously.

1715.3 - Video Footage Requests

a) Any staff member may request footage by submitting a Video Request Form to the Division Commander or designee.
b) A Jail Video Request Log shall be maintained by each Orange County Jail Facility. The Jail Video Request Log shall include the following information:
    1. Name of inmate(s) involved if applicable
    2. Time, date and location
    3. DR/JI if applicable
    4. Date of request
    5. Department member who requested the video
    6. Date the recording was provided to the requesting jail staff member
c) The jail facility shall maintain a digital copy of the provided video footage on the jail share drive. Refer to OCSD Policy Manual 424.7.1. Retention of Recording
d) Department video equipment will be used only for department related and approved purposes.
e) All video footage and/or images shall not be removed, copied or transmitted outside the department without written approval from a Division Commander.

1716 - Safety Checks

1716.1 - Definition and Purpose

a) A safety check is a direct visual observation of each inmate located in an area of responsibility. The purpose of conducting safety checks is to maintain the safety and health of inmates and the security of our facilities.

1716.2 - Conducting Safety Checks

a) Correctional Services Assistants (CSAs) and Sheriff's Special Officers (SSOs) may conduct safety checks for Disciplinary Housing cells only. Deputies will conduct safety checks in all other areas.
b) Staff will conduct timely, thorough safety checks. Due to the variety of housing designs within our facilities (modules, tanks, barracks, dorms, tents, holding cells, and disciplinary housing, etc.), methods of conducting safety checks may vary. Safety checks must be conducted from a location which provides a clear, direct view of each inmate. Staff shall be close enough to each inmate to ascertain their presence and apparent physical condition. Staff shall investigate any unusual circumstances or situations.
c) Safety checks may not be conducted from a guard station. For linear style housing units, safety checks must be conducted from the beach and the upper tier within the housing unit. In addition to the beach and upper tier, other locations for the safety check may need to be utilized (eg: the inner, outer and rear guard corridors) in order to ascertain the presence and apparent physical condition of every inmate.
d) Audio/visual electronic surveillance systems shall not be used to conduct safety checks, but may be used to supplement and verify checks.
e) Staff will pay special attention to areas with low visibility. Diligent enforcement of the jail rules will help prevent inmates from covering lights or placing items which obstruct staff's view. This will increase staff's ability to do comprehensive visual checks.
f) Activities which provide staff with a clear, direct view of all inmates in the area of responsibility will meet the safety check requirement.

g) Facility specific safety check information is located in the following sections:
    1. Intake Release Center – 3002
    2. Central Men's Jail – 4000
    3. Central Women's Jail – 5000
    4. Theo Lacy Facility – 7000

1716.3 - Frequency of Safety Checks

a) Staff will conduct safety checks to verify the status of inmates in their area of responsibility within the following timeframes. More frequent checks are encouraged.
    1. Disciplinary Housing Cells – Each check must begin within thirty minutes of the beginning time of the previous check.
    2. Central Men's Jail Sheltered Living, Central Women's Jail Medical Floor and Intake Release Center Module "L"– Each check must begin within thirty minutes of the beginning time of the previous check.
    3. Intake Release Center Module "S"- Each check must begin within thirty minutes of the beginning time of the previous check. When there are no inmates housed in Module "S-2" checks can be conducted within sixty minutes of the beginning time of the last check for "S-1" housing.
    4. In all other areas, each check must begin within sixty minutes of the beginning time of the last check.
    5. Safety Cell checks are covered in CCOM 2104.3 – Safety Cell.
    6. Restraint Chair checks are covered in CCOM 1800.5 – Restraint Chair.
    7. Mental Health Unavailable Housing checks are covered in CCOM 2100.4 – Mental Health Transfers.
    8. Medical Observation checks are covered in CCOM 3000.5 – Medical Observation

1716.4 - Documentation of Safety Checks

a) Every safety check will be documented in the most appropriate documentation log, (e.g., guard station log, module log, area log, or door log.) The entry will include the name(s) of the personnel who conducted the safety check and the actual starting and ending times of each check. In areas where there are multiple ways to conduct a proper safety check as detailed in CCOM 1716.2, the entry will also include the location from where the check was conducted.
b) The entry will include appropriate details of the check and the conditions observed. Some examples:
    1. No problems to report.
    2. No unusual activity noted.
    3. No suspicious activity observed.
    4. Roof leaking in G-East. Sgt. X and facility maintenance notified.
    5. Light burned out in N-28-13. Maintenance request submitted.
c) Each sergeant will check the logs in their area of responsibility to verify staff is properly documenting safety checks. A notation will be made in the log with the sergeant's name and time the log was checked.

1716.5 - Late Safety Checks

a) If it appears a safety check cannot be conducted within the required time frame, the area sergeant will be notified as soon as possible, preferably prior to the time the check will be due. The sergeant will locate and assign available staff to complete the check.
b) If a safety check is not completed within the required time frame, staff must:
    1. Complete the check as soon as possible.

2. Notify the area sergeant as soon as possible. If staff is still not available to conduct the check, advise the sergeant of the apparent conditions, including any unusual circumstances or activity, and continue to observe the area.
3. Make an entry in the guard station log describing the circumstances which caused the check to be delayed, which sergeant was notified, and the information provided to the sergeant.

c) The sergeant will document the late safety check in the supervisor's log, including the reason the check was late and any corrective action taken.

1717 - Electronic Scanning Devices

Electronic searches can play an important role in the interdiction of weapons and other potentially dangerous contraband into correctional facilities. These searches are conducted to ensure the safety and security of staff, visitors, inmates, and the facility. Correctional facility personnel shall follow the guidelines established for these searches.

a) Electronic scanning devices are non-intrusive scanning systems, which utilize low intensity magnetic fields. They are designed to detect small weapons or contraband metal objects concealed in oral, anal or vaginal body cavities. These electronic scanning devices do not detect non-metallic objects such as plastics, chemicals and organic substances and should not be used as a substitute for inmate strip searches.

b) The magnetic fields produced by these electronic scanning devices pose no danger to people with heart pacemakers or women who are pregnant.

1717.1 - Use of an Electronic Scanning Device

a) Use of an electronic scanning device should be used by staff members who have been trained in their operation.

b) All newly booked inmate searches will be conducted using a minimum of a grasping hand search. Additionally, newly booked, returning, or inmates leaving housing areas are also subject to a non-intrusive sensor and scanning device search.

1717.2 - The Garret Walk-Through Metal Detector

a) Walk-through metal detector screening procedure:

1. Each walk-through metal detector is 80 inches tall and 30 inches wide and will register a false alarm if an inmate, deputy, or any other staff member touches the unit. The deputy needs to make sure inmates or other staff members do not touch or stand close to the sides of the unit, as it will register a false reading.
2. The deputy should stand no closer than 5 feet in front of the unit and the inmates should stand no closer than 3 feet behind the unit. If a deputy is to stand adjacent to the unit, they should stand no closer than 3 feet to the unit. These distances are approximate and need to be adhered to as to not cause interference to the units.
3. The LED indicator lights are located on the top center of each unit and the control keypad is located on the opposite side. These small green bars have a rating of 0 to 8. If the bars indicate 0 through 3 the unit has minimal interference, which is OK to send an inmate through. Anything above 3 is considered maximum interference, which is NOT OK to send an inmate through, as a false reading will be obtained.
4. The deputy should look at the small green bars before allowing an inmate to walk through the unit. If the minimal interference is not obtained after several minutes, the scanning deputy should make sure there are no objects or personnel close to the unit causing the interference. If minimal interference is still not obtained the scanning deputy should contact jail staff responsible for recalibrating the unit.

5. NOTE: The metal detectors have been calibrated to not register on the small aluminum wristband clasp, but will register on a handcuff key. The difference between the key and the clasp is the volume of the metal.

1717.3 - Alarm Activation

a) If an inmate registers an alarm or the LED reaches the red zone bar, have the inmate walk through the unit again. If an alarm registers, the deputy should investigate further and consider a grasping hand search or strip search. For strip search procedures see CCOM 1710.4(e).

b) Inmates with waist restraints, leg restraints, and/or handcuffs should not be put through a walk-through metal detector. The walk-through metal detectors are to find small pieces of metal throughout the body.

c) The handheld metal detector should be used on all combative, waist restraints, leg restraints, and/or handcuffed inmates to prevent damage and false reading to the walk-through metal detectors. The handheld metal detectors can be located at:

1. IRC:
    i. [redacted]
2. TLF:
    i. [redacted]
3. JAMF:
    i. [redacted]
4. CMJ:
    i. [redacted]
    ii. NOTE: Flex cuffs are also an option for combative inmates when using the handheld metal detectors.

1717.4 - Body Orifice Security Scanner (B.O.S.S.) Screening Procedure

a) The B.O.S.S. is made operational by connecting the power cord to an AC power outlet. The unit will undergo a brief self-diagnostic routine and then indicate that it is complete when the green LED lamps illuminate.

b) Staff should test the B.O.S.S. [redacted]

1. The sensitivity can be adjusted by accessing the respective sensitivity adjustment program [redacted] The operating parameters can only be accessed by an authorized staff member (refer to the operator's instruction manual or CD).
    i. Setting the sensitivity too high may result in unwanted alarms from dental fillings. The factory settings should be sufficient for use in a correctional setting.
2. The person being screened should first momentarily place their [redacted]
3. After the mouth is scanned, the person should be directed to sit in the chair. The correct seating position is with the base of the back against the backrest.
4. If a [redacted] is detected, the audible alarm and LED light designated for the area sensor will activate.

c) Combative or uncooperative inmates shall be restrained with plastic flex-cuffs prior to use. No restraints other than plastic flex cuffs may be worn by an inmate being scanned using the BOSS.

d) The BOSS is used to scan body cavities for metallic contraband only. The BOSS should be used in accordance with a strip search, or when the deputy has reason to believe the inmate is hiding a metallic object inside their body.
e) Inmates will not be placed in the BOSS while wearing their personal clothing. They will be dressed in jail issue smock tops and pants which have no metallic parts
f) Inmate workers will be changed out of their jeans and into pants which have no metallic parts.

1717.5 - Jewelry or other metallic items

a) Metallic restraints must be removed prior to use of the chair sensor.
b) Inmates should be questioned by staff as to the presence of metallic objects in the inmate's body. This can include surgically or otherwise implanted metallic prosthetics or plates.

1717.6 - Documentation

a) Staff members initiating the scan of an inmate shall document all events, which detect concealed items, by written annotations in the log and pass on all the information to Main Control. Main Control will log all the appropriate information into the 24 Hour Jail Operations Log. Supervisors will check to ensure all incidents have been properly documented. The annotations on the log will include the following information:
    1. The time and date of the scan.
    2. Name and booking number of the inmate scanned.
    3. The results of the scan or comments.
    4. The name and ID# of the user/staff member.

1717.7- SecurPASS Body Scanner

a) Policy
    1. The body scanner shall only be used by staff members who have been trained in its operation.
    2. At the discretion of the Watch Commander, body scan searches may be conducted on all new bookings, court returns, hospital returns, inmates returning from contact visits, or any other inmate entering the Orange County Jail facilities equipped with body scanners.
    3. Inmates may also be scanned whenever an inmate is suspected of concealing contraband.
    4. Inmates who cannot be safely scanned or are physically incapable of passing through the scanner will not be required to be scanned prior to booking.
    5. Inmates known or suspected to be pregnant will not be scanned.
    6. CHS shall be consulted if there is any medically related question as to whether an inmate can be scanned.
    7. Body scan searches will not replace or prevent deputies from conducting inmate body searches as described in CCOM Policy 1710.4- Body Searches of Inmates.
    8. All persons within sight of the visual display of the body scan and staff conducting the scan shall be of the same gender as the inmate being scanned, except for licensed medical personnel (refer to CCOM 1710.4(b)-Body Searches of Inmates, Gender Restrictions).
    9. Body scan viewing monitors or generated images shall only be viewed by authorized personnel.
    10. All staff and inmates waiting to be scanned will be kept outside the area outlined on the floor while a scan is in progress.
    11. If the body scanning device is not functioning properly, the area sergeant will be notified as soon as possible.
    12. All inmate scans will be tracked, including the number of times each inmate is scanned. An inmate shall not be scanned more than 1000 times in one year.

b) Procedure

1. New bookings
    i. After the arrestee has completed the intake search and uncuff process, the arrestee will be escorted to the body scanner.
    ii. Arrestees will be directed to stand on the body scanner platform with their arms to their side and hold their shoes and socks in their hands.
    iii. All personnel and arrestees waiting to be scanned will be kept outside the area outlined on the floor while a scan is in progress.
    iv. As the scan is completed, a staff member of the same gender as the arrestee will monitor the display for any signs of contraband.
    v. When the scan is completed, the arrestee will be placed in a holding cell and continue with the booking process.
    vi. If contraband is detected and is easily removed from pockets or clothing, the arresting/transporting deputy or officer will be responsible for removing and retaining the contraband. The arrestee will be rescanned to ensure no additional contraband is detected prior to being accepted into custody.
    vii. If contraband is detected in or near a body cavity, the arrestee will be returned to medical triage. Medical personnel will be notified of the findings to ensure an accurate medical evaluation. If the arrestee is accepted into custody, the arrestee will be placed in a secure location and a strip search will be conducted in accordance with CCOM Policy 1710.4(e) - Strip/Visual Body Cavity Search.
2. In-custody inmates
    i. Inmates will be directed to remove their shoes, socks and anything in their pockets.
    ii. Inmates will be directed to stand on the body scanner platform with their arms to their side and hold their shoes and socks in their hands.
    iii. All staff and inmates waiting to be scanned will be kept outside the area outlined on the floor while a scan is in progress.
    iv. A staff member of the same gender as the inmate will monitor the display for any signs of contraband.
    v. If contraband is detected and is easily removed from pockets or clothing, the contraband will be removed and retained. The inmate will be rescanned to ensure no additional contraband is detected.
    vi. If contraband is detected in or near a body cavity, medical personnel will be notified of the findings. The inmate will be placed in a secure location and a strip search may be conducted in accordance with CCOM Policy 1710.4(e) - Strip/Visual Body Cavity Search.
3. Refusal/Unable to be scanned

    In the event that an inmate refuses to be scanned or does not complete the body scan process:

    i. The area sergeant will be notified.
    ii. The inmate will be separated from inmates who have competed the body scan process.

iii. Any inmate who refuses or is unable to be scanned will be documented on the area log.
iv. Inmates who refuse or are unable to be scanned shall be strip searched prior to being housed.
v. The Watch Commander may approve an inmate to bypass the body scan or strip search procedure on a case by case basis.
vi. Strip searches will be conducted in accordance to the requirements and procedures in CCOM Policy 1710.4(e).
vii. The following options can be considered, depending on the facts of the situation:
A. Physical Body Cavity Search, refer to requirements in CCOM Policy 1710.4(f)-Physical Body Cavity Search
B. Hospital Monitoring, refer to requirements in CCOM Policy 1710.4(g)-Hospital Monitoring

c) Image Storage
1. Images generated from the body scanners will be stored and retained, subject to the department retention schedule, on the body scanner computer.
2. No scan images will be provided except through official requests submitted through the Support Services Division.

1718 - Personal Property

a) Any person who enters the secured area of a custodial facility is subject to a search of their personal property. These searches play an important role in the exclusion of weapons and other potentially dangerous contraband into custodial facilities. These searches may be conducted to ensure the safety and security of staff, visitors, inmates and the facility. The following items SHALL NOT be allowed to enter the facility:
1. Weapons, including but not limited to, firearms, ammunition, knives, batons or flashlights (larger than 8 inches) are expressly prohibited in security areas of all facilities (“Safety knives" and ERT tools/weapons shall be secured appropriately and not carried on one’s person).
2. Metal eating utensils shall not be brought into any secure area of a custodial facility.
3. Personal electrical appliances must be approved by the Facility Commander before being brought into the facility (e.g. coffee pots, heaters, fans, etc.).
4. Cellular telephones, cellular watches, laptop computers, tablet devices, DVD Players, electronic games devices, CD players, radios or personal digital assistants (PDAs) are prohibited (See CCOM Policy 1714 for additional details).
5. Any personal property container which has wheels or extendable handles is prohibited.
6. Personal cameras shall not be allowed inside a custody facility unless prior approval is obtained from the Watch Commander.

b) Generally, one personal property container that does not exceed 10” x 14” x 12” OR 12 ½” x 18 ½” x 7 ½”, and does not have wheels or extendable handles, may be brought into security areas (e.g. backpacks, briefcases, ice chests/food container, etc.).

c) An individual’s personal property container shall be removed from security at the end of their shift.

d) A limited number of storage lockers for persons entering the secured area of the custodial facilities will be provided.

e) Personal security dictates that personnel should refrain from bringing items which contain personal identification information (e.g., wallets, purses, checkbooks, etc.) into security areas to

prevent loss or compromise of information. Should personnel choose to bring in any such item, they shall be maintained on their person or in a reasonably secured location.

f) The Facility Commander has final authority to determine what personal property is allowed within the facility and has discretion to grant approval on a case by case basis.

1719 - Inmate Counts

1719.1 - Count Overview

a) All counts shall be conducted by Deputy Sheriffs only, no exceptions.

b) Scheduled counts are conducted to verify each inmate's presence. Unscheduled or emergency counts shall be conducted as needed. All inmates must be accounted for during each count without exception.

c) All counts will meet the requirements for a safety check per CCOM 1716.

d) No inmate will be allowed to conduct any portion of the count or assist in the preparation or documentation of the count in any manner.

e) Counts will be conducted at the prescribed times or as directed by the Watch Commander or their designee. A facility wide notification will be made over the public address system or facility radio to freeze all inmate movement and to begin the count. Absent exigent circumstances, all inmate movement shall cease between housing locations and facilities during counts to prevent any inmates from being counted more than once.

f) At [redacted] and [redacted] the Classification Sergeant or their designee, will suspend all [redacted] and generate the paperless inmate count for all the housing locations using the Electronic Head Count Application.

g) The count will cease if staff discovers any type of emergency during the count. The count will be conducted after the emergency has been resolved.

h) Count Start Times

[redacted]

1719.2 - Inmate Tracking Reporting and Counting (ITRAC)

An ITRAC count is conducted using an electronic handheld device to scan barcodes on inmates' identification cards. The count will be submitted after all inmates present are scanned, write-in inmates are added and inmates checked out to other locations are manually acknowledged. ITRAC Count Procedure:

a) Multiple deputies may conduct a count using multiple electronic handheld devices. Each deputy will scan his/her [redacted] log into the count application on a device. Each deputy may access the count application by typing his/her [redacted] in the fields provided on the login screen.

b) After a freeze, each deputy will press the "Download Count" button to download the inmates assigned to the housing location.

c) Deputies will ensure inmates are in their assigned housing locations. Deputies will scan each inmate's identification card and verify the picture on the screen is the inmate who was scanned. If a deputy is unsure the picture displayed on the screen is the inmate scanned due to a change of appearance, the deputy [redacted]

d) After all inmates have been accounted for, a deputy will submit the count to Classification from one of the devices.

1719.3 - Module Book Count

a) All policies under CCOM 1719.1 will be followed for the Module Book Count.
b) Regardless of housing location or specific count procedures, the Deputy conducting the Module Book Count shall ensure the following:
    1. Confirm the correct identity of each inmate.
    2. Assess the inmate's physical condition.
    3. Confirm the inmate is in the correct housing location and bunk assignment.
c) The deputy conducting the count will compare each inmate to their module card photo.
    1. If an inmate's appearance has changed since their booking photo was taken, the deputy conducting the count will verify the booking number on the module card matches the booking number on the inmate's identification devices.
    2. During the module book count, the deputy shall state the inmate's last name and require the inmate to answer with a descriptor(s) to confirm the identity of the inmate. (e.g. first name, date of birth, social security number, etc.).
d) All inmates will return to their assigned housing locations in preparation for the count. If the inmate is flagged out for court, work, hospital, or is off compound, the inmate will not have to return to their housing location. The housing staff member will confirm the inmate is present in their respective location.
    1. Housing staff will make an announcement for all inmates to be awake and standing by their assigned bunks for count. In a barracks/dormitory, inmates can be directed to sit upright on their assigned bunks for count.
    2. With prior approval of the Division Commander, module book count procedures can be modified in certain locations. (e.g. medical, mental health housing, booking loop etc.).
    3. If an inmate's physical or mental capabilities limit their ability to follow count procedures (e.g. does not respond to the deputy, does not stand next to or sit upright on their bunk, etc.) and they are housed outside the locations approved by the Division Commander the deputy will notify a sergeant or above.
e) A deputy will take the module card book(s) into the housing area and conduct the count.
    1. The Guard Station/Module/Watch CSA, SSO or deputy will remain in the Guard Station/Module/Watch while the count is in progress to observe the deputies conducting the count and to monitor the area to prevent unauthorized inmate movement.
f) After the deputy matches all module cards to the corresponding inmates, the Guard Station/Module/Watch CSA, SSO, or Deputy shall check the "Present" checkbox for each inmate's name on the roster.
g) Housing staff shall reconcile the module cards against the electronic count sheet to ensure accuracy. Each module card must have a corresponding name and each name must have a corresponding module card. Staff shall also confirm the exact bunk of each inmate and ensure it matches the electronic count sheet.
h) The Guard Station/Module/Watch CSA, SSO, or Deputy will complete the roster by checking the total at the bottom of the sheet and electronically signing his or her username to the electronic count sheet.
i) A facility wide notification will be made over the public address system or facility radio when the count is clear.

1719.4 - Statistical Body Count

a) All policies under CCOM 1719.1 will be followed for the Statistical Body Count.

b) The deputy conducting the count will count all inmates in an area.
c) Inmates in housing areas will be at their assigned bunks during this count.
d) The deputy conducting the count will verify each person counted is human and not an object(s) intended to appear to be a person.
e) The deputy will do a head count of inmates in the housing area.
f) The CSA, Deputy or SSO will add this total to the number of "out" flags in the module card books. This total should match the total on the electronic count sheet.
g) Once the count has been resolved, the Guard Station/Module/Watch CSA, Deputy or SSO will electronically sign his or her username to the electronic count sheet.
h) A facility wide notification will be made over the public address system or facility radio when the count is clear.

1719.5 - Emergency Counts

a) The Watch Commander may call for an emergency count at any time.
b) Staff shall complete an emergency count:
    1. Anytime there is reason to believe an inmate is missing
    2. After a major disturbance has occurred to account for all inmates
c) Emergency counts shall always be module book counts.

1719.6 - Discrepancies in the Count

a) If the accuracy of a count is in doubt, deputies shall conduct another count and any other verification necessary to ensure the accuracy of the count.
b) Any count to confirm accuracy after the initial two shall be a module book count.
c) If any inmate's presence cannot be verified, staff will immediately notify the appropriate sergeant or above to institute the facility's escape procedure. The sergeant shall immediately notify the on-duty Watch Commander. (See CCOM 2610 – Escape for further details).
    1. After initial notifications, staff shall recount and attempt to locate the missing inmate. This includes checking with Medical, Visiting, Courts, Work assignment, etc. Staff should also check the facilities' structures and fences for evidence of an escape.
d) Discrepancies in the count must be resolved promptly.
    1. Deputies will account for any inmate who is not present during the count. If the inmate's name appears on the electronic count sheet and the inmate is not present and there is no "out" flag, the deputy must locate the inmate. After the deputy has located the inmate who is not present, the information must be entered under "inmate status" and "comments" on the electronic count sheet. The "comments" should briefly explain why the inmate is not present, e.g., "Sent to hospital from court."
    2. Staff will write in the name of any inmate who is present, but whose name is not on the electronic count sheet. Staff will determine the inmate's assigned location, contact the staff in that location, and notify them of the inmate's current location.
    3. Staff will notify a Classification Deputy (at CJX or TLF) of all resolved discrepancies to ensure the housing locations are corrected in SDS.
e) If the discrepancy cannot be promptly resolved, the Guard Station/Module/Watch CSA, SSO, or Deputy shall notify the designated sergeant at each facility. At CJX and TLF a classification deputy shall also be notified.
f) Once all of the inmates are accounted for and all Electronic Count Sheets are reconciled, [redacted] will be notified that the count is clear.

1719.7- Electronic Head Count Application

a) The Electronic Head Count Application is located on the [redacted] Instructions are available in the Help files located in the "Head Count" page.

1719.8 - Documentation of Counts

a) Every count will be documented on the guard station log. The entry will include:
   1. The name(s) of the personnel who conducted the count.
   2. The actual starting and ending times of each count.
   3. The number of inmates accounted for at that location.
b) The facility count will be documented on the 24 Hour Jail Operations Log. The entry will include:
   1. The time all inmate movement was frozen.
   2. The time the count cleared.
   3. The inmate head count for the facility.

1719.9 - Out Flags

a) Each housing location will be responsible for placing colored "out" flags in front of an inmate's module card. The out flag will indicate their location when they are not present in their assigned housing location. The out flag card colors indicate the following:

[redacted]

b) Out flags will be labeled with the inmate's location [redacted] These out flags will be used to ensure housing staff members have accountability of the inmates assigned to their housing location that are not present.
c) Out flags will be utilized to ensure accuracy of counts and resolve discrepancies in the count.
d) Each facility can modify out flags to fit the needs of their facility but shall follow the correct color.

[redacted]

1719.10 - Inmate Tracking

Staff at every housing and scanning destination will use the OCSD's Inmate Tracking Reporting and Counting (ITRAC) application to track inmates' movements and activities.

a) A staff member will open the application and sign in at the beginning of each shift.
b) Staff will ensure each inmate scans their ID card when leaving from or arriving to a housing location or scanning destination.
c) A staff member will watch each inmate scan their ID card to ensure the picture displayed matches the inmate.
d) Staff may use the Custody Center, Inmate Tracker application to manually enter an inmate in/out if an ID card does not scan or as needed. Staff will not use the Custody Center, Inmate Tracker in lieu of scanning inmates.
e) Staff will reconcile the application at various times throughout their shift and before being relieved by oncoming staff to ensure inmates are scanned to the proper locations. An entry will

be noted on the housing location's Activity Log stating that the tracking system was reconciled at the end of shift.

f) Any tracking system issues will be noted on the respective area's Activity Log and reported to the OCSD's Systems' staff for resolution.

g) Sergeants will review the application in all their areas of responsibility to ensure it is being used and is accurate. Sergeants will note in the Supervisor's Log once per shift that each scanning location's tracking system was reviewed and reconciled.

1720 – Cross Gender Supervision

1720.1

Sheriff's Department personnel shall acknowledge inmates' bodily privacy rights they retain while in the care and custody of the Sheriff's Department. Staff will remain professional at all times and respect the dignity of each inmate. As a general rule, each shift will be sufficiently staffed to provide staff of the same gender as the inmates in a specific housing/work location. This policy shall not be applied to prohibit any work assignment on the basis of an employee's gender. (Penal Code Section 4021).

1720.2

Staff may be assigned to positions that require safety checks or observation at a distance of unclothed inmates of the opposite gender. Cross gender safety checks are permitted by the courts.

a) Safety checks are direct visual observations of each inmate located in an area of responsibility. The purpose of conducting safety checks is to maintain the safety and health of the inmates and the security of our facilities (CCOM 1716).

1720.3

Staff entry into a housing area/cell while inmates of the opposite gender are present requires accompanying personnel of the same gender as the inmates, except in exigent circumstances. (Penal Code Section 4021).

1720.4

Staff of the opposite gender of inmates will be required to announce their presence when entering an area where inmates are likely to be showering, performing bodily functions, or changing clothing. Inmates shall be able to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks or genitalia, except in exigent circumstances or when such viewing is incidental to routine safety checks.

1720.5

In exigent circumstances (e.g. disturbances, medical aids, etc.), any available deputy may respond immediately regardless of the gender of the inmate(s) involved, or the location of the emergency.

1720.6

Cross gender restrictions on searches are covered in CCOM 1710.4.b - Gender Restrictions.

Policy 1800 - Use of Force

1800 - Force and Restraints

Refer to the Orange County Sheriff's Department Lexipol Manual for Policy 300 - Use of Force and Policy 309 - Electronic Control Devices for complete details regarding the current use of force policy and reporting procedures.

1800.1 - General Rules

a) Staff will only use force in a good faith effort to maintain or restore order.
b) Staff will not use force maliciously or sadistically for the very purpose of causing harm.
c) Staff will not use force as a form of punishment. Inmate discipline is administered through the disciplinary process. Details of the disciplinary process are located in CCOM 1602.5 – Discipline.
d) Staff will not encourage inmate misbehavior that would result in the use of force (baiting). Taunting or provoking inmates is not permitted and will not be tolerated.
e) Staff will not encourage or permit inmates to exercise force against staff, visitors, or other inmates.
f) Custody Operations detection canines will not be used for force, control, or intimidation of inmates.
g) Staff will notify a sergeant(s) whenever an interaction with an inmate is likely to result in the use of force. When possible, a sergeant will be present during any such interaction. However, there will be unavoidable instances when the use of force is spontaneous and a sergeant cannot be notified until afterwards. When this occurs, staff will notify a sergeant as soon as reasonably possible.
    1. Voluntary compliance is the preferred means of achieving resolution to potential use of force encounters. When practicable, staff should ask for and allow reasonable time for compliance.
    2. The use of force is not always necessary. Deputies should use their command presence and verbal commands to attempt to gain compliance.
    3. When encountering a problem with an inmate in a cell, usually the safest and most practical immediate solution is to back out, close and secure the door, and notify a sergeant of the situation.
    4. When possible, staff will record the interaction with a video camera.

1800.2 - Oleoresin Capsicum (OC) / Pepper Spray

a) General
    1. Any use of a chemical agent must be in compliance with Policy 300 – Use of Force.
    2. All personnel below the rank of lieutenant who have completed Department approved chemical agent training shall carry their OC spray in an approved holster while on duty, unless their assignment precludes carrying a chemical agent.
    3. Lieutenants and higher rank may carry OC spray.
    4. On duty personnel are only authorized to carry chemical agents which the Department has issued to them.
b) Decontamination and Medical Care
    1. When OC spray has been used on an inmate, the decontamination process will begin as soon as practical.

i. The inmate will be allowed access to a shower, sink, or other clean water source where he/she can flush the contaminated areas of his/her body.
ii. Correctional Health Services (CHS) shall be notified and will examine the inmate and assess his/her medical condition. CHS will determine if the inmate is cleared for regular housing or if further medical attention is necessary.
iii. Personnel will collect any contaminated clothing and issue clean replacement clothing.

c) Storage
1. Personnel will secure their OC spray in their locker at the end of shift.
2. Personnel will periodically inspect their chemical agent container, including the overall condition of the canister and the expiration date.
3. A facility designee will be responsible for maintaining the facility supply of OC spray. Empty canisters must be returned before new canisters are issued.

1800.3 - Security Restraints

a) Approved Restraint Devices
1. Only restraint devices approved by the Sheriff may be used in Jail Operations, including:
i. Handcuffs - All deputies shall, while on duty, carry on their person or have immediately available, at least one (1) pair of handcuffs meeting the specifications of standard department issue.
ii. Handcuff cover restraint system (Restraint-Box).
iii. Waist restraint with handcuffs.
iv. Waist restraint with handcuff cover restraint system (Restraint-Box).
v. Leg restraints.
vi. Plastic flex cuffs – Should be used only when there is access to an appropriate tool for the immediate removal of the flex cuffs.
vii. Restraint chair

b) Use of Restraints
1. Inmates will not be permitted to handle restraint devices or any other security equipment.
2. Restraints will not be used as a punishment or a substitute for treatment.
3. Approved restraint devices shall be used under the following circumstances :
i. As a precaution to prevent an escape, violent actions, or property damage.
ii. In accordance with the security procedures by Classification Level. (See CCOM section 1201.15)
iii. Any time an inmate is transported to or from any of the Department's jail or court facilities. (See CCOM section 9000.2)
iv. The provisions of this section do not apply to inmates on the County Work Program (CWP).
v. The use of the restraint chair will be in accordance with CCOM section 1800.5.

c) Additional Requirements and Restrictions
1. At no time will a chain or other mechanical restraint device be placed around the neck of an inmate for any purpose (CPC 2652.5).
2. No inmate will be left in restraints longer than necessary.
3. While in a jail facility, leg restraints should be removed if an inmate must walk up or down stairs or an escalator.

i. Inmates wearing waist restraints who are going to or returning from court, may use escalators if escorted by a deputy.

4. When an inmate requiring restraints is moved between floors within a building, or must go up or down stairs and/or escalators for any reason, the following should apply:
   i. Elevators should be the primary method of transporting a restrained inmate while in a jail facility.
   ii. In the event there is no elevator reasonably available in the jail facility, the leg restraints should be removed and the inmate shall be escorted on the stairs/escalator by a Deputy.
   iii. In the event of any emergency, the rules set forth for escorting inmates who are in restraints may be modified on a case by case basis in order to maintain the safety and security of the facility.
5. While at any of the Orange County Court Centers (CJC, NJC, WJC, LJC, HJC), inmates may use stairs while restrained with waist and/or legs restraints as long as restraints do not prevent the inmate from using hand railings along the stairs.
6. Restraint devices will not be used to intentionally inflict pain.
7. No arrestee will be brought inside any facility restrained under a condition commonly known as "hog-tied." This method of restraint generally includes any type or combination of types of restraints that bind a person's legs and hands together.
8. In some rare circumstances, and only with the facility watch commander's approval, it may be determined that restraint of an inmate requires more than the approved restraint devices listed in this section. In such circumstances, the additional restraint will only be used for the shortest amount of time necessary.

d) Pregnant Inmates
   1. An inmate known to be pregnant, or in recovery after delivery, shall not be restrained by the use of leg restraints, waist restraints, or handcuffs behind the body. (CPC 3407(a))
   2. An inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both unless deemed necessary for the safety and security of the inmate, the staff, or the public. (CPC 3407(b) and 6030(f))
      i. If it becomes necessary to apply a restraint device to an inmate during labor, during delivery, or in recovery the deputy will notify his/her sergeant as soon as practical, preferably prior to the application of the restraint. The deputy will fully document the circumstances in the appropriate report, including the specific reason(s) and/or actions which necessitated the application of restraints.
   3. Staff shall remove the restraints from a pregnant inmate during a medical emergency, labor, delivery, or while the inmate is in recovery after delivery, when a medical professional who is currently responsible for the inmate's medical care determines that the removal of the restraints is medically necessary. (3407(c))

1800.4 – Handcuff Cover Restraint System (Restraint-Box)

The following requirements shall be adhered to when using a Restraint-Box:

a) Application of Restraint-Boxes
   1. With a Sergeant or Watch Commander's approval, Restraint-Boxes may be used if an inmate has bypassed or attempted to bypass any restraint lock.

2. Restraint-Boxes shall be applied with the inmate's forearms parallel to the ground and in front of the body with one arm above the other arm.
3. The palm of the top arm shall face down and the palm of the bottom arm may face up or down.
4. Once the Restraint-Box is secure, a length of chain shall be attached through the Restraint-Box and wrapped around the waist of the inmate.
5. The end of this chain may be secured around the inmate's waist or secured from the Restraint-Box to leg restraints. It shall be of sufficient length to allow the inmate to stand upright if it is secured from the Restraint-Box to the leg restraints.

b) Restraint-Boxes shall only be used when inmates are handcuffed to the front of their body and in a manner consistent with training.
c) Inmates restrained with Restraint-Boxes shall be given reasonable opportunities to use toilet facilities, and provisions shall be made for the consumption of meals.
d) Prior to using the Restraint-Box system, staff shall receive training and must demonstrate proficiency in its use.
e) A deputy placing an inmate in a Restraint-Box shall document the use of the Restraint-Box in the appropriate Jail incident or crime report.

1800.5 - Restraint Chair

The restraint chair is designed to provide containment of a violent, combative, aggressive, destructive, or self-destructive inmate in a humane, dignified, and non-humiliating, manner. The restraint chair may only be used when it appears less restrictive alternatives would be ineffective in preventing the inmate from injuring themselves, injuring others, or damaging property. The restraint chair will never be used for discipline or as a substitute for treatment.

a) The Watch Commander, in collaboration with Correctional Health Services (CHS) medical personnel, will evaluate the placement of an inmate in the restraint chair.
b) Required Authorization
    1. If exigent circumstances exist, the Watch Commander may approve placement of an inmate in the restraint chair without a written authorization from CHS.
    2. A written authorization signed by CHS is required prior to placing an inmate in the restraint chair.
    3. Only staff trained in the use of the restraint chair will place an inmate in the restraint chair.
c) Additional Requirements
    1. Absent exigent circumstances, a supervisor will be present prior to placing the inmate in the restraint chair and will remain until the inmate is properly secured.
    2. CHS will assess the inmate's medical and mental condition prior to placement in the restraint chair. If CHS is unable to assess the inmate prior to placement in the restraint chair, CHS will assess the inmate's medical and mental condition within one hour of placement in the restraint chair.
    3. A video camera will be used to record the inmate being placed and secured in the restraint chair. All additional interactions requiring entry into the cell will also be recorded, including CHS assessments and evaluations.
    4. Any inmate in a restraint chair shall be secured separately from all other inmates.

5. The restraint chair may be used in conjunction with a padded safety cell if all policies and procedures regarding the use of the safety cell and restraint chair are followed and CHS specifically requests the use of the restraint chair on the J-105(A) written order.
6. The restraint chair will be placed in the center of a cell equipped with a fixed security camera. There must be no obstruction to the camera's view of the inmate. The camera's view will be displayed on a monitor to provide a constant view of the inmate.
7. Cardiopulmonary resuscitation equipment and an automated external defibrillator (AED) shall be readily available.

d) Required Documentation
   1. A deputy placing an inmate in a restraint chair shall document the use of the restraint chair in the appropriate Jail incident, medical aid or crime report. The report will include:
      i. The name and title of the person requesting the use of the restraint chair.
      ii. The name and title of the person authorizing its use.
      iii. The specific behaviors which produced the judgment that the inmate was a danger to self, others, or property.
      iv. All security and CHS staff involved or present.
      v. The date/time the inmate was placed in the chair and the date/time taken out.
      vi. Where the inmate was taken after being removed from the restraint chair.
   2. A deputy will be assigned to maintain the inmate personal safety monitoring form. The form will include:
      i. The date and time of all observations required in section 1800.5(e) below, including the name and title of the person conducting the observation.
      ii. All hydration and sanitation opportunities required in section 1800.5(f) below, including the name and title of all staff (OCSD and CHS) present.
      iii. All opportunities for range of motion exercises as required in section 1800.5(g) below, including the name and title of all staff (OCSD and CHS) present.
   3. A copy of the completed inmate personal safety monitoring form will be included with the Jail Incident Report, medical aid or crime report.

e) Required Observation
   1. Staff will check the condition of each inmate in a restraint chair by direct visual observation within fifteen minutes of the beginning time of the previous check. Staff will check the person for any signs of distress and will ensure the restraints remain properly applied to protect the person's safety and well-being. Staff will notify CHS immediately if any of the following conditions are observed:
      i. Swelling
      ii. Skin discoloration
      iii. Altered respirations or labored breathing
      iv. Unconsciousness or reduced consciousness
      v. Complaint of injury or illness
      vi. Any indication of distress
   2. A sergeant shall check the condition of the restrained inmate by direct visual observation within sixty minutes of the beginning time of the last sergeant's check.

3. CHS staff shall begin an assessment of the inmate within sixty minutes of the beginning time of the previous assessment.

f) Hydration and Sanitation
   1. An inmate in the restraint chair will be offered water (or other fluids as determined appropriate by CHS) a minimum of every two hours, or more frequently if he/she appears to be dehydrated or in need of fluids.
   2. Without compromise to safety and security an inmate should be released from the restraint chair and allowed to use the restroom as needed. A sergeant or above will be present any time the inmate is released from the chair.

g) Range of Motion Opportunities
   1. The restrained inmate will be given the opportunity to exercise the range of motion of his/her arms and legs for at least five minutes every hour to meet the standard of providing at least ten minutes every two hours. Deputies will release one limb at a time and re-secure each limb before releasing the next. A sergeant or above will be present when deputies release the inmate's limbs. These opportunities will be recorded on a video camera.
   2. If range-of-motion exercises cannot be completed (e.g. inmate is too combative), the reason will be documented on the cell log. During the following hour, ten minutes of motion must be provided and noted on the cell log.

h) Continued Restraint
   1. The facility watch commander and CHS staff will review the inmate for continued restraint or removal a minimum of every hour.
   2. The following criteria are used to assess appropriateness for continued restraint or removal. The inmate need not meet all criteria before being released from restraints.
      i. Calmness – The inmate is no longer agitated, yelling, or struggling against the restraints; his/her speech displays normal tone of voice, volume, and pressure.
      ii. Cooperation – The inmate interacts appropriately with staff and is able to contract that he/she will not continue to be danger to his/herself or others if released.
      iii. Insight – The inmate recognizes the reason he/she was placed in restraints and/or can communicate alternative ways of handling the original situation which would not result in restraints.

i) Removal from the Restraint Chair
   1. An inmate will be removed from the restraint chair as soon as is reasonable. A sergeant or above must be present when the inmate is removed from the restraint chair.
   2. CHS will assess the inmate's medical condition upon removal from the restraint chair.
   3. No inmate will remain in the restraint chair for more than four hours. Prior to the expiration of the four hours, one of the following remedies will be implemented:
      i. Complete the booking process as either an incomplete, expedite, or normal booking.
      ii. Process the inmate as a normal booking process delay.
      iii. Place the inmate in appropriate housing as determined by CHS and/or Classification. This may include a safety cell, cell confinement, or regular housing.
      iv. Transport the inmate to the hospital for a comprehensive medical evaluation.

4. If an inmate has missed a meal due to being in a restraint chair, he/she will be provided a meal as soon as possible after being removed from the chair.

1800.6 - Gurney Procedures

The purpose of this policy is to address the use of the gurney by OCSD security staff to restore order and maintain security, in conjunction with a specific incident such as an ERT response, cell extraction, use of force etc. Nothing in this policy is intended to address gurney usage for medical purposes under the direction and supervision of CHS personnel.

a) A gurney may be used when determined necessary to transport an uncooperative/resistant inmate who continues to resist less constricting control options and continues to disobey commands of the security staff. The gurney shall not be used if the inmate complies with commands and stops resisting when a lower level of restraint is used, i.e., handcuffs, leg restraints, or waist restraints. The following applies to transporting uncooperative/resistant inmates by the use of a gurney:
    1. The gurney may be used to transport an uncooperative/resistant inmate from one location to the other.
    2. If a supervisor is not present during the incident and the inmate is placed on the gurney, a supervisor shall be notified immediately.
    3. The incident shall be documented via handheld camera.
        i. The incident shall be recorded from the time the inmate is placed on the gurney, up until the inmate is taken off of the gurney and placed in a secure location.
    4. No inmate shall be transported in the prone (face down) position on the gurney. The inmate shall be upright, on their back, or on their side while secured on the gurney. A pregnant inmate shall not be restrained to a gurney for transport except as allowed by CCOM 1800.3.
    5. A deputy will accompany the inmate on the gurney at all times and at no time shall an inmate be left unattended.
        i. The deputy will monitor the inmate's condition, including breathing and responsiveness, and this information will be communicated to medical staff if they are not already present.
    6. When transporting an inmate on a gurney, medical stall will be present as soon as practical to evaluate and monitor the inmate for the duration of the time on the gurney.
    7. Once the inmate is transported to the desired destination (i.e., medical triage, safety cell, or secured unoccupied cell), and begins to obey commands made by security staff, the inmate shall be taken off the gurney and placed within the desired destination.
    8. Approved restraint devices may be utilized to prevent the inmate from injuring themselves, injuring others, or damaging property during transport.
        i. Approved restraint devices may be used to temporarily restrain a combative and/or uncooperative inmate to the gurney, when deemed necessary for the safety and security of the inmate, staff, or the public.
        ii. The provisions do not apply to the use of safety straps, when used to secure an inmate to the gurney to prevent them from falling.
        iii. An inmate will be removed from the gurney as soon as possible. An inmate shall not be secured to a gurney longer than is reasonably necessary to restore order and maintain security in the jail.

iv. Also, the provisions do not apply when approved restraint devices are used to secure an inmate to a gurney for general security reasons (e.g., prevent escape, transport to hospital, and/or securing inmate at hospital).

1800.7 - Injuries, Reports, and Investigations

Any use of force incident that results in physical harm, or serious threat of physical harm, to an employee, inmate, or other person shall be investigated, documented on the appropriate report form, approved by the supervisor, and submitted to the division commander within twenty-four hours of the incident.

a) Injuries
   1. Whenever personnel use force, Correctional Health Services (CHS) will be notified and directed to respond, and once on scene will assume responsibility for medical care.
   2. Involved personnel and inmates will be examined for possible injuries.
   3. Injuries will be treated as soon as possible. CHS will determine if the injuries can be treated on site or if the inmate must be taken to a hospital for treatment.
   4. The watch commander and the division commander will be notified as soon as practical when potentially life-threatening injuries are observed.

b) Reports
   1. Any use of physical force by a member of this department shall be documented by that member promptly, completely, and accurately in an appropriate report depending on the nature of the incident.
      i. A DR number will be required for all Use of Force reports.
      ii. The primary report title will be the crime, major jail rule violation, or other incident that resulted in the use of force.
      iii. The report shall detail the need for force and the exact force method utilized.
      iv. Any other personnel involved will write follow-up reports.
      v. When documenting a Use of Force event, Department personnel may review OCSD audio/video recordings (e.g. PVS, jail facility cameras) as a means of ensuring factual accuracy and enhancing recollection. Use of such materials in preparation of reports shall be documented, and done on an individual rather than collective basis.
   2. Any employee involved in or who witnesses a use of force shall notify a supervisor as soon as practical. Failure to notify a supervisor of a use of force may result in discipline pursuant to department policy. Such notification shall be made as soon as practical.

c) Supervisory Response
   1. Sergeant Responsibilities
      i. Refer to Department Policy Manual 300.11 - Use of Force (Supervisor Responsibility).
   2. Watch Commander Responsibilities
      i. Refer to Department Policy Manual 300.12 - Use of Force (Lieutenant Responsibility).
   3. Division Commander Responsibilities
      i. Refer to Department Policy Manual 300.13 - Use of Force (Division Commander Responsibility).

1802 - Control of Weapons and Security Equipment

To ensure the safety and security of facility staff and inmates, [redacted] area of the facility. The only

exception will be during an emergency when the [redacted] has been approved by the Assistant Sheriff of Custody Operations.

1802.1 Personal and Duty Weapons Security

a) Staff Locker Room

[redacted]

b) Gun Lockers

[redacted]

1802.2 The Facility Armory

a) The Facility Armory will be used to store [redacted]

b) The Armory will be easily accessible to staff during emergencies. It shall not be accessible to inmates at any time.

c) Visitors will not be permitted in the armory, nor will they be permitted to handle armory equipment. The Division Commander may authorize exceptions.

d) The Division Commander will ensure that sufficient armory equipment is available to meet facility needs.

e) Weapons and equipment will be based upon an analysis of the facility and number and profile of the inmate population.

1. Weapons and equipment will also be based on the [redacted]

f) An assigned Sergeant will ensure that all deputies are trained in the proper use of all armory items. Periodic updated training will be conducted to re-familiarize staff and meet training requirements

g) All armory equipment will be properly used and maintained.

1. Before being replaced in the armory, each item will be cleaned and/or re-packed to ensure its proper storage and accessibility.
2. Expended or unserviceable items will be listed on a memorandum to the Watch Commander for replacement.
3. An inventory of armory equipment will be posted [redacted] to ensure that all equipment is accounted.

h) The Watch Commander will document in the Watch Commander's Log whenever armory items are issued for use in the facility.

i) Any use of a less lethal weapon and/or chemical will be documented in a Jail Incident Report, and submitted to his/her supervisor no later than the end of the shift.

1803 - Response Procedures / Code Alpha

a) While the general disturbance procedures provide for an orderly, staged and planned response, it may be necessary to have a large number of personnel respond immediately to an incident. Such a response shall be termed [redacted] and the restrictions applicable to the use of this measure are explained below.

b) [redacted] may be initiated by any Deputy in any instance where there exists a threat to employee safety, and when announced requires every Deputy within the facility (except those listed below) to secure their work area and respond to the area designated where they shall wait for further instructions.

c) See facility specific appendix for positions that DO NOT RESPOND to [redacted].

d) If a [redacted] response is not required, disturbances within the housing areas shall be controlled utilizing the following procedures.

1803.1 - Response Procedures / General Disturbance

a) Initial Deputy

1. The initial response to a disturbance should be scaled to the severity of the situation. This requires the initial Deputy discovering the disturbance to appropriately describe the incident when requesting assistance. The following criteria should be considered in determining the initial response:
    i. How many inmates are involved?
    ii. Is the incident contained?
    iii. What is the severity of the injuries being sustained?
    iv. Are there weapons involved?
    v. Is there smoke or fire?
    vi. Is there major structural damage?
    vii. Is there likelihood that inmates may gain access to Guard Corridors, or Guard Stations, elevators, stairwells, or control of the roof area?
    viii. Are inmates assaulting deputies or other non-safety personnel?
    ix. Are conditions so violent, destructive, or dangerous that total loss of control and/or death is likely?
2. Based on the above factors the initial response may be limited to a few deputies assigned to the area or may require all available personnel.
    i. The initial Deputy is in charge of the scene until specifically advised by a superior that he/she has been relieved of that responsibility.
    ii. The initial Deputy shall report the incident to the responsible Guard Station and will then be responsible for observing and directing the activities of the first deputies to arrive on the scene.
    iii. All inmates will be ordered to return to their cells and close their doors.
    iv. The first one or two deputies arriving on the scene shall be directed by the initial Deputy to assess the situation and observe inmate activities.
    v. The initial Deputy may require a backup deputy for the purpose of providing access for additional help and to assist with communications.
    vi. At no time will a Housing Deputy/SSO handling/coordinating the response to a disturbance, leave the security console that controls the affected area.

b) Responding Deputies

1. Priorities of deputies during a disturbance must be ordered as follows:
    i. The safety and protection of the general public is the primary mission. Retaining custody and control of the inmates assures a safer community.
    ii. The safety, welfare, release and rescue of hostages.
    iii. Safeguarding other personnel to prevent loss of life or injuries can reduce the level of violence.
    iv. Preventing unnecessary injury to inmates also controls the level of violence. Those inmates not involved in the disturbance must be isolated and protected.
    v. Property preservation should not be allowed to supersede the value of human life. However, safeguarding property by controlling inmate movement and behavior is a valuable step toward limiting the extent of a disturbance.
    vi. Preservation and collection of evidence.
    vii. Proper documentation of the incident through initial crime reports and/or jail incident reports to ensure enforcement of crimes and/or jail rule violations.

c) Guard Station Deputy/SSO
    1. The Guard Station Deputy/SSO will notify the appropriate Sergeant of the incident and assign a deputy to respond to the area of disturbance with the video camera from the Guard Station.
    2. The Guard Station Deputy/SSO shall be responsible for notifying other housing locations to secure all inmates within their cells and/or dayrooms. The Housing Deputies/SSO's shall be alert for any signs of the disturbance spilling over into that area.
    3. All inmate movement shall cease until the situation is resolved to a point where inmate movement can safely resume.

d) Sergeant
    1. Upon arrival, the Sergeant will assess the situation and advise the Watch Commander. The Sergeant will take command of the scene until relieved by the Watch Commander.
    2. If it appears that the disturbance may escalate, the Sergeant will determine whether additional deputies should be requested. The Sergeant will notify the Watch Commander, who will respond and will direct the staging of support personnel.

e) Watch Commander
    1. The Watch Commander will respond to the scene to make an assessment and may, at his/her discretion, advise the Division Commander.
    2. At the point where escalation or use of an ERT appears inevitable, the Watch Commander will, at the earliest opportunity, notify the Division Commander.
    3. During a major incident the Watch Commander may establish a Command Post.
    4. The Watch Commander will designate a staging area and prepare additional personnel for immediate response, if the situation escalates.
        i. The Watch Commander may, if necessary, call in all or a portion of the next shift of deputies to assist in handling the disturbance.
        ii. If the disturbance appears to be escalating, the Watch Commander may request the Patrol Watch Commander to move Patrol Deputies near the jail facility. When this is necessary, the Division Commander and Assistant Sheriff of Jail Operations will be notified first.
    5. Incidents that result in compromised security, injuries likely to result in death or death occur, the Division Commander, Assistant Sheriff of Jail Operations and Sheriff will be notified.

6. When it appears likely that a total breach of security could occur (i.e., the disturbance will likely spread to all areas of the facility):
    i. All non-essential personnel will be removed from the facility with Correctional Health Services (CHS) establishing an emergency first aid station in the main security parking lot.
    ii. The Watch Commander will advise Headquarters to establish perimeter security. The Patrol Watch Commander will assign and deploy shotgun-equipped deputies, under the supervision of a patrol sergeant, to take up positions to maintain perimeter and facility security.
    iii. Perimeter security personnel shall deny access to the facilities to all but necessary law enforcement, fire and medical personnel, and will be responsible for the apprehension of any inmate who breaches security.

1803.2 - Response Procedures / Riot

a) Remove all non-participating inmates.
    1. Inmates not involved in the disturbance will be allowed to safely withdraw to a non-affected secure area. The [redacted] areas are designated as evacuation rally points and can be used for isolating non-participants.
    2. These inmates must be protected as they withdraw and remain uninvolved. Care must be taken to ensure that they do not escape from their safe area during the disturbance.
b) Establish communications.
    1. From information provided from staff and inmates, the Watch Commander and sergeant will attempt to determine the cause of the disturbance.
    2. The Watch Commander will direct a sergeant to contain the situation and identify a spokesman for the inmates. When containment is achieved, the spokesman will be allowed to confer with the Division Commander or his/her designee. Use of a Hostage Negotiator may be used as the designee of the Division Commander.
    3. When hostages are taken, the Crisis Negotiations Team (CNT) will be summoned through the Emergency Communications Bureau (ECB) Watch Commander. All negotiations will be conducted by CNT. (See also – Safety and Emergency Procedures – Hostage Plan)
c) Gather facts from the staff.
    1. Staff will be questioned about their observations. Riot leaders and participants who committed injury or damage will be identified.
    2. When possible, staff will make notes of their observations and forward them to the sergeant. This will be preparatory for any subsequent disciplinary or legal actions.
d) After the riot is controlled:
    1. Confine the riotous inmates in a secure place with enough deputies to maintain control.
    2. [redacted]
    3. Conduct a [redacted], or if an inmate is [redacted] for other reasons.
    4. Extra deputies will be assigned to increase inmate supervision in the area of occurrence.
    5. Correctional Health Services (CHS) will immediately attend to any serious injuries requiring emergency first aid. Other non-life threatening injuries will be prioritized for treatment at the Module Nurse's Office.

6. Inmate programs and normal facility schedules will be interrupted until order is restored. The Division Commander will be summoned to review the incident and decide when to resume normal operations.
7. A thorough investigation will be conducted. Staff and inmates will be interviewed. Reports will be written by all necessary staff as determined by the sergeant.
8. Forensic Specialists will photograph the area involved in the disturbance. Evidence will be collected as appropriate.
9. Inmates identified as instigators, agitators and those who committed crimes will be housed under increased security while awaiting appropriate discipline. Inmates found to be involved may face legal action by the District Attorney's Office.

1806 - Less/Non-Lethal Weapon Systems

1806.1 - General

a) All personnel deploying less lethal systems shall be aware of all Departmental policies and regulations pertaining to their use.
b) Deployment of less lethal systems will be consistent with the Orange County Sheriff's Department policies on the Use of Force.
c) While the option to utilize less-lethal force is available, nothing in this policy shall require any personnel to deploy such option when circumstances reasonably indicate the use of deadly force is appropriate.
d) Only qualified sworn personnel trained in the use of less lethal systems shall be authorized to deploy them.
    1. Qualified personnel are those who have completed the required training designated for each less lethal system.
    2. Once certified, operators must complete any required update training courses. Training will consist of, but not limited to, briefings, classes, walk-through instruction, video presentations, Power Point presentations, handouts and practical applications.
    3. Each Division shall maintain a current list of all qualified personnel.
e) The operator of any less-lethal weapon system shall inspect the weapon for operational readiness at the beginning of their shift in accordance with the established training guidelines.
f) When possible, the operator of a less-lethal system shall have a secondary person equipped with less-lethal force.
g) The less-lethal operator, personnel in charge, or the supervisor on scene shall make a tactical evaluation whether use of the less-lethal weapon is objectively reasonable, taking into consideration available circumstances including, but not limited to:
    1. The subject's stated or exhibited intent to resist being placed under control.
    2. The seriousness of that threat as evaluated by the on scene personnel.
    3. Additional information immediately available to the personnel such as knowledge of the subject's expertise in martial arts or other unarmed defensive tactics.
    4. Whether the suspect is armed with a potentially deadly weapon.
    5. Indications of drug use or alcohol intoxication.
    6. The deputy's physical state (e.g., exhaustion, injured, etc.)
h) When practical, the operator should provide a verbal warning prior to the deployment of a less-lethal system.

i) Deployment at a stationary target is desirable however; personnel should recognize a subject's actions might not always make this possible. If the target becomes mobile, personnel should exercise caution when deploying the Less-Lethal system against moving targets.

j) Medical attention is required after the application of less-lethal force. Generally a medical evaluation shall be performed by Correctional Health Services (CHS) Except:
   1. Use of the Taser in the field requires an immediate evaluation by paramedics. The paramedics will advise if further treatment is required.

k) After the deployment of a less-lethal weapon, the operator shall notify his/her supervisor of the deployment.

1806.2 - Electronic Control Device

a) Use of an Electronic Control Device is covered by Orange County Sheriff's Department Policy #309 - Electronic Control Devices.

b) The Operations Sergeant shall assign all available Tasers to be carried by available staff during their work shift. Staff members assigned to carry Tasers shall be trained and certified in its use and shall carry the Taser throughout their entire shift. The Operations Sergeant shall assign a Taser to at least one (1) appropriate staff member at each work location. (I.e. mod, barracks, floor).

1806.3 - Jaycor Pepperball

a) Definition
   1. Jaycor Pepperball is a use of force option that holds the potential to successfully resolve situations involving hostile, violent, and uncooperative subjects. It is intended to provide deputies with another method of dealing with the wide variety of situations that they may face as part of their duties. Pepperball is a unique non-lethal chemical agent delivery system that uses high-pressure air launchers to deliver chemical agents and kinetic energy impact force from a distance. It can be used on individual suspects as well as large groups of people for riot and crowd control. Non-lethal force philosophy, similar to less-lethal force, is defined as a concept of planning and force application, which meets operational objectives, with the least potential for causing death or serious physical injury than conventional police tactics.

b) Use Guidelines
   1. Deputies who have been trained in the use of Pepperball may deploy the non-lethal device when the use of force complies with the use of force guidelines, established in the Department's Rules and Regulations Manual (I 1.01.3, I 1.17.0 and III 2.06.0.)
      i. The option to deploy a non-lethal system shall be left to the discretion of the involved personnel based upon the circumstances at that time.
      ii. The Pepperball may be used for the purpose of compelling an individual to cease his or her violent or potentially violent actions by using the OC powder and kinetic energy impact force directly on the suspect.
      iii. An evaluation of the tactical situation shall be made by the personnel on scene, taking into consideration available circumstances including, but not limited to:
         A. The suspect's stated or exhibited intent to violently resist being taken into custody.
         B. The credibility of that threat as evaluated by the on scene deputy(s).

C. Additional information immediately available to the deputy(s), such as knowledge of the subject's expertise in martial arts or other unarmed defensive tactics.
D. The suspect is armed with a potentially deadly weapon such as a knife, club, nunchakus, etc.
E. Indications of drug use or alcohol intoxication.
F. The suspect's physical stature and clothing worn. For example, a subject who has a thin build and is not wearing a shirt presents a different set of conditions compared to an individual who is heavy-set and wearing a jacket.
G. Due to their physical condition, use of less lethal munitions against children and the elderly should be avoided unless there are unique circumstances present that would justify such deployment
H. Availability of other force options and their possible effectiveness and appropriateness.
I. Indications that attempts to subdue the subject through the use of control holds or self-defense techniques would be ineffective.
J. A reasonable expectation it will be more dangerous for the deputy(s) to approach to within physical contact distance of the subject.
K. The subject's actions indicate the need for an immediate response, and the use of a non-lethal system reasonably appears to be appropriate, especially if the only other option to deal with those actions may be the use of deadly force.

c) Deadly Force
1. While the option to consider a non-lethal system is available, nothing in this policy shall require any deputy to deploy such an option when circumstances reasonably indicate the use of deadly force is appropriate.

d) Descriptions of Non-Lethal Launcher and Projectiles
1. The Jaycor Pepperball System is comprised of a launcher (SA200 Rifle), a high pressure air (HPA) bottle that attaches to the launcher, projectiles, and a fill adaptor that attaches to a SCUBA tank or Self-Contained Breathing Apparatus (SCBA) tank.
2. Only Jaycor Pepperball projectiles will be used in the launcher. [redacted] There are three types of rounds. The [redacted] contains Pava powder (OC) and weighs [redacted] scented powder that allows officers to ascertain by smell where OC would be by the wind. Clear rounds are filled with water
3. Pepperball projectiles should only be used in the Pepperball launchers designed specifically for non-lethal rounds. Only non-lethal projectiles issued by the Department are authorized for use by Sheriff's personnel.

e) Carrying of Non-Lethal System
1. The [redacted] and when in use carried in a black ballistic nylon protective case, safety on, and charging handle forward.
2. The non-lethal projectiles shall be carried in the [redacted]. Additionally, a speed pod containing [redacted] will be kept in the case.

3. The HPA air bottle will be attached to the launcher and the gauge needle should read [redacted] and it should have the same psi.

f) Inspection
   1. Personnel deploying the Pepperball will be responsible for ensuring [redacted] are loaded in the hopper, and the case has [redacted] in the speed pod. The deputy should verify that the [redacted]. If the gauge reads less than 2500 psi, the deputy should recharge the air bottle by following the procedure indicated in Section VI.
   2. At the [redacted] the deputy taking charge of the weapon shall verify the status of the launcher. The deputy shall inspect the weapon to verify that it is functional, properly loaded with the projectiles, safety on, charging handle forward and no round in the chamber.
   3. At the [redacted], the deputy having charge of the weapon will inspect the case to ensure the safe condition of the Pepperball system. The oncoming deputy will then go through the inspection procedure.

g) HPA Bottle Charging Procedures
   1. Attach bottle to fill adapter by inserting the [redacted].
   2. Close relief valve on the adapter [redacted] slowly open main valve on SCUBA tank (counter-clockwise). To protect eyes against airbursts, eye protection is recommended. Air can be heard moving from the SCUBA tank into the air bottle when the main SCUBA valve is opened. The air bottle pressure gauge needle should read [redacted].
   3. Close the main valve on the SCUBA tank (clockwise).
   4. Open the relief valve on the fill adapter to relieve line pressure (counterclockwise).

h) Loading the SA200 Launcher
   1. Loosen the [redacted] of the feed elbow and [redacted] into the feed elbow on [redacted]. Tighten the crimp screw at the base of the feed elbow with the large Allen wrench contained in the maintenance kit.
   2. Fill the hopper with Pepperball projectiles [redacted] Do not overfill the hopper. Loading too many rounds in the hopper can cause the projectiles to jam when feeding into the breech.
   3. Fit the hopper cap securely into place.

i) Charging the SA200 Launcher
   1. First make sure that the launcher is on safe by pressing the safety button out to the right-hand side of the launcher. [redacted]
   2. Insert the [redacted] into the [redacted]. Double-check the air pressure gauge to ensure that the bottle is filled at or near capacity.
   3. Adjust the butt stock at the rear of the air bottle to fit your shoulder.

j) Firing the SA200 Launcher
   1. Ensure the [redacted] to the launcher. [redacted]
   2. [redacted]

3. Take the launcher off safe by pressing the safety button out to the left hand side of the launcher.
4. Acquire a [redacted]
5. Never target eyes, face, throat or spine.

k) Deployment of Non-Lethal System
1. If practical, a [redacted] will be involved in the deployment of the non-lethal system
2. [redacted]
3. [redacted]
4. Supervisor should be notified and present, whenever practical, to coordinate and direct the involved personnel.
5. The deploying deputy, whenever practical, should communicate to other personnel on scene that the Pepperball is being deployed.
6. Personnel deploying the Pepperball shall ensure the use of non-lethal projectiles is reasonable for the circumstances at the scene.

l) Deployment Distances and Shot Placement
1. The throat, face, eyes, the base of the neck, and spine should not be targeted unless the suspect's actions are so threatening that only other apparent option is the use of deadly force.
2. Pepperball is considered a non-lethal device and is safe at point-blank range in target area.
3. Target area is determined by the suspect's clothing. [redacted]
4. The projectiles [redacted] and can be used for area [redacted]
5. Deployment at a stationary target is desirable. However, personnel should recognize a subject's actions might not always make this possible and exercise caution when deploying Pepperball [redacted].

m) Medical Treatment
1. In the event a person is struck with a Pepperball projectile in the throat, face, eyes, base of the neck or spine, the deploying deputy will ensure the arrested person is given appropriate medical treatment and medically cleared prior to booking into jail.
2. Jail medical staff will be notified whenever a subject, who was apprehended with the use of the Pepperball, is booked into jail. It should be noted on the booking slip.
3. Decontamination of OC should be with clear, cool water and/or fresh air.

n) Documentation of Non-Lethal System Use
1. All information will be documented on the appropriate report form.
2. Describe the circumstances that gave rise to the use of Pepperball.
3. Document all injuries.
4. Describe any medical treatment, including that given to the subject after the impact of the Pepperball, by Fire Department/Paramedics and the hospital where the subject was transported. Identify the treating physician in your report.
5. Any witness' statements.
6. Subject's statements.

7. Take photographs, even if there are no visible injuries. Note: photographs of a subject/ suspect's private areas; i.e., buttocks, breasts and underwear, are only allowed per 4030 P.C. (dealing with strip searches,) so only take photographs of exposed areas. Medical staff can rearrange clothing, conduct a visual check and make a notation in the subject's medical record.

o) Supervisor's Responsibilities
   1. The supervisor will ensure that proper documentation of the incident is completed. The supervisor on scene shall treat the use of Pepperball as any other use of impact force/OC incident and notify the Watch Commander.

1806.4 - 40mm Launcher

a) Requirements
   1. Staff members assigned to carry the 40mm shall be trained and certified in its use.
   2. The 40mm Launcher shall be carried by utilizing a department sling when available.
   3. The operator shall have a minimum supply of extra ammunition. This should include a variety of munitions (foam baton round, sting-ball round).

b) Deployment
   1. The following areas should not be targeted
      i. Face
      ii. Throat
      iii. Chest
      iv. Upper Abdomen
      v. Groin
      vi. Lower Back
      vii. Spine
      viii. Neck
      ix. Head

c) Foam Baton Round
   1. Minimum less-lethal deployment distance is [redacted]
   2. Maximum deployment distance is [redacted]
   3. Optimal energy deployment range is [redacted]

d) Sting-Ball Round
   1. Sting-Ball rounds are not to be [redacted]
   2. Minimum less-lethal deployment range [redacted]
   3. Maximum effective range is [redacted]
   4. Shot placement rather than deployment distance is the critical factor in determining the extent of injury caused by the projectile.

1806.5 - Sting-Ball Grenades

a) Requirements
   1. Authorization for the deployment of the Sting-Ball grenades will be given by a sergeant, Watch Commander, or higher authority in the chain of command. The supervisor will review the situation and provide direction based upon his/her assessment.

2. Authorization for the deployment of a Sting-Ball grenade to facilitate a cell extraction would be deemed appropriate in situations where exigency exists for the extraction, such as outlined in CCOM section 1808.6 (1).
3. Any deployment of the Sting-Ball Grenade is considered a use of force and must comply with the Orange County Sheriff's Department Use of Force Policy.

b) Deployment
   1. May be deployed for ground or aerial bursts
   2. Effective range is a 50 foot radius
   3. Deploying personnel should wear protective gloves.
   4. All personnel in the area should wear eye protection.
   5. If the safety pin is removed and the need to deploy no longer exists, personnel shall not place the Sting-Ball Grenade pin back into the spoon handle. Personnel shall take the Sting-Ball Grenade to a safe location, in close proximity, and detonate it.
      i. Sting-Ball Grenades that do not detonate shall be disposed of by contacting the Orange County Sheriff's Department Hazardous Devices Section (HDS), who will render the un-detonated grenade "safe."

1808 - Emergency Response Team

An Emergency Response Team (ERT) is appropriate in situations likely to result in harm to staff or inmates, such as major disturbances, riots, and cell extractions. A coordinated effort utilizing specialized equipment and training is most likely to resolve the situation in a way that reduces the likelihood of injury to staff and inmates and minimizes liability for the Department. Specialized equipment and training will be available to ERT members in order for them to respond safely and efficiently. The use of force and less lethal systems will be consistent with the Department policy on use of force.

An ERT will only be used at the direction of a sergeant or above, with notification to the watch commander.

1808.1 – Precautions against Blood Borne Pathogens and Infectious Materials

a) Deputies assigned to an ERT will limit their exposure to blood and bodily fluids by employing the following universal precautions:
   1. Use either the riot helmet face shield or the personal protective mask to cover your face.
   2. Wear protective gloves.
   3. At the conclusion of the call out, remove the gloves and wash your hands.
   4. Sanitize or replace any contaminated equipment.
b) Staff who are exposed to bodily fluids or other potentially infectious materials will follow the procedures listed in Policy 1016 – Blood borne Pathogens Exposure Control Plan.

1808.2 – Supervision

a) The incident commander, with notification to the facility watch commander, will supervise the ERT.
b) If an ERT sergeant is present, he/she will directly supervise the team at the direction of the incident commander.

1808.3 – Team Composition

a) The team will consist of qualified deputies assigned by the ERT sergeant or team leader. The assigned deputies will be notified during each shift's briefing. Each deputy will have an assigned position and task during an ERT deployment. Some examples of the ERT positions are as follows:
   1. ERT Sergeant
   2. Team Leader
   3. Assistant Team Leader
   4. [redacted] Deputy [redacted]
   5. [redacted] Deputies
   6. [redacted] Deputy
   7. [redacted] Deputy
   8. [redacted] Deputy
   9. [redacted] Deputy

b) Two additional staff members will be assigned, one as a scribe and one to operate the video camera. Staff members assigned to these positions are dedicated to documenting the events and will not directly participate. These positions may be filled by a CSA, SSO, or a deputy.

c) All team leaders will be selected based on their qualifications, experience, Department knowledge, and the ERT supervisor's approval.

1808.4 – Equipment

a) A variety of equipment is available for ERT use. The ERT sergeant or team leader will instruct the team members which equipment will be utilized during a call out. Some examples of equipment available for ERT use are:
   1. Riot Helmet with full face shield
   2. Protective mask with filter
   3. Ballistic/Stab resistant vest
   4. Elbow and knee pads, leg guards
   5. Capture and deflection shields
   6. Batons
   7. Chemical agents
   8. Less lethal systems
      i. 40 mm multiple shot launcher
      ii. .30 cal. Sting Ball device
      iii. Pepper ball system
      iv. Taser

b) The watch commander or above may approve the use of additional equipment for specific situations.

1808.5 – Training

a) All team members, including team leaders, shall train a minimum of twelve hours each year and complete all Department mandated classes in less lethal systems. Training exercises will consist of, but not be limited to, ERT briefings, classes, walk-through demonstrations, video presentations, Power Point presentations, handouts, and practical application scenarios.

b) Team leader training consists of ERT Team Leader courses, handouts, Power Point presentations, practical application scenarios, armorer's training for less lethal weapon systems, and other relevant training.
c) Training staff will ensure that each team member is capable of effectively functioning in every position on the team, with the exception of the team leader's position.

1808.6 – Cell Extractions

a) Emergency extractions occur when the behavior of the inmate(s) constitutes an immediate and serious threat to the safety of that inmate, staff, visitors, other inmates [redacted] or to jail security [redacted] The incident commander, with notification to the facility watch commander as soon as practical, may authorize staff to conduct an immediate extraction.
b) Calculated extractions occur in situations where an inmate is in an area that can be isolated or controlled. It does not normally involve the immediate threat to life, substantial loss of property, or institutional security [redacted] The incident commander, with prior notification to the facility watch commander, may authorize staff to conduct a calculated extraction.
    1. Staff shall utilize all reasonable efforts and resources to gain an inmate's compliance prior to using an extraction team. If the purpose of the extraction is to recover contraband, potential weapons, or other material, and this can be achieved without using force or creating a security risk, the proposed extraction should not be initiated.
    2. If practical, staff will consult with medical staff prior to deployment to determine if the inmate has any medical issues requiring specific precautions, such as allergies, severe asthma, heart condition, pregnancy, etc. The incident commander will request medical staff to respond to the location. Medical staff will stand by in a designated safe area to provide medical care if necessary.

1808.7 – Involuntary Medication

a) The incident commander, with prior notification to the facility watch commander, may authorize an ERT response to assist Correctional Health Services (CHS) with the administration of medication. The area sergeant will coordinate with CHS and the ERT to form a safe and effective plan to medicate the inmate. Deputies may use reasonable force to control the inmate while CHS administers the medication.

1808.8 – Documentation

a) All ERT training drills and practical application scenarios conducted inside the secure perimeter of a facility will be documented in the facility 24 hour log and the supervisors' log under "ERT Training".
b) All ERT activations will be documented in the facility 24 hour log and the supervisors' log under "ERT Activation".

1810 - Group Arrest/Field Booking Team

Group arrests will be processed expediently and efficiently to maintain order, safety and the continued smooth operation of the facility

1810.1 Field Booking Team

a) Requests for a Field Booking Team will be made to the Watch Commander.

b) Staffing and Assignments

1. It shall be the responsibility of the Incident Commander to direct the Field Booking Station to sites reasonably close to the scene of the disturbance to facilitate the rapid booking of subjects and to provide security from attack by participants in the disturbance. The Incident Commander shall be responsible to provide adequate security for the station while at the scene. It shall be the responsibility of the Incident Commander to assign an Evidence Control Officer who shall locate himself/herself at the field Booking Station to accept, record, and take charge of all evidence, weapons and contraband received from OCSD bookings. The Incident Commander may summon other Department Divisions for assistance as he/she deems necessary. The Incident Commander may be from any law enforcement agency.
2. The Field Booking Station is to be a remote function of Jail Operations and under the command of a Jail Operations Sergeant. The Station shall either be a mobile function moving from place to place at the scene of a disturbance, or it shall be a fixed position from which arrestees are shuttled by bus to the Central Jail Complex (CJX). The Incident Commander shall designate the type of function it shall perform.
    i. The following personnel shall staff the Field Booking Station:
    ii. Jail Operations
        A. [redacted] Sergeant
        B. [redacted] Booking Deputies
        C. [redacted] (male) Search Deputies
        D. [redacted] (female) Search Deputies
        E. [redacted] Property Control Deputies
        F. [redacted] Historian/Evidence Control Deputy
        G. Identification Bureau
        H. One Photographer
    iii. Transportation Bureau
        A. [redacted] Bus Drivers (Deputies)
        B. [redacted] Deputy Guard per bus
    iv. This shall be the minimum staffing for the Booking Station, but the number may increase as needed by the Incident Commander.
3. The Booking Station Sergeant shall be assigned from Jail Operations and placed in charge of the Booking Station. He/she will be responsible to ensure the rapid and accurate processing of all arrested persons at the Station. He/she shall exercise supervision over all other personnel assigned to the Station. The sergeant will remain under the direction of the Watch Commander and will coordinate his/her activities at the Field Booking Station with the Incident Commander at the Command Post.
4. The Booking Deputy(s) will be assigned by Jail Operations and be responsible to book all arrestees brought to the Station. He/she will verify the arresting officer has completed the Pre-Booking Record with the required information. The Booking Deputy will write the field booking control number on the Pre-Booking Record, leaving room for the regular booking number when the arrestee is transported to the jail.

5. The Property Control Deputy(s) shall be assigned by Jail Operations and it shall be his/her responsibility to personally record and take charge of all items of personal property from all arrestees. He/she will record all on a property receipt form. One copy is given to the arrestee and the original is placed in the property bag. The receipt will be inside the bag or attached to the outside.
6. The Searching Deputy(s) shall be assigned by Jail Operations and it shall be his/her responsibility to personally search all arrestees brought to the station and remove all items of personal property, evidence and contraband from their person. All personal property shall be given to the Property Control Deputy. Any items of evidence or contraband found shall be given to the Evidence Control Deputy or returned to the arresting officer.
7. The Bus Driver shall be assigned by the Transportation Bureau and his/her responsibilities shall be the security of arrestees placed on the bus and the operation of the bus. He/she shall receive any and all booking packages to be delivered to the jail and turn them over to the Receiving Guard Station when he/she transfers custody of the arrestees.
8. The Guard position will be filled only at the designation of the Incident Commander and only in the event that the Booking Station is a fixed position and all transportation buses shuttle between that point and the jail. It shall be his/her responsibility to act as Security Officer on the Transportation Bus. He/she shall remain with the bus at all times.
9. The Photographer shall be assigned by the Identification Bureau and he/she shall be responsible to photograph all arrestees together with the arresting officers. The photographer will assign a booking control number.
10. The Transportation Bus Driver (1) will be assigned by the Transportation Supervisors. The driver is responsible for the security of arrestees placed on the bus and the operation of the bus. The driver will receive all booking packages and deliver them to the Uncuff Deputies at the jail along with the arrestees.
11. Replacement Staff
    i. When the Field Booking Team is dispatched, the Watch Commander will direct the Field Booking Team Sergeant to summon replacements for staff that were assigned to the team.
    ii. The Watch Commander will authorize necessary overtime.

1810.2 Field Booking Process

a) The arresting officer will take the arrestee to the Photographer at the station. In the event of a backlog at the Photographer's location, the following procedure will be followed:
    1. At a designated point away from the photographer, the arresting officer shall hold the arrestee, with his/her hands cuffed behind the back, facing away from the Photographer and the Field Booking Station. The arrestee is to be maintained in this position until he/she is taken to the Photographer. This procedure is used to minimize the degree of harassment caused by the arrestees.
b) When the Photographer receives an arrestee he/she will assign a field booking number and will write the number on a white board which is handed to the arresting officer. The arresting officer will hold it in the photograph with himself/herself and the arrestee.
c) The arrestee is taken to the Booking Officer who will receive the completed Pre-Booking form. The searching officer will search and remove all property from the arrestee and give it to the Property Control Deputy or the Evidence Control Deputy (depending on the nature of the

property). The field booking control number is recorded in the upper right hand corner of the Booking Record. The second copy of the form is given to the arresting officer for his/her report writing purposes. The original is stapled to the Property Receipt and placed with the arrestee's personal property. The property and all paperwork are delivered to the Receiving Guard Station for formal booking.

d) The Property Control Deputy receives all articles of personal property and records them on a property receipt form. The inmate will be furnished with one copy. All property shall be packaged and attached to the Pre-Booking Record.
e) Upon completion of the field booking, the prisoner is placed in the bus for transfer to a jail facility.
f) The arresting officer will give the Evidence Control Deputy any appropriate evidence, weapons and contraband taken from the arrestee.
g) The Evidence Control Deputy will mark all items received with the field booking control number. Each item will be sufficiently described. All items will remain in the custody of the Evidence Control Deputy until they are properly filed in Property or released to arresting officer(s) or investigator(s) for additional processing.
h) The arresting officer shall complete the Pre-Booking Record with sufficient detail to enable him/her to write a full and complete report. He/she will retain his/her copy of the Booking Record.
i) The arresting officer shall return to his/her line assignment after he/she has completed the Pre-Booking Record.
j) The arrestees will be transported to the CJX for booking. If the Field Booking Station is designated as mobile, the station personnel shall board the bus with all of the equipment and remain with the bus until the Command Post assigns them to a new location. If the station is designated as a fixed location, only the driver and guard shall return with the bus. The remainder of the station personnel shall remain at the scene and continue to process arrestees.

1810.3 Field Booking Equipment – CJX

a) Field Booking Packet – Stored in the Armory near the Receiving Sally port.
    1. Pre-Booking Record
    2. Plastic Property Bags
    3. Zip-lock Property Bags
    4. Two staplers and staples
    5. Property Inventory Forms
    6. Evidence Tags
    7. Pens
    8. Booking Register (Legal Pad)
    9. Snips to cut Flexcuffs
    10. Probable Cause Declarations
b) Two (2) Folding Tables – Central Men's Jail (CMJ) Warehouse or Armory
c) Six (6) Folding Chairs - CMJ Warehouse or Armory
d) Handcuffs
    1. Should be obtained from Sheriff's Transportation in sufficient quantity to handle anticipated bookings.
e) Portable Lights
    1. If there is a probability that the Field Booking Unit will be operating after daylight hours, arrangements should be made for portable lighting. County Communications has a large

portable unit and Sheriff's Identification trucks have small portable units, however, they have very limited time limits due to small fuel capacities.

1810.4 Intake/Release Center (IRC) Processing

a) Prior to Receiving Large Groups of Arrestees
   1. The Field Booking Team Sergeant will keep the Operations Sergeant informed of the expected arrival time of the bus(es).
   2. The Operations Sergeant will ensure that the first floor staff is adequate to process the anticipated large number of bookings.
      i. Replacement for Field Booking Team members should be on duty before the bus(es) arrive.
      ii. Other IRC staff should be informed to expect the bookings:
         A. Medical
         B. Clothing
         C. Detention Release
         D. Classification
         E. Identification
         F. Records
         G. Cashier
      iii. "In progress" bookings may be moved to cells near the Clothing/Shower area pending their completion.
      iv. The Medical Observation area will be carefully screened to determine compatibility with new, group bookings.

b) Upon Arrival of a Bus
   1. Normally, new arrestees will be held in cells around the Receiving area until they are prepared to begin the booking process.
   2. When courts are not in session, female arrestees can be placed in female court transfer cells in preparation for the booking process. This will free the Receiving area for male bookings while enabling females to be brought through the corridor to Booking.
   3. When courts are not in session, excess male bookings can be held temporarily in male court transfer cells to keep the Screening/Receiving area free of congestion. This will also allow the bus(es) to empty and return to the incident site.
   4. Prowlers, and Uncuff Deputies will take each arrestee's paperwork and property from Receiving. The arrestee will be walked to the telephones, medical screening and Receiving Station similar to processing self-booking/stays.
   5. Uncooperative, combative or excessively intoxicated arrestees will be processed as would any other similarly situated inmate.
   6. Additional space in the housing units will be coordinated by the Watch Commander.
   7. Arrestees medically rejected for booking will be referred to a Transportation Deputy for off-site medical care. Additional Transportation staff may be required.

Policy 1900 - Communications, Mail, and Visiting

1900 - Inmate Mail

Inmates will be permitted to send and receive unlimited correspondence in order to maintain communication with their families, friends, business associates and government authorities, except when there is reasonable cause to justify limitations for reasons of public safety or facility order, security, or to stop a state or federal crime.

1900.1 – General

a) All incoming and outgoing inmate mail is governed by federal law, State Jail Standards and Jail Procedures.
b) There are no limits placed on the number of letters an inmate may send or receive.
c) Mail may not be dropped off at a facility.
d) All incoming mail will be screened by mailroom CST's.
e) Federal law prohibits malicious tampering or mishandling of mail. The law prohibits withholding inmate mail except under certain circumstances and in conformance with the following regulations:
    1. Inmates may send and receive mail containing critical and uncomplimentary remarks concerning the jail or other related agencies.
    2. Inmates assigned to disciplinary housing may have their mail privileges temporarily withheld for violation of mail regulations. The withholding of mail privileges shall not exceed 72 hours unless the Division Commander has reviewed the matter and authorized further withholding of mail privileges. In no case shall the mail privileges with any members of the State Bar, holders of public office, the courts or Division Commander be suspended.

1900.2 - Unacceptable Items Received in the Mail

a) All incoming mail will be screened for unacceptable materials. The following items will be deemed unacceptable and will be processed out accordingly:
    1. Mail that violates federal or state law.
    2. An addressee not in custody at any of the Orange County Jail facilities. (Returned via U.S. Post Office or other original carrier).
    3. Any books, magazines or newspapers not received directly from a source deemed secure by jail administrators. (Note: If an inmate can show special circumstances, the inmate may petition the Division Commander for permission to receive the published materials from other sources).
    4. Obscene publications or items as determined by the Division Commander and mail containing obscene publications or items are not permitted. Obscene publications or items include, but are not limited to:
        i. Photographs or pictures of any kind showing complete nudity, partial nudity, sadomasochism, bestiality, penetration, oral copulation, defecation, urination or ejaculation.
        ii. Personal photographs that display nudity of any kind or items that are sexual in nature are not permitted.
    5. Material promoting illegal activity to include, but not limited to:
        i. Any representation tending to incite murder, arson, riot, violent racism, or any other form of violence;
        ii. Any matter concerning unlawful gambling or an unlawful lottery;
        iii. Any publication concerning the cultivation or illegal production of narcotics or drugs.
    6. Oversized packages or boxes will not be accepted and will be returned to the sender unless previously approved by the Division Commander. (A package is defined as any item larger than a 9"x12" legal size manila envelope). Boxes will not be accepted unless they are from an approved secure source.
    7. A CST will make an entry in the logbook whenever a package or box is returned to sender.
    8. Mail containing correspondence material (envelopes, paper, pencils, stamps, etc.) will not be accepted. All correspondence material must be purchased through commissary or ordered and shipped directly from the

United States Postal Service online store (www.USPS.com). Only stamps, envelopes and postcards are accepted directly from the USPS online store.

9. There is a maximum limit of 10 items of correspondence per envelope. See CCOM 1600.3(b) - Mail for further details.
10. Items that cannot be inspected by normal means or without damaging the item such as:
    i. Multilayered cards, multilayered photographs (e.g., Polaroids), laminated items.
11. Greeting cards, cardstock paper and colored paper, with the exception of postcards. Only mail written on postcards or white paper (plain or lined, not cardstock) is permitted.
12. Items containing foil or metal of any type, glass, wood, hard plastic, rubber or other prohibited substances.
13. Items that may compromise the security of the facility.
14. Wall posters, travel brochures, wall calendars, or any other item larger than a legal size piece of paper.
15. Credit cards, personal checkbooks, original certificates (e.g., marriage, driver's license, diplomas, etc.).
16. Any unlawful item or any item that could constitute a security hazard or tend to incite violence or other prohibited conduct.
17. Any food item.
18. Any article of clothing, hygiene item or other personal property.
19. Any item that contains any unknown substance (e.g., stains, perfume, lipstick, etc.).
20. Any outgoing or incoming mail containing writing, marks, or artwork other than the inmate's name/address and the name/address of the person to/from whom the letter is being sent. Only proper directions to the Post Office will be permitted on the envelope.

b) If an item is received that is deemed unacceptable, the employee determining unacceptability shall complete a "Rejection of Mail Item" in triplicate.
    1. The employee shall fill in all blank spaces on the form and shall check the appropriate reason for rejection. If the item is rejected for any reason other than those explained, the "OTHER" section shall be checked and the reason shall be written legibly in that space.
    2. Mail without a return address will not be accepted.
    3. The Correctional Services Technician (CST) shall sign legibly and enter his/her badge number in the appropriate spaces.
    4. The original of the form shall be inserted into the mail item. The mail item will be resealed and stamped "Return to Sender". The "Not Here" or "Unacceptable" area of the stamp will also be checked. The second copy of the form will be forwarded to the inmate; the third copy filed in the mailroom. The copy for the Mailroom will be stored for one (1) year then destroyed.

1900.3 - Incoming Inmate Mail

a) Incoming and outgoing mail will be picked up and delivered to each facility by one of the Mailroom CSTs. Outgoing mail will be personally delivered to the U.S. Post Office representative Monday through Saturday. A staff member will sign for and accept all certified letters, special deliveries, and postage due mail.
    1. If for any reason the mail is not delivered or picked up, the Mailroom CST will have the responsibility to contact the Post Office and find out why the mail was not delivered or picked up. The CST will make a log entry detailing the reason(s) why the mail was not delivered.

b) Incoming and outgoing mail will not be held for more than twenty-four (24) hours. Mail will be processed and distributed daily, excluding Sundays and holidays.

c) All incoming inmate mail will be separated into legal mail and regular mail to ensure that no legal mail will be opened by mistake.

d) All incoming mail from state and federal courts, state and federal elected officials, attorneys, legitimate legal service organizations that consist of an established group of attorneys involved in the representation of offenders in judicial proceedings (including the American Civil Liberties Union and the National Association of Criminal

Defense lawyers), the Corrections Standards Authority and the Division Commander or the Captain, shall be considered "legal mail," and shall only be opened and inspected in the presence of the inmate by a deputy in the inmate's housing area. This mail shall not be read or copied, but may be inspected in the presence of the addressee for contraband. STRICT ADHERENCE TO THIS PROCEDURE IS MANDATORY.

1. EXCEPTION: When legal mail is first received by the Mailroom, the type of postage will be noted. Any mail received with "bulk rate" postage will NOT be deemed legal mail, and may be opened and inspected along with regular mail. Per County Counsel, "bulk rate" postage will be prima facia evidence that its contents are advertisement in nature, and not true legal mail.

e) All incoming mail other than from state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections will be opened and inspected for contraband and money prior to delivery to the intended inmate. Mailroom CSTs will also scan letters for words such as, "Kill," "Escape," etc.
   1. Mail will not routinely be read. However, if at any time a deputy has reason to believe that reading the mail of a certain inmate is necessary in the interest of jail security or the prevention of criminal activity, the deputy may do so with the approval of the Watch Commander or his/her designee.

f) When suspected drugs or narcotics are found, a sergeant will be notified. At the sergeant's direction, a deputy will be assigned to take custody of the evidence. The evidence will be booked at the Sheriff's Property/Evidence Room and a DR will be written. The assigned deputy will be from the facility that houses the inmate. This will expedite any interview and search of the inmate and his/her cell.

g) Incoming mail will be handed only to the addressed inmate by a deputy or CST. Mail for inmates released prior to delivery shall be returned to the Post Office. Mail for inmates temporarily out of the housing area will be retained by the deputy in the housing area and given to the inmate at the earliest opportunity.

h) Mail for inmates who have transferred to another facility will be returned to the Mailroom CST for delivery via the "pony" system.

i) Currency, Money Orders or Checks Received in the Mail
   1. If any cash, money orders, cashier's checks or checks are received in the mail, the Mailroom CST will first verify that the inmate is still in custody, then:
      i. Verify booking number
      ii. Verify name
      iii. Obtain housing location
   2. Cash: If cash is received in the mail, the CST will prepare a receipt in triplicate documenting the inmate's name, booking number, housing location, amount received, and received from whom and sending party. Cash will be hand carried to the Cashier's Officer no later than 1615 hours, the same day it was received. Under NO circumstances will the cash be left in the Mailroom overnight.
      i. One (1) copy - stapled to cash
      ii. One (1) copy - to inmate
      iii. One (1) copy - Mailroom
   3. Government Checks: If a government check is received in the mail, the CST will take it to the inmate in his/her housing unit and obtain the inmate's signature/endorsement prior to delivery to the Cashier.
   4. Personal Checks/Payroll Checks: These items are not acceptable for deposit to the inmate's account unless they are from a government agency. If the check is unacceptable, the CST will return the check to the sender.
   5. Cashier Checks: Cashier checks will not be accepted.
   6. Inmate Funds Received in Mail Log: All currency forwarded to the Cashier for deposit to the inmate's account shall be recorded on the Inmate Funds Received in Mail Log. One copy shall accompany the cash, money orders, and government checks sent to the Cashier's Office; the second copy will be retained by the Mail Room. Each entry shall indicate the type of deposit (e.g., cash, money order, etc.).

7. Mail received for inmates no longer in custody will be returned to the sender via the post office. A stamp will be placed on the envelope by the CST stating the "subject is no longer in custody."
    i. Anytime a "Rejection of Mail Item" form is prepared with cash or checks being returned to sender, the amount and check number will be recorded on this form.
8. The Intake/Release SSO will place the items in the inmate's property and note the additional property on the property receipt.

j) Mail Requiring Special Handling
1. Occasionally, mail is received that requires special handling. This mail is generally delivered by Postal Service Express Mail, UPS, or Federal Express and requires a signature by the receiving party.
2. All special handling mail will be accepted/signed for by the warehouse CST or designee.
    i. The signature represents acceptance of the mail for further delivery, and does not transfer responsibility for the contents.
3. Mail will not be accepted for anyone not in the custody of the Sheriff.
4. This procedure applies only to mail delivered by an official source requiring a signature.

1900.4 - Outgoing Inmate Mail

a) There is no limit on the amount of outgoing mail or number of pages allowed to be sent.
b) Each housing unit will have a mailbox in which inmates will deposit their outgoing mail.
c) The mailroom CST will collect all outgoing non-legal mail. Outgoing mail must be unsealed, have the correct postage affixed on the front, and have a mailing and return address including the inmate's name and booking number.
d) Deputies may inspect each envelope or contents for contraband and/or gang related material (e.g., monikers, gang symbols, coded writings, or admissions of gang membership or discussion of gang related business). In the event any gang related material is located, the following procedure will be followed:
1. The material will be copied and the copy forwarded to the Custody Intelligence Unit.
2. The envelope will be sealed and mailed with all other outgoing mail.
e) Inmates, in the presence of a deputy, can seal outgoing legal mail only after the envelope has been checked for contraband. The deputy will then initial the back of the envelope.
f) Outgoing mail, other than to state and federal courts, any member of the State Bar or holder of public office, and the State Board of State and Community Corrections may be read if at any time a deputy has reason to believe that reading the mail of a certain inmate is necessary in the interest of jail security or the prevention of criminal activity, the deputy may do so with the approval of the Watch Commander or his/her designee. No copies of such correspondence shall be furnished to any agency, unless:
1. Ordered in writing by a court of competent jurisdiction
2. The reading and inspection disclosed planned criminal activity (e.g. solicitation of perjury, escape, etc.).
3. Any violation of state/federal laws.
4. An approved mail cover is on file.

1900.5 - Free Postage

a) Those inmates who are without funds (verified by the cashier at time of submission) shall be permitted the following:
1. At least two postage-free letters each week. (Personal Correspondence)
    i. Two postage-free personal letters may be requested on the commissary order form ("Welfare Pack") once per week.
    ii. When the inmate has funds placed in his/her jail account, the computer will automatically debit the Inmate's account.
2. Postage-free letters for legal correspondence as needed.

i. The request shall be made on an Inmate Message Slip addressed to the Mail Room.
ii. The Mail Room will provide the postage free envelope to the requesting inmate through the Guard Station or Module Staff.
iii. Staff will check the contents for contraband and verify the communication is for a legitimate legal purpose.
iv. The inmate will seal the envelope and staff will initial across the seal of the envelope.

1900.6 - Inmate Subscriptions to Books, Magazines, and Newspapers

a) Inmates will be permitted to receive through the mail, any newspapers which are not provided by the jail, and magazines or paperback books that may lawfully be transmitted through the U.S. Postal Service. These items are subject to reasonable withholding for inspection for contraband and security purposes. Inmates may also receive hard cover books upon prior request and showing of need. The Division Commander will review any request.
   1. All books, magazines, correspondence and other material received by the Mailroom for inmates shall be delivered as soon as possible. Module deputies will adhere to the five (5) book/magazine limit set for inmates.
   2. All books must be ordered through an online bookstore (e.g.: Amazon.com, BarnesandNoble.com, etc.) and shipped directly to the jail facility.
      i. Books may not be purchased at a store and shipped to the jail facility.
      ii. The package must be accompanied by an invoice listing the purchaser, recipient, contents, and the name of the online store.
      iii. Exceptions to this policy must be made by the Division Commander.
   3. Once the subscribed publication is received, it will be considered the personal property of the inmate and subject to Orange County Jail Rules. Inmates will not possess more than five books and/or magazines at one time. Excess items will be discarded or mailed out of the facility at the inmate's expense.
   4. Upon delivery of the book, magazine or newspaper and after verification of the identity of the ordering inmate, a staff member will write the inmate’s name and booking number on the book, magazine or newspaper in permanent marker.

1900.7 - Inmate Message Slips

a) Inmates are permitted to send Inmate Message Slips to jail personnel, Sheriff's Department personnel, or other persons in agencies located in the Civic Center area where messenger service (pony) is available. Housing Deputies may answer routine inquiries addressed to Jail Administration, but all other inquiries shall be forwarded promptly to Inmate Records for distribution to the intended receiver.
   1. Inmates may correspond confidentially with the Division Commander.

1902 - Visiting

Jail Operations Administration encourages inmates to maintain ties with their family and friends through regular visits. Visiting is scheduled to allow such access on a regular basis limited only by staff availability, capacity of the designated visitation areas, and the safe operation of the jail facilities.

1902.1 - Visiting Hours

a) Regular visiting will be conducted Friday through Monday 0800-1800.
   1. Only one visit is permitted per day.
   2. Visits last a minimum of 30 minutes.
   3. A maximum of two adults plus one child under five years of age is permitted at one time.
b) All visitors must check in at the Visiting/Reception desk.
c) If available closed circuit video monitors will be viewed by the Visiting/Reception Guard Station Officer to ensure against vandalism, escapes, physical assaults between visitors, and other violations of law.

d) The visiting policy will be reviewed annually by Jail Administration to confirm that the policy meets the need of all parties.

1902.2 - Rules for Visitors

In the interest of providing proper visiting periods, maintaining order, protecting public property, and the rights/safety of those citizens in the visiting area, certain procedures and guidelines have been established. These guidelines must be adhered to during public visiting periods.

a) Deputies and Sheriff's Special Officers (SSO) will observe and patrol the visitor's lobby and Visiting corridors to ensure the safety and reasonable comfort of visitors and to see that they are not annoyed or intimidated by other visitors or persons in the waiting area. Prior to visiting each day, the Deputy/SSO shall check the public side of the visiting area to ensure the area is secure. This check may include all hallways, windows, window frames, ceilings, and doors.

b) Rules for Visiting Order will be maintained in accordance with the following guidelines:

1. Bringing cellular phones, cellular watches, laptops, and other electronic devices into any jail facility is prohibited.
    i. See 1902.4(d) 1 for laptop computer rules specific to Official/Legal Visits.
2. No food, drink or gum permitted inside the building.
3. No recording (audio or visual) or photography is allowed in any jail visiting area without prior approval of the Division Commander. Any person(s) found in violation shall have his or her visit terminated and escorted off the jail facility premises. At the discretion of the Division Commander(s), violator(s) may be prohibited from future visits at Orange County Jail Facilities.
4. Smoking is not allowed inside the building or within twenty (20) feet of any doorway or window.
5. Horseplay and/or roughhousing are forbidden and are cause for termination of the visit (CPC 602.1(b) - Disrupting Business).
6. Visitation with any one inmate is limited to three visitors at one time and shall consist of at least one adult in the following combinations:
    i. One or two adults
    ii. One adult plus one minor <u>over</u> the age of five
    iii. Two adults plus one minor <u>under</u> the age of five
    iv. One adult plus one minor <u>over</u> the age of five and one minor <u>under</u> the age of five
7. Children left outside the building or in the lobby MUST be supervised by a person 18 years or older who is responsible for their well-being and safety.
8. Any malicious damage to public or private property will be cause for arrest (PC 594).
9. Any violation of law may be cause for arrest.
10. Visitors waiting for visits will not wander around the Facility. Visitors will proceed to their assigned visiting booth and remain there until the inmate arrives.
11. Upon prior request of the Watch Commander, unaccompanied minor children may visit any relative in custody.
12. Penal Code Section 4571 prohibits persons convicted of a felony, AND WHO HAVE SERVED TIME IN ANY CALIFORNIA STATE PRISON, from entering upon the jail premises, or lands belonging or adjacent thereto, without permission from the Division Commander or his/her designee. Violation of this section is a felony. If this visitor rule is violated, he or she will be directed to leave the premises or may be subject to arrest under Penal Code Section 4571.
13. Visitors who have been released from any jail within the preceding sixty (60) days are ineligible to visit. However, if the visitor was released from any jail within the preceding sixty (60) days, and the requesting

visitor is a direct relative (i.e., mother, father, sister, brother, or child) or spouse, then the visitor may be allowed the visit, subject to approval from the Division Command or his/her designee.

14. Notwithstanding sections (m) and (n), a visitor on formal probation or parole may be required to provide written permission to visit from their probation or parole officer.
15. Bringing firearms, explosives, alcoholic beverages, narcotics or any controlled substances into any jail facility is a crime and the person(s) involved is subject to arrest. (CPC 4574a)
16. Visitors under the influence of alcohol or drugs will not be allowed to visit and may be detained and/or arrested.
17. A visitor whose conduct is disruptive, offensive, or in any way not conducive to the orderly conduct of the jail will be directed to leave the facility. (CPC 148, CPC 602.1(b))
18. Any visitor found visiting an inmate, other than the inmate identified by the visitor at check-in, is in violation of CPC 4570, Unauthorized Communication. The visit will be terminated and the visitor will be subject to arrest. (CPC 148)
19. Visitors will not give anything to or take anything from an inmate without prior approval from the Module Deputy or Prowler. (CPC 4570, 4573.5, 4573.8, 4573.9, 4574, 148)
20. When the visit ends, the visitor will leave the visiting booth clean and free of trash.
21. Violation of visiting rules, laws, regulations or procedures by a visitor may result in the visitor being removed, denied visiting privileges, and/or subject to criminal charges/arrest.
22. Any person(s) in the lobby that creates an excessive amount of noise, thereby prohibiting the staff from conducting visiting business, will be directed to exit the lobby. The visitor will be advised what time his/her visit is scheduled and instructed to return at that time.
23. Visitors with babies may take the necessary items such as strollers, diapers and bottles, separate from the diaper bag. However, each item will be subject to search. Nursing mothers shall be discreet and covered when breastfeeding their child in the visiting area. Failure to do so may result in termination of visiting for that day.

c) Visiting Lobby Locker Procedure

1. The following procedures have been adopted to expedite the visitors to their visits by reducing the time needed to properly search personal property and reduce the amount of personal property brought to the Visiting areas. These procedures will be adhered to twenty-four (24) hours a day, seven (7) days a week.
    i. Locker fee is .25 cents (one quarter)
    ii. Staff will NOT make or provide change.
    iii. Tokens will be made available to indigent individuals, at the discretion of the staff assigned to visiting.
    iv. Only one locker per inmate receiving a visit.
    v. NO food or drink will be stored in the lockers.
    vi. All bulk property (e.g., purses, make-up bags, day planners, books, cigarettes, lighters, backpacks, baby diaper bags, etc.) will be placed inside a locker, left in the visitor's vehicle, or at home. Only an identification card will be retained by the visitor.
    vii. Property may not be left outside the lockers.
    viii. If a locker is unavailable, the property must remain in the visitor's vehicle.
    ix. Visiting officers/deputies from other agencies and within the Orange County Sheriff's Department who do not work at the jail which he/she is visiting will not store items behind the visiting guard station counter.
    x. Any suspicious packages or items are subject to search prior to locker use.
    xi. At the completion of the visit, the visitor must retrieve their property from the locker.
    xii. At 1830 hours all lockers will be visually inspected for property not picked up and/or missing keys.
    xiii. Staff will open lockers with property left inside.

xiv. The property will be removed from the locker and searched, stored, or discarded at the discretion of the Operations Sergeant. In either case, a report will be written to document the action taken.

xv. If a key for a locker is missing, the locker will be tagged "Out of Service" until the key is returned or replaced. A memo will be sent to inmate programs regarding the "Out of Service" locker(s).

2. Replacing keys is the responsibility of inmate programs.
3. Exceptions to locker use include legal counsel, religious guidance and other visits of an official nature.
4. Inmate Programs will collect the money generated from the lockers on a regular basis. This money will go toward the maintenance and repair the lockers through the inmate welfare fund.

d) Parolee / Felon Visiting Procedure

1. A parolee/felony convict who served time in state prison must obtain permission from the Division Commander prior to being allowed to visit. Permission may be obtained by the parolee/ felon "Request to Visit" form available in the Visiting/Reception area.
    i. The person wishing to visit will complete the form and return it to the staff in visiting for review. It is the responsibility of the staff to verify the booking number and name of the person to be visited to confirm accuracy, and that the person is in custody. The form will be checked by the staff for completeness. Incomplete forms will not be accepted.
    ii. The staff will send the completed form to Classification to verify all parole information and conviction charges. Once all information is verified, the form will be forwarded to the Captain or their designee for final approval or denial.
    iii. Once the form is approved or denied and signed by the Captain or their designee, it will be sent back to the Visiting Guard Station where it will be kept on file for future reference. Parolees and felons wishing to visit can follow-up with staff at visiting to determine if their request to visit has been approved or denied.

e) Service Animals

Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.

1. Definitions
    i. Service animal means any dog (and in limited circumstances a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
        A. The work or tasks performed by service animals must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:
            1. Assisting individuals who are blind or have low vision with navigation and other tasks.
            2. Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
            3. Providing non-violent protection or rescue work.
            4. Pulling a wheelchair
            5. Assisting an individual during a seizure
            6. Alerting individuals of the presence of allergens
            7. Retrieving items such as medicine or the telephone
            8. Providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping patrons with psychiatric and neurological disabilities.
            9. Interrupting impulsive or destructive behaviors.

ii. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for purposes of the ADA.

2. Determination and Procedures
   i. Staff shall not ask about the nature or extent of a patron's disability.
   ii. If it is not readily apparent that an animal is trained to do work or perform tasks for an individual with a disability, staff may make two inquiries to determine whether an animal qualifies as a service animal:
      A. Is the animal required because of a disability?
      B. What work or task has the animal been trained to perform?
   iii. Staff shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal, nor ask that the animal demonstrate its ability to perform the work or task.
   iv. Any decision to exclude an animal claimed to be a service animal shall be referred to the Facility Watch Commander or his/her designee for final determination.
      A. If an animal is properly excluded because the Watch Commander determines it does not qualify as a service animal, staff shall provide the individual with the disability the opportunity to participate in the visit without the service animal.
3. Responsibilities
   i. Custody personnel are not responsible for the care or supervision of a service animal.
   ii. A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless the handler is unable to because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
   iii. Staff may ask an individual with a service animal to remove the animal from the premises if the animal is out of control and the handler does not take effective action to control it, or the animal is not housebroken.
      A. If the animal is properly excluded, staff shall give the individual with the disability the opportunity to participate in the visit without having the service animal on the premises.
      B. Notification will be made to the Watch Commander regarding the circumstances involved with the exclusion.

1902.3 - Regular Visit Procedure

a) All visitors must register at the Visiting Guard.
b) The Visiting Officer will check the Sheriff's Data System (SDS) to determine if the inmate being requested is in custody, what his/her housing location is, and whether the inmate is eligible for a visit. Inmates will not be eligible for a visit if:
   1. They are unavailable due to court appearance, hospital visit, currently on an off-facility work crew, etc.
   2. They have lost their visiting privileges for disciplinary reasons.
   3. They already had one visit that day or fulfilled the minimum visiting time required for the week.
   4. They are in the process of being released or transferred.
   5. They have not completed the booking process.
   6. They are a weekender.
c) Visitors must provide official proof of identity in the form of:
   1. Inmate Programs Volunteer ID cards alone does not meet the required ID
      i. Valid U.S. Government issued picture ID card (ex. State Driver's License, Identification Card, etc.).
      ii. Valid Passport
      iii. Valid United States Military Identification Card

iv. US issued Naturalized Citizen Card
v. Matricula Consular Card issued after April 22, 2002.
A. If the deputy/SSO has a concern about the age and/or identity of a visitor, the deputy/SSO may request that a records/warrant check be run on that individual.
B. The sergeant will be notified of any arrests made.
vi. Identification required for "Official Visits" will be valid city, county, state, or federal identification.
vii. Visitors that are minors (Less than 18 years of age) are not required to provide identification.

d) The Visiting SSO will enter the appropriate booking number into the SDS system to determine if the inmate has had a prior visit.
e) Visitors must successfully pass through a metal detector.
f) Refusal to pass through the metal detector is grounds for visit denial. Anyone refusing will be interviewed to determine his/her reason(s) for refusal. The sergeant will be informed of any refusal and will have the final authority to deny the visit.
1. Metal Detector Activation: Those who activate the metal detector must display the item (s) that caused the activation or be denied the visit.
2. Anyone found attempting to enter the visiting area with weapons, tools or explosives will be detained for questioning by the Operations Sergeant or deputies.

g) If the requested inmate refuses to visit or is unavailable for a visit at that time, the Module Deputy will inform the appropriate Visiting Guard Station SSO. The visitor will be called back to the Guard Station and informed of the inmate's unavailability, or refusal to visit. If possible, the visitor will be advised of the inmate's future availability.
h) Rescheduled Visit: If the inmate was unavailable to visit due to being in court, at work, attorney/bondsman/official visitation, etc., and the visitor wishes to reschedule the visit for later that day, the visitor must recheck-in following the normal procedure at a later time.
i) Public Address (PA) System Announcements: The Visiting Guard Station SSO will periodically remind the visitors that there is no smoking, eating or drinking in the visiting area, and that small children must be kept under supervised control. A failure to follow these rules will result in the loss of the visit.
j) Deputy/Sheriff Special Officer (SSO) Movement: When possible, SSO's will patrol all visiting areas and corridors and check passes to ensure visitors are in the proper location and are observing all visiting rules.
k) End of Visit
1. The Visiting Staff will monitor the length of each visit. When the visiting period is over, the staff will notify the visitor(s) that their visiting period has concluded. Inmates who fail to leave the visiting area immediately when directed are in violation of jail rules.

l) Public Visiting Privileges
1. The Watch Commander or designee may deny an approved visitor access to a facility; or may terminate or restrict a visit in progress for violations of law, facility policy (such as stated in C.C.R. Title 15), or for any reason related to a legitimate penological interest such as:
i. Visitor appears to be under the influence
ii. Visitor does not provide proper identification
iii. Visitor refuses to submit to a search or inspection of his/her person and property
iv. Visitor refuses to submit to a metal detector search unless there is a valid medical reason such as a pacemaker. In that instance other search methods would be used.
v. Conduct in violation of facility procedures, including refusal to follow staff instructions, disruption of the visiting/processing area, destruction/alteration of visiting documents, or any other behavior that would constitute a violation of law or repetition of less serious violations and disregard for a warning about such violations.

vi. The visitor is not appropriately dressed or is wearing clothing that encourages violence, is sexually provocative, or is unsafe for the facility (example high heel or high sole shoes on uneven surfaces).

2. The Watch Commander or designee may suspend any future visitation for reasons related to legitimate penological interests. Written notification (Forms Document Center - Notice of Visitor Suspension) shall be provided to the visitor and to the inmate (Forms Document Center - Inmate Notice of Visitor Suspension) to be visited when action is taken by the Watch Commander to suspend visitation. The written notification shall contain information instructing the visitor how to appeal the action to the Division Commander.
    i. The notification can be personally delivered to the visitor or via Certified U.S. Mail if the visitor is no longer at the facility.
    ii. A hard copy of the notification shall be maintained in the issuing facility's Watch Commander's office.
    iii. Notification outlining the reason for the suspension shall be delivered to the inmate to be visited.
3. Entry to the appropriate SDS screen shall be made including (to be accomplished):
    i. The visitor's name
    ii. The inmate to be visited
    iii. The facility issuing the suspension
    iv. The expiration of the suspension
4. The term of suspension shall be dependent on the violation
    i. Violation of facility policy shall be between 1-30 days.
    ii. Convictions for violation of law involving violence, gang activity or moral turpitude, 30 days or more.
5. The suspension may, be inmate specific, facility specific, or jail system wide, depending on the nature of the violation.
6. If a visitor or inmate desires to appeal the suspension, it must be in writing to the Division Commander where the suspension was generated no later than five calendar days from the date listed on the suspension notice. The Division Commander or designee will respond in writing to any appeal within five calendar days from the receipt of the appeal.

1902.4 - Attorney, Bondsman and Official Visitors

a) Location of Visits: See facility specific Appendix
b) Visiting Schedule: No limitations will be placed on the number of visits or length of visits by the official visitors, unless the inmate is restricted for medical reasons, or by court order. All official visitation requests will be honored at any time, unless the inmate is at court, delayed due to meal service, counts, or prohibited from attending by Correctional Health Services (CHS) staff.
c) All authorized visitors will strictly adhere to all posted rules in the visiting area. Any incident involving attorneys or other authorized visitors will be documented and referred to the Division Commander for review. Attorneys or other authorized visitors who violate the law or jail rules or who disobey staff direction may be denied future official and/or contact visits.
d) All visitors and their property are subject to search per 1902.4(g).
e) Authorized Visitors (Contact visits permitted except if otherwise stated in this policy):
    1. Attorneys: Attorney visitation requests will be made by a licensed Attorney. Proper identification must be presented at the time of the request to visit. An attorney's "Bar Card," or other proof of bar admission verifying that the attorney is an active member entitled to practice law, is required. If a bar card is presented, it must be signed by the attorney and must be of the current year. If other proof of bar admission is presented, that state's online attorney database should be reviewed to verify the attorney's active membership. A current Driver's License or official government photo ID will also be presented as an additional form of identification. Violations of Jail Policy and Procedures by attorneys may be referred to the State Bar Investigative Unit. When entering an attorney's information into the SDS system for a visit, the Visiting Guard Station staff will use the attorney's bar number, business address and phone number.

i. Attorneys have a right to a contact visit but they may request either a contact or non-contact visit. Attorneys may possess a laptop computer for official use during the visit. However, electrical outlets are not available within the visiting areas of the jail. All computers and related accessories are subject to search at any time.

ii. Laptops must be used for official use only. Official use includes steps necessary for court/case proceedings and may include viewing documents, photos, case videos, etc.

A. Laptop computers are subject to search if an attorney wishes to possess it during a contact visit. The scope of the search will be limited to:

1. Powering on and off the laptop computer.
2. Verifying the battery compartment and disc drives have not been altered for the purpose of hiding weapons or contraband.

B. Records stored on the computer will not be read.

C. The purpose of the search is to detect and prevent the introduction of weapons or other contraband within the facility.

iii. The Watch Commander will be notified of any violations of this section.

A. The Watch Commander may immediately revoke the privilege to use a laptop for any violation of this laptop policy.

B. All options, including potential criminal charges will be explored for any violation of this policy.

C. The violator may be restricted from the privilege of laptop use during future visits.

D. Exceptions may be made by the Watch Commander or their designee.

2. Official Agency Visits: This type of visitation consists of any peace officer as defined In California Penal Code Sections 830.1 and 830.2, parole agents, probation officers, or federal officers.

i. Official Agency Identification: Identification for an official agency visitor can include their department identification card, an Orange County I.D. card, or an I.D. card issued by the Sheriff's Department. Identification Card must include a photo.

ii. Federal Public Defender Investigators need an approved security clearance to meet with federal prisoners (contact or non-contact). A valid form of federal identification showing Public Defender Investigative status must be shown at time of visit.

3. Law Students, Paralegals, Legal Runners, Licensed Investigators, and other Professionals under the Supervision of a Licensed Attorney

i. A licensed attorney may designate one or more individuals who will be allowed to have official contact visits with inmates. In order for a non-attorney to have contact visits with an inmate the following requirements apply:

A. A licensed attorney may designate only those individuals associated with the attorney who are one of the following: a law student, paralegal, legal runner, licensed investigator, or other professional working under the supervision of the attorney who is designating the individual.

B. The licensed attorney who wishes to designate a non-attorney representative shall submit a letter of designation on the attorney's letterhead identifying, by name, the individual or individuals being designated.

1. The letter shall indicate that the individual being designated works for or is otherwise associated with the attorney, and in what capacity, i.e., a law student intern.
2. The letter of designation shall serve as a cover letter to a completed security clearance application for each individual designated by the licensed attorney and include all supporting documentation required to process the security clearance application.

3. Once the security clearance application has been processed the attorney will be notified of whether the person's clearance has been approved.
4. An approved security clearance is valid for one year from the date approved.

C. Approved individuals will be afforded the same accommodations as licensed attorneys under this policy and be subject to the same jail rules.

D. Each time an attorney's designee visits an inmate for the first time, the designee shall present a letter of responsibility signed by the designating attorney to jail visiting staff. The following information shall be included in the letter of responsibility:
1. The name and booking number of the inmate(s) to be visited by the designee.
2. A statement that the designating attorney accepts responsibility for all actions taken by the attorney's designee within the scope of the designee's assigned duties and/or at the direction of the attorney.
3. The attorney's designee shall be allowed contact visits only with those inmates identified in writing by the designating attorney.
4. The letter may be subject to verification by staff contacting the attorney.
5. Approved letters will be valid for one year and will be kept on file in the visiting area and a copy will be placed in the inmate's file.

4. Orange County Public Defender's Office Paralegals, Investigative Assistants, Interviewers and Legal Runners that meet all the following criteria:
   i. Security Clearance on file
   ii. Proper identification which must include his/her valid OC Public Defender photo identification card.
5. Orange County Public Defender Investigators and Orange County District Attorney Investigators will be granted access provided they have appropriate photo identification from their respective agency. A Security Clearance is not necessary.
6. Clergy Visits
   i. Clergy are allowed to visit inmates only during regular visiting days and hours. Religious community volunteers who are listed on the Inmate Programs volunteer list may visit inmates at any time. Inmates requesting a clergy visit will be provided with a religious community volunteer to adhere to their legitimate religious practices.
   ii. Facility Chaplains are the only Community Volunteers who may conduct official visits with inmates in a location specifically designated for pastoral counseling by the Division Commanders. Usually this only occurs within the Central Jails (Central Men's Jail, Central Women's Jail and Intake Release Center).
7. Treatment Center Representatives Conducting Official Visits:
   i. Recovery center representatives requiring an interview with inmates will complete a security clearance application prior to their first visit; i.e., The Phoenix House, Delancey Street Foundation, and the Witts Inn. The Programs Deputy will determine the legitimacy of each organization and the Correctional Program's Unit Commander will make final approval. The Programs Deputy will maintain and distribute the approved representative list. The interview will be treated the same as an official visit. These representatives will not have a department issued identification card.
8. Consular Officials:
   i. Visits by Consular Officers are Official Visits
   ii. Consular visits will be allowed in non-contact visiting areas unless an alternative location is authorized by the Watch Commander
   iii. The Watch Commander shall be notified prior to the visit.
9. Doctors and Psychiatrists:
   i. Doctors and psychiatrists will be afforded a non-contact official visit with an inmate pursuant to a letter from the inmate's attorney of record and with an approved or pending security clearance at the

jail facility. The letter from the attorney of record is valid for one year from the date of issue. The letter must contain the following:

A. The attorney's letterhead
B. The attorney's bar number
C. Name of the doctor or psychiatrist
D. Name and booking number of the inmate to be visited

ii. Doctors and psychiatrists may only conduct a contact visit pursuant to a valid court order and must have an approved security clearance on file. The court order must specify a contact or non-barrier visit and must be approved by the Watch Commander.

iii. If a doctor or psychiatrist insists the inmate requires a contact or non-barrier visit, but the court order does not specify one, the Watch Commander will contact the Office of the County Counsel to contact the court for clarification.

iv. All pending and approved security clearances will be accessible to visiting and Attorney/Bonds personnel. A security clearance is valid for one year from the date it is approved.

10. Process Servers:
    i. Process Servers must be operating in their official capacity during their visit. Process Server visits will be conducted inside non-contact visiting areas. Process Servers who do not have security clearance on file (OCSD Employees or Sworn Law Enforcement Personnel are exempt) will follow public visiting procedures and may only visit Friday through Sunday during public visiting hours. Process Server visits which have been restricted to public visiting procedures will not count towards the inmate's one public visit per day allowance. Process Servers who have security clearance on file may conduct their non-contact visit at any time.
    ii. Process Servers must provide the following form of identification prior to their visit:
    iii. Driver's License or California State I.D.
    iv. Process Server Identification/Registrant Card
    v. Staff may inspect the Process Server's documentation and other materials that will be passed to and from the inmate.
    vi. Process Server visits that occur at the Central Men's Jail shall be conducted on the Attorney Bonds side only. However, if the Process Server does not have security clearance on file, the visit shall only occur during public visiting days and hours.
11. Interpreters:
    i. These visitors must have a Security Clearance on file approved by the Division Commander or designee. Interpreters must also be accompanied by another official visitor.
12. Public Guardian (Contact Visits Permitted):
    i. Public Guardians who are visiting and who are operating in their official capacity will require the following:
        A. A Security Clearance on file
        B. County ID showing name and picture, or Driver's License/State ID
        C. Name of Agency
        D. County or Agency ID number if available
        E. Work address and phone number
    ii. A Public Guardian operating in their official capacity may also enter the secure area of a facility in conjunction with CHS staff under the provisions of CCOM policy 1902.9.
13. Orange County Social Services/Children's Services:
    i. Orange County Social Services will provide a list of Children's Services staff members authorized for visits.

ii. Orange County Social Services/Children's Services members who are visiting and who are operating in their official capacity must provide the following:
    A. County ID showing name and picture, or Driver's License/State ID
    B. Name of Agency
    C. County or Agency ID number if available
    D. Work address and phone number

14. Non-sworn Law Enforcement Investigative Aides/Assistants:
    i. These visitors are not required to have a Security Clearance on file in order to visit. However, they must present a department issued ID card.

f) Bondsman Area (Contact NOT Allowed):
1. Bondsman: Visitation requests must be made by a California State Licensed Bondsman and shall be with unsentenced inmates only. Sentenced inmates can visit with a bondsman ONLY with the approval of the Operations Sergeant or Watch Commander.
2. The bondsman will be required to present to the Visiting/Reception Guard Station SSO a state issued license which contains the bond license number, the bondsman's photograph, and a California Driver's License or other valid picture identification.
3. Effective August 2009-Bail Agent licenses will no longer be issued in paper form. All bail agent's license must be checked by logging onto the California Department of Insurance web site at http://www.insurance.ca.gov/ and on the main page select "Check license Status." The license status link will provide the term of the license and whether it is currently valid using either the agents full name (last name first-no commas) or license number. A valid picture ID is still required.
4. Any unresolved license status issues should be brought to the attention of the Operations Sergeant.

g) Visiting Area procedures:
1. For purposes of this policy, "Visiting Area" is defined as all areas in the jails established for official visits with inmates, including the hallway between the lobby and the area for official visits with inmates.
2. Official visits are not to be provided to persons who are attorneys, bondsmen, or other officials who seek to visit an inmate for other than official purposes (i.e. visiting a family member or friend).
3. Legal visitations may proceed through a scheduled meal period, and the inmate will receive a tray or sack meal after the visit.
4. Official Visitor Searches:
    i. Official visitors may be requested to submit to a search of their person and immediate property by Sheriff's Department personnel. This search may be prior to entry into the Visiting Area or at any time while visiting when contact with an inmate is possible. These visitors and inmates may confer in areas where physical contact and contraband passage is possible. Normally, visitors and inmates confer in individual visiting booths where no physical contact or contraband passage is possible. Searches will include passage through the metal detector. Visitors will be allowed to leave prior to visit, if they refuse the search.
5. Pass-Through Window:
    i. Each visiting area in the IRC and TLF has a pass-through window whereby the official visitor or the inmate may hand documents and legal correspondence materials to a Deputy to give to each other. The items will be inspected for contraband only.
    ii. Proper Request Form: After determination of the visitor's status, staff will instruct the visitor to complete the appropriate form.
    iii. Yellow form will be filled-out completely by the requesting attorney or person working under the supervision of an attorney.
    iv. Pink form will be filled-out completely by the requesting bondsman.

v. Green form will be filled-out completely by the requesting agency (Probation, Parole, ICE, Police).

6. Evaluation of Request:
    i. Verify Request: Staff will input the visitor's information into the SDS system.
    ii. Verify Requesting Party: The Guard Station Staff will determine if the requesting party is a licensed attorney, person working under the supervision of a licensed attorney, bondsman, a member of an official agency or a clergy member, or that the visitor has prior approval to visit from the Watch Commander or Operations Sergeant, or by a court order that has been approved by the Watch Commander.
    iii. Verify Inmate's Custody Status: Staff will check the SDS system to verify that the inmate is in custody and the location of his/her housing.
7. Notify Inmate's Housing Area of Impending Visit:
    i. The visiting staff will call the housing area where the inmate is housed and advice staff the inmate has been requested for an official visit.
8. Time Stamp:
    i. The visiting staff will input the visitor information into the SDS system and the computer will record the time of the request to visit.
9. Refusal to Visit:
    i. If the inmate refuses to visit with the requesting party, the Deputy will inform the visitor of the refusal.
10. Inmate Unavailable:
    i. If the inmate is temporarily unavailable (e.g., court, Anaheim Global, etc.), the housing staff will inform the visitor of the inmate's unavailability and the expected duration.
11. Visitation Booth Assignment:
    i. If possible, attorneys, persons under the supervision of an attorney, legal runners and other official visitors will be assigned to the end booths to better ensure privacy.
12. Length of Visit:
    i. Visits with attorneys and other members of the defense, i.e. court appointed investigators, legal runners, paralegals, experts, etc., may extend for as long as needed.
13. Recording and Communication Devices:
    i. Image recording (photographs, voice recordings, etc.) and two-way communication utilizing any form of electronic media, including but not limited to a mobile phone device, is expressly prohibited in the Visiting Area. (Two-way communications include e-mail, instant-messaging, video-messaging, etc.) Use of these devices are allowed in the lobby area only, except in the presence of inmates.

1902.5 - Scheduled Attorney and Official Agency Visitation

a) For all attorney and official agency visitation, see facility specific Appendix.
b) In Custody Depositions should follow the below listed guidelines:

    i. In custody depositions require a court order requesting the Sheriff's Department to allow the deposition in custody.
    ii. Depositions will be scheduled in advance and coordinated with the Watch Commander's approval.
    iii. Depositions should be conducted in a "contact" visiting area.
    iv. All individuals attending the deposition, including the court reporter, shall submit an application for the necessary security clearance. No person will be allowed in the contact visiting area without a valid security clearance.
    v. The inmate will remain in jail issued clothing and will be restrained as the Sheriff's Department deems appropriate depending on the security risks presented by the inmate.
    vi. Video recording equipment is prohibited in the jails. The deposition may only be recorded by a court reporter unless video recording is otherwise authorized by the Division Commander.

vii. The inmate's participation at the deposition is voluntary and the Sheriff's Department shall not compel the inmate to participate in the deposition.

viii. If a subpoena or notice of deposition, instead of a court order, is served upon the Department, purporting to require an inmate's deposition in the jail, the Watch Commander should contact the attorney who issued the subpoena or notice of deposition and explain the above policy in relation to conducting depositions in the jail. If the attorney agrees to withdraw the subpoena or notice of deposition, the Watch Commander should send a confirming e-mail to the attorney. If the attorney refuses to withdraw the subpoena or notice of deposition, the Watch Commander should contact County Counsel for assistance.

ix. A court order for a deposition should be referred to County Counsel for assistance if one or more of the following circumstances exist:

A. The court order was obtained without prior notice to the Department (Watch Commander) and the deposition cannot be accommodated for security reasons and the attorney who obtained the court order refuses to modify the order in accord with the above policy;

B. The court order requires the deposition on a date that does not allow time for security clearances to be obtained and the attorney who obtained the court order refuses to change the date; and/or

C. The court order directs video recording that has not been authorized by the Division Commander and the attorney refuses to agree that video recording will not occur.

1902.6 - Special Visits for Inmates

a) The Watch Commander may approve a special visit for persons who have traveled a long distance and arrive before or after regularly scheduled visiting hours.

b) The Watch Commander may approve a special visit for any unforeseen circumstances that arise which preclude a person from visiting during regular visiting hours.

c) Visitors granted a special visit will follow the same procedures as a routine visit, or as designated by the Watch Commander.

1902.7 - Intra-Facility Visiting

See facility specific Appendix

1902.8 - Visitors for Division Commander and Staff

a) Visitors wishing to see the Division Commander or staff must check in at the Visiting Guard Station. The SSO will contact the Division Commander's clerical staff or the person requested, to determine if the visitor can be admitted.

1902.9 - Visitors Requesting Entry into Security Area of Facility

a) Visitors claiming to have official business with security area staff must first check in at the Visiting Guard Station and identify themselves with two forms of valid identification, one of which must have a picture.

b) The SSO will contact the staff member to be visited to determine if the visit can take place in the lobby.

c) If the visitor needs to enter the security area to conduct his/her business, the Visiting Guard Station will contact the Watch Commander and request approval.

d) Visitors approved to enter may have to successfully pass through the metal detector.

e) The Visiting SSO will advise Main Control that a visitor is on his/her way.

f) Upon reaching the Main Control sally port, the SSO will be required to record in the visitor log book the visitor's name, company or department, the number of the Visitor badge given to the visitor, and the name of the escorting deputy. Visitors will be issued a visitor's badge which must be worn in plain sight at all times.

1. Additionally, the visitor will be instructed to read and sign the Orange County Jail Release of Liability Form. The Main Control will witness the signature.

2. The completed form will be filed by date in the folder maintained in Main Control forms will be purged after thirty (30) days.

g) Visitors and their packages/containers may be searched prior to entry.
   1. Prohibited items:
      i. Contraband
      ii. Food or beverages
      iii. Explosives, weapons, combustibles
      iv. Other items not approved by the Watch Commander

h) All visitors will be under escort at all times while in the security area of the facility.

i) Maintenance personnel not regularly assigned to the facility will be escorted at all times. Tool boxes and containers will be checked prior to entering security. A "Security Clearance" form will be completed on those persons who work at the facility on an ongoing basis.

j) All visitors must turn in their visitor badges to Main Control when they exit the facility.

k) Visitors entering the Intake Release Center via the Receiving or Main Control Guard Stations must surrender their valid identification to the staff member requesting it (Deputy/SSO/CST/CSA). They, in turn, will receive a visitor pass. The staff member will then record the visitors' information in the "Visitor Log Book" and document the following information:
   1. Visitor's Name
   2. Company or department affiliation
   3. Visitor pass number
   4. Name of escorting personnel
   5. Time in and out of facility
   6. The visitor's identification will replace the visitor pass in its designated slot. The visitor pass must be visible at all times. The staff member will return the visitor pass to its designated slot upon completion of the visit and return the identification to the visitor. Visitor Log Books will be maintained in both Main Control and Receiving Guard Stations.

1902.10 - Requests for Inmate Signatures

a) Persons bringing in money orders, checks or legal papers for inmate signature must bring them to the Visiting Guard Station. The SSO will prepare a property release form. This form, along with the item to be signed, is sent to the appropriate housing location for inmate signature.
   1. Request Signature: When the form arrives at the housing location, the housing Deputy or Prowler will call the inmate to the guard station and ask if he/she wishes to sign the item. Deputies will not act as a witness in the signing of any documents.
   2. Return Document: Once the item is signed or the inmate refuses to sign, it will be sent back to Visiting Staff who will return it to the requesting party. The inmate will return back to his/her housing location. Requests for signature will not count as a visit.

1902.11 - Service of Judicial Documents by Custody Staff

a) The serving of judicial papers, such as a subpoena, summons or a restraining order on an inmate will follow the same basic procedure as the previous section "Requests for Inmate Signatures". The Deputy will receive the document from the person and hand the document to the inmate. Otherwise, upon receipt of any papers in a judicial proceeding, the deputy must serve the inmate with the papers along with a note thereon documenting the time of service. The inmate may retain these papers while in custody.

b) Jail personnel are not to accept writs. Should anyone attempt to serve a writ at any facility location, it shall be refused and the person serving it shall be directed to the Division Commander of Investigations. The jail will only act upon writs of habeas corpus forwarded by investigations.

1902.12 - Warrant Arrests in Visiting

a) Deputies and SSO's may routinely run warrant checks on citizens who come to the facility to visit inmates. When the record check confirms a warrant, the deputy or SSO will:
   1. Confirm identity using government issued identification or previous in-custody (LARS, ELETE)
   2. Confirm name on warrant matches identification.
   3. Confirm warrant is active using Control One or by phoning Central Warrants
   4. Notify the Operation's Sergeant.
   5. Place under arrest and complete booking process.
   6. Documentation:
      i. Call dispatch and request Departmental Number (DR#).
      ii. Call Main Control and request Jail Incident Number (JI#).
      iii. Write one report using a Follow-up form that includes:
         A. Date/time of arrest
         B. Location of arrest
         C. Name of arrestee
         D. Date of birth
         E. Warrant number
         F. Issuing Court
         G. Date of issue
         H. All charges
         I. Booking number
         J. JI number
         K. DR number

1902.13 - Notary Visits

a) Inmates requiring notary service should make arrangements for service and payment via their attorney or family members. Notaries must be operating in their official capacity during their visit. Notary visits will be conducted inside non-contact visiting areas. Notaries who do not have security clearance on file will follow public visiting procedures and may only visit on Friday through Sunday during public visiting hours. Notary visits will not count towards the inmate's one public visit per day allowance. Notaries who do have security clearance on file may conduct their non-contact visit at any time.
b) Notaries must provide the following form of identification prior to their visit:
   1. Driver's License or California State I.D.
c) Staff may inspect the notary's public seal, public journal and other materials that will be passed to and from the inmate.
d) Notary visits that occur at the Central Men's Jail shall be conducted on the Attorney Bonds side only. However, if the Notary does not have security clearance on file, the visit shall only occur during public visiting days and hours. If the Notary does have security clearance on file, the visit may occur on any day or time.

1902.14 - United States Marshals Service Official Video Conference

The purpose of this policy is to provide United States Marshals Service (USMS) inmates access to their attorneys via video conference. The Sheriff's Department will provide video conference calls for USMS inmates according to the schedule provided by the USMS.

a) Restrictions
   1. Video Conferences between a USMS inmate and their attorney or agent of the attorney are privileged and shall not be subject to monitoring.

2. USMS inmates will not be prohibited from other official visits. For any official visit not including video conference visits, follow CCOM Policy 1902.4 – Attorney, Bondsman and Official Visitors.
3. Each video conference system will be limited to one inmate at a time per video conference, unless determined otherwise by the USMS.
4. No limitations will be placed on the number of video conferences or length of conferences, unless the inmate is restricted for medical reasons, by court order, or as directed by the USMS. All scheduled video conferences will be honored at any time, unless the inmate is at court, delayed due to meal service, counts, or prohibited from attending by Correctional Health Services staff (CHS).

b) Video Conference Refusal
   1. If the inmates refuses their video conference during their scheduled time, the Deputy will document the refusal on their area log.

1903 – Legal Mail Drop-Off

Legal representatives (i.e. attorneys, legal runners, etc.) will be permitted to drop-off legal mail at the Central Men's Jail Attorney/Bonds for inmates who are housed at the Central Men's Jail (CMJ), Central Women's Jail (CWJ), and/or Intake Release Center (IRC) and at the Theo Lacy Facility (TLF) Lobby for inmates housed at the TLF.

1903.1 – General

a) Legal representatives including but not limited to:
   1. Attorneys, law students, paralegals, legal runners, licensed investigators, and other professionals under the supervision of a licensed attorney.

b) Legal representatives will be permitted to drop-off legal mail (e.g. envelope, package, folder, etc.) at:
   1. Central Men's Jail Attorney/Bonds for inmates who are housed at the CMJ, CWJ, and/or IRC.
   2. Theo Lacy Facility Lobby for inmates who are housed at the TLF.

c) Legal mail will be allowed to be dropped off:
   1. During designated facility drop-off times:
      i. Monday – Friday between 1100 and 1200 hours at the CMJ Attorney/Bonds
      ii. Sunday- Saturday between 0001 and 2359 hours at the TLF Lobby
   2. Legal mail being dropped off outside designated drop-off times will not be accepted.
   3. Legal representatives attempting to drop-off legal mail outside designated drop-off times will be notified they can send legal mail via the United States Post Office (USPS) or they may set up an official visit with the inmate (See CCOM Policy 1902.4 – Attorney, Bondsman and Official Visits for more information).
   4. There are no limits placed on the number of legal mail items a legal representative may drop-off.
      i. A "Legal Mail Drop-Off" form will be completed for each item of legal mail being dropped off.
      ii. The legal representative must provide a valid form of government identification, including:
         A. Government-issued, picture identification card (i.e. state driver's license, identification card, county identification card/badge, etc.)
         B. Passport
         C. United States Military identification card
         D. United States issued Naturalized Citizen card
         E. Matricula Consular card issued after April 22, 2002
      iii. The Correctional Services Assistant (CSA), Sheriff's Special Officer (SSO), or deputy working CMJ Attorney/Bonds or TLF Lobby will confirm the legal representative's identification matches the information provided on the "Legal Mail Drop-Off" form. Staff will also ensure the inmate is currently housed at the corresponding facility listed on the legal mail.

iv. The inmate's full name, booking number, general physical description of the legal mail item (e.g. envelope, package, folder, etc.), and a return address must be provided for each item of legal mail being dropped off.

5. Each legal representative may only drop off legal mail once per day, during designated drop-off times.

d) A Mailroom CST will collect all legal mail that was dropped off at the CMJ Attorney/Bonds or TLF Lobby and take it to the Mailroom for processing (See CCOM Policy - 1900.3 Incoming Inmate Mail for more information). Legal mail will only be opened and inspected in the presence of the inmate. Any contraband found in the legal mail collected during drop-offs will be documented and legal action may be taken against the legal representative who dropped off the item of legal mail.

1. Any contraband found in the dropped off legal mail will be documented and referred to the Division Commander for review. Legal representatives who violate the law, jail rules, and/or who disobey staff direction may be denied future legal mail drop-off privileges and/or subjected to legal action.

e) The completed "Legal Mail Drop-Off" form to will be given to Inmate Records and placed on the inmate's file.

1904 - Inmate Telephone Calls

Inmates confined in any Jail Operations facility will have access to telephones in order to maintain community and family ties and communicate with legal representatives or the courts.

1904.1 Housing Telephone Use

a) Telephones are available for inmate use during dayroom hours.
   1. In emergency or court ordered situations, inmates will be permitted to use the telephones in their assigned housing locations.

b) Telephone calls are made collect and may be monitored. There are no restrictions on the number or duration of calls.

c) Housing Sergeants will review any inmate's written request to use the non-collect telephone.
   1. Examples of approved calls:
      i. Public agencies, courts, etc.
      ii. Businesses not likely to accept a collect call. (Determine why call is necessary.)
      iii. Call to an answering service (i.e., inmate's family has no phone).
   2. Examples of disapproved calls:
      i. Inmate has means to make a collect call, but prefers not to call collect.
      ii. Inmate does not like making calls while in the dayroom.
      iii. Inmate refuses to state reason(s) for request.
      iv. Questionable requests should be referred to the Watch Commander.

d) Upon completion of non-collect court ordered telephone calls, the deputy shall record the date and duration of the call and enter his/her signature on the Inmate Activity Log.
   1. Once all required calls are completed, the Module Deputy will write "Completed" and the date/time on the court order indicating the requirements of court order have been fulfilled. The deputy will then return the court order to Inmate Records to be placed in the inmate's file.

1904.2 - Telephone Restrictions

a) Inmates placed in disciplinary housing shall have restricted access to the telephone as a condition of the imposed discipline. Inmates will not be prevented from making telephone calls to their legal representatives or the courts in connection with prospective or pending litigation.
   1. All legal phone calls will be unmonitored. The deputy supervising the telephone call may dial the desired number and obtain the party being called to verify that the call is being made as stated.

2. Disciplinary housing inmates may only use the free local phones to call legal representatives or the courts when the receiving party will not accept the charges from the collect phone call.

1904.3 - Calls Arranged by the Correctional Health Services (CHS) Staff

a) There may be occasions when members of the CMH staff, during counseling sessions, determine that a particular inmate's tensions and frustrations may be alleviated by being allowed to make a phone call. With the approval of a Sergeant, members of the team may originate the call by dialing the number, verifying that the party wishes to talk to the inmate, and then personally monitoring the conversation and documenting the call's occurrence in the log book.

b) Inmates in disciplinary housing referred to CMH may be allowed a phone call upon request from CMH and approval of the Watch Commander, if it is believed the phone call would be beneficial to the inmate's treatment.

1904.4 - Special Use Telephones

a) Each facility will maintain video interpreting services for hearing impaired inmates' use. Requests to use video interpreting services will be honored at the convenience of jail staff, but as soon as reasonably possible.
   1. During booking, hearing impaired arrestees will be advised that video interpreting services are available for use.
   2. A hearing impaired inmate in housing may use video interpreting services during regular telephone hours or pursuant to an approved emergency request.

b) A cordless telephone is available in medical housing for inmate access, if needed. The cordless telephone is to be utilized only in the extraordinary event an inmate is non-ambulatory, has an urgent need to make a call, and cannot access any other inmate telephone. The deputy will keep the inmate using the telephone under direct visual observation at all times and only provide the telephone for the time necessary to complete the call. When the call is completed, the deputy will collect the telephone, disinfect it if necessary, and return it to the charger in the guard station. These telephones are recorded in the same manner as all other inmate telephones.
   1. Calls between an inmate and his/her attorney or an agent of the attorney are privileged and shall not be subject to auditory monitoring.

c) Telephone carts are available at the Theo Lacy Facility for use in disciplinary housing cells. The cart will remain outside the cell and the handset passed through the door hatch.

1904.5 - Non-Collect Telephone Calls

a) Inmates may, for cause, petition the Division Commander or his/her designee to use the non-collect telephone.

b) All personnel will adhere to the following guidelines when an inmate requests a non-collect telephone call:
   1. Issue an "Inmate Message Slip" to the inmate. The inmate will fill out the request and address it to the Housing Sergeant explaining the reason for requesting the call. The slip will be forwarded to the sergeant for review and approval/denial.
   2. The sergeant shall approve non-collect calls for:
      i. Verified personal emergencies.
      ii. Special circumstances (all questionable requests will be referred to the Watch Commander for approval).
   3. The sergeant shall direct a deputy to remove the inmate from housing to a non-collect telephone. The deputy shall record the date, start/end times of the call, and place his/ her initials and badge number on the slip. The inmate will sign the slip acknowledging the completion of the call.
   4. Upon completion of the call, the inmate shall be returned to housing and the original message slip, which will be marked "FILE", shall be forwarded to Inmate Records for inclusion in the inmate's jail file.

1904.6 - Telephone System

The Assistant Sheriff of Custody Operations or his/her designee shall be responsible for ensuring the Inmate Telephone Monitoring/Recording Equipment (TMRE) system is utilized for law enforcement needs and the security of the facility as allowed under State and Federal laws in compliance with applicable State and Federal Statutes. (Cal. Pen. Code §§ 633, 636(a); 18 U.S.C. § 2511(1)(a) and (4); People v. Kelley (2002) 103 Cal. App. 4th 853).

a) Inmate Telephone Monitoring/Recording Equipment (TMRE) System

1. The Inmate TMRE system provides telephone service to inmates housed in Orange County Jail facilities and Juvenile Hall. Phone services include the ability to record, monitor and store all phone calls placed by inmates.
2. Recording Capability
    i. The Inmate TMRE system maintains digital recordings of calls originating from inmates telephones as well as generates documents of telephonic activity from corresponding computers.
3. Authorized User Responsibilities
    i. It shall be the responsibility of the designated authorized personnel to routinely monitor outgoing inmate telephone calls.
    ii. It shall be the responsibility of the designated authorized personnel to access Inmate TMRE system records of stored calls to screen for potential security issues, criminal activity and ensure the Inmate TMRE system is operating.
    iii. The user shall conduct at least one open source search of the phone number listed in the Inmate TMRE system prior to monitoring any call or listening to any recording(s) to ensure that the target numbers are not attorney, religious advisor or licensed physician phone numbers.
    iv. Open source searches may include, but are not limited to: Internet search engines such as Google, law enforcement related databases such as CLEAR, or the California State Bar Association.
    v. It shall be the responsibility of each authorized user of the Inmate TMRE system, to determine if an inmate has Pro Per status and determine the privileges stated in their court order in regards to phone calls. Please reference CCOM Policy 1904.6(a)(8)(iv) “Inmates with Pro Per Privileges.”
4. Workstation Access
    i. The Inmate TMRE system work station provides the user interface to the telephone computer system.
    ii. The Inmate TMRE system shall be located in a secure room outside of inmate access areas.
    iii. Access to the Inmate TMRE can only be gained through the workstation which is login and password protected. Use of this workstation shall be restricted to authorized personnel designated by the Commander of Custody Operations or his/her designee, who have received instruction in the use of the Inmate TMRE system.
    iv. Locations
        A. Intake Release Center
        B. Men’s Central Jail Facility
        C. Women’s Central Jail Facility
        D. Theo Lacy Facility
5. Authorized User Access

i. Based on the authorized user's need for offsite monitoring, the Inmate TMRE system may also be accessed through approved computers, laptops, and other mobile devices per the Custody Intelligence Unit (CIU) Captain.

6. Requesting Access to the Inmate TMRE System

   i. Sheriff's Department Employees requesting access to the Inmate TMRE system shall submit an Orange County Sheriff's Department User Name Authorization and Admonishment form to the CIU Captain. The request will be reviewed by the CIU Captain and the Custody Operations Commander. All requests for access to the Inmate TMRE system will be granted on an individual, case by case basis.

   ii. All designated sheriff's personnel accessing the Inmate TMRE system records will have a signed ~~a~~ User Admonishment Form on file maintained by CIU. The admonishment forms maintained by CIU will be retained per the County's Records Retention Schedule.

   iii. Each approved user shall receive training on use of the Inmate TMRE system and understand the full capabilities of the system as well as this policy. An approved user shall not use the Inmate TMRE system prior to completing such training. Training on the policies and use of the Inmate TMRE system will be conducted by CIU. Training records of the Inmate TMRE system will be maintained by CIU.

   iv. Each approved and trained user shall keep their login and password information confidential. Each user login shall only be utilized by the person who is authorized and trained to use the Inmate TMRE system as described herein. Users shall not share their login and/or password with any other person or allow others to access the Inmate TMRE system with their login information.

   v. The CIU Captain will perform an internal audit of the authorized users quarterly to determine their needs of maintaining access to the Inmate TMRE system.

7. Outside Agency Request for Records

   i. Formal requests for phone records in the form of discovery requests from a District Attorney's Office, or Subpoena Duces Tecum(SDT's) will be processed without approval from the Commander of Custody Operations.

   ii. All other requests for recordings, call records, or other telephone records shall be submitted in writing on the requesting agencies' department letterhead. The written request shall include the specific reason for the request, the subject's name and booking number, the name, rank and signature of the requesting official. These requests shall be directed to the Commander of Custody Operations or his/her designee for approval.

   iii. Once approved, all outside agency requests for the Inmate TMRE system records shall be forwarded to CIU. CIU will process the request for records and shall be responsible for completing the Inmate Telephone Communications Cover Release Form and attaching it to the original request for telephone records.

   iv. Each official request for the Inmate TMRE system records, along with the applicable Orange County Sheriff's Inmate Telephone Communications Cover Release Form shall be maintained by the CIU. All forms will be retained per the County's Records Retention Schedule

8. Legal Issues / Notifications

   i. In compliance with California Penal Code Section 636 (a), no Orange County Sheriff's personnel shall knowingly monitor or record privileged conversations between an inmate and his/her legal counsel, physician or religious advisor without the permission of all parties to the conversation.

   ii. Non-Monitored and Non-Recorded Phone Calls

      A. Phone numbers submitted by the Orange County Public Defender's Office, Orange County Bar Association, Attorney Bonds, approved religious advisors and licensed physicians have

been entered into the Inmate TMRE system database to prevent calls to these numbers from being recorded.

B. Inmate Request
    1. Phone numbers not included in the non-monitored and non-recorded database may be submitted for entry into the database upon a written request of any inmate to any member of the Jail staff.
    2. All inmate requests must be forwarded immediately to CIU, who will quickly verify that the person requesting unmonitored or unrecorded phone calls, qualifies to be entered into the non-monitored database.
    3. If qualified, CIU will immediately notify an Inmate Programs representative to have the phone number entered into the non-monitored database. The Inmate Programs representative will also notify the inmate that the number has been approved for non-monitored and non-recorded calls.
C. Official Request
    1. The Orange County Sheriff's Department will verify the identity and relationship of an inmate's attorney, physician and/or religious advisor when requesting to have their phone numbers placed in the non-monitored and non-recorded database.
    2. Once verified, the Orange County Sheriff's Department will respond to their official request to have their phone numbers placed in the non-monitored and non-recorded database.
    3. Once approved, it will be the responsibility of CIU to forward the information immediately to an Inmate Programs representative. The Inmate Programs representative will then place the phone number in the non-monitored and non-recorded database.

iii. Recorded Privilege Communication Phone Calls

A. In any event where there is reason to believe that a privileged communication phone call is being recorded, the listener shall immediately stop listening to the call.
B. The listener shall immediately notify CIU through department email to confirm that the phone number used, belongs to an attorney, physician, or religious advisor.
C. Once confirmed, the listener shall notify an Inmate Programs representative to have the phone number added to the non-monitored and non-recorded database.
D. When a privileged communication phone call is recorded by the Inmate TMRE system and/or accessed by Orange County Sheriff's Department personnel, the following shall occur:

    1. Orange County Sheriff's Department personnel shall document the incident by writing an information report. The report shall include the inmate's information as well as the date and time the phone call was accessed. The report shall also include any other pertinent information regarding the incident as well as the information which led Orange County Sheriff's Department personnel to believe that the recording was of a privileged communication.
    2. All information reports regarding recorded privileged communication phone calls shall be forwarded to the CIU Captain. The CIU Captain shall notify and send the reports to the District Attorney's office.

iv. Inmates with Pro Per Privileges

A. Depending on the specifications of a Pro Per inmate's court order, some Pro Per inmates are granted the privilege of unmonitored collect calls and/or non-collect calls.
B. Non-collect phones are not linked to the Inmate TMRE system, therefore they are not recorded.
C. Unless a phone number is in the non-monitored and non-recorded database or the terms of a Pro Per inmates court order states otherwise, collect calls will be recorded.

    1. If a Pro Per inmate's court order states collect calls will be unmonitored, no one will be allowed to listen to the phone call or the recording.

D. It shall be the responsibility of each authorized user of the Inmate TMRE system, to determine if an inmate has Pro Per status and what privileges the inmate has, pursuant to their court order, in relation to phone calls. Authorized users shall determine this accordingly:
    1. The Pro Per Sergeant will provide the CIU Sergeant with a list of Pro Per inmates.
    2. The CIU Sergeant shall make the list available to all CIU staff with access to the Inmate TMRE system and forward the list to non-CIU staff who have access to the recordings database.
    3. The Pro Per Sergeant shall update the list whenever an inmate's Pro Per status has changed.
    4. The list shall reference the type of phone privileges that have been ordered by the court for the particular Pro Per inmate.
E. If CIU staff or other authorized non-CIU staff members determine that the Pro Per inmate is allowed unmonitored collect calls, any recordings linked to that inmate's PIN shall not be accessed or listened to without further order of the court.
F. If CIU staff or other authorized non-CIU staff members determine that the Pro Per has not been granted special phone privileges, then the recordings may be accessed or listened to.
    1. If a Pro Per inmate contacts an attorney, physician or religious advisor, and their number is not in the non-monitored or non-recorded database, the phone call could potentially be recorded. If, at any point while listening to a Pro Per's recorded calls, staff determines the communication may be privileged, staff shall immediately cease listening to the recording, and follow the process described in CCOM section 1904.6 (a)(8)(iii) "Recorded Privilege Communication Phone Calls."

v. The Inmate TMRE system shall play a recorded admonishment that both, the inmate and the recipient of the call will hear prior to the call being accepted by the called party. The pre-recorded prompt will notify the inmate and the recipient of the call that the call they are making/receiving is being recorded and may be subject to monitoring. The admonishment will be played to both inmate and recipient of inmate calls and will be available to them in English, Spanish, Vietnamese, Cantonese, Portuguese, French, Armenian, and Mandarin. The inmate and the recipient are required to "acknowledge" the recording of the calls by pressing "1" before the call will proceed. If either the inmate or the call recipient fails to press "1" the call will be terminated.
vi. Notices in English, Spanish and Vietnamese, will advise inmates of potential telephone monitoring and recordings. These notices will be prominently posted in the areas next to all inmate telephones. The notice will read as follows:
    A. "NOTICE! Telephone calls will be recorded and may be monitored."
vii. Inmates at intake will receive written notice of the fact that calls made on the inmate telephone system are recorded and subject to monitoring. Inmates are expected to sign the form to

acknowledge receipt of the notice. If an inmate refuses to sign, the intake Deputy will write "Refused to sign" on the form and the form will be placed in the inmate file.

1905 - Censoring of Newspaper Articles by Jail Personnel

The Watch Commander or his designee may remove articles that are deemed to threaten safety and/or security of the inmates, jail personnel, or the facility. Watch Commanders will notify all jail facilities of the reason to withhold a newspaper article. An article may be withheld in situations, including but not limited to, when the article:

a) Incites, aids or abets violence.
b) Depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices.
c) Create[s] an intolerable risk of disorder under the prevailing conditions at a jail facility at a particular time. For example, information about rival gang members that are housed at the same facility.
d) Contains blueprints, drawings or similar descriptions of jail facilities.
e) Depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
f) Describes a particular inmate's criminal charges when those charges would subject the inmate to violence (e.g., charges related to child molestation, abuse of children, rape, or incest).

1905.1 - Documentation of Censored Article

The decision to withhold a newspaper article shall be documented in the 24 hour log. Such documentation shall contain at a minimum:

a) An explanation of the connection between the article's content and the threat to maintaining safety and security of the facility, inmates and/or jail personnel.
b) The name of the Watch Commander or his designee who made the decision to withhold the information.

Policy 2000 - Inmate Services and Programs

2000 - Overview/Social Service Programs

In order to maintain the physical, social and emotional health of incarcerated individuals, a broad array of programs and services will be provided. Programs will utilize community resources and include at a minimum, religious services, recreational and leisure time activities, library services, educational courses, work programs, social service programs and commissary.

2000.1 - Program Guidelines

a) Equal opportunity for participation in programs and services will be available to both male and female inmates housed within Jail Operations.
b) Inmate participation in programs and services shall be strictly voluntary. Refusals will not prejudice an inmate from future participation. However, due to class size limits, arbitrary refusals may impair the maintenance of accurate, active attendance records and may impede other inmates from participating in certain classes if there is a waiting list. In these cases the Education staff will handle the refusals.
c) Programs and services will be provided by Correctional Programs Staff and outside community resources.

2000.2 - Social Service Programs

a) Correctional Programs maintains an extensive reference log of social service programs and groups available for inmate referral. Generally, the inmate must contact a member of the Correctional Programs Staff and request help.
b) Inmates requesting social service assistance can submit an Inmate Message Slip to Correctional Programs, who will furnish the inmate with the name of the appropriate person or agency to contact.
c) Social service programs may be presented within the facility, either in the Visiting area, Chapel or multi-purpose rooms. This will depend on whether the program is delivered to a group or an individual.
d) Counseling programs for alcoholics (Alcoholics Anonymous) and drug addicts (Narcotics Anonymous) are presented on an on-going basis.

2000.3 - Security Clearance Application Procedure

a) Purpose
    1. To provide a procedure for screening, selection and requirements of persons who will be volunteering within the Orange County Sheriff's Department's jail facilities.
b) Policy
    1. All volunteers will be screened and approved by the Deputy assigned to the Inmate Services Division prior to entering or volunteering within any Orange County Sheriff's Department's jail facility.
c) Procedure
    1. The Inmate Services Division's volunteer coordinator or deputy will receive names of potential volunteers from the following sources:
        i. Religious organization
        ii. Volunteer agency
        iii. Sheriff's Department employees to fill a specific need within the Orange County jail system.
    2. Clearance Process:

i. All potential volunteers must complete, sign and submit all security forms to the Inmate Services Division's deputy. All volunteers shall also provide a copy of their California Driver License or California Identification card, and a copy of their Social Security card or U.S. Federal passport.
ii. A background check will be conducted on all clearance applications submitted.
iii. The volunteer background clearance process can take up to 4 to 6 weeks to complete. In certain circumstances it may take longer depending on the completeness of the information provided by the potential volunteer and available staff resources.
iv. The clearance process and any approval will occur prior to when the volunteer begins his or her services in the Jail System. Except as provided herein, a volunteer's security clearance will remain in effect for one year. After the second consecutive year of volunteering and if the volunteer remains in good standing, a two year renewal may be granted. One to two months prior to the expiration of the volunteer's security clearance, the volunteer will submit all appropriate documentation for renewal.
v. All volunteer data collected and result of the security clearance will be maintained in the security clearance database.

3. Acceptance into Volunteer Program:
   i. The Inmates Services Division deputy will notify the volunteer or the volunteer's organization of their acceptance into the volunteer program.
   ii. The volunteer must attend a mandatory Sheriff's Department security orientation training before entering a Sheriff's Department's jail facility. Failure to attend the security orientation training will result in removal from the volunteer program.
   iii. Once the volunteer is screened, cleared for jail entry and has attended the mandatory security orientation training, he/she will be issued a "Volunteer Identification" card.
   iv. The Inmate Services Division - Volunteer Coordinator Supervisor will coordinate with the volunteer or the volunteer's organization their assigned duties and/or activities.
   v. All volunteers shall adhere to all Sheriff's Department's rules and regulations regarding volunteers. Furthermore, all volunteers shall adhere to all Federal, State and County laws. Any violations of Sheriff's Department rules and regulations regarding volunteers or any violation of any Federal, State or County laws may result in immediate removal from the volunteer program.
4. Volunteer Clearance Denials:
   i. The applicant who fails the background investigation will be notified in writing/email that he/she has been denied. Specific information on which the denial was based will be documented and will only be disclosed to the applicant, not the organization, unless the applicant provides written authorization for the disclosure to the applicant's organization.
   ii. Clearance renewals may be denied based on the needs of the Sheriff's Department, the Inmate Services Division's volunteer program or the applicant's status.
   iii. If an applicant is denied, the applicant may appeal the denial. All appeals must be in writing and sent to the Inmate Services Division deputy. The applicant's background packet will be forwarded to the Area Division Commander or his/her designee for final review.
   iv. The Area Division Commander or his/her designee will review all pertinent information regarding the clearance denial. The Area Division Commander or

his/her designee will make a final determination regarding the applicant's clearance status within 90 days of receipt of the appeal. The applicant or the applicant's organization, if the applicant has provided written authorization for disclosure to the applicant's organization, will be notified in writing of the Area Division Commander's or his/her designee's decision. The Area Division Commander's or his/her designee's decision is final.

5. Removal from Volunteer Program:
    i. The Inmate Services Division may remove a volunteer from the volunteer program if they do not fulfill their obligations or requirements to the volunteer program.
    ii. Any volunteer who jeopardizes the safety or security of the Orange County jail, its staff or individuals incarcerate within any Orange County Sheriff's department's jail facility may be removed from the volunteer program.
    iii. Sheriff's department's staff has the authority to deny access or remove any volunteer from any facility at any time. Specific information about why the volunteer was denied access or removed from the volunteer program will be documented and will be disclosed to the volunteer, not the organization, unless the volunteer provides written authorization for disclosure to the volunteer's organization.
    iv. If a volunteer is removed from the volunteer program, the volunteer may appeal the removal. All appeals must be in writing and sent to the Inmate Services Division deputy. The appeal will be forwarded to the Area Division Commander or his/her designee for final review.
    v. The Area Division Commander or his/her designee will review all pertinent information regarding the volunteer's removal from the volunteer program. The Area Division Commander or his/her designee will make a final determination regarding the volunteer's removal from the volunteer program within 90 days of receipt of the appeal. The volunteer or the volunteer's organization, if the volunteer has provided written authorization for disclosure to the volunteer's organization, will be notified in writing of the Area Division Commander's or his/her designee's decision. The Area Division Commander's or his/her designee's decision is final.
6. Records Retention:
    i. The Inmate Services Division will keep all appropriate records, clearances, forms and training documentation of all volunteers. The length of time these documents will be kept according to applicable Federal, State and County laws and Sheriff's Department's Records Control Schedule(s).

d) Volunteers will complete a security clearance request
    1. Volunteers may apply and be approved to enter all OCSD jail facilities. Approval will be designated by the Correctional Programs Unit Commander in either of the following forms:
        i. All Facilities
e) Security Requests are processed by policy
    1. Programs Deputy – Each applicant's specific information (including criminal history) will be evaluated first by the Programs Deputy. The Programs Deputy will forward the materials and recommendation for approval or denial of the application to the Correctional Programs Commander.
    2. Correctional Programs Unit Commander – The Correctional Programs Unit Commander will review and evaluate all Security Clearance Requests according to approval criteria for admission to Jail Operations.
f) Denials and Questions about Denials

1. The reason for a Security Clearance Request denial will be clearly stated by the Correctional Programs Unit Commander on the application card. Volunteers who are denied clearance may direct questions to the Inmate Resources Team Supervisor.

g) Religious Community Volunteers
   1. Will generally be on an approved list of volunteers for visits through Inmate Programs. Clergy members not on this list may visit with the Watch Commander's approval.
   2. Volunteers approved for admission to Orange County jail facilities must contact the Correctional Programs Volunteer Office to arrange an appointment for their ID card photo.
      i. In certain instances, Inmate Programs Volunteers may arrive at a facility during the interim period between receiving security clearance approval from Inmate Programs and scheduling an appointment with the Volunteer Office to obtain their ID card. In those cases, the volunteer's name will be in the security clearance database. The volunteer must present a valid government ID to check their identity and confirm a security clearance. They may then be issued a volunteer pass.
   3. Facility Chaplains are community volunteers. They have been cleared to conduct official visits with inmates in areas or in separate Chaplains' offices, to move within the jail facility without escort and, to escort and monitor their organization's Blue Card Community Volunteers while those volunteers conduct programs within the jails.

2000.4 - Volunteer Identification Cards

a) Volunteers approved for admission must contact the Correctional Programs Volunteer Office to arrange an appointment for their ID card photo.
   1. In certain instances, Inmate Programs Volunteers may arrive at a facility during the interim period between receiving security clearance approval from Inmate Programs and scheduling an appointment with the Volunteer Office to obtain their ID card. In those cases, the volunteer's name will be in the security clearance database. The volunteer must present a valid government ID to check their identity and confirm a security clearance. They may then be issued a volunteer pass.

b) ID Card Color
   1. Blue – Regular "Community Volunteer" The blue color differentiates the Community Volunteer from other civilian ID cards denoting instructors from other county agencies blue color also designates that the volunteer requires an escort when moving within the secured areas of a jail facility.
   2. White – A limited number of "Facility Chaplain" ID cards are issued to each religious organization conducting scheduled worship services and bible studies in the jail facilities. Facility Chaplains are:
      i. Cleared to conduct official visits with inmates in AB areas or in separate Chaplain's offices.
      ii. Cleared to move within the jail facility without an escort.
      iii. Cleared to escort and monitor their organization's blue card Community Volunteers while those volunteers conduct programs in a jail facility.

c) Expiration and Renewal of ID cards
   1. All Volunteer ID cards will include an expiration date of one year after the date of issue.
      i. The date of issue will be defined as the date the volunteer has their picture taken.
   2. Expired cards are not to be honored. If an expired card is presented, security staff should deny entry and instruct the volunteer to contact their organization's Volunteer Coordinator to arrange for a renewal. Security staff will retain the expired card and forward it to the Programs unit Coordinator within 24 hours.

3. The expiration for the first annual renewal of a card will be set for one year from the date of renewal.
4. The second annual renewal and subsequent renewals of a card will be set for two years from the date of renewal.
5. Approval for renewal applications will be based on a review conducted by the Programs Deputy. The review will examine the Volunteer's actions in the community during the renewal period. Actions which violate the criteria for initial approval will be cause for the denial of a renewal application.

d) Display of ID Cards
   1. The ID card will be prominently displayed on the Volunteer's person, with the volunteer's picture clearly visible, at all times while in the jail facility.

e) Return of ID Card
   1. The ID card is Sheriff's Department property. It must be returned to the Volunteer's organization Coordinator or the Correctional Programs staff if the volunteer becomes inactive in the program for any reason, voluntary or involuntary. If the card is not promptly returned the Programs Deputy will obtain or arrange for the return of the items owned by the Sheriff's Department.
   2. If the ID card is lost outside the jail facility, the loss must be reported immediately to Correctional Programs. If lost within a jail facility, the loss must be reported immediately to the facility's security staff and then to Correctional Programs.

2000.5 - Volunteer Program Requirements

a) Purpose
   1. To provide a procedure for screening, selection and requirements of persons who will be volunteering within the Orange County Sheriff's Department's jail facilities.

b) Policy
   1. All volunteers will be screened and approved by the Deputy assigned to the Inmate Services Division prior to entering or volunteering within any Orange County Sheriff's Department's jail facility.

c) Procedure
   1. The Inmate Services Division's volunteer coordinator or deputy will receive names of potential volunteers from the following sources:
      i. Religious organization
      ii. Volunteer agency
      iii. Sheriff's Department employees to fill a specific need within the Orange County jail system.
   2. Clearance Process:
      i. All potential volunteers must complete, sign and submit all security forms to the Inmate Services Division's deputy. All volunteers shall also provide a copy of their California Driver License or California Identification card, and a copy of their Social Security card or U.S. Federal passport.
      ii. A background check will be conducted on all clearance applications submitted.
      iii. The volunteer background clearance process can take up to 4 to 6 weeks to complete. In certain circumstances it may take longer depending on the completeness of the information provided by the potential volunteer and available staff resources.
      iv. The clearance process and any approval will occur prior to when the volunteer begins his or her services in the Jail System. Except as provided herein, a volunteer's

security clearance will remain in effect for one year. After the second consecutive year of volunteering and if the volunteer remains in good standing, a two year renewal may be granted. One to two months prior to the expiration of the volunteer's security clearance, the volunteer will submit all appropriate documentation for renewal.

v. All volunteer data collected and result of the security clearance will be maintained in the security clearance database.

3. Acceptance into Volunteer Program:
    i. The Inmates Services Division deputy will notify the volunteer or the volunteer's organization of their acceptance into the volunteer program.
    ii. The volunteer must attend a mandatory Sheriff's Department security orientation training before entering a Sheriff's Department's jail facility. Failure to attend the security orientation training will result in removal from the volunteer program.
    iii. Once the volunteer is screened, cleared for jail entry and has attended the mandatory security orientation training, he/she will be issued a "Volunteer Identification" card.
    iv. The Inmate Services Division - Volunteer Coordinator Supervisor will coordinate with the volunteer or the volunteer's organization their assigned duties and/or activities.
    v. All volunteers shall adhere to all Sheriff's Department's rules and regulations regarding volunteers. Furthermore, all volunteers shall adhere to all Federal, State and County laws. Any violations of Sheriff's Department rules and regulations regarding volunteers or any violation of any Federal, State or County laws may result in immediate removal from the volunteer program.
4. Volunteer Clearance Denials:
    i. The applicant who fails the background investigation will be notified in writing/email that he/she has been denied. Specific information on which the denial was based will be documented and will only be disclosed to the applicant, not the organization, unless the applicant provides written authorization for the disclosure to the applicant's organization.
    ii. Clearance renewals may be denied based on the needs of the Sheriff's Department, the Inmate Services Division's volunteer program or the applicant's status.
    iii. If an applicant is denied, the applicant may appeal the denial. All appeals must be in writing and sent to the Inmate Services Division deputy. The applicant's background packet will be forwarded to the Area Division Commander or his/her designee for final review.
    iv. The Area Division Commander or his/her designee will review all pertinent information regarding the clearance denial. The Area Division Commander or his/her designee will make a final determination regarding the applicant's clearance status within 90 days of receipt of the appeal. The applicant or the applicant's organization, if the applicant has provided written authorization for disclosure to the applicant's organization, will be notified in writing of the Area Division Commander's or his/her designee's decision. The Area Division Commander's or his/her designee's decision is final.
5. Removal from Volunteer Program:
    i. The Inmate Services Division may remove a volunteer from the volunteer program if they do not fulfill their obligations or requirements to the volunteer program.

ii. Any volunteer who jeopardizes the safety or security of the Orange County jail, its staff or individuals incarcerate within any Orange County Sheriff's department's jail facility may be removed from the volunteer program.
iii. Sheriff's department's staff has the authority to deny access or remove any volunteer from any facility at any time. Specific information about why the volunteer was denied access or removed from the volunteer program will be documented and will be disclosed to the volunteer, not the organization, unless the volunteer provides written authorization for disclosure to the volunteer's organization.
iv. If a volunteer is removed from the volunteer program, the volunteer may appeal the removal. All appeals must be in writing and sent to the Inmate Services Division deputy. The appeal will be forwarded to the Area Division Commander or his/her designee for final review.
v. The Area Division Commander or his/her designee will review all pertinent information regarding the volunteer's removal from the volunteer program. The Area Division Commander or his/her designee will make a final determination regarding the volunteer's removal from the volunteer program within 90 days of receipt of the appeal. The volunteer or the volunteer's organization, if the volunteer has provided written authorization for disclosure to the volunteer's organization, will be notified in writing of the Area Division Commander's or his/her designee's decision. The Area Division Commander's or his/her designee's decision is final.

6. Records Retention:
    i. The Inmate Services Division will keep all appropriate records, clearances, forms and training documentation of all volunteers. The length of time these documents will be kept according to applicable Federal, State and County laws and Sheriff's Department's Records Control Schedule(s).

2000.6 - Volunteer Organization Requirements

a) Purpose
    1. To provide policies, procedures and protocols for volunteer organizations who maintains volunteers within the Orange County Sheriff's Department jail facilities.
b) Policy
    1. All volunteer organizations will adhere to the policy, procedures and protocols described below. Failure to comply may result in the suspension or removal of the organization's participation in the Orange County Sheriff's Department's volunteer program.
    2. Each volunteer organization will have a designated "Point of Contact" for handling all clearances, scheduling and other administrative functions and issues pertaining to their organization and volunteers.
    3. Each organization will be allowed a specific number of volunteers that will be permitted to volunteer within the Orange County Sheriff's Department jail facilities. The number of volunteer that will be permitted to volunteer within the jails will be determined by the Orange County Sheriff's Department -Inmate Services Division. The number of volunteers permitted will be determined by the amount of volunteer service hours an organization is providing.
    4. The organization and their volunteers will maintain integrity and professionalism while volunteering inside any custody facility.

5. All organizations and their volunteers will adhere to the “volunteer” schedule set forth by the Orange County Sheriff’s Department -Inmate Services Division.
6. Each volunteer will be required to strictly adhere to the allotted time frame given for their specific program. All volunteers are required to participate and be active volunteers. Each volunteer will be required to maintain a prescribed number of volunteer hours set forth by the Orange County Sheriff’s Department -Inmate Services Division. Failure to adhere to the prescribed number of volunteer hours set forth for the volunteer and their organization may and can result in loss of volunteer status or revocation of their security clearance.
7. Volunteers will comply with all directives from Sheriff’s Department staff while inside any Sheriff’s Department jail facility.
8. The Orange County Sheriff’s Department will only accept volunteers based on the needs of the Department, not the needs of the volunteer organization.
9. The Orange County Sheriff’s Department is not required to comply with the volunteer organization’s requirements, needs or mandates.

2002 - Commissary

To help improve inmate morale and grooming, a commissary store is maintained for inmates in custody of the Sheriff. This allows the inmates to use their own personal funds to purchase snack food and miscellaneous approved hygiene items.

2002.1 - Commissary – Procedure

a) A variety of commissary items are available for purchase by inmates. The Commissary Administration sets prices for items sold in the commissary. The profit margin is set below that of local grocery chain stores. Sales tax is added to taxable items.
b) Profits generated from the sale of commissary items are deposited into the Inmate Welfare Fund.
c) Commissary order forms will be distributed to inmates in the dayroom three (3) times weekly. Order forms will list available items and prices.
d) Inmates will be permitted to purchase commissary items up to the quantity limits specified on the commissary order slip.
e) Indigent inmates with less than $2.00 in their account can order a "Welfare Pack” at no cost. This pack includes: writing materials, toothbrush, toothpaste, razor, comb, two (2) stamped envelopes, ten (10) sheets of writing paper and a pencil.
    1. Indigent inmates who order the “Welfare Pack” will carry a negative balance until they are no longer in Orange County Sheriff’s Department custody.
    2. Any future money received or deposited on an inmate’s account will be used to settle negative balances.
    3. Razors will not be given to the following classifications:
        i. High Security (HS)
        ii. Administrative Housing (AH) Levels 1-3
        iii. Mentally Ill (MI)
        iv. Mentally Ill Lockdown (MIL)
f) Inmates on disciplinary status, who have lost their commissary privileges, will not be permitted to order or receive commissary until their disciplinary status has ended. However, he/she will be permitted to order hygiene and correspondence materials.
g) Inmates will sign the order form as authorization to withdraw the funds from their account.
h) All order slips are forwarded to the designated facility collection point by 2100 hours. All order slips will then be collected by the Commissary office for next day processing. Order forms with insufficient funds will be returned to the inmate during regular commissary distribution.

i) Commissary employees will bag the items the following day and deliver the bags to the inmates in their respective modules. Inmates must sign for the items when received.
j) Unclaimed commissary orders from released inmates will be reversed by Commissary Operations with the funds returned to the inmate's account. Inmates may return to any department jail cashier and claim their funds after being released.
k) Commissary distribution is scheduled throughout Jail Operations on a regular basis, three times per week.
l) At no time will sworn staff distribute commissary.
m) Security concerns may necessitate the cancellation of scheduled commissary deliveries. In the event of a cancellation, the watch commander will be notified before Commissary personnel leave the facility.

2004 - Inmate Workers

2004.1 - General

a) Inmates in custody may volunteer and be considered for worker assignments.

2004.2 - Work Time

a) Any inmate who is eligible and willing to work, (regardless of whether he/she actually receives a work assignment) will receive one (1) day "work time" credit for each four (4) days in custody. These credits will be deducted from the inmate's sentence.

2004.3 - Worker Selection

a) The Screening/Work Deputy has the primary responsibility for selecting and screening those inmates requesting worker status. Pre-sentenced and sentenced inmates may be screened for work opportunities. The inmate's classification, health status and the need for workers will be considered in the selection process.
b) An inmate shall not be discriminated against for worker assignments due to his/her gender, race, religion or national origin. In addition to receiving work time credit, working inmates are granted privileges not given to non-workers.

2004.4 - Inmate Evaluation

a) The Screening Deputy will evaluate each inmate on the basis of the booking charges, prior arrest record, comments from other deputies, physical and mental capabilities, conduct and additional charges/holds.

2004.5 - Selection of Inmate Workers

a) Inmate workers will be selected for work assignments on the basis of present need, physical and mental capabilities, as well as length of sentence.
    1. Present need: As openings occur in individual job assignments or work details, the vacancy will be filled as soon as possible.
    2. Capability: Every effort will be made to fill a vacant job assignment with an inmate who is both physically and mentally capable of satisfactory performance.
    3. Length of Sentence: An inmate with a reasonably long jail sentence will be given consideration for those job assignments which require some training in order to perform satisfactorily.

2004.6 - Housing of Inmate Workers

a) Each jail facility will set aside a housing location to be designated as inmate worker housing.
b) Inmates assigned to work details will be given a bunk assignment that correlates to their work assignment.

2004.7 - Inmates Ineligible for Work Assignments

a) The Screening Deputy will disqualify or restrict work assignments for any inmate worker if the deputy has knowledge of the following:
    1. Poor Conduct: Knowledge of prior conduct by the inmate which resulted in disciplinary action on major rule violations on three (3) or more occasions. This inmate may be reconsidered for work if he/she has thirty (30) days of time with no rule violations.
    2. Dangerous Person: A known deranged or dangerous inmate.
    3. Current Charge of Felony Assault against a Peace Officer: An inmate convicted of a felony assault against a Peace Officer (P.C. Sections 241, 243 and 245b).
    4. Classified as an Escape Risk: An inmate who is considered an escape risk due to reliable information having been received concerning prior escape attempts or escape plans.
    5. Incapacitated: An inmate physically or mentally incapable of performing any type of work (This inmate will not lose work time due to his/her disability).
    6. Unwilling to Work: An inmate who refuses to work as an inmate worker is indicated as a refusal per Work Status form (This inmate will not earn work time).

2004.8 - Re-screen Inmates

a) The Screening Deputy will maintain a file of all inmates requesting worker status who have yet to be assigned. All qualified inmates who were temporarily rejected will be re-screened for the purpose of meeting the needs of the facility.

2004.9 - Work Crew Assignments

a) An inmate selected to work will be assigned a work crew assignment by the Work/Screening Deputy at the facility in which they are housed. Examples of work crew assignments include but are not limited to are:
    1. Kitchen Crew
    2. Laundry Crew
    3. Paint Crew
    4. Sewing Crew
    5. Barbers
    6. Runners
    7. Cleaning Crew
    8. Bus Washing Crew
    9. Clothing Exchange Crew
    10. Module Worker
    11. Shoe Shine Worker
    12. Landscape Crew
    13. Warehouse Worker
    14. Each work crew will have a set schedule of hours and days worked. Inmates will be provided a reasonable amount of time off between work assignments to sleep, participate in Correctional Programs, dayroom or outdoor recreation.

2004.10 - Worker Privileges

a) In addition to good-time and work-time, inmate workers may receive certain privileges that are not afforded to other inmates. Examples may include:
    1. Extra Dayroom/Outdoor Recreation
    2. Daily Clothing Exchange
    3. Extra Meal Portions

2004.11 - Inmate Worker Standards

a) Inmates assigned to a work detail and housed in worker areas have been given a position of responsibility. They are expected to perform their assignment in a proper manner and set an example for non-working inmates. Inmate workers receive extra privileges which include work status and work time credits. In order to receive these extra privileges, inmate workers must comply with the following work standards:
    1. Inmate Worker Grooming
        i. Hair will be trimmed and maintained so as to keep it from extending over the top of the ears or below the collar line.
        ii. Mustaches are to be trimmed at the side of the mouth not extending below the upper lip.
        iii. Long hair and/or beards are not permitted due to both machinery connected to some work areas and work connected with food services. If Inmate Services allows an inmate to keep facial hair or long hair for religious reasons, the inmate must wear a hair net.
        iv. Workers will maintain proper personal hygiene by showering and shaving daily.
    2. Satisfactory Work Performance
        i. Follow the directives given by the work supervisor.
        ii. Perform assigned duties to the specifications of the work supervisor.
        iii. Inmate workers will work their assigned position. A request for a change of work assignment must be directed to the work deputy.
        iv. If volunteers are needed for a work assignment, the deputy will select the inmates needed for work. This will be done in an orderly manner to allow all workers an equal opportunity.
    3. Jail Rules
        i. Inmate workers shall adhere to all the jail rules.
    4. Work Assignment Changes
        i. The Screening Deputy may make work assignment changes, as deemed necessary, in order to fill all needed positions on the roster.
        ii. Inmates who have failed the medical screening for specific job assignments and/or have restricted worker status, will be restricted from working in assignments such as the kitchen and dining room areas.
        iii. If an inmate changes work assignments, it is the responsibility of the Module Deputy or the Work/Screening Deputy to update the inmate's bunk assignment to coincide with their work assignment.
    5. Inmate Request for Change of Work Assignment
        i. An inmate worker may request a job change after he/she has worked at his assigned detail for a minimum of thirty days. They must submit an inmate message slip to the work deputy detailing the work assignment desired and the reason why he/she should be considered for the change.

2004.12 - Work Status Form

a) All inmates who are screened and meet eligibility requirements will be required to sign a Work Status Form. The Work Status Form requires that each inmate complies with the jail rules and worker standards. The completed form will be forwarded to Inmate Records for inclusion in the inmate’s file.

2004.13 - Removal from Work Status

a) Refusals
    1. Inmates may sign a work refusal on the work status form when first asked to work or at any time as a worker.
    2. The Deputy/SSO/CSA will ensure the inmate understands signing a work refusal excludes them from receiving work time credits. The Deputy/SSO/CSA will write the work refusal reason at the bottom of the work status form. The work status form refusal will be placed in the inmate's file.
    3. Inmates refusing to work due to religious beliefs or a medical condition will be referred to Inmate Services or Correctional Health Services, respectively, for determination. The work status form will be stamped by the screening/work deputy, "Hold for Verification." During the determination process, inmates shall not be denied work time credits. Once a determination has been made by Inmate Services or Correctional Health Services, the work status form shall be annotated to reflect the determination and sent to the appropriate Classification Sergeant for review who will send the completed form to Inmate Records immediately.

2004.14 - Permanent Loss of Work Status

a) An inmate will only be given three (3) chances to return to a new work assignment. If on the third chance the inmate remains unfit, uncooperative, or fails to adhere to jail/worker rules they will be removed permanently from Work Status.
b) When an inmate worker permanently loses work status, he will be assigned another housing location. They will lose work time credit for the entire period off work status and will not be reconsidered for another work assignment only if they signed a work refusal or lost work status due to jail/worker rule violations.

2006 - Recreation

Inmates will have access to a variety of recreation opportunities and equipment, both indoor and outdoor, in order to maintain the physical, social and emotional health of the individual.

a) Outdoor Recreation
    1. Scheduled outdoor recreational periods are provided to inmates. Each facility will have designated areas for recreation. The Inmate Services Division (ISD) will provide recreation equipment for the inmates to use.
    2. Housing staff will notify the inmates when the outdoor recreation area is available for their use. If an inmate does not wish to participate in outdoor recreation, he/she will remain in his/her housing location. Inmates who wish to take part in the recreation period shall go directly to the outdoor recreation area. At the conclusion of the recreation period, all inmates will immediately return to their housing location.
    3. Staff shall afford each inmate the opportunity to participate in a minimum of three hours of outdoor recreation per week, distributed over at least two separate days. Security concerns may necessitate the cancellation or reduction of scheduled recreation time. In the event of a cancellation or failure to provide the minimum required opportunities for recreation, the watch commander shall be notified and the reason for the cancellation or failure shall be documented in the appropriate log.
    4. Correctional Health Services (CHS) may place temporary restrictions on outdoor recreation access, such as for inmates with contagious diseases or inmates who pose a danger to themselves or others.

b) Dayrooms
    1. Under normal circumstances, inmates will be afforded the opportunity to use the dayroom for a minimum of three hours per day, unless specific and articulable reasons exist for a shorter time period. In such cases, the reasons will be thoroughly documented in the guard station daily log by the respective deputy or correctional services assistant. It is expected that dayrooms will generally be available for use by inmates from 0600 through 2300 hours daily. The sergeant responsible for the housing area shall review dayroom usage as part of the required housing area checks and ensure the three hour dayroom minimum has been met. If the three hour dayroom minimum has not been met, the sergeant will confirm the reason(s) are clearly documented in the guard station daily log.
    2. Staff may temporarily close the dayroom only for as long as necessary to facilitate the daily operations of the housing area, such as counts, safety checks, meals, searches, clothing exchange, commissary, med call, etc., and shall reopen the dayroom when the activity is complete. All activities shall be documented in the guard station daily log.
    3. An inmate's poor behavior or violation of jail rules does not justify loss of his/her dayroom time, unless their actions pose a threat to the safety and security of the facility. These facts shall be documented in the guard station daily log. This does not apply to inmates who have received loss of dayroom privileges through the disciplinary process.
    4. Documented security concerns may necessitate the reduction or cancellation of scheduled dayroom time. A sergeant or the watch commander must approve any changes prior to implementation. If an exigency prevents prior approval, staff will notify a supervisor as soon as practical for approval. The reduction or cancellation will be documented in the guard station daily log along with the name of the approving supervisor. If an inmate has an Individual Inmate Activity Log, the cancellation or reduction will also be documented there.
    5. Inmates may only use the dayroom in their assigned housing area, unless otherwise directed by staff. Only those inmates who are compatible with each other will be allowed into the dayroom together. In housing areas where security concerns, classification restrictions, or separation orders prevent the inmates from using the dayroom together, staff shall follow a set schedule to ensure the equitable distribution of dayroom among inmates or groups. The schedule will rotate on a daily basis to provide a variety of dayroom times for each inmate or group. Staff shall not deviate from the schedule. If the inmate or group scheduled declines the dayroom opportunity, the dayroom shall remain empty for that dayroom period. If time remains after the last group finishes, staff shall begin the dayroom schedule again from the day's first group.
    6. Dayroom activities will include television viewing, newspaper and book reading, tabletop games, and telephone access if the telephones are located in the dayroom. If there are no telephones in the dayroom, inmates will be provided access to the telephones during outdoor recreation or during designated telephone use times. Inmates in the dayroom must be in full jail issue.
    7. Correctional Health Services (CHS) may place temporary restrictions on dayroom access, such as for inmates with contagious diseases or inmates who pose a danger to themselves or others.
    8. See CCOM 1204(b) for civil detainee dayroom information.
c) Logging Outdoor Recreation and Dayroom
    1. Open Housing Areas
    2. In housing areas where all inmates in the housing area are allowed access to outdoor recreation or dayroom together, staff shall make an entry in the guard station daily log whenever:

i. The dayroom(s) are opened or made available.
ii. The dayroom(s) are closed.
iii. Outdoor recreation is offered.
iv. Outdoor recreation is closed, or when the inmates return from outdoor recreation, depending on the housing area's configuration.
v. Groups

3. In housing areas where inmates are separated into groups for security purposes, staff shall log the start and end times of all offered opportunities for outdoor recreation and dayroom in the guard station daily log. The entry will include which cells make up the group.
4. In module housing areas, staff shall document the following information on the guard station daily dayroom log:
   i. Inmate's name
   ii. Booking number
   iii. Start time/end time
   iv. Any refusal of dayroom and reason for refusal
   v. Any inmate who requests to lock it down before their three hour minimum expires.
5. Inmates with Individual Inmate Activity Logs
   Staff shall log the start and end times of all offered opportunities for outdoor recreation and dayroom, and whether the inmate accepted or declined, in the inmate's Individual Inmate Activity Log.

2007- Shower Call

a) The showers will be used during the dayroom time periods.
b) Module Deputies will ensure only one inmate at a time uses a shower.
c) Time limits will generally not be imposed. When several inmates request to use the showers, the Module Deputy will impose a ten (10) minute time limit.
d) Prior to visitors being brought to the module for touring, the Module Deputy will require all inmates to leave the showers. The inmates will be required to return to their cells and dress in a full issue of jail clothing.
e) Disciplinary Housing inmates will have the opportunity to take showers after the evening meal, but prior to lights out. One inmate at a time will shower, under the supervision of a deputy. The shower is located in the Disciplinary Housing Cell area.
f) Inmates returning from court will be allowed to take a shower or use the phone.

2008 - Television Locations

a) Televisions for inmate use will be provided in the dayrooms.

2008.2 - Viewing Guidelines

a) Television viewing will not begin until after the daily cleaning of the housing area has been completed.
b) Television viewing will normally occur during dayroom. Dayroom access for inmates assigned to certain housing locations may be limited to specific times.
c) Viewing selections will be determined in advance by Correctional Programs. Selections will include a broad range of contemporary and popular programs.
d) If non-scheduled programs of special interest arise, the Housing Sergeant may vary the scheduled programs.
e) The Deputy/SSO/CSA is in charge of changing the channels to the pre-determined schedule.

f) Broken sets due to inmate tampering or vandalism will not be immediately replaced. If after 48 hours the original set has not been repaired and returned, a substitute set will be placed back in the dayroom.
g) If the television in the dayroom becomes inoperable in the course of normal operation, it will be immediately repaired.
h) Broken televisions will be immediately reported to the Housing Sergeant and the Inmate Programs Supervisor. The Inmate Programs Supervisor will contact the contract repair company to schedule repairs.

2010 - Legal Books and Library Services

2010.1 - Legal Books

a) Any inmate housed in any facility may request legal books. All requests will be promptly acted upon.
b) Requests for legal books will be submitted on an Inmate Message Slip. Requests shall contain the following information:
    1. Inmate's name and booking number.
    2. Housing location (facility, module, sector, and cell).
    3. Specific title of book.
    4. Date and time of request.
    5. Whether the book is to be obtained from in-house law library or from the Orange County Law Library.
c) A maximum of five (5) books may be requested for any one day. All books must be returned prior to requesting any others. No book may be kept over twenty-four (24) hours unless renewed, or on weekends.
d) If a requested book is "restricted" (not permitted out of the Orange County Law Library) the inmate may, through his/her legal runner:
    1. Order the book at his/her own expense from the publisher.
    2. Request photocopies of all or part of the book at his/her own expense.
    3. Petition the Division Commander for permission to receive the book from other sources.
e) Inmates will sign for each book received.
f) The destruction or defacing of any legal book will result in immediate disciplinary action with the possibility of modification/loss of privileges.
g) Responsibilities of the Law Library Staff
    1. An Inmate Services Staff member will pick up and deliver law books to the various housing locations during weekdays only.
    2. When the inmate returns the book to the Law Library it is the responsibility of the Law Librarian to forward the inmate message slip to Inmate Records staff for placement in the inmate's file. If the inmate is late returning his book, the Law Librarian will notify the housing deputy who will assist in collecting the book.
h) Responsibilities of the Deputies/CST's
    1. The housing deputy will ensure that the inmate signs the back of the inmate message slip for material received. The housing deputy will return the signed inmate message slip to the Law Librarian.
    2. It is the responsibility of the assigned housing deputies to search any law book for contraband prior to it being turned over to an inmate.
    3. If the housing deputy determines that the legal book is dangerous, due to having a hard cover and/or being too large, the deputy will have the requesting inmate review the book

away from other inmates. The inmate will not be allowed to take the book back to his bunk/cell.

4. The CST assigned to conduct the daily Administrative Run will be responsible for obtaining the legal materials from the IRC.
5. An envelope, marked "Legal Book Requests," will be maintained in Main Control.
6. The personnel receiving the request will place all Inmate Message Slips, containing a request for legal books, into this envelope.
7. The Inmate Mail CST will pick up all legal book requests prior to 0600 hours.
8. Prior to 1100 hours, the Inmate Mail CST will fax the legal book request to the IRC Watch Commander.
9. The AM Inmate Mail CST will forward a copy to the CST conducting the Administrative Run.
10. The CST conducting the Administrative Run will pick up the requested legal books from the IRC. If a request has not been fulfilled, this CST will inquire as to the reason why and note that reason on the inmate message slip (e.g. "not in stock," "not available," etc.).
11. The Administrative Run CST will deliver the legal books to the Inmate Mail CST, who will disperse them during the evening mail call.
12. Upon delivery of the legal book (s), the Inmate Mail CST will obtain the inmate's signature on the Inmate Message Slip as receipt of delivery.
13. The Inmate Mail CST will retain the original request until the following day. At that time, the previous day's disbursements will be collected. Inmates are permitted to retain materials for 24 hours.
14. Once the legal book is collected, the original Inmate Message Slip will be forwarded to the IRC Inmate Records for placement in the inmate's booking files.
15. All collected legal books will be maintained in the mailroom for pick up, each day, by the Administrative Run CST.
16. The Administrative Run CST will return all legal books to the IRC.

i) Use of Law Books

1. Books from the jail law library and the Orange County Law Library will be available to the following inmate classification:
    i. Priority I - In Propria Persona (Pro-Per) Inmates
    ii. Priority II - All Other Sentenced and Pre-trial Inmates
    iii. Legal books and materials will be distributed for use in accordance with the priority system.
    iv. Priority I - In Propria Persona (Pro-Per) Inmates Books will be available to Pro-Per inmates from the jail law library and the Orange County Law Library. Pro-Per inmates may take these law books from jail to court. All Pro-Per inmates requesting law books will sign for a copy of the jail law library rules. Pro-Per inmates will also sign for an updated list of available jail law library books at the beginning of each month.
    v. Priority II - Sentenced and Pre-Trial Inmates Books from the jail and county law libraries will also be available for sentenced and pre-trial inmates. These inmates will utilize a law book list available from each module office. Inmates will request legal books in accordance with guidelines set forth for Pro-Per inmates.

2010.2 - Library Services

a) Inmates may subscribe to books, newspapers or periodicals, accepted for distribution by the United States Postal Services. Subject to the following restrictions and provisions:

1. Obscene publications or writings, and mail containing information concerning where, how or from whom such material may be obtained; anything that may incite murder, assault, violence; and any material concerning unlawful gambling or an unlawful lottery, shall be excluded.
2. Up to five (5) books may be received when sent directly from the publisher. However, if an inmate can show special circumstances (e.g., book is no longer in publication, etc.), he/she can petition the Division Commander for permission to receive the book from other sources.
3. No inmate may possess more than a combination of five (5) books and/or five (5) magazines at one time. Excess items must be discarded or mailed out of the facility at the inmate's expense.

b) Books
   1. A floating library of paperback books is circulated by the Correctional Programs staff throughout the facility housing units for use by the inmates. Books are purchased by use of the Inmate Welfare Fund and from private donations.
   2. Books that are donated cannot be specified for a particular inmate or facility.
   3. On a weekly basis, a member of the Correctional Programs staff will visit each housing unit and sector to exchange books.
   4. Books will be exchanged on a one for one basis.
   5. Inmates will be allowed to retain the book(s) in their cell until completed.

c) Magazines
   1. Every other week (twice a month), magazines will be distributed to each housing unit and sector.
   2. Magazines will remain in the dayrooms to be shared by all inmates.
   3. Magazines are purchased with Inmate Welfare Funds.

d) Newspapers
   1. On a daily basis, local newspapers will be delivered to the dayrooms. Delivery will be made when the previous day's newspapers are returned by the inmates. The papers will be purchased with Inmate Welfare Funds.
   2. All newspapers will be screened to ensure they are acceptable prior to distribution to the inmate population.

e) Games
   1. Once a month, a member of the Correctional Programs Staff will visit each housing unit and sector with a game cart. Inmates may check out games to be used in the sector dayrooms. Games may include:
      i. Chess
      ii. Checkers
      iii. Dominos
      iv. Cards - regular and pinochle
   2. Games will not be removed from the dayrooms and will be shared by the inmates. When not in use, games will be stored on the tables in the dayroom. Games are exchanged on a one for one basis and purchased with Inmate Welfare Funds.

2012 - Education

Education programs are offered in conjunction with local education agencies (LEA) and are designed to help the incarcerated take advantage of their available time. These programs may include an academically oriented course geared toward the attainment of the California State General Education Development (GED) certificate, as well as continuing education classes such as English as a Second

Language (ESL), Job Development Skills, Substance Abuse and Positive Parenting. Basic Literacy Tutoring and Vocational Computer Business skills are also offered.

2012.1 - Enrollment

a) When security permits, any sentenced or pre-trial inmate will have the opportunity to enroll in any available education program. Participation will be voluntary.
    1. Equal opportunity for participation is available to both male and female inmates.
    2. For enrollment in the GED program the inmate's sentence must exceed 29 days.
b) Employees from Correctional Programs will visit inmates during recreation periods to discuss the program, answer questions, and enroll interested inmates.
    1. Inmates may contact Correctional Programs via an Inmate Message Slip, to request information regarding the GED or any other available program.
    2. When security permits, inmates may be allowed to enroll (with the instructor) and attend a class session.

2012.2 - Self-Study Program

a) The education programs are presented by credentialed instructors in scheduled sessions that may last up to three (3) hours. All classes are conducted in multi-purpose rooms or other designated locations. In order to supplement class time and instruction, self-study, tutoring and videotape programming are also available.
b) Inmates admitted to the programs are issued the necessary instructional supplies and study materials. Additional studying may also be done throughout the day at scheduled periods when videotape programming is presented on closed circuit television in the module's multi-purpose room or other designated areas.
c) Each week, interested inmates are provided the opportunity to take the GED test. Testing is conducted within a multi-purpose room or other designated location.

2012.3 - Volunteer Visitor Parking Validations

See facility specific Appendix.

2014 - Religious Artifacts Process

2014.1 - Purpose, Policy, & Definition

a) The purpose of this document is to establish a policy to provide opportunities for inmates to exercise their religious rights while providing for the security needs of the Orange County Jail facilities.
b) Definitions
    1. Clergy means an individual duly designated by a religious denomination to discharge specified religious duties, including a Native American Indian spiritual leader.
    2. Religious Artifact means any cross, medallion, totem, holy book, or other item in which the possessor places religious or spiritual significance.
    3. Religious Service means an authorized ritual or gathering intended to serve the religious or spiritual needs of the inmates.

2014.2 - Procedure

a) An inmate needs to request religious artifact through the inmate message slip process.
b) The inmate must be specific as to the type of religious artifact and why the artifact meets his/her religious need.

c) An inmate message slip can be collected by any Deputy Sheriff/ Sheriff's Special Officer/Correctional Services Technician/ Correctional Services Assistant/ Correctional Programs Technician and sent to the Correctional Programs Manager via Sheriff's internal mail system.
d) Correctional Program Manager will document and track all inmate message slip requests received.
e) The Correctional Programs Manager will review the inmates request and will compare requested artifact item to the Jail's pre-approved religious artifact item list.
f) If the religious artifact is on the pre-approved list then the Correctional Programs Manager will deliver the artifact consistent with below UNLESS there is a threat to security that would support denying the request. A written response for denial will be provided.
g) If the religious artifact is not on the pre-approved list then the Correctional Programs Manager will review the item requested with the Inmate Services Director and Jail Captains or their designees for approval.
h) If the religious artifact item is denied then a written response is created by the Correctional Program Manager or designee and that written denial is delivered back to the inmate by a Correctional Programs Technician.
    1. The Correctional Programs Technician will also give a copy of the response to the Sheriff's Records Supervisor to retain a copy in the inmate's file.
i) If approved, then the Correctional Programs Manager or designee will coordinate the delivery of the religious artifact to the inmate, chapel or official visiting area.
    1. All religious artifacts will be searched by an Inmate Services Deputy prior to the delivery of the item to the inmate or items supplied to the jail facility.
    2. The approved request will be documented and a copy of the request and delivery of the item to the inmate will be forwarded to the Sheriff's Records Supervisor to retain a copy in the inmate's file.

2014.3 - Areas of the Jail Religious Artifacts are allowed

Approved religious artifacts may be allowed in the following area(s) as deemed appropriate by a Correctional Programs Manager, the Inmate Services Director and Jail Captains or their designee:

a) Cell - If the religious artifact has been approved by the previously mentioned procedure the inmate can possess the item in his/her cell only. The inmate will not possess religious artifact outside of his/her cell.
b) Chapel - If the religious artifact has been approved by the previously mentioned procedure the inmate can possess the item in the chapel only. The inmate will not possess the religious artifact used during the service outside the chapel. Religious artifacts once approved for chapel service will be kept in a locked container inside the chapel area. Religious volunteer will only use religious artifacts from the locked container or that have been pre-approved by Sheriff's Department staff. The religious volunteer providing religious service may distribute pre-approved religious artifacts to inmates but will be accounted for by deputy observing chapel service. The religious volunteer will not bring in any religious artifacts for their personal use unless previously authorized.
c) Official Visiting Area - If the religious artifact has been approved by the previously mentioned procedure the religious artifact can be possessed by inmate during the visit from religious volunteer. The inmate will not possess the religious artifact used during this service outside the official visiting area. The religious artifact once approved and searched by the Inmate Services Deputy, will be delivered to the appropriate Guard Station Deputy. The assigned Guard Station

Deputy will deliver the religious artifact to the visiting religious volunteer for use by the religious volunteer and the inmate.

d) Outside the Cell Area - If the religious artifact has been approved by the previously mentioned procedure the religious artifact can be possessed by the inmate in general jail facility areas such as; during day room activities, recreation and chow hall in addition to the inmate's cell, chapel, or official visiting area.

2014.4 - Religious Artifacts Reference Guide

a) A computer accessible reference guide will be available to jail personnel to check all approved religious artifacts. This reference guide will be updated on a continual basis by Inmate Services personnel.

b) Only religious artifacts that have been approved by Division Commanders will be added to the reference guide. If there are any issues or problems with religious artifacts or the process notify the shift supervisor and the watch commander.

2014.5 - Religious Artifacts General

a) Correctional Programs is responsible for coordinating all religious activities within the facility. The Correctional Programs staff will ensure that the varying religious needs of the inmates are met and that services and counseling are made available.

b) Religious Volunteers

1. Approved religious volunteers for each facility will check in at the appropriate facility location. After reading and completing a security clearance form, the visitor will be directed to the service location.
    i. Refer to 1902.4(g) Religious Community Volunteers for details.
2. Volunteers and their property may be searched.

2014.6 - Approved Religious Artifacts

a) Hijab

1. The head covering for a female Muslim is called the Hijab. This is the 42 square inch material that they wrap around their head and neck.
2. The Hijab is a requirement of the Muslim religion for females and is allowed to be worn at all times. The same process as mentioned above should be utilized in this situation.
3. Ensure the privacy of the inmate while the head coverings addressed above are removed and the inmate is photographed.
4. Approved for all Orange County Jail Facilities.
5. The Hijab may be worn throughout the entire facility.

6. The Male head cap “Kufi” is approved to be worn throughout the entire facility.

b) Muslim Prayer Rug
    1. During Islamic prayers, worshippers bow, kneel, and prostrate on the ground. Requirement in Islam is that prayers be performed in an area that is clean. Prayer rugs are not universally used by Muslims, nor specifically required in Islam, but they have become a traditional way for many Muslims to ensure the cleanliness of their place of prayer. Prayer rugs are usually about 3 feet long, Modern, commercially-produced rugs are often made of silk or cotton. A towel may be used.
    2. Approved for all Orange County Jail Facilities.
    3. The Muslim Prayer Rug may be used in the following locations:
        i. In Cell
        ii. Chapel/Official Visit
    4. The Muslim Prayer Rug may not be used in the following locations:
        i. Entire Facility

c) Muslim Prayer beads known as “Thikr” beads may be carried throughout the entire facility.

d) Latter Day Saints Books and Pamphlets
   1. All Holy books and Pamphlets are approved as long as they are softbound.
   2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
   3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
   4. Approved for all Orange County Jail Facilities.
   5. Latter Day Saints Books and Pamphlets are authorized in the following locations:
      i. In Cell
      ii. Chapel/Official Visit
   6. Latter Day Saints Books and Pamphlets may not be used in the following locations:
      i. Entire Facility

e) Tallit (Jewish)
   1. A Tallit Katan is a garment worn under the clothing all day by Jewish Inmates. It is a poncho like garment that has strings on the 4 bottom corners of the garment called Tzitzit. The strings are intended to hang out from under the shirt.
   2. Approved for all Orange County Jail Facilities.

3. A Tallit is authorized in the following locations:
    i. In Cell
    ii. Chapel/Official Visit
4. A Tallit may not be used in the following locations:
    i. Entire Facility

f) Tefillin (Jewish)
1. Tefillin are garments worn by Jewish Inmates. It is worn on the arms and the head. The Tefillin is black leather boxes attached to the head and arms by black leather straps. It has scripture written on the boxes and scrolls places in the boxes on the arms. It is worn during Morning Prayer. Will be stored with the Correctional Programs staff.
2. Approved for all Orange County Jail Facilities.
3. A Tefillin is authorized in the following locations:
    i. Chapel/Official Visit
4. A Tefillin may not be used in the following locations:
    i. In Cell
    ii. Entire Facility

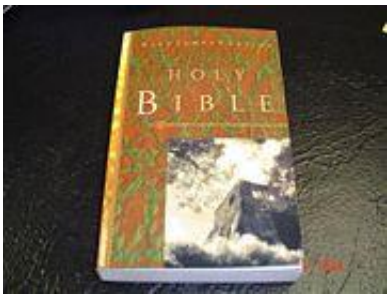
g) Yarmulke (Jewish)
   1. A Yarmulke or Kippah/Kippot is a skullcap head cover worn by Jewish Inmates during Services or Prayers. It should be no larger than 4-1/4" in diameter and could be made from a variety of materials. No additional pins should be used to secure cap. May be carried to and from cell in the inmate's pocket.
   2. Approved for all Orange County Jail Facilities.
   3. A Yarmulke is authorized in the following locations:
      i. In Cell
      ii. Chapel/Official Visit
      iii. Entire Facility

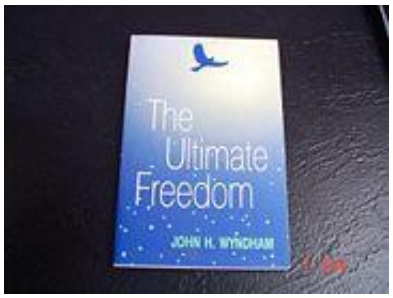
h) Christian Science Books
   1. Christian Science Books are approved as long as they are softbound.
   2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
   3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
   4. Approved for all Orange County Jail Facilities.
   5. Christian Science Books are authorized in the following locations:
      i. In Cell
      ii. Chapel/Official Visit
   6. Christian Science Books may not be used in the following locations:
      i. Entire Facility

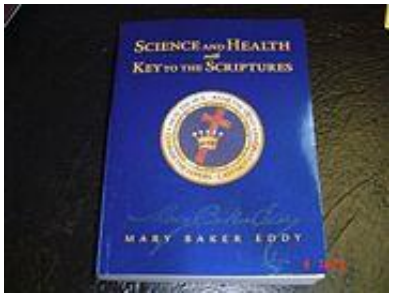
i) Holy Bible or religious Books
   1. All Holy Bibles and religious books are approved as long as they are softbound.

2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
4. Approved for all Orange County Jail Facilities.
5. Holy Bibles and religious books are authorized in the following locations:
    i. In Cell
    ii. Chapel/Official Visit

6. Holy Bibles and religious books may not be used in the following locations:
    i. Entire Facility

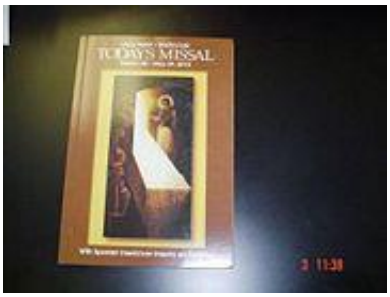






j) Catholic Pamphlets and Books
1. All Holy books and Pamphlets are approved as long as they are softbound.
2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
4. Approved for all Orange County Jail Facilities.
5. Catholic Pamphlets and Books are authorized in the following locations:
    i. In Cell
    ii. Chapel/Official Visit

6. Catholic Pamphlets and Books may not be used in the following locations:
    i. Entire Facility



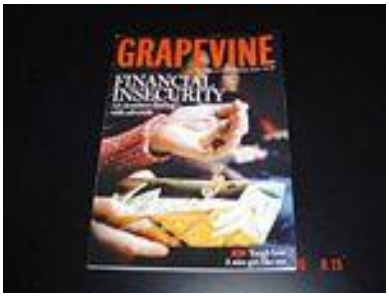
k) Rosary beads
   1. The Catholic Rosary Bead Necklace is given to inmates by the Catholic Volunteers. They are made of plastic beads that are a breakaway version. No other versions will be approved. May be carried to and from cell to Chapel.
   2. Approved for all Orange County Jail Facilities.
   3. Rosary beads are authorized in the following locations:
      i. In Cell
      ii. Chapel/Official Visit
   4. Rosary Beads may not be used in the following locations:
      i. Entire Facility

l) Catholic Sacramental Wine Containers
   1. The Catholic Priest uses the Catholic Sacramental Wine Container. It is a 2 ounce container that contains the wine that is only consumed by the Priest.
   2. Approved for all Orange County Jail Facilities.
   3. Catholic Sacramental Wine Containers are authorized in the following locations:
      i. Chapel/Official Visit
   4. Catholic Sacramental Wine Containers may not be used in the following location:
      i. In Cell
      ii. Entire Facility

m) Catholic Communion Containers
   1. The Catholic Priest uses the Catholic Communion Container. It contains the Host that is only consumed by the Priest.
   2. Approved for all Orange County Jail Facilities.
   3. Catholic Communion Containers are authorized in the following locations:
      i. Chapel/Official Visit
   4. Catholic Communion Containers may not be used in the following locations:

i. In Cell
ii. Entire Facility

n) Alcoholics Anonymous Books and Magazines
1. All Alcoholic Anonymous (AA) Books and Magazines are approved as long as they are softbound.
2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
4. Approved for all Orange County Jail Facilities.
5. Alcoholics Anonymous Books and Magazines are authorized in the following locations:
   i. In Cell
   ii. Chapel/Official Visit
6. Alcoholics Anonymous Books and Magazines may not be used in the following locations:
   i. Entire Facility



2015 - Religious Head Coverings

2015.1 - Purpose

The purpose of this document is to establish a policy to accommodate inmates brought into the custody of the sheriff's department who wear head coverings as part of the exercise of their religious beliefs.

2015.2 - Policy

The Orange County Sheriff's Department does not allow inmates to retain personal religious head coverings while in custody. It is the policy of the Orange County Sheriff's Department (OCSD) to accommodate the religious beliefs of inmates and not impose a substantial burden on the exercise of those beliefs. However, the safety and security of our facilities are compelling interests. The following policies are considered the least restrictive means furthering the compelling interests while accommodating inmates' right to religious exercise.

2015.3 - Procedure Regarding Inmates Who Wear Religious Head Coverings

a) When an inmate wearing a religious head covering is brought into the IRC for booking, a staff member will immediately notify the Watch Commander or his/her designee.
b) The Watch Commander or his/her designee will have a staff member retrieve a jail issued religious head covering. The jail issued head coverings will be stored in the IRC Operation Sergeant's office.
c) During the intake/booking process, inmates wearing religious head coverings shall be escorted to an area of privacy by staff members of the same gender, instruct them to remove their head coverings, and after reasonably ensuring their hair is free of contraband, weapons and drugs, provide them with an approved temporary Orange County Jail issued head covering.
d) Only staff members of the same gender as the inmate shall be present during removal of the head covering. When the inmate's head is uncovered it will be done out of the view of the opposite gender.
e) The inmate will be allowed to put the temporary head covering on before entering an area where he/she could be seen by the opposite gender.
f) The personal head covering belonging to the inmate shall be placed in his/her property.
g) Religious head coverings may not be worn during the booking photo process. When removing religious head coverings for booking photos, only staff members of the same gender as the inmate shall be present.
    1. Staff should make every effort to take the booking photo out of view of the opposite gender but due to the physical layout it may not be feasible.
    2. The inmate will be allowed to wear the religious head covering after the booking photo process unless there is a compelling security interest not to allow it as determined by the Watch Commander or his/her designee.
h) Religious head coverings may not be worn during the booking photo process. When removing religious head coverings for booking photos, only staff members of the same gender as the inmate shall be present.
i) The Correctional Programs Supervisor will meet with a religious clergy member to certify the appropriateness of the Orange County Jail issued head covering. The jail issued head covering will be one that has been approved by the Correctional Programs Manager, Inmate Services Director and Jail Captains or their designees.
j) The Correctional Programs Supervisor assigned to Religious Programs will maintain a supply of religious head coverings in the IRC Operation Sergeant's office.
k) In the event a jail issued religious head covering is not available, the inmate may retain their own head covering unless there is a compelling security interest not to allow it as determined by the Watch Commander or his/her designee. Permission for the personal head covering must be granted by the Watch Commander or his/her designee. The assigned housing unit shall be notified of the inmate's right to wear the personal head covering. When a jail issued head covering becomes available, the inmate will be required to change from the personal head covering to the jail issued head covering out of the view of the opposite gender. The personal head covering will then be placed on the inmate's property.
l) Religious head coverings, both jail issued and personal, will not be permitted if the inmate displays behavior which results in the destruction of property or reveals intent to cause physical harm to themselves or others. The decision to prohibit the religious head covering shall be determined by the Watch Commander or his/her designee.

2015.4 - Process for Requesting Religious Head Coverings

a) Inmates already in custody may request a religious head covering by filling out an Inmate Message slip. An Inmate Message Slip can be requested from any custody staff and be collected by any Deputy Sheriff/ Sheriff's Special Officer/Correctional Services Technician/ Correctional Services Assistant/ Correctional Programs Technician.
    1. The Inmate Message Slip should be sent to the Correctional Programs Manager via Sheriff's internal mail system.
    2. The Correctional Programs Manager will have the Religious Services Supervisor schedule an appointment with the inmate.
    3. The Religious Services Supervisor shall interview the inmate to establish if he/she can articulate the religious significance between his/her professed faith and the head covering. The inmate must be specific as to why the religious head covering meets his/her needs. If the Religious Services Supervisor determines the request for a religious head covering is justified, he/she shall inform the Watch Commander.
    4. The Watch Commander shall review the request and make the final determination.
b) Inmates who require their arms to be covered as part of their religious beliefs shall follow the same request procedures outlined in CCOM section 2105.4(a) - Process for Requesting Religious Head Coverings. If approved, inmates who make a request for their arms to be covered as part of their religious practice shall be provided with a jail issued long sleeved shirt/sweater.

2016 - Religious Meal Services

2016.1 - Purpose

a) The purpose of this policy is to ensure that inmates are afforded the opportunity to consume meals in accordance with their religious beliefs.

2016.2 - Policy

a) It is the policy of the Orange County Sheriff's Department (OCSD) to respect an inmate's religious rights and upon request, provide them with reasonable access to meals in accordance with their religious beliefs.
b) Inmates who request specially prepared meals in observance of religious practices do not need to establish an expertise in that religion, only a sincere desire to participate in its doctrines.
c) Inmates shall apply for Religious Meal Services in accordance with CCOM 2304.3 – Religious Diets.
d) Inmates who request and are denied access to Religious Meal Services may file a grievance in accordance with CCOM 1600.5(f) – Religious Diet Grievances.

2017 - Inmate Marriage

2017.1 - Purpose

The purpose of this policy is to ensure that inmates are provided a means to get married to a person who is not in custody or to get married to another inmate while in custody in the Orange County Jail Facilities.

2017.2 - Policy: Inmate Marriage to Person Not In Custody

In general, an inmate's request to marry another inmate while in custody, or to marry a person who is not in custody, will be granted unless there is a compelling government interest for denying the request.

a) An inmate must submit a marriage request on an Inmate Message Slip. The Inmate Message Slip will be directed to the Classification Sergeant for review.

1. Each request will be reviewed on a case-by-case basis.
2. An inmate's request to marry will be denied if the inmate is not mentally competent as determined by a qualified medical practitioner.
3. If, for any other reason, it is determined that the inmate's request to marry should be denied, notification will be made to the Watch Commander and County Counsel will be consulted prior to any denial.
4. If the request is for a marriage between co-defendants, County Counsel and the District Attorney's Office will be informed of the request.

b) Once an inmate marriage under this section has been approved, the marriage should be accommodated within the scope of normal visiting policy and procedure, with the following modifications:
   1. Upon presentation of a valid marriage license the inmate shall be granted one additional adult visitor to include the inmate's lawyer and/or witness to the marriage.
   2. The person solemnizing the marriage, and/or the inmate's lawyer will not be in included in the maximum number of visitors as allowed in CCOM Policy 1902.1.
   3. Upon arriving at the Orange County Jail Facility, the person solemnizing the marriage shall provide the Authorized Identification as per CCOM Policy 1902.3.c.

2017.3 - Procedure: Inmate Marriage to Person Not In-Custody

a) All marriage ceremonies under this section will be conducted on normal visiting days.
b) During the marriage ceremony, inmates will wear their jail issued clothing.
c) Inmates will be restrained according to their classification status.
d) There will be no physical contact between the inmate and the person not in custody.
e) For a marriage ceremony between an inmate and a person not in custody, besides jail staff members being present during their normal course of duty, the maximum number of visitors will be allowed as outlined above CCOM – 2017.2(b)(2).
f) There will be no photographs or any recording before, during, or after the marriage ceremony.
g) If the inmate is required to sign any documents relevant to the marriage, the inmate will be placed in a separate area where paperwork can be passed from the inmate to a jail staff member. The jail staff member will inspect the paperwork for contraband and pass the paperwork to the other person not in custody for their signature.

2017.4 - Policy: Inmate Marriage to another Inmate in Custody

a) Both inmates must submit a marriage request on an Inmate Message Slip. The Inmate Message Slip will be directed to the Classification Sergeant for review.
   1. Each request will be reviewed on a case-by-case basis.
   2. Marriages between inmates who are housed in the same facility shall be approved and coordinated by the Watch Commander.
   3. Marriages between inmates who are housed in different facilities must be approved and coordinated by the Watch Commanders of the two facilities where the inmates are housed.
   4. An inmate's request to marry will be denied if either inmate is not mentally competent as determined by a qualified medical practitioner.
   5. If, for any other reason, it is determined that the inmates' request to marry should be denied, notification will be made to the Watch Commander and County Counsel will be consulted prior to any denial.

6. If the request is for a marriage between co-defendants, County Counsel and the District Attorney's Office will be informed of the request.

b) The location of marriage will be determined upon review by Classification after the inmate or both inmates request the marriage ceremony via Inmate Message Slip.
c) Once an inmate marriage under this section has been approved, the marriage should be accommodated within the scope of the inmate to inmate visiting policy and procedure, with the following modifications:
    1. Upon presentation of a valid marriage license, each inmate shall be granted one adult visitor which may be the inmates' lawyers and/or witness to the marriage.
    2. Upon arriving at the Orange County Jail Facility, the person solemnizing the marriage shall provide the Authorized Identification as per CCOM Policy 1902.3.c.

2017.5 - Procedure: Inmate Marriage to another Inmate in Custody

a) During the marriage ceremony, inmates will wear their jail issued clothing.
b) Inmates will be restrained according to their classification status.
c) There will be no physical contact between the inmates.
d) There will be no photographs or any recording before, during, or after the marriage ceremony.
e) If the inmate(s) is/are required to sign any documents relevant to the marriage, the inmate will be placed in a separate area where paperwork can be passed from the inmate to a jail staff member. The jail staff member will inspect the paperwork for contraband and pass the paperwork to the other person not in custody for their signature.

Policy 2100 – Medical and Health Services

2100 - Medical Program Administration and Policies

Correctional Health Services (CHS) is a division of the County Health Care Agency (HCA). Correctional Health Services is responsible for providing health care services in all county Jail Operations facilities. The responsibilities and authority for the delivery of health care services are set forth in the Memorandum of Understanding (MOU) between the Health Care Agency and the Sheriff's Department, effective November 1, 1985.

2100.1 – Medical Administrative Structure / Correctional Health Services (CHS)

a) Correctional Health Services (CHS) shall have as its director a physician licensed by the State of California Medical Board. He/she must hold a valid license issued by that agency. The licensee is must be in good standing with the state. The director shall be responsible for overseeing the delivery of medical care services to all County Jail Operations facilities.

b) The selection and appointment of the medical director (Public Health Medical Officer II) will be the joint responsibility of the Sheriff and HCA. The Sheriff's Department is included in the selection process as authorized by Penal Code Section 4023. Under Penal Code Section 4023 it is the Sheriff-Coroner's responsibility to appoint a Medical Director-Physician.

c) The Medical Director and Program Administrator shall meet quarterly, or as needed, with the Division Commander and Assistant Sheriff of Jail Operations, to discuss and review the CHS health delivery system and health environment. Written findings are submitted to the Assistant Sheriff when required and include the following:
   1. The effectiveness of the medical care delivery system processes;
   2. Description of any health environment factors which are substandard;
   3. Changes effected since the last reporting period;
   4. Quarterly statistics; and
   5. Recommended changes

d) Program Administrator
   1. The Program Administrator is responsible for all non-medical administrative decisions affecting CHS in Jail Operations. The Program Administrator shall report to the Deputy Assistant Director of Medical Services at the HCA.

e) Nursing Manager Supervising Correctional Nurse
   1. The Nursing Manager is responsible for all decisions pertaining to nursing. The manager shall be responsible for the direction and supervision of all nursing staff assigned to the facility.

2100.2 – Mental Health Administrative Structure/ Correctional Health Services (CHS)

a) Psychiatric Director
   1. The Psychiatric Director of Correctional Health Services (CHS) shall be a board certified/eligible psychiatrist, licensed by the Medical Board of California, and he/she shall be in good standing with the State of California. The director shall be responsible for overseeing the delivery of mental health treatment services to the inmates in custody of the Sheriff. The Psychiatric Director will assist all staff in resolving clinical problems.

b) Service Chief
   1. The CHS Service Chief is responsible for supervising the Mental Health Correctional Health Services staff in the delivery of program services to the facilities; for assisting with and

facilitating the resolution of clinical program operations and administrative problems; and for maintaining a line of communication and coordination to the CHS Program Administrator.

2100.3 –Areas of Responsibility/Goals – Medical

a) It shall be the goal of the Correctional Health Services (CHS) program to comply with the "American Medical Association Standard for Health Services in Jails - September 1981".
b) Matters of judgment regarding health care services will be the sole province of the health services staff. This is limited to diagnosis of illness and injury and development of medical treatment plans which include recommendations to the Sheriff's Department regarding housing and safety precautions.
c) CHS staff will evaluate the medical needs of inmates in the County's jail facilities and provide medical treatment necessary to prevent deterioration, to improve the condition of injuries or illness present on admission, and/or to treat injuries or illnesses arising during the period of detention.
d) CHS will provide 24-hour health screening of all arrestees in a timely manner prior to booking.
e) CHS staff will treat injuries or illnesses arising during incarceration. This includes:
    1. Clinical care rendered to an ambulatory patient with medical care complaints which are evaluated and treated at "sick call" or by special appointment.
    2. Infirmary care provided by, or under, the supervision of a registered nurse for an illness or diagnosis which requires limited bed care observation and/or management.
f) 24-hour nursing coverage and medical emergency response will be provided.
g) CHS personnel will be responsible for purchasing, dispensing, administering and maintaining records for all medications and pharmaceutical items.
h) Proper medical records and medical histories on all inmates in the facility will be maintained. Medical files will be available to the Division Commander and Watch Commander upon request after approval of the Medical Director or Program Administrator.
i) CHS will determine the need for referral of inmates to outside contract medical or hospital facilities for treatment.
j) Emergency and palliative dental care, and when feasible definitive dental care, will be provided to the inmates assigned to Jail Operations.
k) Health services staff will not be asked to provide body cavity searches. However, CHS will maintain a contract with a qualified medical provider for these services where medical supervision is required.
l) In-service training for CHS and for Sheriff's Department personnel regarding the delivery of medical services to inmates will be provided.
m) Necessary communications with Sheriff's Department staff will be maintained in order to be aware of the general health condition of inmates. Meetings to discuss concerns and issues to be scheduled as needed.
n) CHS employees will conform to appropriate dress requirements of civilian employees of the Sheriff's Department.
o) Personnel shall comply with all security procedures within the County's jail facilities.

2100.4 - Areas of Responsibility/Goals –Mental Health

a) 24 hour a day, 7 day a week on-site mental health services will be provided.

b) Correctional Health Services (CHS) staff will evaluate and treat mentally ill inmates in order to provide necessary onsite mental health treatment during their incarceration.
c) Treatment plans will be developed which may include recommendations to the Sheriff's Department regarding housing and safety precautions. Such recommendations will be communicated in a timely manner, in writing, to the Watch Commander and Classification.
d) Confidential mental health records will be maintained pursuant to Welfare and Institutions Code Section 5328.
e) CHS will administer the Alternative Community Treatment Program.
f) CHS will determine the need for referral of inmates for psychiatric in-patient treatment. The assistance of Classification may be used as a resource in making this determination.
g) In-service training for CHS and for Sheriff's personnel regarding the delivery of mental health services to inmates will be provided.
h) CHS staff will be responsible for ensuring compliance with Short/Doyle Mental Health Laws and Regulations.
i) CHS employees will conform to appropriate dress requirements of civilian employees of the Sheriff's Department.
j) CHS personnel shall comply with all security procedures within the County's jail facilities.

2100.5 - Areas of Responsibility/Goals - Sheriff's Department

a) The Sheriff's Department shall retain control over and set policies for maintaining security with the jails, and jail premises. This shall include the identification of proper housing for inmates.
b) Security will be provided for those inmates confined in the medical areas, in order to ensure the safety of the inmates and the Medical and Mental Health Services staff.
c) Necessary communications with the Medical and Mental Health Services staff will be maintained in order to be aware of the general health condition of inmates. Monthly meetings to discuss concerns and issues will be scheduled as needed.
d) Staff will monitor and ensure compliance with established procedures for referral of inmates to the medical and mental health units for treatment, including sick call, placement into the infirmary, etc.
e) Relevant information will be provided by employees to Medical and Mental Health Services so that proper services can be provided. This will include routing booking information, basis for referral, and any other information specifically requested, subject to the approval of the Watch Commander.
f) During certain instances where security, administrative, or other considerations must take precedence over medical procedures or considerations, the action will be brought to the attention of and discussed with the appropriate Health Care Agency's (HCA) Program Administrator.
g) The Sheriff's Department will assist in the orientation of new HCA employees. The orientation will include, but will not be limited to, security regulations, Sheriff's Department policy and procedures, disaster planning, etc.
h) It shall be the goal of the Sheriff's Department, in conjunction with the HCA, to comply with the "American Medical Association Standards for Health Services in Jail - September 1981."
i) Correctional Health Services (CHS) staff will participate in Standards and Training for Corrections.
j) The Watch Commander will be responsible for answering calls from the AIDS Surveillance and Monitoring staff and releasing home address information on inmates no longer in custody. Members of the AIDS Surveillance Team are permitted to receive this information via telephone.

2100.6 - General Policies

a) Inmates will not be used for medical, pharmaceutical or cosmetic experiments. This does not preclude the use of a new medical procedure for the individual treatment of an inmate by his/her physician, subsequent to a full explanation of the positive and negative features of the treatment by the inmate's physician. (CPC 4023)

b) Health appraisals will be conducted by medical personnel on all new inmates within 14 days after arrival at the facility, or at the discretion of the medical staff, in order to determine any health problems which may need immediate attention and to determine if the individual needs any further health care.

c) Inmates will not be used for the following duties:
   1. Performing direct patient care services.
   2. Scheduling health care appointments.
   3. Determining access of other inmates to health care services.
   4. Handling or having access to:
      i. Surgical instruments
      ii. Syringes
      iii. Needles
      iv. Medications
      v. Health Records

d) First aid kits will be available in designated areas of the facility as determined by Correctional Health Services (CHS). First aid kits will also be located in the medical units.
   1. These designated areas shall include, but are not limited to the following:
      i. All Facility Guard Stations
      ii. All Programs Buildings/Classrooms
      iii. Records/Classification
      iv. Administrative Offices
      v. Clothing/Property Room
      vi. Lobby Areas
      vii. Visiting
      viii. Recreation Yard

e) Jail personnel will be required to attend classes taught by CHS staff during the Basic Jail Academy. Personnel are also required to attend biennial CPR training and first aid instruction.

f) The HCA shall be responsible for determining adequate staffing levels and personnel requirements in order to provide necessary health care services to inmates.

g) All appropriate state and federal licensure, certification or registration requirements and restrictions apply to personnel who provide health care services to inmates. The duties and responsibilities of such personnel are governed by written job descriptions approved and on file in the County Personnel Department.

2102 - Health Care Facilities and Equipment

Inmates will be provided medical care from the time of their admission, throughout their period of incarceration, and until released. Health care services and equipment will be provided at a level appropriate to meet individual and group needs. Inmates whose health care needs cannot be satisfactorily met at the jail will be transported to a fully licensed and accredited local hospital for treatment.

2102.1 Health Care Resources

a) Each Jail Operations facility is equipped with a variety of resources designed to meet the health care needs of the incarcerated individual. Adequate space, equipment, supplies and personnel have been provided as determined by the Medical Program Administrator.

See Facility specific Appendix.

b) Outside Hospital
    1. The Health Care Agency (HCA) Administration maintains contracts with outside hospitals/clinics (i.e., [redacted] which are fully licensed and accredited. These hospitals will provide health care for inmates who require in-patient or out-patient care for illness or injury which require optimal observation or management in a licensed hospital as determined by the facility physician.

2102.2 Prosthesis

a) Medical and dental prosthesis will be provided when the health of the inmate would otherwise be adversely affected, as determined by the examining medical personnel.

2102.3 Dental Care

a) Provisions are made for 24-hour emergency dental care. Routine dental care is provided to those requesting this service.
    1. Dental treatment includes oral prophylaxis, restorative dentistry, endodontics, oral surgery, periodontics and referrals.
b) Dental care shall be provided to inmates under the direction and supervision of a dentist, fully qualified and authorized to provide care in accordance with state licensure requirements; and a dental assistant.
c) The unique nature of dental care delivery with its vast instrumentation requirements precludes the delivery of all definitive treatment within the constraints of Correctional Health Services (CHS).

2104 - Mental Health Care Services

The Mental Health Care Services Program is designed to screen, evaluate and treat mentally ill inmates in order to provide necessary on-site mental health treatment during their incarceration.

2104.1 Psychiatric Evaluation

a) Correctional Health Services (CHS) is a division of the County Health Care Agency (HCA). They are responsible for providing 24-hour on-site mental health care services to inmates.
b) All inmates, as a part of their intake medical screening interview/exam, shall have their mental health evaluated. Inmates will be questioned by the duty nurse about present or past suicidal thoughts or attempts. Inmates identified as needing a more extensive evaluation will be referred to CHS.
c) If CHS determines that the inmate needs special restrictions or housing they shall complete a "Notice of CHS Restrictions/Housing" form. A copy of the form shall be forwarded to Classification for use in assigning a housing location. CHS shall work closely with Classification in gathering and relating information about the inmate and what safety precautions, if any, need to be taken. Whenever an inmate is identified as being mentally disordered, a physician's opinion shall be secured within 12 hours of identification or at the next daily sick call, whichever is earliest.
d) If at any time a deputy feels that an inmate is exhibiting signs of abnormal mental health (e.g., disorientated, depressed, withdrawn, etc.), he/she shall notify CHS, in writing, on a "Notice of

Need For Evaluation or Treatment" (form J-105). One copy shall be forwarded to the CHS and one copy to Classification. CHS will be responsible for following up on all evaluation requests.

2104.2 Psychiatric Emergencies

a) Psychiatric evaluations shall be performed on inmates whenever the inmate exhibits behavior, which may be suicidal, homicidal or otherwise extremely inappropriate.
b) Correctional Health Services (CHS) will provide 24 hour per day coverage, 7 days per week.
    1. Facilities that do not provide 24 hour CHS coverage will refer the inmate to CHS to determine if the inmate needs to be transferred to a facility with 24 hour coverage.

2104.3 - Safety Cell

A safety cell is a single occupancy temporary housing unit constructed with padded surfaces and is designed to confine violent inmates to prevent imminent physical harm to themselves or others, or destruction of property.

a) Placement Based on Correctional Health Services (CHS) Evaluation/Authorization
    1. The Watch Commander may refer an inmate to CHS to be evaluated for placement in a safety cell. CHS has primary authority to determine whether an inmate will be placed in a safety cell. If there is a difference in opinion between CHS and the Watch Commander, the decision of CHS controls.
    2. Required Authorization
        i. If, upon evaluation, CHS determines an inmate should be confined in a safety cell in order to prevent imminent physical harm to the inmate or others, or the destruction of property, then CHS will complete a written authorization for such placement.
        ii. CHS will assess the inmate's medical and mental health prior to authorizing placement of an inmate in a safety cell.
            A. After an inmate is authorized by CHS for placement in a safety cell, CHS should medically clear the inmate every 24 hours thereafter, until the inmate is removed from the safety cell.
        iii. In the event CHS is unable to conduct a medical and/or mental health evaluation at the time the inmate is authorized for placement in a safety cell, CHS policy is to conduct a medical assessment within 60 minutes of placement; a mental health assessment will occur within 12 hours of placement.
b) Placement by Watch Commander
    1. If CHS staff is unavailable to authorize placement of an inmate who the Watch Commander believes to present an imminent threat of harm to him/herself or others, or destruction of property, the Watch Commander may authorize the inmate to be placed into a safety cell.
    2. The Watch Commander will document any authorization to place an inmate in a safety cell on the Custody Operations Supervisors Log. The Watch Commander should note the specific conduct that the inmate was engaging in that led to placement in the safety cell. The Watch Commander should also document any less restrictive means of restraint used to de-escalate the situation with the inmate, including, if applicable, the reasons why a particular less restrictive means of restraint was not used.

3. The Watch Commander shall ensure that CHS is notified, as soon as possible, of the placement of an inmate in a safety cell and ensure that the following events occur within the noted timeframes:
    i. A medical assessment within 12 hours of placement or at the next daily sick call, whichever is earlier. (CHS policy is to conduct a medical assessment within 60 minutes of placement; Title 15 provides for up to 12 hours of placement to conduct the medical assessment).
    ii. A mental health evaluation within 12 hours of placement.
    iii. A medical clearance every 24 hours following the initial assessment.

c) Supervisor to be present at time of placement
1. A supervisor (a Lieutenant or Sergeant) will be present prior to placing an inmate in a safety cell and will remain until the inmate is secured inside the cell. If no supervisor is available at the time an inmate is placed in a safety cell, the supervisor shall check on the inmate that has been placed in the safety cell as soon as the supervisor becomes available.
2. When an inmate is placed in a safety cell, he/she will be given the following items or privileges while they are in the safety cell:
    i. A mattress
    ii. Access to toilet paper
    iii. Opportunity to wash hands after using the toilet and before meals
    iv. Safety gown
3. CHS or the Watch Commander may withhold the above items if deemed a safety hazard. If the Watch Commander determines to withhold any of the above items, the Watch Commander will document the safety and security reasons for withholding any of the items on the Custody Operations Supervisor's Log. If CHS staff determine to withhold any of the above items, CHS staff will document the safety and security reasons for withholding any of the items.

c) Safety Checks
1. The Inmate Personal Safety Monitoring Form will be used to document safety checks of the inmate.
2. A deputy will check the condition of each inmate in a safety cell within 15 minutes of the beginning time of the previous security staff check. At least once during each assigned shift, the area sergeant shall review and sign the Inmate Personal Safety Monitoring Form to ensure the checks are being completed in a timely manner.

d) Continued Retention in a Safety Cell
1. Continued retention of an inmate in a safety cell shall be reviewed by CHS at least every 4 hours from the time of initial placement. In the event CHS staff is unable to conduct a retention review within any given four hour period, the Watch Commander shall be responsible to conduct that review. It is the joint responsibility of CHS staff and the Watch Commander to ensure that the retention review occurs every four hours and communicate with each other to comply with this requirement.
2. The Watch Commander will review the circumstances of every inmate in safety cells throughout the facility, once during their assigned shift.

3. For continued retention, the following factors should be considered: does the inmate continue to display violent behavior, imminent physical harm to themselves or others, or destruction of property.
4. If the determination is made to keep an inmate in a safety cell after 4 hours, the Watch Commander will document the continued retention on the Custody Operations Supervisor's Log.

2104.4 - Mental Health Transfers

a) Any inmate whose condition is beyond the range of services available at a facility may be temporarily transferred to another capable jail facility or an outside mental health facility for treatment. The Sheriff has delegated its authority to Correctional Health Services (CHS) to transfer inmates to a mental health facility. CHS will make that determination under supervision of a fully licensed psychiatrist who is a member of the CHS staff. All associated paperwork and notifications are the responsibility of CHS (PC 4011.6).

b) Mental Health Expedite
   1. When an inmate is determined a mental health expedite by CHS and there is housing available at the Intake Release Center in Module "L", a deputy will conduct a safety check of each inmate pending mental health housing within 30 minutes of the beginning time of the previous security staff check.
   2. The safety checks conducted by OCSD staff will be documented on the area safety check log.

c) Unavailable Housing
   1. If an inmate is a mental health expedite and there is no housing available in a mental health housing unit, inmates will be placed in a cell alone on the booking loop. While inmates are pending housing, all CHS precautions will be followed.
   2. The safety checks conducted by OCSD staff will be documented on the area safety check log.
   3. A deputy will conduct a safety check of each inmate pending mental health housing within 30 minutes of the beginning time of the previous security staff check. (CCOM 1716 – Safety Checks)
   4. If the inmate is a Mental Health Expedite, a Jail Information Report shall be required when there is no mental health housing available. The report shall include the reason for the placement in the cell and the time of the entry to the cell.

2104.5 Developmentally Disabled

a) Developmentally Disabled inmates are screened by Correctional Health Services (CHS) to determine if the inmate can follow the rules of the jail, comply with deputy's directives and avoid conflicts with other inmates. Those who cannot be maintained in regular housing will be transferred by CHS to a more appropriate housing location. Support services are available to the developmentally disabled inmate upon his/her release from custody. These services may be provided by the Regional Center of Orange County (RCOC) or a Regional Center located in the inmate's county of residence. During the intake process, CHS will screen the inmate and contact the Regional Center.

2106 - Sick Call/Hospital Referrals

Inmates with non-emergency health care complaints will be seen by the appropriate health care professional during scheduled sick call hours. Severe medical conditions will be referred to contract medical facilities.

2106.1 – General

a) Sick call will be conducted daily.
b) Sick call hours will generally be from 0700 to 2000 hours.
c) A licensed physician, registered nurse, or nurse practitioner will conduct sick call.

2106.2 - Sign-Up Procedure

a) Inmates in the housing units requesting routine, non-emergency medical attention shall submit an Inmate Medical Message Slip directed to the medical staff, describing the nature of their complaint. Forms are available from the Deputies and medical staff.
b) The Message Slips will be handed directly to a nurse or placed in the medical message box. During the medication call, the Correctional Health Services (CHS) Nurse will unlock the box and remove all of the Inmate Medical Message Slips.
c) The medical clerk will prepare a roster of inmates to be seen during sick call hours. A copy of the list will be given to the Deputy who will coordinate the necessary inmate movement.
d) Except for emergency situations, inmates other than those on the scheduled sick call list will not be sent to the exam room; they must first submit an Inmate Medical Message Slip to the nurse so that they can be placed on scheduled sick call.
e) It is the responsibility of CHS to give prompt attention to all medical requests made by an inmate through the Inmate Medical Message Slip. CHS will retain each Inmate Medical Message Slip as a permanent record.
f) Nothing in this section relieves a deputy, or other employee, of the responsibility to provide for the health and safety of an inmate. If an inmate is obviously ill or injured, or if at any time an inmate expresses the need for immediate medical attention, or the inmate does not appear to have fully recovered after a short period of time, CHS will be informed.
    1. Staff will document the incident on the proper form (JI only, unless the incident requires additional medical attention outside the facility, excluding normal medical appointments at a hospital or clinic per 2106.3(b), then a DR is required). At the discretion of the Supervisor or Watch Commander, any medical/casualty occurrence may be directed to be documented on a department Casualty Report form.

2106.3 - Hospital Referrals and Returns

a) Emergency medical conditions may require an inmate to be sent to a hospital for specialized treatment not available in the facility. Medical staff will make this determination.
    1. Correctional Health Services (CHS) will notify the Main Control staff member of the type of emergency transportation needed.
    2. Main Control staff members will call for a contract ambulance service or paramedics as needed and fill out the medical transport authorization form. The transporting ambulance will take the white and pink copies of the medical transport authorization form and the deputy will take the canary form back to Main Control. The Main Control staff member will notify the Operations Sergeant

3. Main Control staff member will also notify the Classification Deputies.
4. Security for inmates to any hospital will be provided by the facility where the inmate is housed. Arrangements will be in accordance with CCOM 2200.3.

b) The medical staff will coordinate normal medical appointments at hospitals or clinics.
   1. CHS will generate an appointment slip that will specify the inmate's name, booking number, charges, housing location and the date, time and location of the medical appointment. Copies will be distributed to the inmate's housing location and the Transportation office.
   2. Transportation will schedule the necessary means of conveyance and security for the inmates during short term appointments and clinics.
   3. Housing Deputies will call inmates with appointments out of the housing areas in time to prepare them for transportation to the assigned location.
   4. Any missed appointment must be brought to the attention of CHS. Rescheduling of appointments is the responsibility of the medical staff.
   5. Distribution of corrected, changed or added appointment slips is the responsibility of CHS.
c) Non-Emergency Hospitalized inmates will be assigned to the Security Ward at Anaheim Global Medical Center.
   1. The Hospital Deputy will prepare secure bed space at the hospital for inmates who are, by a doctor’s request, required to remain at the hospital.
   2. The Hospital Deputy will notify the Classification Deputy of the housing reassignment.
   3. Classification staff will notify:
      i. CHS to update their file.
      ii. The housing Deputy at the inmate's last housing location to gather inmate's property and module card to be sent to the hospital.
   4. Upon returning from the hospital, the inmates will be re-screened by the nurse at Triage. The nurse will examine each inmate and make a determination as to whether they need to be housed in Medical Housing.
   5. CHS will notify Classification with the housing recommendation: regular or medical housing. Classification will assign the inmate to a facility, module and sector and notify the necessary parties.
d) Emergency Hospitalized Inmates will be transported to the nearest Receiving hospital as determined by the Fire Department Paramedics.
   1. A Sergeant will assign a Deputy to accompany the inmate in the transporting ambulance and to provide security in the Hospital.
   2. Inmates admitted for Medical Observation will be guarded by a Deputy until the inmate has been medically cleared for return to custody, admitted to the Jail ward at Anaheim Global Medical Center or other arrangements are made to provide security for the inmate. The Facility the inmate is transported from will be responsible for the security of the inmate admitted for care for the first 24 hours.

2106.4 - Immobile Inmates and Emergency Care

a) When an inmate appears to be, or claims to be, ill or injured and cannot, or in the deputy's judgment should not, be moved, Correctional Health Services (CHS) will respond to the location.
b) The urgency of the response will be conveyed to CHS by the deputy via the intercom. If the nature of illness or injury is severe, one deputy will notify his/her supervisor who will contact Main

Control and request that the paramedics respond. CHS will be informed that paramedics are responding to the scene.

c) Lifesaving first aid for emergency conditions will initially be performed by deputies, with due regard to security. CHS will relieve the deputy of first aid care when they arrive at the scene.
d) CHS will determine the nature and extent of on-site care to be administered to the inmate. Deputies will provide security for the site. CHS may also, after arriving at the scene, request an ambulance be dispatched to transport the inmate to the hospital. All requests for ambulance/paramedics must be coordinated through Main Control.
e) Gurneys or stretchers will be available for use in emergencies.

2106.5 - Medical Approval for Inmate Shoes

a) All inmates are expected to wear standard issue footwear, i.e., slippers/sandals. Deviation from standard issue footwear is allowed only for medical reasons. Correctional Health Services (CHS) has exclusive authority to recommend/authorize an inmate to wear footwear that is different from the standard issue. CHS's accommodation policy provides that inmates may wear jail issued canvas shoes only after CHS determines a medical necessity for such shoes. Inmates are not allowed to wear personal shoes. Authorization to wear the jail issued canvas shoes will be written on a Medical Miscellaneous Message Slip. Under rare circumstances, personal shoes with built in lift prescribed for leg length discrepancy may be allowed when CHS determines the OCSD canvas shoes cannot address the inmate's specific medical issue.
b) Inmates requesting/requiring Orange County Jail issued canvas shoes must have their request approved by CHS. A court order is not a substitute for a CHS recommendation for Orange County Jail issued canvas shoes. Inmates should not be told to get a court order if they request shoes; they should be told to make the request to CHS. If a court order is received that directs the inmate to be given shoes, but the inmate does not have CHS approval, the inmate should be referred to CHS for evaluation. If CHS approves the canvas shoes, the order may need to be referred to County Counsel for modification if the order requires "personal shoes", "athletic shoes" or some type of shoe different from the canvas shoes. If CHS disapproves canvas shoes, the order should be referred to County Counsel for a motion to set aside. No order should be referred to County Counsel for an objection unless CHS's position on shoes is first determined.
c) CHS staff may also approve the use of prescribed orthotic inserts to be used in the Orange County Jail issued canvas shoes based on the inmate's medical need.
d) The following procedure shall occur in order to allow an inmate to wear Orange County Jail issued canvas shoes:
    1. The inmate must submit an Inmate Message Slip directed to the medical staff describing the need for Orange County Jail issued canvas shoes. Forms are available from the Deputies and medical staff.
    2. CHS will evaluate the inmate to determine if there is a medical necessity to wear jail issued canvas shoes.
    3. If an inmate provides a signed recommendation for canvas shoes from CHS, the inmate should be provided jail issued canvas shoes without delay and without need for any court order.

2106.6 - Inmates refusing off compound medical appointments

a) Deputy responsibilities:

1. When an inmate refuses to attend an off compound medical appointment, the deputy will make every effort to resolve the situation verbally.
    i. The inmate should be notified that the refusal will be documented and the refusal will need to be in the presence of Correctional Health Services (CHS).
2. If the refusal continues, the deputy will notify CHS and the sergeant assigned to the inmate's housing location.
3. If the inmate cites a medical or mental health-related issue as the reason for refusal, CHS will be notified to determine the validity of the statement.
4. A refusal to attend an off compound medical appointment will be documented on a department Information Report. The deputy will request a jail incident number and an entry will be made on the 24 Hour Log under "Off Compound Medical Refusal." The inmate will **not** be written up for Failure to Obey a Directive in this situation.

b) Sergeant responsibilities:
1. A sergeant will respond and speak directly with the inmate to verify the inmate is refusing to go to their off compound medical appointment.
    i. A handheld video camera will be used to record the inmate's refusal as well as the physical and mental state of the inmate. If possible, the Sergeant will coordinate with CHS and capture on video the inmate refusing to CHS.
2. The sergeant should attempt to convince the inmate to voluntarily go to the medical appointment.
3. If the inmate continues to refuse, the sergeant will notify the watch commander and document the refusal and all other relevant details in the Custody Operations Supervisor's Log. The sergeant's documentation will include the following:
    i. Reason for refusal
    ii. Mental and physical state of the inmate
    iii. Living conditions of the inmate
    iv. CHS personnel present

2108 - Intake Screening

At the time of booking or admission to any jail facility, Correctional Health Services (CHS) will perform a health screening procedure on the inmate. Inmates are examined in order to determine any health problems requiring immediate attention, and to determine if the individual needs any follow-up care. Information regarding the inmate's physical and mental status may be used to determine housing and activity restrictions.

2108.1 - Screening Process

a) A Correctional Health Services (CHS) staff member will make inquiries into the arrestees:
1. Current illness and health problems, including dental problems,
2. Communicable diseases.
3. Medications taken and special health requirements.
4. Use of alcohol and other drugs, which includes types of drugs used, mode of use, amounts used, frequency used, date or time of last use and a history of problems, which may have occurred after ceasing use (e.g., convulsions).
5. Past and present treatment or hospitalization for mental illness or suicide.
6. Other health problems.

b) Observations of:

1. Behavior, which includes state of consciousness, mental status, appearance, conduct, tremor and sweating.
2. Body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.

c) CHS staff will complete the Intake and Screening Triage form based upon their personal assessment and interview of the inmate.

d) If the CHS staff member feels, that based upon his/her personal observations and interview, that special restrictions or housing recommendations are needed, he/she shall complete a "Classification/Housing Review" form. If the process should be expedited, the CHS staff will check "EXPEDITE" and "MEDICAL" or "MENTAL HEALTH" box as appropriate. A copy of the form will be forwarded to Classification for use in assigning a housing location.

e) If the CHS staff member feels that based upon his/her observation an inmate needs to be housed in medical housing and cannot complete the booking process, he/she shall stamp the Pre-Booking form "Medical Expedite".

1. In some instances an inmate may need to be expedited but may not require medical housing (e.g., late term pregnancies, insulin dependent diabetics, wheelchair bound, excessively obese or elderly and hospital returnees).
    i. The Receiving Guard Station Deputy will assign an available deputy to escort the inmate through each phase of the booking process (e.g., ID, shower, classification, etc.). After the inmate has been classified, the assigned deputy will escort the inmate to his/her assigned housing location.

f) It is the responsibility of CHS to determine if an inmate is medically or mentally unsuitable for housing at a particular facility or specific housing area.

g) Inmates determined confirmed by CHS to be pregnant shall be afforded certain rights as described in CCOM section 1604.6 – Pregnant Inmate Rights.

h) Orthopedic or Prosthetic Appliance/Assistive Devices

1. Inmates who enter any facility with orthopedic or prosthetic appliance for their personal use shall be allowed to retain the appliance based on the following:
    i. Security check by custody staff will determine that the appliance does not contain contraband and does not constitute an immediate risk of bodily harm to any person in the facility or threatens the security of the facility.
    ii. The appliance has been prescribed by a physician or dentist and approved by CHS staff.

i) Once all security checks are completed a CHS staff member will contact classification staff for special housing requirements. CHS will follow established CHS procedure for documentation in the inmate's medical chart and complete a Miscellaneous Message Slip authorizing the use of the appliance.

j) Any orthopedic or prosthetic appliance that is brought into the facility by a family member or others shall go through a complete security check.

k) The department does not accept responsibility for damage to an orthopedic or prosthetic appliance caused by the inmate.

l) Any repair of an orthopedic or prosthetic appliance shall be the responsibility of the inmate, and the inmate shall make arrangements with CHS for repair.

m) Removal of Orthopedic Prosthetic Appliances

1. If custody staff believes that possession of the orthopedic or prosthetic appliance constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, the Watch Commander will be notified. If the Watch Commander has probable cause to believe possession of such orthopedic or prosthetic appliance constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, such appliance may be removed (Pen. Code § 2656(b)).
    i. If such appliance is removed, the inmate shall be deprived of such appliance only during such time as the facts which constitute probable cause for its removal continue to exist; if such facts cease to exist, then the Watch Commander shall return such appliance to the inmate.
    ii. When such appliance is removed, the inmate shall be examined by a physician within 24 hours after such removal.
    iii. If the examining physician determines that removal is or will be injurious to the health or safety of the inmate, he/she shall inform the inmate and the Watch Commander.
    iv. Upon receipt of the physician's opinion, the Watch Commander shall either return the appliance to the inmate or refuse to return the appliance to the inmate, informing the physician and inmate of the reasons for such refusal and promptly providing the inmate with an Orthopedic or Prosthetic Appliance Removal Petition Form.

n) Orthopedic or Prosthetic Appliance Removal/Petition To the Orange County Superior Court
    1. The Watch Commander will provide the inmate with an Orthopedic or Prosthetic Appliance Removal/Petition Form by which the inmate may petition the Orange County Superior Court for return of the appliance.
    2. These forms are located on the intranet.
    3. When the inmate has signed the form, the Watch Commander shall promptly cause the completed form to be filed with the Orange County Superior Court.

2110 - Medical-Legal Reporting & Records

2110.1 - Informed Consent

a) The informed consent of the inmate shall be required for all examinations, treatments and procedures governed by informed consent standards in the community. Access to inmate medical records shall be strictly controlled.
b) Explanation of Risk - Prior to the initiation of a medical procedure, surgery or any medical procedure which is considered dangerous and involving risk to the individual's life or health status, the physician or dentist shall explain the procedure, alternatives and risks to the inmate.
c) Written Consent - The inmate shall be requested to sign a written consent form authorizing the specific surgical procedure. This shall be included in the inmate's medical record.
d) Medical Refusal - If an inmate chooses to refuse any medical appointment, treatment, medication or other medical procedure recommended as necessary by Correctional Health Services (CHS), the appropriate medical release and/or refusal form(s) shall be provided for signature by CHS. It is the responsibility of a CHS staff member to witness the form by signature. The medical release and/or refusal form(s) may be signed at medical, triage, the dispensary, the inmate's housing location or any other area in the jail. This form shall be filed in the inmate's medical record. (see related facility specific CCOM sections: IRC - CCOM 3002.14(j), CMJ - CCOM 4000.12(h), CWJ - CCOM 5000.13(I), TLF - CCOM 7000.13(k))

e) Refusal of Appointment of Examination. Where a scheduled appointment with facility health care staff has been refused by the inmate, the appropriate medical release and/or refusal form(s) shall be provided by the Medical Director, and witnessed by a nurse, for the inmate's signature. This refusal also shall be in the inmate's medical record.
f) Records of Refusal - Any refusals for treatment shall be recorded by the treating health care staff on the progress notes sheet of the inmate's medical record.
g) Minors - For minors, the treating physician or dentist shall obtain the informed consent of the inmate's parent, guardian, legal custodian, or the court. The treating physician shall notify the Medical Director of the need for this informed consent. Appropriate arrangements for contacting the responsible guardian shall then be made by the appropriate medical staff member.
h) Consent Waivers - The informed consent requirement shall be waived for the following:
    1. An emergency which requires immediate medical intervention for the safety of the inmate.
    2. Emergency care involving inmates who do not have the capacity or ability to understand the information given.
i) Communicable Disease - For inmates diagnosed with a communicable disease and refusing appropriate treatment, medical quarantine authorized by the treating physician shall be used. Treatment, other than in an emergency situation, shall not be forced by any CHS staff member. For such cases, a court order for treatment may be sought by the Medical Director after consultation with the Sheriff.

2110.2 - Communicable Disease Exposure

a) All employees and volunteers exposed to a person diagnosed with a communicable disease shall be evaluated, counseled and offered appropriate prophylactic treatment by HCA/ Employee Health Services or another treatment facility. Communicable disease exposures that may require prophylactic treatment or medical follow-up are listed below:
    1. Hepatitis A – Ingestion of food prepared by communicable person with poor hygiene habits. Care of infants or toddlers with lack of sufficient hand washing.
    2. Hepatitis B – Percutaneous or mucous membrane exposure to blood or body fluids, very rarely saliva.
    3. Hepatitis C – Percutaneous or mucous membrane exposure to blood or body fluids.
    4. AIDS/HIV Infection – Percutaneous or mucous membrane exposure to blood or body fluids.
    5. Syphilis - Percutaneous or mucous membrane exposure to blood or body fluids.
    6. Meningococcal Infection – Face-to-face contact with a communicable person. Resuscitation, intubation or suctioning of a patient before antibiotics have begun.
    7. Tuberculosis – Prolonged face-to-face contact with communicable person; risk increased during CPR.
    8. Measles – Face-to-face or room contact with communicable person.
    9. Rubella – Face-to-face or room contact with communicable person.
    10. Chicken Pox (Varicella Zoster) – Prolonged face-to-face contact with communicable person (until all lesions are crusted). Prophylaxis only for pregnant females, HIV infected or severely immunosuppressed persons.

2110.3 - Communicable Diseases Reporting

a) All personnel who observe or are informed of any activity among persons in custody that may cause the transmission of AIDS or other communicable diseases shall immediately report the

incident in writing to the I.R.C Watch Commander by completing the "Report of Activity Known to Cause Transmission of AIDS" form. This form will be attached to any other required reports.

1. Additionally, the Facility Shift Commander shall make a telephonic report to Employee Health Services as soon as possible. If after business hours or on weekends, the telephonic report shall be made to the on call Public Health Medical Officer.

b) Reportable activities include, but are not limited to the following:
   1. Sexual activity resulting in the exchange of bodily fluids.
   2. Intravenous drug use.
   3. Incidents involving injury to inmates or staff in which bodily fluids are exchanged.
   4. Tattooing among inmates.
   5. Inmates who state they are infected or have been exposed to AIDS, an AIDS related condition, or other communicable disease
c) Employee who believes they have been exposed to communicable disease will report possible exposure to their Supervisor immediately.
   1. During office hours contact HCA/Employee Health Services [redacted], or if directed to do so by Supervisor, fill out the County of Orange Communicable Disease Exposure Reporting Form.
d) After being advised by an employee of possible exposure to a communicable disease the Supervisor shall do the following:
   1. During office hours (7:30am-5:00pm M-F), contact HCA/Employee Health Services at [redacted] to report the exposure incident or use the County of Orange Communicable Disease Exposure Reporting Form.
   2. After office hours contact Sheriff Communication Center [redacted] and ask for the Public Health Official on-call and report the exposure incident. Report the exposure to HCA/Employee Health Services the next working day.
   3. If the employee is unable to be seen at HCA/Employee Health Services, the employee is referred to a designated Workers' Compensation Clinic.
   4. If the communicable disease exposure is a direct result of a physical injury: Complete Employer's Report of Occupational Injury or Illness (Form 5020) and Supervisor's Investigation of Employee Injury/Exposure within one working day of the incident and transmit original to CEO/Risk Management.
   5. Provide employee with Workers' Compensation Claim form (DWC-1) and a copy of the pamphlet "You and Your Injury, Facts for Injured Workers" within one day of the incident.
e) The I.R.C. Watch Commander will provide a copy of all reports to H.C.A. Medical Services, who, in turn will evaluate any transmission incident and all involved inmates and/or staff.
f) When an inmate voluntarily consents to the drawing of blood for testing purposes, H.C.A. personnel will be responsible for the collection of samples. Samples will be drawn in the medical area of their respective facility.
g) When there is a refusal to submit to a blood test, an "Employee Contact with Bodily Fluid Report" will be submitted to H.C.A. The Health Officer will review the request for court ordered testing. All court ordered forcible blood extractions will be performed at Anaheim Global Medical Center.

2110.4 - Medical Records

a) Within Correctional Health Services (CHS), the problem orientated medical record structure will be used as much as practicable. The medical record will list all medical encounters, the diagnosis

thereof, subsequent findings, treatments, rehabilitation, maintenance and patient education. An inmate's perceived health problems will be recorded as well as the dispositions thereof.

b) All inmate medical files will be under the control of CHS. CHS staff will photocopy any necessary medical records to be sent with inmates transferring to other facilities or agencies.
c) At no time will any inmate or other unauthorized persons be allowed access to inmate medical records. The files will be kept separated from the inmate's confinement record, including after the time they are released. All access to inmate medical files will be controlled and regulated by the Custodian of Records.

2112 - Utilization of Pharmaceutical Products

All personnel shall adhere to state and federal regulations relating to the dispensing, distributing, or administering of medications. Medications shall only be distributed or administered by a qualified member of the medical staff in accordance with the physician's orders.

2112.1 - Pharmacy Management

a) A full time Pharmacist is employed by the County Health Care Agency (HCA) and CHS. All pharmacy procedures shall adhere to applicable state and federal laws and to the regulations established by the Federal Controlled Substances Act relating to controlled substances.
b) All pharmaceuticals shall be prescribed in accordance with the Central Drug Formulary which shall govern the approved prescription and non-prescription medications allowed for use in the facility.
c) All prescriptions must be signed by a qualified health professional licensed and authorized by the appropriate jurisdiction.
d) All health care personnel shall conform to the ordering and inventory procedures as established by the Medical Director and Pharmacist. These guidelines include frequent inventory of all controlled substances, syringes and needles.

2112.2 - Medication Distribution or Administration

a) CHS is responsible for dispensing, administering and maintaining records for all medications and pharmaceutical items given to inmates in each facility.
b) All over-the-counter medications may be distributed by qualified medical personnel without prior physician approval, subject to the written procedures contained in the Health Care Agency's (HCA) Administrative Policies and Procedures Manual.
c) The administration of all medications shall be recorded on the approved form and shall become a part of the inmate's medical record. Each dose shall be documented with respect to date and time of administration and shall be signed or initialed by the person administering the medication.
d) If an inmate refuses a prescribed medication, the inmate will be required to sign a refusal form which will be placed in the inmate's medical record. If the inmate refuses to sign the form, a CHS staff member and a security staff member will both witness the form by signature, and write, "Refused to sign" in place of the inmate's signature.
e) If an inmate arrives at the facility with his/her own medication, or if the inmate states he/ she is on prescribed medication, CHS will verify the prescription with the inmate's doctor (after obtaining the inmate's consent). CHS will dispense any authorized medications from its own controlled supply.
f) The application of involuntary medication in Jail Operations is an option only when every other effort to gain the voluntary compliance of the inmate has been attempted. When situations occur

where CHS requests a deputy's assistance in the application of involuntary medication, CHS will be called upon to assist in an attempt to obtain voluntary compliance. If CHS is unable to obtain compliance, medication may be administered involuntarily.

2114 - Inmate Death or Serious Illness/Injury

2114.0 - Inmate Death or Serious Illness/ Injury

a) Any inmate death that occurs while the inmate is assigned to any Jail Operations facility will be immediately reported and investigated in compliance with all formalized local agreements and state laws.
b) In cases where an inmate suffers injury which is life-threatening while incarcerated in the Orange County Jail system, the Orange County District Attorney will be notified of the circumstances but may decline to respond.
c) In the event of an inmate with a serious injury which is life-threatening, timely notifications will be made based on information provided by the inmate at the time of booking by the Watch Commander.
d) Death of a Minor
    1. In any case in which a minor dies while detained in a jail, lockup, or court holding facility:
        i. The administrator of the facility shall provide to the Board of State and Community Corrections (BSCC) a copy of the report submitted to the Attorney General. A copy of the report shall be submitted within 10 calendar days after the death.
        ii. Upon receipt of a report of death of a minor from the administrator, the BSCC may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility.

2114.1 - Inmate Death - Verbal Notification

a) Notifications will be made immediately by the Watch Commander. Time of notification will be indicated by the Watch Commander for inclusion in the intra-department memo.
b) The Jail Operations staff member making the discovery of an inmate death will immediately notify his/her supervisor and Correctional Health Services (CHS).
c) Facility supervisors will make the immediate notification of an inmate death to the Watch Commander and respond to the scene.
d) The Watch Commander will immediately notify:
    1. Division Commander (Captain)
    2. Area Commander of Jail Operations
    3. Assistant Sheriff of Jail Operations
        i. Verify with Assistant Sheriff if he/she will be notifying the Sheriff, Chairman of the Board of Supervisors and the CEO or Assistant CEO of the death or delegating this task to another staff member.
    4. Department Commander (ECB Lieutenant)
e) The Assistant Sheriff of Jail Operations will make the following notifications during morning business hours, except in cases of homicide, suicide, or unexpected death then notification will be immediate:
    1. Sheriff
    2. Chairman of the Board of Supervisors
    3. CEO or Assistant CEO

i. CEO shall only be notified after hours when deaths involve unusual circumstances or deaths generating media interest.

f) The Watch Commander will ensure the Department Commander has been notified. The Watch Commander will confirm the Department Commander will notify the following:
   1. Coroner's Office, Shift Supervisor
   2. Orange County District Attorney's Office Investigation Staff
   3. Investigation Division Captain, Lieutenant and/or Homicide Detail Sergeant
   4. Forensic Science Services
   5. S.A.F.E. (Strategy, Accountability, Focus, and Evaluation)
   6. Public Information Officer
   7. Professional Services Division (if necessary)

g) The Coroner's Office will make all official notifications to relatives of deceased inmates.

h) The Public Information Officer (PIO) will make the initial release of general information to the media. After the initial release, all subsequent media releases will be handled by the District Attorney's Office including the final release for each such incident.

2114.2 - Public Defender's Office Notifications

a) It will be the responsibility of the on duty Watch Commander at the facility in which an inmate death occurs to e-mail the two designees from the Orange County Public Defender's Office as soon as reasonably possible with the basic information regarding the death. The information will include and be limited to the inmates' name, date of birth, booking number, date of arrest, booking and hold charge(s), housing location and date and time of death.

b) The names of the two Public Defender's Office designees and e-mail addresses are:

[redacted]

2114.3 - Written Notification

a) Inmate Records Manager will prepare the written notification for the Assistant Sheriff of Jail Operations who will submit the written notification to:
   1. Orange County Board of Supervisors
   2. California State Attorney General
   3. Orange County Grand Jury
   4. California Youth Authority (if involving a juvenile)

2114.4 – Priorities

a) If a serious injury or possible death occurs, medical staff will be notified to respond for initiating life saving measures. Once death is determined, protection of the scene is essential in determining whether the death is a result of criminal violation. Although no crimes may be suspected or initially alleged, physical evidence will be protected from contamination.

b) As in any criminal or death investigation, witnesses, suspects, informants, etc., will be separated for subsequent interviews. A list of individuals who may possess pertinent information relative to the situation will be provided to responding personnel from the Coroner's Division, District Attorney's Office and Sheriff's Investigators.

c) Upon being notified of an inmate's death, the Inmate Records Supervisor will retrieve the inmate's records file for the Inmate Records Manager, leaving a "dummy file" in its place. The dummy file

will contain an entry stating "DECEASED" with the date of death. The Record's Supervisor will make 5 copies of the inmate record's file (1 certified copy and 4 regular copies) and deliver all 5 copies to the Watch Commander. The Inmate Records Manager will maintain the original file. The Watch Commander will request five copies of the inmate's AJS file from Classification. Each copy will be added to the inmate death file.

For investigative purposes, information contained within the inmate's records file will be made available to authorized investigative personnel. At the request of the Watch Commander, the Inmate Records Supervisor will forward one certified copy and four additional copies of the inmate's jail file (including the inmate's Module Card which the Classification Sergeant will supply) to the Watch Commander.

The certified copy will be provided to investigations. Additional copies will be submitted (along with the Watch Commander's memo), to the Facility Commander. The four remaining copies and Watch Commander's memo will be provided for the:

1. Assistant Sheriff
2. Facility Commander
3. Risk Management

The Facility Commander will ensure these files are delivered to the identified parties.

d) Per Government Code Section 27491.3, all personal property belonging to the inmate, including funds from the Cashier, clothing, bulk property, property from Release and personal items in housing, will be collected. These items will be inventoried and an appropriate receipt will be prepared for the Deputy Coroner to sign. The Deputy Coroner will take possession of the property from the Watch Commander.

e) The Watch Commander will coordinate the activities of the investigation with the sergeant at the scene. The Records Supervisor will NOT change the inmate's status to "deceased" until given approval by the Facility Watch Commander. The Facility Watch Commander will coordinate with Sheriff's Investigation to obtain authorization for the inmate's status change.

f) Every effort will be taken to provide necessary medical treatment by security and Correctional Health Services (CHS) staff if the inmate is alive or suspected to be alive. Per Government Code Section 27491.2, "The body of one who is known to be dead under any of the circumstances enumerated in section 27491 shall not be disturbed or moved from the position or place of death without permission of the Division Deputy Coroner."

g) A Department Report (DR) number will be drawn with a Casualty Report completed by the assigned staff member.

h) If a death occurs, the Watch Commander shall adhere to the following reporting guidelines:
    1. If a death occurs, the Watch Commander shall adhere to the following reporting guidelines:
        i. It shall be the responsibility of each facility to complete the required documentation for any death which may occur within the confines of that facility.
        ii. If an inmate is transferred to the hospital and dies within 24 hours, the facility from which the inmate was transported will complete the required documentation.
            A. If an inmate dies more than 24 hours after transfer to the hospital, the Theo Lacy Watch Commander will complete all required documentation.
            B. Notification and staff reporting guidelines for in-custody deaths shall also be followed for custody-related deaths. Examples of custody-related deaths are:
                1. Death of a person within 24 hours of release from custody.

2. Death of a baby born by an in-custody female inmate.
3. Death of a person released as a result of Department initiated action, such as a sentenced: inmate who is terminally ill receiving a sentence modification.

iii. Per Orange County Coroner's Office (October 2012) - A death investigation is required if the inmate has a miscarriage of a human fetus. A human fetus is defined as being more than twenty (20) weeks gestation OR weighs more than four hundred (400) grams and is more than twenty-eight (28) centimeters from heel to crown as determined by a qualified medical personnel at the receiving hospital or Coroner personnel.

iv. The CJX Division Commander and Inmate Records Manager will maintain all original inmate files for inmates who have died in custody, as well as the master in custody death file. The Facility Commander's copy will be retained at each facility.

v. The Watch Commander will complete an intra-departmental memo directed to the Division Commander detailing the circumstances of the death. The intra-departmental memo will include the following:
   A. Name, Booking, Physical Description, Date of Birth, Last Known Address, Phone Number
   B. Social Security number, Driver's License number, Location of Death, Date/Time of Death, DR#.
   C. OCSD Homicide Investigator, Forensics Case number, Coroner Case number, Deputy Coroner.
   D. District Attorney Case number, District Attorney Investigator, Jurisdiction, Arresting Agency
   E. Day/Date/Time Arrested, Day/Date/Time Booked, Charges, Status, Disposition of Property.
   F. Summary, Medical History, Notifications

vi. The Watch Commander will send the completed intra-department memo electronically to the Inmate Records Manager [redacted].

vii. The Watch Commander will compile all data into indexed sections (i.e., reports, correspondence, administrative information) and attach to the left inside cover of the inmate's jail file. The Watch Commander's intra-department memo will be attached to each copy of the death file.

2114.5 - Next of Kin Notification

a) At the time of booking, all inmates will be asked to identify their next of kin; his/her address and phone number. This information will be recorded on the Pre-Booking Record and Identification Record.

b) If a deputy or medical staff determines that an inmate's medical condition is of a serious nature that may result in death, they will notify the Watch Commander of the situation.

c) The Watch Commander will attempt to make telephone notification to the inmate's next of kin. If possible, permission for notification will be obtained from the inmate prior to notification taking place.

d) If the inmate is unable to speak or otherwise indicate the person to be contacted, the Watch Commander will attempt to make telephone notification(s) to the inmate's next of kin. No medical

information may be provided to the inmate's next of kin without prior written authorization by the inmate. In the absence of the written authorization form from the inmate, information provided to the next of kin will be limited to identifying the hospital where the inmate was transferred and that the next of kin should try to contact the hospital. The Watch Commander may authorize public visits if approved by the hospital for public visitation.

e) When necessary, a request may be made of the Department Commander to send a patrol unit to the relative's residence to make the notification if the address is within Orange County.
f) If the address is outside of Orange County, the local police agency will be requested to make contact and have the party contact the Watch Commander.
g) Documentation of notification, or attempts, will be made on a memorandum from the Watch Commander to the Division Commander.

2114.6 - Death Review

a) After receipt of all relevant information and reports, the Medical Director arranges for a full health review of the incident. The review team consists of the Medical Director, Chief of Operations, Director of Nursing, Mental Health and Operations Administrative Managers, Facility Commander, and any other staff deemed appropriate by the Medical Director.
b) The health review consists of a thorough assessment of the conditions surrounding the incident. The review identifies and highlights any weakness or failures in the health delivery system related to the incident and makes recommendations for improvement if necessary.
c) Per Title 15 Section 1046, an initial review shall occur within 30 days.

2115 - Notification of Family Death

2115.1 – Purpose

a) The purpose of this document is to establish a policy to provide notification to inmates in the event of a family death.

2115.2 – Policy

a) It is the policy of the Orange County Sheriff's Department (OCSD) to provide appropriate notification of family deaths to inmates while making mental health services readily available to them.

2115.3 – Procedure

a) The Sheriff may receive acceptable notice of the death of an inmate's next of kin from the following:
    1. The Coroner's Office.
    2. Law enforcement of the jurisdiction where the death occurred.
    3. A family member of the inmate.
b) Upon receiving notification of the death of an inmate's next of kin from one of the above three sources, the Watch Commander or his/her designee shall contact the Housing Sergeant at the inmate's housing location.
c) The inmate shall be allowed to make at least one completed non-collect phone call to obtain additional information regarding the death of the family member.
d) The Housing Sergeant will advise the Mod Deputy of the inmate's housing location to monitor the inmate for any violent or suicidal behavior. The Housing Sergeant shall also contact Correctional

Health Services (CHS) to notify mental health staff regarding a family death of an inmate. CHS will be available to speak with the inmate if requested by either the inmate and/or deputy referral. The Mod Deputy shall contact CHS to advise them of any abnormal activity of the inmate.

e) Mental Health shall schedule an appointment with the inmate to provide counseling services if needed.

2116 - Blood Extractions

It is the policy of the Orange County Sheriff's Department that no blood extractions, including those court ordered, will be taken forcibly from a suspect or inmate at any jail facility. Forced blood extractions will be performed at an area hospital.

2116.1 - Court Ordered Blood Extractions

a) Blood extractions will be performed due to issuance of a court order or a search warrant.
b) When a court order for drawing of blood is received, the Watch Commander will advise the sergeant. The sergeant will direct a deputy to take the inmate and the court order to the D.U.I. Room.
c) In those situations where blood is voluntarily taken, the inmate will be escorted to a facility medical station or other secure area for blood extraction by a department approved laboratory technician. A deputy will remain with the inmate until the process is completed and the inmate returned to his/her regular housing location.
d) When the forcible taking of blood is necessary, the inmate will be escorted to the Triage area to await transportation to an area hospital by a Transportation or Patrol Deputy.

2116.2 - Blood Sample - Chain of Custody

a) The laboratory technician who responds for blood withdrawal will maintain the chain-of custody of the blood sample. The inmate will then be returned to his/her housing location from either the hospital or D.U.I. Room.

2116.3 – Documentation

a) The assigned deputy will document the day, date, time, and names of the laboratory technician and inmate on a Jail Incident Report. He/she will give a brief description on the circumstances and attach a copy of the court order. If the inmate is escorted to an area hospital, the Jail Incident Report will contain the name of the Transportation Deputy and the reason for transport.

Policy 2200 - Hospital Deputy

2200-Standard Procedures

Primary responsibility of the Hospital Deputy is to maintain custody of inmates sent for emergency medical care to a hospital that does not have a jail lock-down ward.

2200.1 - Required Equipment

a) Class "A" uniform or approved Jail Operations uniform.
b) Pac-Set
    1. The Hospital Deputy must possess and become familiar with his [redacted] and be provided with the OCSD Radio Card. This card lists all the OCSD radio channels and channel restrictions.
    2. Designators and Frequency for each facility are as follows:

    3. The Hospital Deputy will be required to go to 10-8 on the radio at the beginning of the shift [redacted] of the assigned radio.
    4. This procedure will also require the Hospital Deputy to go 10-7 on the radio at the end of the shift.
        i. In the event the designated frequency is experiencing [redacted] and the information can be given to the desk officer.
    5. Deputies assigned to the hospital may be required to give their [redacted] inside the hospital, such as [redacted]
    6. A Sergeant or his designee will fax a copy of a modified watch list to [redacted] at the beginning of each shift showing the [redacted]
c) Necessary restraints: Leg restraints, handcuffs/waist restraints, and flex cuffs (in the event inmates need to be restrained during MRI procedures).
d) Hospital folder containing the following:
    1. Copy of inmate's module card
    2. Activity logs
    3. Report forms
    4. Visitation forms
    5. Maps to all local hospitals
    6. Copy of the Hospital Deputy Policy and Procedures.

2200.2 - Direction, Supervision, and Communication

a) The Hospital Deputy will receive direction from a Sergeant. The Hospital Deputy will refer any inquiries, questions, or problems to his/her Shift Sergeant.
    1. Communications with the Sergeant will be done via telephone.

2200.3 – Transportation

a) The Sergeant will contact Sheriff's Transportation to arrange for the escorting of the inmate and/or ambulance to the hospital. Sheriff's Transportation is responsible for transporting Level I Transportation inmates to and from the hospital and maintaining custody until the inmate is admitted.
    1. Depending on the availability of a deputy from Sheriff's Transportation, a Deputy from Jail Operations may transport the inmate or accompany the inmate inside the ambulance.
    2. After the inmate is discharged from the hospital, a Deputy from Jail Operations may transport the inmate back to a jail facility with the following conditions:
        i. Transportation Deputy is not available.
        ii. Approval from the Watch Commander.
        iii. Properly equipped vehicle is used for transport, i.e. caged unit or custody van.
        iv. Transport is non-stop, direct route from hospital to jail facility.

b) Main Control will coordinate the following:
    1. Confirm the level of transportation needed for the inmate as determined by CHS
        i. Level I OCSD Transportation, Deputy Transport
        ii. Level II Contacted Ambulance service, Basic Life Support with Deputy escort inside ambulance
        iii. Level III 911, Advanced Life Support (Paramedics) with Deputy escort inside ambulance
    2. If needed, call the ambulance company on the pre-approved list and complete transportation voucher.

c) Transportation – Hospital Deputy
    1. All inmates with medical emergencies will be transported using the above listed criteria as deemed by CHS medical staff.
    2. Sheriff's Deputies are prohibited from transporting inmates with medical emergencies. (Level II/Level III)

2200.4 - Arrival at the Hospital

a) The assigned deputy will escort the inmate to the emergency area and check in with the hospital staff.

b) The Hospital Deputy will notify the appropriate shift sergeant of the inmate's status, physical condition, and housing location.
    1. Whenever an inmate is moved from one area in the hospital to another, the Operations Sergeant will be notified.

c) Once the hospital accepts the inmate, the deputy will take the inmate and paperwork to an area or floor designated by the hospital staff.
    1. In the event that an inmate is not admitted to the hospital, contact the Transportation Bureau and the Operations Sergeant.

d) The inmate will only be released from his/her restraints, if necessary, for medical treatment. The deputy will remain present in all cases, whether the inmate is physically restrained or not.

e) The Hospital Deputy will begin a Daily Activity Log upon arrival to the room.

2200.5 – Housing

a) The inmate will not be left alone under any circumstances, nor will any other agency or security staff be given the responsibility for the security of inmates in the custody of the Sheriff's Department.
b) The inmate will not be housed in a room with a civilian patient, unless emergency care is hindered (e.g. Emergency Room, Intensive Care Unit).
c) An inmate will be restrained with leg restraints and handcuffs at all times. See CCOM 1800.3(d) - Pregnant Inmates for information on restraint of pregnant inmates.
    1. The leg restraints and handcuffs will be attached to a fixed object on the bed.
    2. If medical attention is needed in the area of a restrained limb, another limb will be restrained prior to the restraint being removed.
    3. If the inmate needs to use the restroom, he/she will remain restrained by leg restraints and waist restraints with one hand free.
    4. During meals, the inmate will remain restrained by leg restraints and one limb restrained.
    5. Hospital procedures and protocol shall not jeopardize security or supersede department policy. Deputies will contact a supervisor if requests by medical staff contradict department policy.
d) High Notoriety, Gang Related, and Escape Risk
    1. Inmates who are at the hospital and have [redacted], will be assigned [redacted] at all times. The Watch Commander will approve the assigning of [redacted].

2200.6 - Daily Activity Log

a) The deputy will maintain a Daily Activity Log and will keep a record of all activity or movement from the beginning until the end of each shift/watch.
b) Each Activity Report entry will include the time each activity began, the time of termination, and the nature or purpose of the activity.
c) When another Deputy relieves a Hospital Deputy, it will be noted on the Activity Log, with the log being continued.
d) The log will be submitted to the Operations Sergeant when the inmate returns to the jail facility or is released.

2200.7 - Relief

a) Every possible effort will be made to relieve the Hospital Deputy prior to the end of the shift. This will provide the off-going deputy time to return to the facility and turn in all checked out equipment [redacted].
b) The Relief Deputy will obtain briefing information from the off-going deputy and check the inmate to ensure that he/she is properly restrained.
c) Hospital Deputies will be provided relief every [redacted].
d) After the inmate is admitted to the hospital, the next relief deputy will bring the inmates original mod card to be kept with the inmate.

2200.8 - Jail Rules, Telephone Calls, and Visiting

a) Jail Rules
    1. Inmates at the hospital are to obey all Jail Rules.

b) Telephone Calls
    1. Due to security concerns, inmates will not have access to a telephone. The Watch Commander, in certain circumstances, can approve phone calls.
c) In the event an inmate is booked into the hospital and they are unable to complete their booking phone calls pursuant to PC 851.5 they will be afforded the opportunity as soon as possible.
    1. The phone calls will be logged.
    2. Records will be notified so that the inmates booking paperwork can be updated.
d) Visiting
    1. No visits, including attorney visits, will be permitted unless approved by the Watch Commander. The proper paperwork must be completed for a visit to be approved. In addition:
        i. All visits will be conducted in compliance with the medical restrictions the hospital deems necessary.
        ii. Additional Deputy(s) will be assigned during the visit.
        iii. Visitors will be searched as if they were in a Jail Operations facility.
        iv. If any visit impacts officer safety, the visit will be terminated immediately and the Operations Sergeant will be notified.
e) Attorney Visitation
    1. The Hospital Deputy will determine that the requesting party is an attorney licensed to practice law in the State of California.
    2. An official Agency Visitation Request form must be completed prior to the attorney's visit.
    3. Additional persons accompanying attorneys will not be permitted to be present during the attorney visitation unless a court order indicating that person is on file and has been approved by the Watch Commander.
    4. The Deputy(s) will remain present in the room during the visit but will not monitor the conversation.

2200.9 – Releases

a) Release from Hospital – When an inmate has been medically cleared for return to the jail, the Hospital Deputy will contact the Operations Sergeant who in turn will notify classification and the Transportation Bureau. The inmate will be picked up by a Transportation Deputy and returned to the CJX for medical screening and re-housing.
b) Release from Custody – When the inmate is being released from custody but not from the hospital, or is being released from both custody and the hospital, a deputy from the facility the inmate is currently housed will respond and physically release the subject at the hospital. After the Hospital Deputy has been notified of the release, he/she will confirm the release with the Operations Sergeant.

2200.10 – Escapes

a) The identity of the escapee and other pertinent information will be rapidly disseminated via the radio to aid in the inmate's capture and return to custody.
b) The assigned deputy will contact the Watch Commander.
    1. Emergency escape procedures and notifications will be made.
c) Response and notifications will be in accordance with the Custody and Courts Operations Manual.

2200.11 - Death Imminent

a) When an inmate is terminally ill and the hospital physician has determined the inmate's death is imminent, the Hospital Deputy will notify the Watch Commander. The Watch Commander may proceed under Next of Kin Notification Guidelines.

2200.12 - In-Custody Death

a) Securing the Scene
    1. Upon notification from medical personnel of a deceased inmate, the Hospital Deputy will secure the room in which the inmate is housed.
b) Begin a Crime Scene Log
c) In the event the deceased inmate is in a room occupied by other inmates, measures will be taken to ensure that the body and the area around the deceased will not be disturbed.
    1. In the event the deceased inmate is in a room occupied by other inmates, measures will be taken to ensure that the body and the area around the deceased will not be disturbed.
d) Notification
    1. As soon as possible after the scene is secure, the Watch Commander will be notified by the Hospital Deputy of the deceased inmate. The Watch Commander will make the additional necessary notifications.
e) Report Procedures
    1. After making notification to the Watch Commander, the Hospital Deputy will draw a DR Number and a Jail Incident number for a Casualty Report. The Hospital Deputy will include the following information in the report:
        i. Measures taken to secure the scene.
        ii. Identification of the doctor who pronounced the inmate dead, and the time the inmate was pronounced dead.
        iii. If the inmate was on life support, document the length of time he/she was on life support, what time life support was shut off, and who authorized the life support to be shut off.
        iv. Persons present at the scene at the time of death.
        v. The time of the deputy's notification.
        vi. Arrival times and the names of the Sheriff Investigators, Coroner Investigators, District Attorney Investigators, Identification personnel, medical personnel, or any authorized personnel at the scene.
        vii. The time the scene was released, and to whom.
f) Follow-up Procedure
    1. If requested, the Hospital Deputy will assist the Deputy Coroner and/or investigators at the scene.
g) Release of Deceased
    1. The Hospital Deputy will not leave the scene until the Coroner's office has custody of the deceased and the Watch Commander has been notified. In many cases the body will be released to an agent of the Coroner. The Deputy should confirm with the Coroner to whom the body should be released.

2200.13 - Special Medical Considerations

a) Females

1. Refer to 1800.3.4 - Pregnant Inmates for restrictions on using restraints on pregnant inmates.
2. The Orange County Social Services Agency is responsible for the custody of the child after birth.
3. In the event a child dies during birth or is still born this will be handled as an in-custody death.

b) Special Medical Procedures
   1. Operating Room
      i. When considering where the Deputy will be posted during a procedure the deputy will assess the condition of the inmate, the inmate's charges ~~and security level~~, all possible exit points from the operating room and the ability to restrain the inmate during the procedure. The need to preserve the chain of evidence if anything of evidentiary value is removed during a procedure might necessitate the deputy being present in the operating room.
   2. Inmates under observation for ingesting or storing drugs/contraband in a body cavity
      i. Inmates suspected of ingesting or storing illegal drugs/contraband in a body cavity will be kept under observation pending elimination of the illegal drugs/contraband.
      ii. Four point soft restraints will not be applied to an inmate merely to prevent the destruction of evidence, unless directed by a physician.
      iii. In order to maintain the chain of custody of the evidence, it is the Hospital Deputy's responsibility to collect the contraband upon elimination from the inmate.
      iv. Proper safety precautions will be taken by the Deputy to prevent direct contact with body fluids or feces.
      v. Latex gloves and breathing masks can be obtained from hospital staff.
      vi. Deputies will not direct hospital staff to collect the evidence.
      vii. Recovered evidence will be placed into property/evidence at the Forensic Sciences Building. The appropriate report will be written by the Hospital Deputy.

2200.14 - Inmates Admitted to the Hospital in Non-Security Wards

a) New Bookings
   1. The arresting officer must complete the Hospital Booking process.

b) Each facility will be responsible for providing security for their inmate during the first 24 hours after admittance.

c) As soon as the inmate has been admitted to the hospital:
   1. The [redacted] will be notified to arrange for relief. Relief will be provided within [redacted] of notification.
   2. The [redacted] will notify [redacted] and the inmate will be carried on the [redacted].
   3. The mod card will be maintained in [redacted].

2200.15 - Transfers to Anaheim Global Medical Center Jail Ward

a) The Anaheim Global Medical Center Jail Ward physician will accept transfer of patients that have been stabilized and booked into custody of the Orange County Jail.
   1. If a prisoner has not been booked on their current charges the arresting officer/deputy must complete the hospital booking process.

b) Transfers from Anaheim Global Medical Center non-security areas to the Jail Ward.
   1. The Hospital Deputy will escort the inmate to the Anaheim Global Medical Center Jail Ward.

c) Transfers from other hospitals to the Anaheim Global Medical Center Jail Ward.
    1. Anaheim Global Medical Center will not admit prisoners from other hospitals unless prior agreement for transfer is made between the sending and receiving doctors.
    2. Transportation via ambulance will be arranged by the Theo Lacy Operations Sergeant.
    3. Sheriff's transportation will be responsible for providing an escort from the sending hospital to the receiving hospital.
        i. The Hospital Deputy may ride with the inmate in the ambulance between hospitals with Watch Commander approval.

2200.16- United States Marshals Service (USMS) Inmate Hospital Deputy

The following provisions will be followed for all USMS inmates who require transportation to, or housing at, a hospital or off-site medical facility. All other requirements in CCOM Policy 2200-Hospital Deputy will be followed unless noted in the following:

a) The Operations Sergeant will be immediately notified when an USMS inmate requires medical transport to a hospital or off-site medical facility.
    a. The Operations Sergeant will initiate a "Stationary Guard Log for US Marshal Inmates" form, which can be found in the [redacted].
b) Any USMS inmate that requires medical transport to a hospital or off-site medical facility shall be escorted by a [redacted]. [redacted] will remain with the USMS inmate until they are returned to an Orange County Jail Facility or released to USMS custody.
c) US Marshal inmates will not be housed inside the CMS unit at Anaheim Global Medical Center.
d) The deputies providing the escort will notify the Operations Sergeant immediately if the USMS inmate is admitted to the hospital or medical facility.
    a. The Operations Sergeant will update the "Stationary Guard Log for US Marshal Inmates" form that the inmate has been admitted to the hospital or off-site medical facility.
e) If the USMS inmate is admitted to the hospital or medical facility, the Operations Sergeant will arrange for Records/Classification to process an [redacted].
    1. Classification will send out a notification to the [redacted] list stating that the inmate will be admitted and they must send relief to the hospital to take over custody. The [redacted] list can be found in the [redacted] under US Marshal Notifications.
    2. The in-custody release to USMS will take place at the hospital or off-site medical facility.
    3. A deputy trained in in-custody releases will respond to the off-site medical facility with the inmate records jacket and fingerprint kit to conduct the in-custody release.
    4. The in-custody release will take place after USMS personnel are onsite to take custody of the federal inmate. The deputies providing the escort will remain with the federal inmate until the in-custody release is complete.
f) When the USMS inmate is released from the hospital, an off-site medical facility, or to USMS custody, the Operations Sergeant will save the completed "Stationary Guard Log for US Marshal Inmates" form in the facility's share drive and email a copy of the form to [redacted].

Policy 2300 - Food Services

2300 - Food Services Management

The Food Services Manager will establish and maintain a standardized management system in order to ensure a cost effective and efficient Food Services operation. There shall be sufficient supporting staff to ensure preparation and service of meals in the manner prescribed by policy and Orange County Health Department regulations.

2300.1 – General

a) The policies and procedures contained in this title do not cover in detail every food service procedure. Separate detailed manuals on food preparation policies and techniques are contained in the department's Food Services Manual(s), located in the Food Services Supervisor's Office.
b) New procedures and memorandum will be placed on the kitchen bulletin board for ten (10) days. Copies will also be placed in the kitchen procedure manual for permanent retention and referral.

2300.2 - Food Services Manager

a) The food service program in Jail Operations will be overseen and managed by the Food Services Manager.
b) The Food Services Manager will be a full-time manager with educational background and experience in management and supervision of food operations.
c) The Food Services Manager will be responsible for:
    1. Preparing the yearly food budget
    2. Planning a logistical support system for all food service functions
    3. Providing a food cost accounting system
    4. Providing a portion control system
    5. Planning menus
    6. Supervising civilian kitchen personnel
    7. Supervising inmate workers assigned to food services
    8. Evaluate civilian kitchen personnel

2300.3 - Food Services Management Records

a) The Food Services Manager and his/her staff will maintain budgeting, purchasing and cost accounting records necessary to document the following information:
    1. Compliance with established daily nutritional requirements.
    2. Special diet requests and composition.
    3. Food consumption:
        i. Number of inmate meals served daily.
        ii. Number of employee, guest and visitor meals served daily.
        iii. Average raw food cost per person per day.
        iv. Average total cost per meal served.
    4. Estimate of food service requirements based upon a population census at least thirty (30) days in advance.
    5. Daily records of food production, leftovers, and utilization/disposal.
    6. Monthly and annual utilization records.

7. Procurement records of all food products purchased and utilized, food service budget (i.e., salaries, food and non-food expenses).
8. Effective procurement procedures resulting in the purchase of supplies at competitive wholesale prices or other favorable conditions.
9. Records of perpetual and monthly physical inventories and methods used to ensure that food is not stored beyond its safe shelf life.
10. Cost performance data for objective program planning and evaluations.

2300.4 - Food Portion Control

a) Food portion control will be established and regulated by the Food Services Manager.
b) Portion control techniques are applied by the staff as the module carts are filled in each facility's kitchen.
c) Portion sizes are also determined from the specifications found in Title 15 under Minimum Jail Standards.

2302 - Food Services and Safety Compliance

Food Services staff and workers will comply with all applicable federal, state and local health laws and regulations to provide for adequate health and safety protection for staff, visitors and inmates.

2302.1 - Health Compliance

a) All food service employees involved in the preparation or handling of food shall be required to pass a pre-employment medical examination.
    1. Pre-employment medical examinations will be conducted by qualified medical staff employed by, or under contract with, the County Health Care Agency (HCA).
b) Every inmate worker assigned to preparing or handling food will be required to pass a thorough medical examination. Correctional Health Services (CHS) will conduct the examination. Satisfactory results of the examination must be received by CHS prior to the inmate being allowed to work in Food Services.
c) The Senior Head Cook and Head Cook on each shift will monitor the staff and inmate workers ensuring that good health and cleanliness prevails at all times in the kitchen.

2302.2 - Personal Hygienic Requirements for Food Handlers

a) The Food Services Supervisor will ensure all food handlers working in Food Services will employ hygienic food handling techniques. Workers will use appropriate preparation and service devices as designated by the Supervisor (e.g., tongs, ladles, gloves, etc.).
b) Staff and inmate workers will wear clean, washable jail issued clothing that is in good condition.
c) Hands will be washed:
    1. Upon reporting to work.
    2. After using toilet facilities.
    3. After picking up items from the floor.
    4. After handling garbage or refuse.
    5. Following any other unsanitary function.
d) Hands will be kept as clean as possible. Fingernails will remain clean and gloves will be worn when handling food, or serving food with utensils.
e) Smoking is prohibited in any Jail Operations facility.
f) Hair nets and/or caps will be worn when directed by the supervisor.

g) Inspections of staff and workers will take place at the beginning of each shift. The supervisor will ensure the absence of illness/infection and adherence to sanitation and dress code requirements.

2302.3 - Area and Equipment Safety Inspections

a) Daily inspections by Food Service supervisory staff will be conducted. They will ensure that functions are carried out under acceptable sanitary and safe conditions while maintaining compliance with codes, regulations and standards.
b) Malfunctioning equipment will be reported to the Food Service Manager, who will ensure necessary repairs are requested and/or completed.
c) Inmate workers will be prohibited from operating certain equipment as identified by the Food Service Manager. All staff members will monitor these prohibitions.
d) At all times, work areas will be kept clean and in a sanitary condition, free of health and safety hazards.
e) The facility kitchen will comply with all structural and equipment standards mandated in the codes that are designated to protect the health and safety of staff, visitors and inmates.
f) Control of cutlery and utensils will be maintained according to directives of the Food Service Manager.
g) The Food Service Manager will establish a method of daily accountability for all cutlery and utensils.
    1. Any unaccounted for cutlery will immediately be reported to the Sergeant and/or Watch Commander.
h) HCA will monitor Jail Operations kitchens by way of periodic inspections.

2302.4 - Food Services Personnel Training

a) The Food Services Manager will conduct periodic training, demonstrations and observations in proper sanitation/hygienic/safety techniques.
b) Specified staff will train in the use of equipment. Staff will be responsible for the supervision of the inmates and their use of the equipment.
c) All staff members will attend a basic two-day course in corrections entitled, "Basic Jail/Adult Institutions." Course contents will include:
    1. Correctional History and Philosophy
    2. Chain of Command
    3. Fraternization with Inmates
    4. Security and Emergency Procedures
    5. Evacuation Procedures, Jail Fire Plan
    6. Court Orders
    7. Information Security
    8. Inmate Discipline
    9. Module Operations/Housing Responsibilities
    10. Facility Tours

2304 - Menu Planning

The Food Service Supervisor will plan and post a menu one month in advance. The menu will provide for a variety of foods in order to prevent repetitive meals for staff and inmates of each Jail Operations facility.

2304.1 - Food Planning/Preparation

a) The nutritive quantity and quality of food served to the staff and inmate population will equal/exceed the average daily nutritional requirements as stated in the Recommended Dietary Allowances, National Academy of Sciences.
b) The minimum diet quantities and types of food are prescribed in MS 1241, California State Code Title 15. The supervisor/Registered Dietician will use the prescribed minimum food groups in constructing and certifying the menu. Menus will be planned at least thirty (30) days in advance.
c) Any changes made to the planned menu will be properly documented and will be of equal nutritive value.
d) All food will be prepared and served in a manner which will maximize safety, quality control, and will:
    1. Preserve the nutritive quality/content.
    2. Enhance appearance and overall palatability.
    3. Preserve flavor, color and texture.
    4. Fulfill the appropriate temperature requirements for hot/cold food.
e) Meals for both staff and inmates will be cooked in the facility kitchen. The same meal will be served to all inmates housed in the facility.

2304.2 - Special Diets

a) Special diets, as determined by HCA staff, will provide dietary modifications for medical/therapeutic needs to maintain the health and well-being of the individual.
b) Therapeutic diets will be provided to inmates upon written instructions from the HCA Doctor or Nurse. The current special diet list will be kept on file in the kitchen. Each meal will be specifically identified with the inmate's name, to ensure accurate delivery of the meal. The kitchen will advise the Module Deputy/CST of the inmates in his/her module who will receive a special diet tray.
c) Special nutritional counseling/education, when required to implement special dietary adjustments, will be provided by a technically trained certified nutritionist or registered dietician.

2304.3 - Religious Diets

a) Purpose
    1. To provide a guideline and procedure for Orange County Sheriff’s Department personnel in order to approve or deny an inmate’s request for a religious diet while in custody. The religious diet arrangements are provided by the Orange County Sheriff’s Department for inmates of the following religions: Judaism (Kosher), Islam (Halal), Hinduism, Buddhism and Seventh-day Adventist (vegan). Requests from inmates of other religions will also be considered according to these guidelines. Note: The regular inmate menu is pork free. All religious diet menus are based on a one-week rotation cycle; with the exception of the Halal diet, see section V.D.
    2. To ensure that a religious diet for followers of Judaism (Kosher), Islam (Halal), Hinduism, Buddhism and Seventh-day Adventist (vegan), and other religions is provided after a Sheriff’s Department Representative has completed an inmate interview to verify that the inmate has sincere religious belief that the religious diet is consistent with his/her faith. Other religious diets may be provided on a case-by-case basis after a Sheriff’s Department Representative has completed the inmate interview, the inmate has agreed and signed all necessary forms

and waivers and if it is possible for Food Services to comply with the religious diet being requested.

3. To provide a guideline and procedure for contacting County Counsel so that County Counsel may move to set aside a court ordered religious diet if an inmate fails to follow his or her court ordered diet. No court ordered diet may be discontinued without County Counsel first obtaining permission from the court.
4. Religious diet grievances will be handled in accordance with CCOM Policy 1600.5(f)

b) Procedures: Judaism (Kosher) Diet Requests

1. Requests for Kosher diets will be deemed valid if the inmate demonstrates a sincere religious belief that calls for adherence to a religious kosher diet. To request a religious kosher diet, the inmate will send an Inmate Message Slip addressed to the Food Services Dietitian.
2. When the Food Services Dietitian receives the Inmate Message Slip requesting a Kosher religious diet:
    i. The Food Services Dietitian will check the medical diet list to verify the inmate IS NOT receiving a medical diet. If the inmate IS on a medical diet and unless the inmate is currently on a low lactose or pregnancy diet, he or she WILL NOT be authorized to receive a religious diet. The Food Services Dietitian will write "DENY – DUE TO CURRENT MEDICAL DIET" under the "Staff Response" portion of the Inmate Message Slip. The original Inmate Message Slip will be sent to Inmate Records (inmate file), a copy will be forwarded to the inmate and a copy maintained by the Food Services Dietitian. Note: The only medical diets that can be prepared as Kosher are the low lactose or pregnancy diets.
    ii. If the inmate IS NOT receiving a medical diet, the Food Services Dietitian will notify the Sheriff's Department Representative who will conduct the religious diet interview and obtain the required signatures on the following forms: 1. Religious Diet Request Form (Form 1, attached hereto); 2. Religious Diet Questionnaire (Form 2, attached hereto); 3. Judaism (Kosher) Diet Waiver (Form 3, attached hereto), informing the inmate that once the diet is initiated he or she will be receiving three (3) cold meals during Shabbat (Saturday). The inmate must be notified that he or she is waiving his or her right to receive one hot meal per day, as stated in The Minimum Standards for Adult Local Detention Facilities, Board of Corrections, Title XV, Article 12, Section 1240 of the California Code of Regulations. Once the aforementioned forms are completed, they will be returned to the Food Services Dietitian for further processing, distribution and/or retention.
        A. Note: If an inmate has transferred directly from State Prison and has an approved CDCR card designating a specific religious diet, the card will be honored. A copy of the card should be obtained with the inmate's name and booking number printed on the copy. 2. If an inmate was previously in the custody of the Orange County Sheriff's Department and receiving a religious diet; if that inmate returns to custody with a new booking number, the inmate will be required to go through the process again before receiving the requested diet.

3. A request determined to be valid /approved (Forms 1, 2 and 3, attached hereto, and any additional information or documentation) shall be routed by or forwarded by the Food Services Dietitian as follows:
    i. Originals to: (Forms 1, 2 and 3, attached hereto)
        A. Inmate Records (inmate file) and kept on file for three years, from the date of release.
    ii. Copies to: (Forms 1 and 3, attached hereto)
        A. Inmate and Chief Cook
    iii. Copies to: (Forms 1, 2 and 3, attached hereto)
        A. Food Services Dietitian
    iv. The Food Services Dietitian will notify appropriate kitchen staff via email to provide the religious diet.
    v. The Sr. Head Cook will check the Sheriff's Data System (SDS) or call Inmate Records to find out when the inmate's next court appearance date is scheduled and calendar that date to ensure the inmate receives his or her religious meal at court and upon his or her return from court.
    vi. Food Services will provide a Meal Tracking Form (attached hereto) to the Correctional Services Technician, at the time they sign for the in-cell meals to be delivered each day, to acquire the inmate's signature to document whether they received or declined their religious meal. It will be the responsibility of the Sr. Institutional Cook to acquire the inmate's signature and ensure inventory of leftover meals is taken when the inmate is fed in the dining hall. This form will be returned to the Food Services Sr. Head Cook and filed in the diet file box located in the Sr. Head Cooks' Office. Any issues or discrepancies documented will be forwarded to the Food Services Dietitian for further action, if necessary.
4. A request determined to be invalid/denied (Forms 1, 2 and 3, attached hereto) shall be routed by or forwarded by the Food Services Dietitian as follows:
    i. Originals to: (Forms 1, 2 and 3, attached hereto)
        A. Inmate Records (inmate file) and kept on file for three years, from the date of release.
    ii. Copies to:
        A. Food Services Dietitian
    iii. Food Services shall not provide the religious diet.
    iv. The inmate may not reapply for a religious diet for 60 days.
    v. Denying an inmate's request for a religious diet is subject to the Inmate Grievance Policy.

c) Procedures: Islam (Halal) Diet Requests
1. A request for a religious Halal diet will be deemed a valid request if the inmate demonstrates a sincere religious belief that calls for adherence to a Halal diet. To request a religious Halal diet, the inmate will send an Inmate Message Slip addressed to the Food Services Dietitian.
2. When the Food Services Dietitian receives the Inmate Message Slip requesting a Halal religious diet:

i. Requests for Non-Pork Diets: If a pork free diet is requested, the inmate shall be informed that the regular inmate menu is pork free (it does not contain pork, lard, or pork by-products of any type).

ii. The Food Services Dietitian will check the medical diet list to verify the inmate IS NOT receiving a medical diet. If the inmate is on a renal diet, he or she WILL NOT be authorized to receive a religious diet. The Food Services Dietitian will write "DENY – DUE TO CURRENT MEDICAL DIET" under the "Staff Response" portion of the Inmate Message Slip. The original Inmate Message Slip will be sent to Inmate Records (inmate file), a copy will be forwarded to the inmate and a copy maintained by the Food Services Dietitian. Note: The only medical diets that can be prepared as Halal are the low lactose, pregnancy or consistency and caloric modification diets.

iii. If the inmate IS NOT receiving a medical diet, the Food Services Dietitian will notify the Sheriff's Department Representative who will conduct the religious diet interview and obtain the required signatures on the following forms: 1. Religious Diet Request Form (Form 1, attached hereto); 2. Religious Diet Questionnaire (Form 2, attached hereto); 3. The Ramadan-Waiver (Form 4, attached hereto). The inmate must be notified that he or she is waiving his or her right to receive 3 meals in a 24 hour period as stated in The Minimum Standards for Adult Local Detention Facilities, Board of Corrections, Title XV, Article 12, Section 1240 of the California Code of Regulations. Once the aforementioned forms are completed, they will be returned to the Food Services Dietitian for further processing, distribution and/or retention.

A. Note: 1. If an inmate has transferred directly from State Prison and has an approved CDCR card designating a specific religious diet, the card will be honored. A copy of the card should be obtained with the inmate's name and booking number printed on the copy. 2. If an inmate was previously in the custody of the Orange County Sheriff's Department and receiving a religious diet; if that inmate returns to custody with a new booking number, the inmate will be required to go through the process again before receiving the requested diet.

iv. During Ramadan, inmates will be served a hot breakfast and be provided two cold bag meals at the dinner hour and it will be his or her responsibility to eat those meals after sundown and before sunrise. Milk will be provided and must be consumed within four hours after the inmate receives it.

v. Follow the procedures as stated in Section II (Procedures: Kosher Diet Requests) C through D.

d) Procedures: Hinduism, Buddhism, or Seventh-Day Adventist

1. Requests for Hinduism, Buddhism, or Seventh-day Adventist diets will be deemed valid if the inmate demonstrates a sincere religious belief that calls for adherence to an ovo-lacto-vegetarian or vegan menu. A request for a Hinduism, Buddhism, or Seventh-day Adventist diet will follow the same procedures as listed above in Section III, Parts A and B. (Excluding the Ramadan procedures, Form 4, attached hereto.)

e) Religious Diet Content

1. The person responsible for determining the content and presentation of all religious diets is the Food Services Manager and the Food Services Dietitian (per The Minimum Standards for

Adult Local Detention Facilities, Board of Corrections, and Title XV of the California Code of Regulations).

2. Kosher diet entrees will be purchased through a vendor, pre-packaged and ready to eat. All meals will conform to Kosher standards for content, preparation and presentation.
3. Any inmate requesting a non-pork diet, for religious reasons, can consume the regular inmate menu that does not contain pork, lard or pork by-products on the menu or in the ingredients.
4. Halal diet recipients will be provided the pork-free regular inmate menu with an appropriate substitute for a beef entrée that conforms to Halal diet standards. Poultry, fish, and eggs certified by the USDA are considered appropriate for Halal consumption when in a non-Islam Country (Wakeen, B. 2008. Halal and Kosher. ACFSA Insider, Spring, 10-12).
5. Hindus, Buddhists or Seventh-day Adventists will be provided a vegan menu.
6. Any inmate requesting to observe Lent can consume the regular inmate menu. Fridays are scheduled with meat free meals year round and on Ash Wednesday, meat free meals are served to the regular inmate population.
7. Other valid requests for religious diets will be provided, if possible, as approved by the Food Services Manager(s).

f) Warning of Non-Compliance and Removal From a Religious Diet

1. Inmates approved for religious diets shall remain on the requested diet until he or she requests removal in writing, receives a notice of removal from his or her religious diet and/or violates the requirements of the religious diet. A violation of the requirements of the religious diet may be demonstrated by the consumption of food in conflict with the religious diet or by refusing or skipping religious diet meals for non-medical reasons. Violations may result in removal from the religious diet program and the inmate will not be allowed to reapply for the religious diet for 60 days.
    i. WARNING OF NON-COMPLIANCE: If the inmate is non-compliant with the religious diet, he or she will be given a warning,
        A. The Food Services Dietitian will complete a Warning of Non-Compliance (Form 5, attached hereto) which shall be personally delivered to the inmate by a Sheriff's Department Representative for signature. (If the inmate refuses to sign, note such refusal on the form). Once the inmate has signed the form, the Sheriff's Department Representative will return the form to the Food Services Dietitian.
        B. Food Services can provide a meal tracking record and/or documentation with inmate signatures verifying whether or not the inmate received or did not receive his or her religious meal.
    ii. REMOVAL FROM RELIGIOUS DIET: (Excluding Court Orders) If, after receiving the Warning of Non-Compliance, the inmate continues to consume food in conflict with the religious diet, skips or refuses an additional meal for non-medical reasons:
2. After approval from the Food Services Manager(s), the Food Services Dietitian will complete a Notice of Removal from Religious Diet (Form 6, attached hereto), which shall be personally delivered to the inmate by a Sheriff's Department Representative for signature. (If the inmate refuses to sign, note such refusal on the form). The Sheriff's Department Representative will return the form to the Food Services Dietitian for distribution as follows: Original form and documentation to Inmate Records (inmate file) and a copy to the Food Services Dietitian. The

Notice of Removal from Religious Diet shall be maintained in the inmate's file for at least three years, from the date of release.

3. The Food Services Dietitian will notify, via email, the appropriate Chief Cook, who will follow up with the Sr. Head Cook to ensure the religious diet is discontinued.
4. DO NOT USE FORM 6 TO REMOVE AN INMATE FROM A COURT ORDERED DIET: SEE SECTION VII BELOW FOR THE PROCEDURE.
5. An inmate's removal from a religious diet is subject to the Inmate Grievance Policy.

g) Court Ordered Diets
   1. When a court order for a religious diet is received, the on-duty watch commander will immediately forward a copy to the appropriate Food Services facility kitchen Sr. Head Cook. The Sr. Head Cook will notify the Food Services Dietitian and the Chief Cook with primary responsibility for religious diets. The Food Services Dietitian will follow the same process as listed above and if it is determined that the inmate has not demonstrated a sincere religious belief and violates the rules of the policy, County Counsel will be notified to request the Court to set aside the court order. If it is determined that the inmate has demonstrated a sincere religious belief, the court order will be implemented as soon as is reasonably possible.
      i. The procedure to interview inmates with court orders shall be initiated as soon as is reasonably possible. Inmates with court orders for religious diets shall receive priority in the interview procedure over other inmates' requests for religious diets.
   2. If the inmate has a court order for a particular diet that has already been implemented, but is consuming food other than the diet stated on the court order, or has skipped or refused a religious meal, the court order must be set aside prior to discontinuing the court ordered diet.
   3. If the inmate receives a court order for a religious diet and IS ALSO on the medical diet list, continue the medical diet in accordance with the religious diet, if possible. County Counsel will be informed and will be notified as stated in section number four.
   4. If the inmate receives a court order for a religious diet and requests in writing to be removed from that diet, the inmate must return to court to request the judge to remove him or her from the diet.

h) Risk Management
   1. OCSD's Risk Management Bureau must be notified and contact County Counsel to move to set aside the court order prior to discontinuing any court ordered diet. Do not discontinue any court ordered diet without County Counsel first obtaining approval from the Court to do so. Contact County Counsel if an inmate is consuming food other than the court ordered diet. Please have documentation available including the court order for the diet, the number of meals missed to date, any commissary reports documenting inappropriate purchases and a completed Warning of Non-Compliance Form, signed by the inmate. County Counsel will provide any court order discontinuing the diet to the Food Services Manager(s).

2306 - Meal Service

2306.1 – General

a) The food service section will perform two separate functions:
   1. Inmate feeding for all inmates assigned to the custody of the Sheriff.

b) Functions, such as a portion of the food preparation, washing of pots and pans, and storage of food supplies, will be done in the facility kitchen.

2306.2 - Inmate Meals

a) Meal Frequency
   1. Inmates will be provided three meals per day, served at regular times during each twenty-four (24) hour period. At least one meal will include hot food. Meals will be served at approximately 0500, 1100 and 1600 hours. Late courts will be fed upon their return to the facility with a sack lunch unless the serving line is still open.

b) Feeding Procedure
   1. Inmates will be fed according to established procedure as outlined in the Custody and Court Operations Manual Housing Operations section.

Policy 2400 - Sanitation and Maintenance

2400 - Facility Housekeeping

A regular schedule of housekeeping will be performed to maintain an acceptable level of cleanliness throughout the facility.

2400.1 - Common Area Housekeeping

a) The public lobbies, visiting booths (public side), public restrooms, administrative area and non-security hallway areas will be cleaned by inmate workers at the direction of CST's.
   1. Daily cleaning services in these areas will include:
      i. Empty wastebaskets
      ii. Empty ashtrays and wipe with a damp cloth
      iii. Mop tile floors for spills
      iv. Buff tile floors as needed
      v. Vacuum carpeted areas
      vi. Spot clean carpets
      vii. Dust desks, file cabinets and furniture
      viii. Clean and disinfect drinking fountains
      ix. Clean glass surfaces of fingerprints and stains
   2. Daily Cleaning Service - public restrooms, staff locker rooms:
      i. Clean and disinfect all fixtures
      ii. Refill all dispensers
      iii. Clean and disinfect toilets, urinals and showers
      iv. Spot clean walls
      v. Clean mirrors and glass surfaces
      vi. Empty wastebaskets and remove trash
      vii. Dust lockers
      viii. Mop tile and wood floors
   3. Periodic cleaning in these areas will include:
      i. Scrub and sanitize showers (weekly)
      ii. Clean light fixtures
      iii. Wash windows
      iv. Dust air vents
      v. Wipe wastebaskets with a damp cloth
      vi. Strip and re-wax tile floors

2400.2 - Inmate Housekeeping

a) Inmates and inmate workers at the direction of the CST will conduct sanitation activities in security housing and operations areas.
b) Kitchen and Staff Dining Areas- At the direction of the duty cook, the areas will be cleaned on a continuous basis by the assigned work crew.
   1. Staff dining:
      i. Wash the surface of all tables.
      ii. Wipe plastic chair surfaces with a damp cloth.

iii. Mop and sanitize tile floors.
iv. Vacuum carpeted areas.
v. With a Damp cloth, wipe all food/drink spills.
vi. Dust ledges and partition tops.

2. Food Preparation and Serving Area: pots, pans, transfer carts, and large utensils will be returned to the facility kitchen for cleaning.
   i. Module serving tray carts will be cleaned in the facility kitchen after every meal.
   ii. Trays, utensils, cups, glasses and small serving items will be sanitized in the facility dishwasher.
   iii. Griddles, toasters, urns and juice servers will be cleaned after every meal.
   iv. Refrigerator interiors will be wiped clean and disinfected daily.
   v. Counters and floors will be washed and disinfected after every meal.
   vi. Trash receptacles will be emptied and the trash will be carried to the trash bin in the security parking lot, several times a day.
   vii. Uneaten food will be returned to the kitchen for disposal.
   viii. Sinks, dishwasher and the cleaning rack will be scrubbed and sanitized after each meal.
   ix. The courtyard dining area tables and chairs will be cleaned with a wet cloth several times daily to minimize the accumulation of dust.
   x. The Sheriff's Dining Room will be cleaned only when unoccupied and immediately after the occupants leave the room.
3. On a daily basis, inmate workers will clean the kitchen storeroom, inmate restroom, and office. When cleaning in the office and storeroom, a duty cook will accompany inmate workers.
4. Specific procedures, sanitation materials, times, temperatures and formulas may be reviewed in detail in the Food Services Supervisor's office.

2402 - Sanitation and Safety Inspections

Sanitation and safety inspections of the facility will be conducted to ensure that a high degree of cleanliness, sanitation and safety for inmate and staff will be maintained throughout the facility.

2402.1 - Informal Inspections

a) Deputies will inspect their respective housing locations throughout each shift. As soon as possible, any cleanliness or maintenance problems will be corrected. If the problem cannot be corrected, the Deputy will notify the Sergeant, who will take the appropriate action.
b) The Sergeant will inspect all housing locations and other areas under his/her control at least once each shift. Cleanliness or maintenance problems will be brought to the attention of the Deputy with instructions on how to remedy the problem.
c) The Senior Correctional Service Technician (CST) will inspect public and administrative areas of the facility for cleanliness or maintenance problems. When necessary, repair requests will be made to the Facilities Operations Division.
d) The Head Cook will inspect the kitchen and staff dining area on each shift. As soon as possible, cleanliness and/or maintenance problems will be corrected. Repair requests will be forwarded to the Facilities Operations staff for the appropriate repairs.

e) The Facility Operating Engineer will inspect each mechanical area on a regular basis. The engineer will ensure that all equipment is functioning within normal ranges. He/she will either make and/or arrange for all preventative and scheduled maintenance, as well as arrange for all necessary repairs to malfunctioning equipment.
f) On at least a weekly basis, it shall be the responsibility of the supervising CST to conduct complete inspection tours of the entire facility.
    1. Results of the weekly inspection tours will be incorporated into a Weekly Inspection Report, which will be submitted to the Division Commander.
    2. The weekly report will include noted deficiencies, what action was taken to correct the problems and the results of that action.
    3. Inspections shall include facility cleanliness, operational effectiveness of security equipment (including fire equipment), inmate living conditions, adequacy of staff, working conditions and overall operations of the facility.

2402.2 - Formal Inspections

a) Each Division Commander or designee will conduct periodic inspection tours of the facility.
b) The Sheriff, or his executive staff, will periodically inspect each facility.
c) Each facility will be inspected bi-annually by the State Board of Corrections, as specified in P.C. 6031.1.
d) Each facility may be inspected annually by members of the Grand Jury and at other times as requested.
e) Each facility will be inspected annually by the County Health Department as specified in Health and Safety Code 459.
f) A facility will be inspected annually by the Juvenile Justice Commission when, in the preceding year, it was used for confining any inmate known to be under the age of 18. The Juvenile Justice Commission reports its findings, with recommendations, to the Juvenile Court and the California Youth Authority.
g) Water samples from the facility's fresh water supply will be tested periodically, or upon request, by the County Environmental Management Agency. This ensures the water meets all required standards.
h) The local Fire Department will provide fire protection service for the individual facilities. The fire department will test fire equipment/ systems and inspect the facility annually for compliance with safety and fire prevention regulations.

2404 - Waste Disposal and Pest Control

a) Waste disposal and pest control programs, which conform to the appropriate jurisdictional requirements, shall be provided. These programs will meet the following requirements:
    1. Liquid and solid wastes will be collected, stored and disposed of in a manner which protects the health and safety of staff, inmates and others.
    2. Recycled paper products will be collected for pickup by the County Recycling Center.
    3. Licensed pest control professionals will be contracted with to provide safe and thorough pest control services.

2404.1 - Waste Disposal

a) Removal of effluent waste and sewage from the sewer pipes connected to and leading away from the jail facility is managed by the local sanitation authority.

b) Treatment of effluent waste and sewage is conducted at plants managed by sanitation districts.
c) Trash disposal will be accomplished in accordance with the contract administered by the County Procurement Division.

2404.2 - Recycling Paper Products

a) The Jail Operations will participate in a recycling program in conjunction with the County Recycling Center.
b) The Jail Operations will collect computer paper, white paper and inmate newspapers for the purpose of recycling.
c) The Senior CST will be responsible for notifying the recycling center for pickups of the computer and white paper. Pickup days will be scheduled for Tuesdays and Fridays.
d) As necessary, the Senior CST will schedule the pickup of the newspapers by a private recycling company contracted by the County Recycling Center.

2404.3 - Pest Control

a) The Jail Operations Vermin and Pest Control Program will be monitored by the Division Commander's designee. Regular preventative programs will be conducted to control pests. Only licensed services will be utilized under a contract administered by the County Procurement Division.
b) Employees are required to report, in memorandum form, any observation of insects, rodents or vermin anywhere in the facilities. The Operations Sergeant will take necessary corrective action (i.e., a service call to the contracted service provider).

2404.4 - Special Handling of Pediculosis (Crab) Cases

a) Pediculosis (crabs) is the infestation by lice involving the head, body, or genital area. The body louse is a carrier of the organisms that cause epidemic typhus, trench fever, and relapsing fever.
b) The following procedure will be used when an inmate is infested with Pediculosis (crabs):
    1. Once it is suspected that an inmate has Pediculosis (crabs), contact the Correctional Health Services (CHS) and have the inmate immediately evaluated.
    2. If the inmate is diagnosed as being infested, he/she will return to his/her housing location with a medical slip stating the inmate has crabs. The medical slip will also state that the inmate needs an immediate clothing and bedding exchange.
    3. The infested inmate will gather all clothing and bedding and bring it to the Guard Station Vestibule area.
    4. The housing Deputy will give the inmate a hot water soluble bag and a large white plastic bag. The inmate will place all clothing and bedding into the hot water soluble bag. The inmate will keep the mattress and wipe it down with a special cleaning solution provided by the deputy.
    5. The inmate will return to his/her dayroom area and take a shower. The inmate will also apply a special cream provided by CHS to his/her body.
    6. After showering, the inmate will bring the used towel to the Guard Station area and place it into the same hot water soluble bag as the infested clothing and bedding. The hot water soluble bag will be sealed, placed into the white plastic bag and marked in large, legible letters: "CRABS."
    7. The deputy will supply clean jail issue clothes and new bedding to the inmate.
    8. The inmate will get dressed and return to his/her cell. This procedure will be repeated daily until the medical staff diagnoses the infestation as cleared.

9. An inmate worker will place the bag in a laundry cart. The module CST will take the laundry cart and bag down to the basement laundry facilities for cleaning.
10. All laundry marked "CRABS" will be washed separately at a temperature of 160 degrees Fahrenheit.
11. Protective gloves will be used when handling bags marked "CRABS".

2404.5 - Blood Borne Pathogens or Other Infectious Materials

a) The following will be used when it is discovered an item is contaminated with blood borne pathogens or other infectious materials:
   1. Contaminated laundry will be bagged in a hot water soluble bag and then double bagged in a clear plastic bag. It will be labeled "Contaminated Laundry."
   2. An inmate worker will place the bag in a laundry cart and the module CST will take the laundry cart down to the basement laundry facilities.
   3. Protective gloves will be used when handling bags marked "Contaminated Laundry."

2406 - Facility Maintenance and Repairs

Facility repair requests will be expedited and repairs completed in a timely manner. This will ensure that the good order of the facility is maintained.

2406.1 – General

a) The Division Commander's designee will maintain copies of all warranties/guaranties and service contracts for new equipment until the date of expiration.
b) Responsibility for all maintenance in Jail Operations rests with the Orange County Sheriff-Coroner/Facility Operations (OCSC/FO) staff. Calls to outside service providers, warranty or otherwise, is the responsibility of OCSC/FO.
c) When the service is deemed improper, actual response and quality/adequacy of the repair service will be reported to the Division Commander.
d) The backup power generators will be tested to the standards set by OCSC/FO electricians for effectiveness and will be maintained in good working condition to ensure reliability in time of need.
   1. OCSC/FO shall provide a thirty (30) minute warning before shifting electrical loads to backup generators.

2406.2 - Building Maintenance Requests

a) All employees shall report any building maintenance or repair problems as soon as possible, preferably within one day of noticing the problem. [redacted] provides building maintenance services.
b) NON- Emergency Maintenance [redacted]
   1. Report the service problem to the designated contact person at the facility. The facility contact will enter the service call into the [redacted] program, which will generate a Maintenance Request number. Once the Maintenance Request is processed by [redacted], a Work Order number will be issued and an e-mail notification is automatically sent to the building maintenance contact person. This number can be used to track the status of the Work Order.
c) Emergency Maintenance Repairs [redacted]
   1. All Emergency service requests should be reported immediately to the on duty supervisor. The supervisor or designated person will call the 24-hour service desk at [redacted].

d) Calls should also be forwarded to the facility contact person to be entered into the [redacted] program. This places a record of the request into the [redacted] report that the facility maintenance contact person will be able to track. Calling and reporting the problem to the 24-hour service desk does not automatically input the request in the [redacted] program.
    1. Emergency repairs needed after hours, weekends, or holidays should be reported by contacting the Service Desk at [redacted]. This phone number is staffed 24-hours to locate maintenance staff that can best deal with the emergency. Upon receiving the service call, a staff member will notify and dispatch the appropriate maintenance personnel.
    2. During after-hours periods, be conservative in calling for an immediate response. Overtime resources are limited to those situations where a maintenance issue threatens the life safety, health or security of the building occupants.
e) The designated contact person coordinates all maintenance requests at each facility.
f) Major repairs, alterations, or modifications (items outside the scope of normal maintenance) should be written on a Work Request Form (RDFO-2). The request form must be completely filled out (including ORG and OBJ numbers) and must be signed by the Division Commander and the Assistant Sheriff of Jail Operations. Once the request is signed and approved, forward the form by pony to the Research and Development Division. The facility contact person should retain the pink copy to for his/her records. Additional work request forms can be ordered by contacting the service desk operator at [redacted].
g) [redacted] requests for services not provided by Facilities Operations will be rejected and an email notification sent to the facility contact person.
h) Locks and Keys
    1. The issue of new, replacement, and worn out Jail keys will be done by a designated Sergeant.
    2. Broken locks:
        i. Repair requests will be accepted through [redacted] and the Service Call Desk.
    3. Requests for key stock replenishment, re-keying locks or upgrades:
        i. Requires the work request (RDFO-2) form with the appropriate authorized * signatures in order to maintain strict key security throughout the Department.
            A. [redacted] holds a signature card identifying staff members at your facility who are authorized by the Division Commander to sign work request (RDFO-2) forms for key and lock work. Submit these requests to your command staff for authorization and signatures. Signature cards can be updated when facility staff is re-assigned, by contacting Facilities Operations at [redacted] to obtain blank signature cards.
        ii. [redacted] requests for services not provided by [redacted] will be rejected and an email notification sent to the facility contact person.

2406.3 - Telephone Repairs and Services

a) Repair Requests
    1. Facility telephone maintenance repairs (e.g., telephone is malfunctioning or needs repair), will be reported to the sergeant. The employee requesting telephone repair will give the following information:
        i. Name of person requesting repair
        ii. Location of phone
        iii. Telephone number

iv. Brief synopsis of telephone problem

2. The Sergeant will report the nature of the problem to the [redacted] at [redacted] between the hours of [redacted] hours. After [redacted], contact should be made at [redacted].
3. These numbers should only be used for operating problems, not for requesting modifications to the communication system.

b) Telephone Modifications

1. A request to modify a telephone system (add, delete, or modify telephones) must be made on a Telephone Service Request form. The request shall be given to the requesting party's supervisor, who will forward it to the Watch Commander. The Watch Commander will deliver it to the Division Commander for initial/approval. The completed request will then be routed through the Assistant Sheriff of Jail Operations for approval and initial before being forwarded to the Financial Division for action.
2. Follow-up on telephone service requests shall be done through the Financial Division. Whenever a service request has been completed, Financial Division shall be notified either by telephone or memorandum.

c) Requesting a Change in the Sound System

1. A request to install or modify a sound system (e.g., paging system, intercom system, etc.) shall be initiated by a Sound System Support Request Form. The same procedures shall be followed as with a telephone modification request (see Section 4.2.2 A, B). The employee requesting the repair or modification will provide the following information:
   i. Name of person requesting the repair
   ii. Location
   iii. A brief synopsis of the problem
2. The Maintenance Sergeant will report the problem to Communications between the hours of [redacted].
3. Telephone numbers should be used for optional problems only. Calling these telephone numbers cannot accommodate modifications to existing sound systems.

2406.4 - Computer Maintenance

a) Repair requests

1. All employees shall report any computer maintenance or repair problems as soon as possible to Orange County Sheriff's Department Systems desk at [redacted].

2408 - Inmate Clothing, Bedding, Hygiene Articles and Linen Supplies

All inmates will be provided clothing that meets sanitation and safety requirements and is properly fitted, climatically suitable and appropriate to meet the needs of the situation. All inmates will be supplied with bedding and linens sufficient to provide comfortable, sanitary and safe conditions during their period of confinement.

2408.1 - New Inmates

a) Inmates who do not have any funds will be provided with basic hygiene articles including toothbrush, toothpaste, comb and a razor. Three times per week, inmates can purchase a variety of commissary items (e.g., deodorant, shampoo, etc.). Razors will not be given to IRC Module-L, TLF P, CWJ Module-P or Disciplinary Housing inmates.

b) All new inmates who will be remaining in custody will be required to shower and exchange their personal clothing for jail issue clothing.
    1. Water temperatures for showers are thermostatically controlled to ensure the safety of inmates.
    2. The inmate's personal clothing will be stored.
        i. Badly soiled or bug infested (crabs/lice/bed bugs) clothing will be properly disposed of to prevent the spread of infestation. The CST will document any disposed of property on the clothing receipt. Upon release or transfer to another facility, the inmate will be given a paper jumpsuit.
    3. Upon the inmate's arrival at their assigned housing location, the inmate will be issued the following bedding and linen items:
        i. Sanitized mattress
        ii. One clean blanket
        iii. Two clean sheets
        iv. One clean towel
    4. All clothing and bedding supplies issued to inmates shall be the inmate's responsibility. The inmate will be held accountable for his/her jail issue clothing and linen items. If any items are altered, Deputies shall enforce any applicable jail rule violation.
    5. Exchanges of clothing and linen will take place on a regular schedule as follows (Title 15:1262/1271):
        i. Undergarments including socks - Twice weekly
        ii. Outer garments- at least once per week
        iii. Sheets and Towel - at least once per week
        iv. Blankets - Every three months
    6. Each Guard Station is responsible for maintaining and posting the weekly clothing exchange schedule.
    7. A deputy will escort and provide security for the Correctional Services Technician during the entire clothing exchange process. Observation from the guard station is not sufficient.

2408.2 - Hygiene Equipment

a) Inmate Barber Shop Hair Care Services
    1. When requested, any inmate can obtain hair care services once per month. Inmates must be in Orange County Jail custody for a minimum of 30 days before requesting hair care services. Qualified inmate workers under sanitary conditions, supervised by a deputy, will perform hair care services.
    2. Electric clippers: Deputies will direct inmate barbers to disinfect all electric clippers in the barber shop between each individual use by: (1) removing all foreign matter; and (2) Disinfecting with a 100% solution of Barbicide or any EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal properties used according to manufacturer’s instructions. The disinfectant solution used shall remain covered at all times, and be changed at least once per week or whenever visibly cloudy or dirty.
    3. Combs:
        i. All combs that have been used on an inmate and not yet disinfected will be placed in a container marked “used—not disinfected.”

ii. Deputies will direct inmate barbers to disinfect all combs in the barber shop between each individual use by: (1) Cleaning with soap or detergent and water; and (2) then totally immersing in a 100% solution of Barbicide or any EPA-registered disinfectant with demonstrated bacterial, fungicidal, and virucidal properties used according to manufacturer's instructions. The disinfectant solution used shall remain covered at all times, and be changed at least once per week or whenever visibly cloudy or dirty.

4. Deputies will ensure all hair care equipment is properly disinfected, returned, and stored in a clean, covered container marked "disinfected" within the inmate barber shop.
5. Deputies will ensure that all new barbers are briefed on this procedure.
6. Inmates will receive their haircuts within their respective Outdoor Recreation areas on Sundays, and will be supervised by the assigned prowler(s).
7. Inmates requiring leg restraints, waist restraints, and two man escorts will be properly secured. Inmates classified as Total Separation or other special needs will receive hair care services from an inmate worker selected by staff.
8. Each housing location will retain a record of all requests and completions. Inmate message slips will be signed upon completion by the supervising deputy and forwarded to Records for placement in the inmate's record jacket.
9. Inmates selected to provide hair care services will wear a disposable apron and latex gloves during each haircut. The inmate receiving the hair care will wear a disposable bib, as well as a disposable neck towel.
10. Upon completion of each individual haircut, the electric razors, chair, and or combs will be sterilized and disinfected for proper hygiene.
11. Inmates shall not provide hair care service to another inmate whose skin of the face, neck, or scalp is inflamed, or when there is scaling, pus, or other skin eruptions. Inmates infested with head lice will not be provided hair care service.
12. Materials Safety Data Sheets (MSDS) will be conspicuously posted for any chemicals utilized during hair care services.
13. At the end of hair care services, the inmate worker shall properly dispose of any hair trimmings and disposable items in a designated receptacle. The inmate worker will also properly sanitize any and all equipment utilized.

b) Toenail and Fingernail Clippers - Inmate Barber Procedures

1. During dayroom period, inmates may request the use of toenail and fingernail clippers from the Deputies.
2. All toenail and fingernail clippers that have been used by an inmate and not yet disinfected will be placed in container marked "used—not disinfected."
3. The Deputies will direct inmate workers to disinfect all toenail and fingernail clippers before each individual use by: (1) Cleaning with soap or detergent and water; and (2) then totally immersing in a 100% solution of Barbicide or any EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal properties used according to manufacturer's instructions. The disinfectant solution used shall remain covered at all times, and be changed at least once per week or whenever visibly cloudy or dirty.
4. Deputies will ensure all toenail and fingernail clippers issued are properly disinfected, returned, and stored in a clean, covered container marked "disinfected" at the designated location.

2408.3 - Protective Clothing

a) Special protective clothing shall be issued to inmates assigned to food service, laundry or other special work details as needed. These may include:
    1. Plastic gloves
    2. Plastic apron
    3. Paper hats
    4. Boots
    5. Gloves

2408.4 - Storage/Supply

a) A supply of clothing, linen and bedding will be maintained at a level adequate to supply the facility's maximum inmate population.
b) Storage and re-supply of clothing, linen and bedding will be the responsibility of the assigned Correctional Services Technicians (CST).
    1. Clothing Room/Modules: The assigned CST on each shift will be responsible for:
        i. Re-supply of jail issue clothing.
        ii. Taking soiled articles laundry.
        iii. Correct sorting and clean storage of articles.

Policy 2500 - Inmate Records

2500 - Intake Booking Process

Complete intake booking information will be recorded by Inmate Records personnel on every arrestee admitted to the custody of the Sheriff, in order to comply with all legal mandates. File set up and forms generation will be initiated and coordinated in the Inmate Records Office to centralize the records function.

2500.1 - Forms Generation - Paper Flow

a) The initial booking information will be entered into the computer by the Receiving Guard Station Deputy or CST. The arrestee's name, DOB, race, sex, height, weight, hair color, eye color, custody status, arresting agency DR #, and the facility will be entered, causing the following to be generated:

FORM	**LOCATION GENERATED**
Property Receipt (5-Part)	Receiving Guard Station
Warrant Check - AWSS, NCIC, WPS, CDL	Headquarters Records

b) The Receiving Guard Station Deputy will hand the Uncuff Deputy the Property Receipt form along with the arrestee's pre-booking form and accompanying paperwork.

c) The Uncuff Deputy will complete the Property Receipt form. Distribution will be as follows:
   1. Original with Pre-Booking form.
   2. Copy marked "Inmate" is given to the inmate.
   3. Copy marked "Property" is placed into a property storage bag along with the inmate's property.
   4. Copy marked "Cashier" will be placed in the bag containing the inmate's personal funds.

d) The Uncuff Deputy will take electronic photographs and a thumbprint of all inmates booked into Jail Operations. Photographs and thumbprints are stored in the computer. The photograph is also printed upon the Inmate Tracking Form.

e) The Uncuff Deputy will pass all the paperwork to the booking clerk located inside Inmate Records.

f) The booking clerk will begin to input the arrestee's booking information into the SDS computer. (Detailed instructions on inputting booking information and file preparation are contained in the Inmate Records Procedure Manual).

g) After inputting all required data, the booking clerk will cause the following forms to be generated at the following locations:

h) Inmates not approved for "quick release" (e.g., OR, bail) by the Pre-trial Services Officer will proceed to the Classification station where the Classification Deputy will assign a housing location.

i) Delayed or incomplete booking files will be made up in the same way as others. The entire file and all related paperwork will be held by the on-duty Inmate Records Supervisor until the inmate has completed the booking process entirely.

2500.2 - "Detention Only" Bookings

a) An abbreviated booking process will be done on Cite and Release bookings. The initial booking information will be entered by the Receiving Guard Station Deputy or CST in the same way as any other new arrival.
b) Upon receiving the subject's Pre-Booking form, the booking clerk will initiate the special Cite and Release transaction. After inputting the required data, the booking clerk will place the Pre-Booking form, module card, and any accompanying paperwork in a file. A label will be prepared and attached. The file is then taken to the Release Guard Station.

2502 - Security/Confidentiality of Inmate Records

Inmate records will be considered confidential. The release of any inmate information will be governed by a "need to know" basis to members of the Sheriff's Department as well as the right to know as noted in CPC 13300(b). This applies to all printed, computerized information, or any other form of Inmate Records information.

2502.1 - Inmate Records

a) Inmate Records will maintain and be held responsible for records on all inmates in the custody of the Sheriff in Jail Operations.
b) Intake booking information is recorded for every person admitted to the custody of the Sheriff and provides for positive identification of the person being admitted.
    1. Information obtained at booking includes, but is not limited to: photograph, booking number, true and alias names, date, duration of confinement (court papers), name, title and agency of the delivery officer, specific charges, current age, sex, hair color, height, weight, eye color, nationality, date and place of birth, race, present or last employment, health status, emergency contact, access to phones, driver's license and social security numbers, cash and property itemized receipts, marks and tattoos with their locations, and fingerprints.
c) Documents contained in the inmate's jail file ensure that inmates are properly admitted, held or committed, that inmate property is correctly managed, and that a record of major events while in custody is maintained.
    1. Contents of the file include:
        i. Intake booking information
        ii. Court generated information
        iii. Cash and property receipts
        iv. Reports of disciplinary actions, incident reports, or crime reports initiated while in custody
        v. Outside jurisdiction holds/wants

2502.2 Security of Inmate Records

a) Inmate records will be retained in cabinets or file drawers not accessible to inmates. Under no circumstances will an inmate be given the opportunity to view another inmate's jail file. If an inmate would like to request a copy of his/her own inmate file or records from his/her own inmate file, the inmate should submit a request to Inmate Records via message slip. Inmate Records will

determine what requested records, if any, may be released to the inmate from his/her own inmate file. Inmate Records will consult with County Counsel as needed.

b) Security of records such as booking forms, medical screening, classification information, and disciplinary reports will be strictly maintained by those employees given the responsibility under law to retain the records.
c) To ensure the integrity of inmate files, access will be restricted to authorized employees with a job related need-to-know. Exceptions must be cleared in advance with the Inmate Records Manager, or in the Records Manager's absence, the on duty Watch Commander.
d) Authorized employees and the records accessible to them are as follows:
    1. Records staff
        i. Access to inmate files while on duty, except for classification and medical files.
    2. Classification Team
        i. Access to all inmate files while on duty except for medical files.
    3. Jail Sergeants and higher ranks
        i. Access to all inmate files while on duty. Medical files by request to the Medical Supervisor.
    4. Other jail staff
        i. Access to inmate files on a need to know basis as determined by the Inmate Records Supervisor on duty
    5. All other department staff
        i. Access to inmate records only with the permission of the on duty Inmate Records Supervisor. (Medical files include medical, psychiatric and dental records)

2502.3 - Computer System Integrity

a) No Sheriff's employee will inform or instruct any unauthorized person on the operation of any Sheriff's Department Computer System.
b) Unescorted inmates will not be allowed into areas where terminals are accessible. Constant staff supervision of inmate workers must be exercised to ensure the integrity of the system while inmate workers are near computer terminals.
c) Depending upon their location and intended use, computer terminals may be restricted as to what data may be entered, changed, deleted, or reviewed.

2502.4 - Review and Update of Records

a) The Inmate Records Manager will monitor and review each booking record via Records Supervisors.
b) The Senior Sheriff Records Technician will be responsible for updating inmate files and Sheriff’s Data System (SDS) after each court activity.
c) Files of inmates to be released from custody will be assembled by a release clerk. The files will be reviewed for complete accuracy by an Inmate Records Supervisor and the Release Deputy.

2502.5 - Releasing Inmate Information

a) Inmate file information is generally confidential and only divulged to members of the department and other public agencies, as noted in CPC 13300(b), on a "need to know" basis.
b) The following inmate information is considered to be public information and may be released except when there is reasonable cause for the jail staff to believe that the disclosure would

endanger the safety of a person involved in an investigation or would compromise the successful completion of an investigation (California Government Code 6254(f)). Most of this information is available to the public on the internet at ocsd.org and may be public record for thirty (30) days after the inmate is released.

1. Full name
2. Date of Birth
3. Gender, Race, Height, Weight, Hair Color, Eye Color
4. Occupation
5. Date and time of arrest
6. Date and time of booking at the Intake/Release Center
7. Bail
8. Facility where the inmate is housed
9. Charges including holds (Requests by the public for charge information must be made in person at any Orange County jail facility. Charge information will not be given over the telephone. Attorneys and licensed bail agents may register to receive charge information by email).
10. Arresting agency (not officer's name)
11. Court and date of appearance (if known)
12. Time and manner of release

c) Written notification to prevent disclosure will be required by the Inmate Records Manager. Notification to clerks via supervisors will also be written.

d) All other inmate information is not for disclosure except with the approval of the Division Commander.

e) Penal Code Section 13300(b) identifies those who are entitled to inmate record information. In part, they are:

1. Courts in the State of California
2. "Peace Officers" in California
3. District Attorneys in California
4. Prosecuting City Attorneys in California
5. Probation Officers in California
6. Parole Officers in California
7. (See 13300(b) et seq. for others and circumstances)

2502.6 - Inmate Classification

a) Classification will be responsible for all initial classifications and all reclassifications. The Classification Sergeant will supervise the deputies in the unit to ensure compliance with Classification plans and procedures. The Classification Sergeant will report directly to the Custody Intelligence Unit Lieutenant.

b) Classification records contain privileged information and will be retained separately from custody records. In order to safeguard legally privileged/confidential information, all personnel not assigned to the Classification Unit must obtain the Classification Sergeant's or the Watch Commander's approval prior to reviewing any classification files.

c) Classification records may contain:

1. Classification and reclassification documents
2. Reports of incidents/crimes committed in custody

3. Medical and mental health information
4. Photograph of the inmate

2502.7 - Confidential Bookings

a) A booking may be temporarily “hidden” from view on the Sheriff’s Department website and the booking information may be withheld from the general public if there are exigent circumstances (e.g., endanger lives, hinder an investigation, time needed to obtain and execute search warrants). When the exigent circumstances no longer exist, the booking will be made public.
b) The Inmate Records Manager or Assistant Inmate Records Manager will monitor the booking to determine when the exigent circumstances no longer exist and the booking can be made public.
c) A confidential booking must be authorized by the Assistant Sheriff of Custody Operations or the Division Commander.

2502.8 - Policy Update

a) This policy will be reviewed annually by the Inmate Records Manager and the Classification Sergeant. Changes must be submitted to the Division Commander who will request the Sheriff's approval through the chain of command.

2504 - Scheduled Records Processes

An accurate, ongoing record of inmate information shall be maintained by the Inmate Records staff. This information will be processed in a timely and accurate manner in order to ensure a smooth flow of paperwork between the jail and related agencies, to comply with legal mandates, and to prevent liability.

2504.1 - Assignment of Court Date

a) Pretrial arrestees will be assigned to the court list (Activity Roster) to ensure their appearance in the correct court on the correct date. Assignment of the court date will be done at the time of booking.
b) Probable Cause Arrest - Arrestees will be assigned a court date based on the time they were arrested. Those arrested before 0900 will be placed on the next day's court list. (Example: 0730 hours, Tuesday booking goes to court on Wednesday).
    1. Probable cause arrestees booked after 0900 hours will be assigned to the second court day. (Example: 1000 hours, Friday booking goes to court on Tuesday).
c) Warrant Bookings - Arrestees booked to a warrant will be assigned to a court list by the Booking Clerk.
    1. Arrests made before 0900 hours will be assigned to the following day's court list. (Example: 0730 hours, Wednesday booking goes to court on Thursday).
    2. Arrests made after 0900 hours will be assigned to the second following court date. (Example: 1000 hours, Wednesday booking goes to court on Friday).
    3. Warrant arrests made after 0900 hours on Friday, all warrant arrests made on Saturday, and any warrant arrests made prior to 0900 hours on Sunday will be scheduled for court on Monday.
d) Remanding Orders - Inmates in custody pursuant to a Remanding Order will be assigned to the court list on the date noted on the Remanding Order.
e) No Complaint Filed - Inmates returning from their first court appearance with a court paper stating "No Complaint Filed" will be reassigned to the next court day's court list.

1. Any inmate returning from a second court appearance with a "No Complaint Filed" court paper, and who has no other holds or court cases pending, will be released from jail custody without delay.
2. Inmates who are arrested after 0900 hours will have only one court appearance, on the second day following arrest. Inmates in this category who return from court with "No Complaint Filed" paperwork and who have no holds or court cases pending will be released from jail custody without delay.

f) District Attorney Refuses to Prosecute - Inmates returning from their first court appearance with a court paper stating "District Attorney Refuses to Prosecute," and who has no other holds or court cases pending, will be released forth with.

g) Multiple Court Appearances - When an inmate has multiple court appearances in several jurisdictions, the following criteria are considered when determining where and when the appearances will be made:
   1. Original booking charge is processed first, along with any other charges in the same jurisdiction.
   2. Felony charges usually take precedence over misdemeanor charges.
   3. The amount of bail involved is considered along with the date of issuance of the warrant.
   4. The earliest issuance date on a Remanding Order will take precedence over later dated orders. Courts will be notified by the commitment clerk of an inmate's nonappearance due to multiple appearances set for one date. A new appearance date will then be issued by the court on a "No Body Remanding Order," or verbally to the Commitment Clerk.

2504.2 - Court List Distribution

a) Court lists will be made up by the assigned clerk. The lists will be available prior to 0100 hours each day.

b) Court lists are distributed to:
   1. [redacted]
   2. [redacted]
   3. [redacted]
   4. [redacted]

c) The total number of names on each jurisdiction's court list will be relayed to the Central Men's Jail (CMJ) kitchen by 0100 hours on each court day to prepare enough lunches for the inmates.

2504.3 - Supplemental Bookings - Local Charges

a) Additional charges (supplemental) against an arrestee/inmate, which originate from within an Orange County jurisdiction, will be promptly and systematically recorded. All local charges will be processed before any out of county or state charges.

b) Upon receipt of a teletype or warrant, the Inmate Records staff will prepare a Supplemental Booking Record for the named inmate. The booking number will be the same number issued to the inmate for his/her current custody. One alphabet letter is added after the booking number, in sequence, to identify each supplemental booking. (Example: 1234567A, 1234567B, and 1234567C).

c) The supplemental form for active charges is sent to the Housing Guard Station for processing by Module or Prowler Deputies. The white copy is returned to Records after the form is completed by the Module or Prowler Deputies.

2504.4 - Supplemental Bookings – Out of County Charges

a) Out-of-county and out of state charges are processed after all local charges. Out-of-county charges will be placed as "HOLDS" until such time that all local charges are satisfied.
b) Verified teletypes and warrants from distant jurisdictions will be added to the inmate's History Card as "HOLDS" in order received. (Example: booking number 01, 02, and 03).
c) A teletype will be sent to each issuing out of county agency acknowledging the "HOLD." The agency is informed that the inmate will be booked to the agency's charges when all local charges are satisfied and that they will have five (5) days in which to pick up the inmate after he/she is booked to his/her charges (CPC 822).
    1. Out of county felony holds from over 400 miles away have seven (7) days in which to pick up the inmate. Misdemeanors have five (5) days (CPC 821).
    2. Should any hold be dismissed, a notation will be made on the Inmate History Record with the clerk's initials included.
        i. A copy of the cancellation teletype will be retained in the file.
d) When an out-of-county hold is placed on an Inmate History Record, the inmate will be notified.
    1. The "Notification of Out of County Charge" form will be completed by Inmate Records. A Housing Deputy will obtain the inmate signature on the form.
e) When all local charges have been satisfied, the inmate will be supplementally booked to the nearest out-of-county hold. In the case of several holds, the nearest county will be booked first. If there are several holds from the same county, use discretion and book to either, the most serious charge (Felony vs. Misdemeanor), the largest bail amount, or the agency that most likely will pick the inmate up. DO NOT book to more than one hold, regardless of multiple holds from the same agency/county. The Supplemental Booking Record is prepared by Inmate Records staff and sent to the inmate's housing location for processing by the Module Deputy.
    1. Desires / Does Not Desire Local Arraignment: For all out-of-county jurisdictions, there are several ways to determine this.
        i. PC 850 Form (Penal Code Advisement): Review the form to determine which option the inmate chose (e.g., desires local arraignment or does not desire local arraignment). This form will be completed by the Booking Sheriff Records Technician (SRT) at the time of booking, or completed by the Detail SRT upon receipt of the teletype abstract placing the hold.
        ii. PC 821/822 Stamp: Located on the back of the source document and completed by the arresting officer. The stamp is not applicable when the teletype abstract was received after the booking transaction is completed.
f) State Parole holds are processed before out of state holds.
g) When additional out-of-county/state holds exist for a subject being sent to another jurisdiction, the hold documents are forwarded along with the inmate, if he/she is not expected to return to Orange County.
h) Another California jurisdiction may send an "Order to Transport" requiring that the inmate be delivered to that court on a specific date. (Arrangements are usually made between the courts to prevent appearance date conflicts).
    1. When local charges remain unsatisfied, the Records staff will send a detainer letter along with the inmate. The letter requests the return of the inmate to Orange County before a certain date, should that jurisdiction finish its proceedings before that date.

i) All California holds are processed before out-of-state requests. Fugitive proceedings for out-of-state charges are coordinated by the Fugitive Warrant Division Investigators. These supplemental bookings are usually initiated pursuant to receipt of a Governor's Warrant.

2504.5 - Sentence Computation/Release Date

a) Each person sentenced by the court to the custody of the Sheriff will be assigned a specific date to be released from the Sheriff's custody.
b) Inmates committed to the jail by the courts must be accompanied by a court document for each case number (Remanding Order, Commitment Order).
    1. Each document must have specific information in order for the Commitment Clerks to process the inmate's custody order.
        i. Correct inmate's name and booking number.
        ii. Charges
        iii. Court of jurisdiction
        iv. Case number
        v. Court Clerk's signature and Judge's name
        vi. Disposition (time to serve, fine in lieu of time)
        vii. Credit for time served (if any)
        viii. Sentenced to State Prison, CYA or Department of Mental Health
    2. When interpretation problems arise with a Commitment Order, the Commitment Clerk will complete a trouble log form and place the inmates name in the trouble log book so the court can be called by the dayshift office specialist for clarification, in addition they will seek assistance in the following order:
        i. Commitments Supervisor
        ii. Inmate Records Supervisor
        iii. Inmate Records Office Manager
        iv. Court Clerk/Issuing Judge
        v. Watch Commander, when an immediate decision is needed after hours.
    3. Sentences are computed based upon written data contained on the Commitment Order.
    4. Sentences begin on the date the order is signed, or a stay date, minus one day.
    5. Credit for time served must be written on the order, or no credit will be given.
    6. Multiple sentences are computed as concurrent unless specified otherwise. (The longest sentence is used to set the release date and calculated good and work time credits).
    7. Sentence Modification papers will be acted upon the same day they are received from court. Sentence Ending (SE) dates will be accurately updated.
    8. Work time credit and good time credit are determined by law (PC 4019).
        i. Work time credit is calculated at one (1) day for each four (4) days of sentence.
        ii. Good time credit is calculated at one (1) day for each four (4) days of sentence.
    9. Monetary fines in lieu of time served are calculated at $30.00 a day, unless otherwise specified on the court order.
c) Commitment Orders directing that the sentence be served at a state facility will be followed by proper court papers (Prison, CYA, Department of Mental Health).
    1. Before an inmate can be sent to state prison, those papers must be received at Inmate Records.
        i. Name of the prison must be spelled out.

ii. The sentencing court seal must be attached.
iii. The word "forthwith" must be in the sentence.

2. Inmates ready for transfer to state facilities may be transported on Wednesday and Friday. Additional transfers may be requested by the Inmate Records Manager. All required paperwork must accompany the inmate. Commitment clerks will ensure that the paperwork is processed correctly.

d) Loss of Good or Work time will be carefully calculated to ensure accuracy.
   1. Commitment Clerks will receive a copy of a Jail Incident Report and a copy of the accompanying Inmate's Advice of Punishment Report (J-063) from the Punishment Officer. Form J-063 requires either the Division Commander's or Disciplinary Officer's signature.
   2. If the inmate filed an appeal, an Inmate's Advice of Appeal (J-080) will also be attached to the punishment form. The Division Commander's signature is required on the appeal form.
   3. The Records Commitment Clerks will ensure that the time loss is recorded on the correct inmate's History Card. The inmate's name and booking number must match. Information will be updated in the computer.
   4. The report copies are placed in the inmate's jail file when the process is completed.
   5. The inmate's history card will be re-filed to correspond with the new release date.

2506 - Special Records Procedures

Intricate, unusual legal processes affecting inmate records and inmate incarceration will be carefully verified, interpreted and acted upon in a timely way to ensure that correct legal procedures are followed.

2506.1 - Writs of Habeas Corpus

a) Periodically, Federal Marshals serve Federal Writs of Habeas Corpus Ad Prosequendum or Habeas Corpus Ad Testificandum on the Inmate Records Manager or the Watch Commander after hours. (These orders are similar to a Removal Order where an inmate is requested in a Federal Court proceeding).
b) Habeas Corpus writs are accepted only if the inmate is currently in custody.
c) The jail writs will be examined for accuracy and will be forwarded to the Inmate Records Manager where appropriate.
d) The jail will comply with the writ as a rule. Questions on provisions of the writ will be resolved by the Inmate Records Manager and/or Watch Commander with County Counsel prior to affecting the inmate's release to Federal Agents.
   1. A detainer showing any future court date(s) and/or sentence ending (SE) date must be sent with the inmate.
   2. Local appearances will be postponed and a letter will be sent to the court(s) explaining the non-appearance.
e) Copies of the writ and any attendant documentation will be retained in the inmate's jail file.
f) The inmate will be released as an "In-Custody to Federal Authorities" on the date and time requested.

2506.2 - Subpoena Duces Tecum

a) Periodically, a Subpoena Duces Tecum requesting Inmate Records information is delivered to the Department. All such subpoenas should be served upon the Support Services Captain or his/her supervisors.

b) The Subpoena Duces Tecum is logged as received in Support Services and a copy is forwarded to the Inmate Records Manager at the CJX.
c) The subpoenaed documents will be delivered to the issuing authority when:
    1. No court appearance is required
    2. The subpoena is in correct form
    3. The record is available
    4. Compliance will be uncontested
d) When an appearance in court is required or the subpoena is contested, the Inmate Records Manager will make the appearance required by the subpoena and produce the requested records.
e) The Inmate Records Manager will consult with the Division Commander and County Counsel on questions of legality or response.

2506.3 - Bail/Bond Surrender

a) Periodically a Bail/Bond Surrender arrest may be delivered to the jail. The defendant may be surrendered by the bondsman to the custody of the Sheriff any time prior to the scheduled appearance (as shown on the bond or bail slip) or after the scheduled appearance if the defendant failed to appear (as indicated in a certified copy of the minute order issued by the court).
b) Surrender Prior to Appearance Date: If the bondsman is surrendering the defendant prior to the scheduled appearance date, he/she need only furnish a certified copy of the bond or bail slip and an appropriate means of identification for the defendant.
    1. Acceptable identification is as follows:
        i. Valid U.S. Government issued picture ID card (ex. State Driver's License, Identification Card, etc.).
        ii. Valid Passport
        iii. Valid United States Military Identification Card
        iv. US issued Naturalized Citizen Card
        v. Matricula Consular Card issued after April 22, 2002.
    2. If the bondsman is unable furnish identification, Classification will attempt to make positive identification through previous booking record, DMV photo, or Cal ID.
c) Surrender after Scheduled Appearance Date: If the defendant failed to appear in court as scheduled, the bondsman must provide the jail with a certified bond surrender, issued by the court, stating the defendant failed to appear.
d) When the arrestee is not in custody at the jail, the surety company agent will bring the arrestee to the Visiting Guard Station and shall present the Visiting Guard Station SSO with the appropriate documentation and a completed Pre-Booking Record. The Visiting Guard Station SSO will notify the Receiving Guard Station Deputy. The Receiving Deputy will send a deputy to Visiting and take custody of the arrestee.
    1. The booking charge shall specify Bail/Bond Surrender and the original charge.
    2. The court date is set as with any other "on site" booking.
    3. A copy of the certified bond/bail slip and minute order (if applicable) is retained in the inmate's jail file with copies being forwarded to the court where the appearance will be made.
e) When the person named on the bond/bail slip is in custody, records staff will determine if the subject has been booked to the charges listed on the bond.

1. If the subject has already been booked to the charges on the bond/bail slip, the Inmate Records Supervisor must refuse the surrender and direct the surety company agent to the Orange County Court of jurisdiction in the case in order to obtain an Exoneration Order.
2. If the subject has not been booked to the charges, the records staff will accept the paperwork and process a Supplemental Booking Record.

f) Out of county bail/bond surrenders will not be accepted. The surety agent will be directed to the jail in the correct jurisdiction.
   1. The arrestee's appearance in the court of jurisdiction cannot be assured out of county.

2506.4 - Governor's Warrant

a) When a Governor's Warrant is delivered to Inmate Records, the document will be received and acted immediately upon.
b) If the original warrant is delivered, a copy will be made by Inmate Records staff. The original will be delivered to Fugitive Warrants.
c) A Governor's Warrant supersedes all other Fugitive proceedings.
   1. The Justice Center in which the fugitive proceedings were taking place will be notified of the Governor's Warrant on the first court date after booking. The Justice Center Clerk will then issue a Release Order to the jail for their proceedings.
   2. The Release Order will be placed in the inmate's file and a notation will be made of the changed proceedings on the History Card.
d) Inmates will be booked immediately to appear in Superior Court on the Governor's Warrant immediately. If the defendant has other local charges besides the fugitive hold, the Governor's warrant is placed as a hold.

2508 - Release and Retention of Records

Inmates will only be released from Sheriff's custody as authorized by law or upon an order of a court of competent jurisdiction. Records of released inmates will be safely stored in a controlled access location until authorized for destruction.

2508.1 - Release Authorities

a) Cash Bail
   1. When a cash bail is received at the Cashier's Office, the Inmate Records Clerk will be notified on a "Bail Information Return" form (FIS 12). The exact case number(s) and receipt number must be on the form.
b) Bail Bond
   1. When a bail bond is accepted at the Cashier's office, the Inmate Records Clerk will be notified on a "Bond Information Return" form (J-083). The exact case number(s), bond number, and receipt number must be on the form.
c) Court Documents
   1. When a bail bond is accepted at the Cashier's office, the Inmate Records Clerk will be notified on a "Bond Information Return" form (J-083). The exact case number(s), bond number, and receipt number must be on the form.
      i. "No Complaint Filed" must be reviewed to determine if the inmate can be returned to court on the next court date.
      ii. "Not Arraigned in Time" means the inmate will be released on only that specific case.

iii. "Sentence Modifications" must be recalculated as directed on the document and new release date(s) established.
iv. "Time and/or Fine" payout will be coordinated with the Cashier's Office.
v. "In-Custody Releases" will have satisfied all local charges; be committed to a state or federal agency/institution; or be accompanied by a detainer letter when time remains to be served or a case is still pending in Orange County.

d) Teletype Notification
1. Outside agencies may authorize the release of an inmate on specific charges/case numbers via teletype notification.
i. PC 849 releases must be immediately acted upon. Dismissal authority must be matched with the booking/holding request agency and specific charge(s).
ii. Parole, Immigration, Fugitive, or Federal charges not released before an inmate is sent to prison will be sent along with the inmate to prison.
iii. Holds from other out-of-county agencies are forwarded along with an inmate when sent to prison. The Commitment Clerk will send a teletype to the issuing agency advising of the inmate's sentenced destination.
iv. Warrants recalled by out-of-county agencies will be reviewed by the Inmate Records Supervisor. Notation of the recall will be made on the Inmate History Record. The teletype Warrant Abstract will be visibly marked as “Recalled” after the recall notification teletype is received at inmate records.

e) Own Recognizance Release
1. The Pre-Trial Services Officer may authorize that an arrestee be released on his/her own recognizance, with a promise to appear in court at a later date. The release documents will be handed to the Inmate Records staff by the Pre-Trial Services Officer.

f) Telephone Release Authorization
1. Occasionally, telephone release authorization is received directly from a judge. All such telephonic releases will also have documentation from the Pre-Trial Services Officer.

g) Cite and Release
1. Eligible pre-trial misdemeanor arrestees may be cited and released depending on the policies currently in effect. Inmate Records will prepare an inmate file containing the Pre-Booking Record and the Notice to Appear.

h) Court Ordered Release to Outside Agencies
1. Pursuant to Penal Code section 1567, an order from a Superior Court of another county for transfer of an inmate into the custody of the Sheriff of the other county for the purpose of bringing the inmate before that Superior Court is sufficient authority to release the inmate into the custody of the Sheriff of the other county.
2. If an order is received directing the inmate be released to the custody of the Sheriff of another county, the inmate’s court dates in Orange County Superior Court must be checked in Vision to ensure they do not conflict with the dates the inmate is to be in the custody of the Sheriff of the other county. If the dates conflict, contact the attorney who obtained the order to attempt to resolve the matter. If the matter is not resolved, contact County Counsel for assistance.
3. If another requesting party, such as a District Attorney Investigator, Public Defender Investigator or City Police Department, seeks the release of an inmate into their custody, the

requesting party must have a court order from the Orange County Superior Court specifically releasing the inmate from the custody of the Sheriff's Department to the custody of the other agency, either on a permanent or temporary basis.

i) Court Ordered Temporary Release
   1. If an inmate obtains a court order from the Orange County Superior Court to be temporarily released pursuant to Penal Code section 4004, the inmate must be accompanied by either a Transportation Deputy or an Investigator from the Homicide Detail for the entire duration.
   2. Examples of temporary releases under Penal Code section 4004 include family events, funerals and medical or dental appointments. The order must state if the costs of this transport and security are to be paid by the inmate or are waived. If fees are to be paid, a phone call to Fiscal (Financial Division) must be made to determine if they actually were paid, before processing the release. These types of court orders must be approved by the Division Commander or Assistant Sheriff.

2508.2 - File Review

a) Each inmate file that is prepared for release will be reviewed in detail by the Inmate Records Supervisor and the Release Deputy.
b) The required paperwork authorizing the release must be present in the file for every case number to which the inmate was booked.
c) The correct and appropriate disposition for each "hold" must be documented in the file.
d) The supervisor will sign, date, and time stamp the Case Disposition Control Sheet in each file to indicate that the release has been reviewed, approved, and is correct.
e) Records Supervisors will resolve any question dealing with the inmate's name, case numbers, charges, and release authority before the file is delivered to the Release Guard Station.

2508.3 - Records Retention

a) Upon release from custody, the inmate's jail file will be retained for three (3) years. The files will be stored in numerical order, by booking number, in a secure area. Three (3) years after the release of the inmate, the entire file will be scanned and then stored on both the server and microfilm. The "hard copy" will be destroyed.
   1. Exception for Death Penalty Cases: The jail files on inmates who receive a death sentence will be stored indefinitely. The Commitments Supervisor in Inmate Records is responsible for marking the files "Death Penalty-Do Not Destroy."
   2. In-Custody deaths: The files of inmates who die in custody or within 24 hours of being released, will be stored by the records manager indefinitely.

2508.4 - Document Retention

a) To locate the documents used in Jail Operations, their retention time and the disposition procedure at the end of the retention time, please go to the intranet. The document is located [redacted] The most current information related to document retention for Jail Operations will be listed there.

2510 - Court Orders

2510.1 Acceptance of Court Orders

a) All Court Orders received by Jail Operations will be reviewed for authenticity and approved or disapproved by the Watch Commander.
   1. An authentic court order consists of either an original, or a copy of the original, court order which is stamped or embossed with an original court and file stamp. Court orders will also be considered authentic when received by Jail Records via direct facsimile from the issuing court.

b) After receiving a certified court order, review all requirements of the order to confirm whether or not the facility can reasonably comply with the court order.

c) If the court order is accepted the Watch Commander will sign the order, stamp it, send the original court order to Inmate Records, and copies will be forwarded to all affected areas.

d) If it is deemed that the order cannot be complied with the following actions shall take place within 24 hours:
   1. DO NOT sign the court order.
   2. The Watch Commander or his designee shall write a departmental memorandum describing the reasons) the order cannot be complied with. Forward the memorandum and a copy of the court order to the Sheriff's Department Risk Management Bureau immediately. [redacted]
   3. Contact the Risk Management Bureau via telephone [redacted] and advise them that a court order has been received (date/time) and the jail is unable to comply with it.

e) If the order is received after normal business hours (0700-1800), Monday Thru Friday, follow the steps outlined above and leave a voicemail at the number provided. The issue will be promptly addressed on the next business day.

2510.2 Changing Court Orders

a) Under no circumstances should Sheriff's personnel contact the court or court personnel and attempt to have the court order modified.
   1. NEVER IGNORE A COURT ORDER; SOME ACTION MUST BE TAKEN. Call Risk Management for further guidance [redacted]

b) Due to the time sensitive nature and extensive legal requirements associated with disputing court orders, the Risk Management Bureau will contact County Counsel regarding the order.
   1. County Counsel will represent the Sheriff's Departments interests in the matter. County Counsel will contact the opposing counsel and attempt to negotiate changes to the requirements of the court order.

c) If the order can be modified through negotiation to enable the department to comply with it, then the order will be reissued by opposing counsel through the court in the new language and the department will accept it.

d) If an agreement cannot be reached through negotiation, County Counsel will file a motion to "Set aside the order." ***NOTE*** A court order that was entered without prior notice to the Sheriff's Department is invalid for lack of due process. However, such an order cannot be ignored. To avoid a charge of Contempt against the Sheriff's Department, the above process must be followed.

2510.3 Out of County Commitments

a) Orange County Jail does NOT accept out of county commitments. There can be exceptions to this policy upon the approval of the Division Commander, Area Commander or Assistant Sheriff. Any approved out of county commitments should be sent to the Records Manager.

Policy 2600 - Safety and Emergency Procedures

2600 - Flammable, Toxic and Caustic Materials

2600.0 - Safety and Emergency Procedures

a) Flammable, toxic and caustic materials will be stored in compliance with applicable laws governing the Jail Operations facilities.
b) Employees responsible for handling any flammable, toxic or caustic materials shall be aware of the hazards listed on the labels and use appropriate safety precautions.
c) Ordering, receiving, warehousing and disposal of flammable, toxic and caustic materials will be the responsibility of the Warehouse staff.
d) Jail Operations Correctional Services Technicians (CST) will be responsible for obtaining these materials from the warehouse. The CST's will keep the facility area storage rooms supplied with the materials as needed.
e) Flammable, toxic and caustic materials will be stored in locked areas inaccessible to inmates. Inmates may only have access to and use these materials under direct supervision of jail staff.
f) Accidental spills of toxic chemicals or HMC soap must be cleaned up immediately. Remove all ignition sources from the area and apply absorbent to the spill area. (See Material Safety Data Sheet, form OSHA-20, on file in the laundry and the Fire, Life and Safety office for complete details.)
g) Combustible materials will not be stored in plumbing chases. Clothing, paper products, wood and flammable liquids must be stored only in the designated storage rooms.
h) Spills of diesel fuel, paint thinner, varnish, and paint must be cleaned up immediately. Remove all ignition sources from the area and apply absorbent to the spill area.
i) Improper exposure to any chemicals will be treated immediately according to the instructions on the product label. Staff and inmates will immediately report to the medical staff for emergency treatment. A report shall be written on each such improper exposure where there is a possibility of injury or damage.

2600.1 - Control of Flammable, Toxic and Caustic Materials

a) Flammable, toxic and caustic materials will be stored in compliance with applicable laws governing the Jail Operations facilities.
b) Employees responsible for handling any flammable, toxic or caustic materials shall be aware of the hazards listed on the labels and use appropriate safety precautions.
c) Ordering, receiving, warehousing and disposal of flammable, toxic and caustic materials will be the responsibility of the Warehouse staff.
d) Jail Operations Correctional Services Technicians (CST) will be responsible for obtaining these materials from the warehouse. The CST's will keep the facility area storage rooms supplied with the materials as needed.
e) Flammable, toxic and caustic materials will be stored in locked areas inaccessible to inmates. Inmates may only have access to and use these materials under direct supervision of jail staff.
f) Accidental spills of toxic chemicals or HMC soap must be cleaned up immediately. Remove all ignition sources from the area and apply absorbent to the spill area.
    1. See Material Safety Data Sheet, form OSHA-20, on file in the Senior CST offices at the IRC, CMJ and CWJ, Fire/Life/Safety office and CMJ basement laundry room for complete details.

g) Combustible materials will not be stored in plumbing chases. Clothing, paper products, wood and flammable liquids must be stored only in the designated storage rooms.
h) Spills of diesel fuel, paint thinner, varnish, and paint must be cleaned up immediately. Remove all ignition sources from the area and apply absorbent to the spill area.
i) Improper exposure to any chemicals will be treated immediately according to the instructions on the product label. Staff and inmates will immediately report to the medical staff for emergency treatment. A report shall be written on each such improper exposure where there is a possibility of injury or damage.

2602 - Fire Safety and Evacuation Procedures

Intake Release Center Evacuation Procedure - see 3016 IRC Evacuation Procedure

Central Mens Jail Evacuation Procedure - see 4013 CMJ Evacuation Procedure

Central Womens Jail Evacuation Procedure - see 5014 CWJ Evacuation procedure

Theo Lacy Evacuation Procedure - see 7052 Lacy Evacuation Procedure

2602.1 - Fire Prevention

a) Fire prevention will be the responsibility of all Custody Operations employees.
b) Fire hazards such as altered electrical outlets, overloaded electrical units, expended or unserviceable firefighting equipment and improper trash storage will be immediately corrected.
c) Fire hazards such as paper stuffed in air returns or air supply ducts, and excess accumulations of clothing and paper materials in cells will be corrected upon discovery.
d) Housing and inmate accessible area searches for contraband will be conducted. Excess clothing and paper materials will be removed from the cells and storage rooms to reduce fire hazard potential as well as for property control.
e) Training for employees who work in Custody Operations will include fire safety training in formal classes as follows:
    1. Basic Academy
        i. Fire conditions
    2. Basic Jail Academy
        i. Causes of Fires
        ii. Types of Fires
        iii. Poisons and Smoke
        iv. Fires in Institutions
    3. Basic Jail/Adult Institutions
        i. Emergency Evacuation Procedure
        ii. Smoke Venting
f) Periodic shift briefings will include fire prevention information.

2602.2 - Fire Safety Inspections

a) The staff of Theo Lacy and the CJX facilities will conduct monthly fire-safety inspections; members of the local fire department will conduct annual fire safety inspections.
    1. Each facility's Fire/Life Safety Deputy will conduct monthly inspections of all fire safety equipment (e.g., fire extinguishers and Scott Air Packs). The Fire/Life Safety Deputy will ensure that all equipment is in working order and properly serviced or replaced. These inspections

will be documented on monthly inspection records and maintained in the Fire/Life/Safety Deputy's office.

2. Designated members of the local fire department will conduct annual fire safety inspections of each facility. A report of each inspection will be delivered to the Division Commander. The Division Commander will address any deficiency noted in the report. A written response from the Division Commander to the fire department will explain any corrective measures taken to alleviate reported deficiencies.

2602.3 - Authority/Responsibility during a Fire

a) Authority and responsibility during a fire will be vested in the Watch Commander for decisions affecting the facility.

b) Upon arrival of the local fire agency, the fire officer in charge will be delegated sufficient authority to perform his functions without breaching security. Fire Department personnel will be under the supervision of the fire officer in command. Jail personnel will be under the supervision of the Watch Commander.

2602.4 - General Information for Employees

a) Evacuation Plan Booklets have been distributed to each work station.

b) Practice fire drill evacuations are scheduled periodically. Sergeants and Deputies will conduct fire drills to meet SAFE requirements.
   1. Any fire drill conducted in an HCA area will include HCA staff as well as OCSD staff.
   2. The fire drills will be documented with a JI number.

c) Automatic fire doors and curtains will not be blocked or tied open. Doors may be opened, but will then be closed immediately.

d) All employees will be instructed on the use, types and location of firefighting equipment in the building. They are responsible to know the location and function of equipment stationed in their assigned work area(s).

e) As with all emergency situations, no employee will enter an occupied cell alone during a fire.

f) Fire hoses will be used as necessary to extinguish fires.

g) Fire incidents will be documented in Jail Incident Reports. Copies of the reports will be sent to the local fire agency as required.

h) Activation of any smoke or sprinkler alarm in any facility requires immediate verification. The summoning of the local fire department emergency vehicles to the facility shall only be done at the Watch Commander's direction.

i) Specifications for the selection and purchase of furnishings must indicate acceptable requirements for fire and safety performances of materials prior to purchase by Research and Development's Asset Procurement office.

j) There are designated exit routes throughout the facility to permit the prompt evacuation of inmates, visitors and staff members in an emergency (See Evacuation Routes).

k) All fire exit doors will be clearly marked, kept clear of obstructions and tested monthly for proper opening.

l) All stairwells will be checked once per shift in accordance with established facility procedure.

m) The travel distances of all evacuation routes have been approved by the State Fire Marshal and are in compliance with code requirements.

n) Combustible materials will not be stored in any room not specifically designated as a storage room.

2602.5 - Discovering a Fire In Progress

a) Discovering a fire in progress in the facility will require immediate, positive action on the part of the employee.
b) No fire will be left to burn itself out. The employee must extinguish small fires, if possible.
c) Large fires and fires in occupied housing locations will be first reported to Main Control before attempting to extinguish the fire or enter the area.
d) The Deputy will immediately move the inmates from the affected area to another secure location and make immediate notification to a sergeant. Implementation of evacuation procedures will be at the Watch Commander's direction.
e) Main Control, or any other guard station receiving a fire/smoke alarm signal, will immediately contact a Prowler Deputy.
f) The nearest deputy will inspect his/her entire area of responsibility for fire or smoke.
g) The Main Control Deputy/SSO, at the direction of the Watch Commander, will coordinate the arrival of the local fire agency in to the facility.
h) The Main Control Deputy may need to quickly notify other county agency buildings in the immediate area.
i) The supervising Sergeant will send a deputy to meet the arriving fire equipment and direct the firemen to the affected area and Main Control.
j) Main Control Deputies will prepare the [redacted] for distribution at the Sergeant's direction.
k) Main Control Deputies will log all times when notifications were made.

2602.6 - Use of Self Contained Breathing Apparatus (SCBA)

a) Every Jail Operations facility will have SCBA equipment located in each Module and each Guard Station.
b) The SCBA is intended to provide complete self contained breathing protection in uninhabitable atmospheres, either contaminated or oxygen deficient, as would be encountered in a jail fire.
c) Deputies will be trained in the use of SCBA equipment. All smoke resulting from fires in the facility will be considered dangerous to health. SCBA will be used to enter an area involved with fire and/or smoke.
d) See facility specific appendix for Scott Air Pack storage locations.

2602.7 - Fire Hoses and Extinguishers

a) Every employee will be responsible to know the location and operation of the hoses and extinguishers in their work area.
b) Fire extinguishers are classified on their label identifying the contents and general usage. All employees will be trained in their use and location in each facility.
c) Hoses may only be used as necessary to extinguish a fire. Two deputies will be present when the hose is used to ensure control of the hose and doors. (Note: Fire hoses that emit water will not be used on electrical fires).

2602.8 – Elevators

a) Whenever a pull box is activated, use of facility elevators will cease. Elevators will not be used unless all other means of exit cannot be utilized.

2604 - Earthquake Procedures

Earthquakes producing damage will result in all staff providing security and survival needs in an expedient and efficient manner to fellow staff, visitors and the inmate population.

2604.1 – General

a) In preparation for the effects of an earthquake all Correctional Services Technician (CST), Sheriff's Special Officer (SSO) and deputy personnel will be instructed in First Aid and earthquake survival techniques.
b) Staff is instructed to remain at their assigned work stations until relieved. Widespread damage to the community will require the facility to be self sufficient for a period of days.

2604.2 - During an Earthquake

a) During an actual earthquake, staff will attempt to secure all inmates. Staff will direct inmates to return to their housing locations to seek immediate protective refuge at their immediate location.
b) Staff will instruct inmates to move away from glass windows and into doorways or under structural supports during the earthquake.

2604.3 - Following An Earthquake

a) Following an earthquake, on duty staff will be required to perform certain duties at the facility.
b) Staff will remain at their assigned duty stations and retain control over inmates in their assigned area.
c) An immediate assessment of damage and injuries must be made by each staff member.
d) Reports of injury and damage will be given to Main Control as soon as possible. Reports must be accurate and thorough in order to determine the extent of outside assistance to be requested and where to assign internal assistance.
e) The Watch Commander will establish the Main Control Guard Station as the Facility Emergency Operations Center. An alternate site may be designated as required.
f) Life saving first aid will be performed by staff members as required. Other injuries will be prioritized for treatment by the Medical Staff as time permits.
g) When all communication is disrupted, the area supervisors will designate employees as "runners." Internal message transmissions may be conducted by memos as required.
h) Evacuation procedures will be followed at the direction of the Watch Commander if necessary.
i) The Watch Commander will assess the following:
    1. Damage reports.
    2. Evacuation plans.
    3. Facility habitation.
    4. Continuation of inmate services.
        i. Medical and First Aid services will be prioritized.
        ii. Food services will be reassessed with consideration being given to the ability of the kitchens to provide meal service.

2604.4 - Custody Staff Functions

a) Sworn staff will continue to provide for the safety and security of the inmates and staff.
b) Non-sworn staff will assist as directed by the area sergeant.

2604.5 - Staff Relief

a) Each staff member shall remain in their assigned duty station until relieved or directed to leave by the area sergeant.
b) When all inmates have been returned to safe custody, serious injuries treated and facility hazards eliminated, the Watch Commander will establish a relief schedule for on duty staff.

2604.6 - Toilet and Waste Elimination

a) A specific area in each controlled housing area, or in holding cell areas, will be designated by the area sergeant for toilet or waste disposal.
b) Any functioning toilets will be designated for use by as many inmates and staff as possible.
c) Toilet drainage must not be into another area of confinement used by staff or inmates.
d) House cleaning chemicals may be used cautiously to control odors. Adverse odors and chemical reactions must be avoided. Do not mix ammonia, bleach and floor stripper.

2604.7 - Court Ordered Release of Inmates

a) When evacuation to a safe place of confinement cannot be accomplished and outside assistance cannot be obtained within twenty-four (24) hours, the following release plan must be attempted as soon as possible.
    1. Contact should be made with the presiding judge of the Orange County Superior Court, if possible.
    2. The judge should be fully informed of the security, feeding, sanitation and potential disease problems.
    3. A written order authorizing the release of certain inmates should be sought. The release priorities must be established by the judge.
    4. Releases of inmates will be carried out as directed by the court order.
    5. The Sheriff or the highest ranking departmental officer available will be consulted prior to this course of action being taken. When contact with those ranking departmental members is not possible, the Watch Commander will be responsible for enacting the release process in his/her best judgment.

2606 - Flood Procedures

In the event of flood conditions, emergency procedures will be employed to ensure the safety and protection of staff and inmates. Should the facility become uninhabitable, inmates and staff will be moved to a safe location.

2606.1 - Notification of a Flood Condition

a) The County of Orange Emergency Operations Center (EOC) will be activated and staffed prior to a dam burst/flood condition.
b) A Sheriff's Department staff member will be in the EOC to liaison for the department.
c) Reports on flood conditions will be periodically made to the Patrol and Jail Watch Commanders.
d) See facility specific appendix for existing flood damage estimates.

2606.2 - Facility Protection

a) Outside the Facility
    1. Inmate work crews may be assigned from Theo Lacy Facility (TLF) or the James A. Musick Facility (JAMF) to build temporary flood barriers around doors.
    2. [redacted]

b) Inside the Facility
    1. Inmate work crews will be assigned to control seepage into the building.
    2. Staff and work crews will insure that drains remain open and continue to work as intended.

2606.3 - Movement of Inmates in the Facility

a) The Division Commander will determine if inmates will be moved in the facility.
b) Relocation of inmates will be decided by the Division Commander based upon available space, inmate classification, and other facility activity.
c) Alternate facilities and means of transporting the inmates will be considered only if the facility becomes uninhabitable or is declared unfit by the County Health Officer.

2606.4 - Evacuation Plan

a) In anticipation of an evacuation, the Sheriff or Assistant Sheriff of Jail Operations will direct the Division Commander to request all Jail Transportation buses and eleven (11) Orange County Transit Authority (OCTA) 40 passenger buses to respond. (500 passenger minimum required.) Call County Communications for the OCTA buses.
b) OCTA buses must be requested two (2) hours in advance.
    1. Jail Transportation buses will be used for all administrative housing inmates.
c) The Watch Commander will notify half of the total facility's deputies to immediately report to work. Leaves and days off will be cancelled (Lieutenants and Sergeants included). The remaining half will be placed on standby.
    1. Transportation Deputies will be ordered to report to work to drive the buses.
    2. Additional deputies may be requested from other divisions within the department. Patrol car escorts will be requested in advance of the evacuation.
d) [redacted]
    1. Shift lieutenants and sergeants will conduct roll call of their shift's deputies.
    2. The Division Commander will conduct briefing.
e) The actual evacuation order will be received in person by the Division Commander.
    1. Confirmation of the relocation site must be made.
    2. The Division Commander will direct the Lieutenants and Sergeants to take their shift deputies to assigned housing locations conduct a count and begin the evacuation.
    3. The housing areas will be evacuated according to the facility evacuation plan. Inmates will be closely escorted onto the buses in the security parking lot.
    4. Module cards in their holders will be transported by the Watch Commander in his car at the end of the movement to the relocation site.
    5. [redacted]
    6. [redacted]
    7. Prior to the buses leaving, a sweep of the facility will be made to ensure all inmates are included in the movement.
    8. All exterior and connecting doors and gates of the facility will be closed and locked.
    9. [redacted]
    10. Notice of the completed evacuation will be made by the Watch Commander to the EOC Watch Commander.

2608 - Bomb Threat/Explosion

Jail Operations staff will handle bomb threats in a calm, thorough and expedient manner in order to minimize the disruption of facility operations. In the event of an explosion, the staff will ensure facility security, provide first aid to the injured and help return the facility to full operation quickly.

2608.1 - Bomb Threat

a) If any employee receives a bomb threat by telephone, he/she should make notes of the caller's sex, accent, background noises, and exact words used. He/she will attempt to ascertain the type of bomb, time of detonation and location.
b) The employee should stay on the phone as long as the caller stays on the line but must immediately notify a co-worker.
c) Notification must be made to the Watch Commander.
d) The Watch Commander will notify the Patrol Watch Commander and the Main Control Deputies.
e) Main Control will dispatch available deputies to check the alleged location of the device and all public access areas outside security.
f) Main Control will notify all personnel via intercom to cease pac set radio use and operation of electrical doors pending the search activities.
g) The building exterior will be searched by the Visiting SSOs.
h) If no device was located, the Watch Commander will direct Main Control to notify all personnel to resume normal operations.
i) A designated employee will write the appropriate crime report and interview witnesses.

2608.2 - When a Suspected Device is Located

a) No one will touch the item under any circumstances. The area around the device will be evacuated (beside, beneath and overhead) and immediate notification will be made to the Watch Commander and Emergency Operations Center (EOC).
b) Staff and/or inmates will be moved a safe distance away from a suspected device (50 feet minimum).
c) The Hazardous Devices Squad (HDS) will respond to evaluate and/or dispose of the device. HDS members will also advise facility personnel if further movement away from the device is required.
d) Evacuation of the facility may be deemed necessary.

2608.3 - Bomb Explosion

a) If a bomb explodes at the facility, Main Control will be informed. The Watch Commander and EOC will be notified by the Main Control Deputies.
b) Deputies and medical staff will be sent to provide control and first aid in the damaged area. Staff must immediately check the area for a second device upon arrival.
c) The Fire Department will also be summoned, with the approval of the Watch Commander.
d) All normal functions will cease immediately in any damaged area. Inmates will be secured in a safe area.
e) Injured inmates will be treated at the facility or moved to the hospital if necessary.
f) Injured members of the public will be given immediate first aid. Upon arrival of the fire department, the public's medical attention will be turned over to the paramedics.

g) The damaged area will be secured. Only authorized persons will be allowed entry. The damaged area will be treated as a crime scene. Preserve any evidence of a bomb for the Crime Lab and Investigative Units.
h) The extent of the damage will be preliminarily assessed to determine if inmates need to be assigned an alternate housing location.

2610 - Escape

Suspected escapes will be immediately disproved or confirmed. The identity of escapees and other pertinent information will be rapidly disseminated to aid in their capture and return to custody. Emergency escape procedures and notifications will be made upon any reasonable suspicion of an escape.

2610.1 - Escape Suspected

a) When any staff member reasonably suspects that there has been an escape from custody, that employee will immediately notify his/her supervisor whether or not the escape has been confirmed.
    1. [redacted]
    2. Deputies will be assigned to every non-housing location where inmates are present and immediately freeze their movement.
    3. Notification to the supervisor will include all available information:
        i. Location where escape occurred (or is occurring).
        ii. Description of the escapee, if known.
        iii. Means of escape (running, in a car, over the roof).
        iv. Time of the escape.
        v. Number of involved inmates.
        vi. Propensity for violence based on booking charge, criminal history, nature of escape.
b) The supervisor will make the following notifications:
    1. The handling sergeants will notify all other sergeants on duty at the facility of the suspected escape.
    2. The Watch Commander will be notified when the escape is suspected or confirmed. The Watch Commander will also notify the Facility Commander.
    3. The Watch Commander will notify the on duty watch commanders at all of the other jail facilities.
    4. The Court Bureau Commander will be notified of the suspected escape as soon as possible.
    5. The Department Commander will be notified of the suspected escape as soon as possible.
c) Sworn personnel will check all security door alarms to confirm proper conditions.

2610.2 – Count

a) In the event of a suspected escape, the Watch Commander or his/her designee will direct that an immediate module book count be conducted (See CCOM Section 1719.4 – Emergency Counts).
    1. Confirmation of an escape can be made prior to the count if staff provides eyewitness information and can positively identify the inmate. However, a count should be conducted to determine if other inmates are involved, and to validate the identity of the escapee(s).
b) All inmates must be identified and located.

1. All inmates not physically present must be accounted for and a deputy must obtain verification the inmate is still in custody.

2610.3 - Interior/Exterior Search

a) All inmates not physically present must be accounted for and a deputy must obtain verification the inmate is still in custody.

b) [redacted] When completed, the deputies will assist with the building exterior search.

c) Deputies will be directed to conduct a thorough and systematic search of the entire security area of the facility, including a search of the roof. Any point of escape will be secured and searched for evidence. Point of escapes shall be considered a crime scene and secured. [redacted]

2610.4 - Staff Roll Call

a) The Watch Commander will direct sergeants to conduct a roll call for all staff (i.e. security staff, professional staff, CHS staff, contractors, volunteers, etc.) Each member must be accounted for in order to determine if violence and/or injury was used in the escape.

b) Medical treatment will be given to staff or other inmates as appropriate.

c) If practical, injured staff or inmates will be interviewed during treatment to expedite information gathering.

2610.5 - Evidence Collection and Interviews

a) When an escape is confirmed, the escapee's bunk and cell will be secured.
   1. Inmate’s bunk and bunk area shall be photographed or videotaped prior to being disturbed.
   2. Personal property items will be search and collected by a deputy and taken to the Watch Commander for review by Investigations.
   3. Items seized as evidence will be described in the report.
   4. Perishable items will be noted in the inmate's file prior to disposal.
   5. After examination by investigators, clothing and bulk items will be placed into a large bag identified with the inmate's name and booking number. The bag(s) will be delivered to investigators to maintain the chain of custody.
   6. The escapee’s money will be processed by the Cashier’s Office as “Unclaimed funds.”
   7. Medication will be documented and returned to CHS.

b) Inmates from the escapee's housing area will be isolated and separated in preparation for interview(s).
   1. A deputy will conduct the interviews and if possible they will be videotaped.

c) Sheriff’s I.D. shall be requested to respond to the facility where the escape occurred.

2610.6 - Notifications after Escape Confirmed

a) As soon as possible, after an escape has been confirmed, the Facility Watch Commander or his or her designee shall contact the Department Commander and Control I to provide the following minimum information for a general broadcast.
   1. Location and time of escape.
   2. Complete name, AKA's and physical description of escapee(s) including clothing, last known address, tattoos, etc.
   3. Direction of travel, if known.
   4. Arresting agency, booking charges, and known propensity for violence.

5. Any known weapons or hostages.
6. Any other pertinent information that may assist in the capture of the escapee.

b) The Facility Watch Commander shall also notify the Division Commander and the Assistant Sheriff of Custody and Court Operations.
   1. Either the Division Commander or the Assistant Sheriff of Custody and Court Operations will notify the Sheriff unless such notification is delegated to the Watch Commander.

c) The Department Commander or his/her designee will make the following notifications and/or take the listed actions:
   1. Patrol Dispatchers.
   2. The Criminal Investigations Lieutenant.
   3. The Watch Commander(s) for the home of record for the escapee and if the escapee was arrested for violence.
   4. The Watch Commander of the jurisdiction where the escapee was arrested. Specifically:
      i. [redacted] The Operations Sergeant will coordinate all resources for the exterior of the property. A facility sergeant will respond to the command post as a liaison from the facility to operations.
      ii. [redacted] The Operations Sergeant will coordinate all resources for the exterior of the property. A facility sergeant will respond to the command post as a liaison from the facility to operations.
      iii. [redacted] The Operations Sergeant will coordinate all resources for the exterior of the property. A facility sergeant will respond to the command post as a liaison from the facility to operations.
   5. The Public Information Office (PIO).

d) The notification to Control One will specify if an immediate broadcast is requested to all local police departments, or if a teletype will suffice.
   1. The request for a radio broadcast will be made if the escape occurred within the past four hours, if the escape involved a vehicle, or was accomplished by force.
   2. The broadcast will include the escapee's name, physical description, clothing, and direction of travel, if known.
   3. The escapee's last known address will be included in the broadcast if that address is within Orange County.

e) At the request of Investigations, clothing items recently worn by the escapee may be delivered to the Patrol Sergeant in a paper bag. K-9 units may be able to use the garment for tracking purposes. Personal clothing previously located in the Clothing Storage Room will not be used.

2610.7 – Reports

a) The Sergeant responsible for the area in which the escape occurred will complete the Escape Checklist and assign one deputy to write the Initial Crime Report.
   1. The crime report narrative will contain a description of the escape, the escapee's complete identity and commitment information.
   2. The Escape Checklist will be attached to the final report.

b) The approved Escape Checklists for each facility shall be used and are available for download here:
   1. Escape Checklist (CJX)
   2. Escape Checklist (Theo Lacy)
   3. Escape Checklist (Musick)
   4. ICS Chart

c) Every deputy who handled evidence, interviewed witnesses or conducted pertinent parts of the investigation shall write his/her own witness statements.
   1. All reports will be submitted to the sergeant prior to the deputies leaving the facility at the end of their shift.

d) A Records Supervisor or his/her designee will make copies of the entire inmate file:
   1. A certified copy will be kept or delivered to the facility where the escape occurred for Investigations.
   2. One copy will be sent to the Watch Commander of the facility where the escape occurred.
   3. One copy will be sent to the IRC Captain.
   4. One copy will be sent to the Custody and Court Operations Assistant Sheriff.

e) Visitor and cashier's records will be retained with the inmate's file pending completion of the investigator's reviews.
   1. Visitor and cashier's records will be retained with the inmate's/ file pending completion of the investigator's reviews.

f) The Crime Report and supporting reports will be submitted to the sergeant for review and approval prior to submission to the Watch Commander.
   1. Evidence will be properly collected and booked into Sheriff's Evidence. The deputy who collected/booked the evidence will document their activity in a crime report or follow-up.

2610.8 - Capture and Return of Escapee

a) When an escapee is captured, the Patrol Deputies or police officers involved in the capture will conduct the arrest, interview the inmate and write the appropriate reports.
   1. Arresting/transporting officers will return the inmate to the CJX for the appropriate booking.

b) Upon confirmation that an escapee has been returned to custody, the Watch Commander will ensure that notifications are made to:
   1. Custody Intelligence Unit Lieutenant
   2. Department Commander
   3. Facility Commander
   4. Division Commander
      i. The request for cancellation broadcast/teletype will be coordinated with the North Investigations.
      ii. Notification to the media is a function of the Public Information Officer (PIO) or Patrol 336 Safety and Emergency Procedures Watch Commander.
   5. Assistant Sheriff of Custody and Court Operations

2612 - Hostage Plan

Hostage incidents will be dealt with in a manner that will ensure the safe release of the hostage, safeguard the lives of staff and visitors, and to return the violator to safe custody.

2612.1 – Notifications

a) Any staff member discovering a hostage situation will immediately notify the appropriate Watch Deputy/SSO.
b) The Main Control Deputy/SSO will make proper notifications following the chain of command.
c) The Watch Commander will immediately notify the Department Commander. The Department Commander will request that the Crisis Negotiations Team (CNT) and SWAT respond to the facility.
    1. An exterior perimeter should be set up utilizing patrol deputies or an outside agency.
d) The Watch Commander will alert the Correctional Health Services (CHS) to the situation but direct them to remain on alert in the area of their office.
e) The Main control Deputy/SSO will have paramedics respond to the facility and stage at a designated location.

2612.2 - Management of the Scene

a) Deputies will isolate and control the scene to keep the incident in a fixed area.
b) Spectators are not allowed at the scene. Everyone at the scene will participate in solving the problem as directed, or be kept away.
c) Prior to CNT personnel arriving, only the Incident Commander will grant demands made by the hostage taker(s).
d) An inner perimeter will be established by the sergeant responsible for the area in which the incident is occurring.
    1. The incident will be under the supervision of the same sergeant regardless of where the perimeter moves within the facility.
    2. No one will enter or leave the scene except with the sergeant's permission.
    3. The perimeter will be set in a manner that blocks all avenues of escape.
e) While establishing the perimeter, the identity of participants will be established.
    1. Identify the hostage taker(s).
    2. Identify the hostage(s).
    3. Identify the type of weapon(s) involved.
    4. Identify the deputies as they are posted.
f) The Watch Commander will be notified of the scene containment and participant identities.
g) The sergeant will assess the situation and determine further logistic and personnel requirements.
h) [redacted]
i) The designated ERT team will be staged appropriately.
    1. Obtain a copy of the hostage taker(s) booking record.
    2. Obtain a copy of the area floor plan.
    3. Personally update the Watch Commander on all current available information.
    4. Ensure the incident is being recorded on video tape.
    5. Maintain a written log of the incident to include:
        i. All demands made by the hostage taker(s).
        ii. All crimes committed

j) An outer perimeter will be established to provide a buffer zone in which assigned staff can work.
k) Deputies assigned to the scene will be positioned by the sergeant. Staff at the scene will be cautioned not to influence the hostage taker(s) through speech or actions.
l) The sergeant will assign deputies to:
m) A position/location out of view of the public/media should be established for the CNT/ SWAT members prior to their arrival.
    1. This should include a designated parking area for arriving personnel and a separate designated area for the media.
n) When possible, the incident will be contained in one location. The remainder of the facility will be on a lock down status.

2612.3- During Negotiations

a) While at the scene the CNT members will conduct all communications between the hostage taker(s) and command staff.
b) No person has rank or authority while being held hostage.
c) The hostage taker(s) may be informed, if necessary, that no inmate will be allowed to escape from custody because of a hostage situation.
d) [redacted]
e) [redacted]
f) [redacted]
    1. [redacted]
    2. [redacted]
        i. [redacted]
    3. [redacted]

2612.4 - Ending the Incident

a) Upon the release of the hostage(s) or termination of the crisis, the sergeant will ensure that:
    1. Medical attention is provided as required.
    2. The hostage taker(s) is isolated/ separated in the facility under close supervision.
    3. The crime scene integrity is maintained and Sheriff's Department Identification is called to respond.
    4. The facility is returned to normal operations, as soon as possible, when safety and security permits.
b) The sergeant will direct that deputies involved in the incident write the appropriate report(s).
    1. One deputy will be assigned to write the Initial Crime Report
    2. Each deputy involved will write a Follow-up report
c) The Watch Commander will ensure that all staff members, including CNT members, involved in the incident participate in debriefing.

1. A written critique of the incident will begin following debriefing. The critique will be submitted to the Division Commander the same day.

d) Media relations are the function of the Public Information Office (PIO) who will prepare all releases to the media.

2614 - Emergency Response to Suicides or Serious Injury

2614.1 - Initial Response/Discovery of Incident

a) The primary responsibility is the preservation of life and lifesaving measures.

b) The first deputy on scene is generally responsible for the preservation, protection and integrity of the crime scene. Deputies shall also consider officer safety issues when rendering/obtaining medical aid for injured parties.

2614.2 - Discovered Suicide/Attempt Suicide/Serious Injury

a) Call for assistance, notify supervisor or Watch Commander and medical services.

b) [redacted]

c) Security Staff shall initiate and continue appropriate lifesaving measures, if necessary, until relieved by arriving medical personnel.

1. The preservation of life should be the primary consideration. In a hanging incident or the use of a ligature, [redacted] to immediately cut down the inmate or remove the ligature.

d) The arriving medical personnel shall perform the appropriate medical evaluation and take over lifesaving measures.

e) Protect items of apparent evidentiary value.

f) Consult supervisor to determine necessity of a crime scene log.

2615 - Hunger Strike

A hunger strike is an announced or unannounced refusal to take nourishment. Fasting necessary to conduct medical tests or procedures, or fasting for religious reasons is not considered a hunger strike. OCSD and Correctional Health Services (CHS) staff will closely monitor the health and welfare of any inmate on a hunger strike. Staff will pursue options to end the hunger strike, such as counseling and education about the effects of starvation. CHS staff will provide appropriate medical treatment. In extreme cases, it may be necessary to pursue legal options in an attempt to preserve the inmate's life.

2615.1 – Initial Referral

a) Regardless of the announced intention, an inmate will be considered on a hunger strike after failing to consume food for a period of 72 hours. Refusal to eat jail provided food, while consuming privately purchased food does not qualify as a hunger strike.

b) Notwithstanding the 72 hours rule expressed above, staff will notify CHS and the watch commander immediately upon suspicion of a hunger strike or declaration by the inmate.

c) Staff will document the facts supporting the suspicion or declaration of the hunger strike in a Jail Incident report entitled "Suspicion of Hunger Strike."

d) Once the inmate has not consumed food for 72 hours, staff will document the hunger strike on a Jail Incident report entitled "Hunger Strike."

e) If a US Marshals inmate is on a hunger strike, Classification will send out an initial notice and status update to the US Marshals Notification List A.

2615.2 – Requirements during a Hunger Strike

The following actions may occur in order to provide for the safety and wellbeing of the inmate, while minimizing any disruption to the jail facility operations:

a) In order to accurately monitor the inmate's nutritional intake and medical condition, he/she may be separated from other inmates for the duration of the hunger strike. The inmate may remain in his/her current housing location if he/she is housed alone, can be housed in a medical observation unit or other available single occupancy cell. During a mass hunger strike, inmates may remain in their current housing location. Factors that should be considered when determining where to house an inmate who is on a hunger strike include, but are not limited to the following:

   1. Can the inmate be properly monitored by health care and jail staff, without compromising the health and safety needs of the other inmates within the housing location?

   2. Based on the opinion of medical staff, does the inmate demonstrate a deterioration of health that would necessitate Medical Observation Unit housing to provide adequate care for the inmate?

   3. Would leaving the inmate in their present housing location likely cause a security or safety concern within the jail and/or interfere with the ability to effectively monitor the other inmates within the housing location?

b) If an inmate's housing location is changed due to hunger strike protocols, the movement will be documented in the ITRAC system under the miscellaneous tab and on a J-119.

c) Staff will maintain a door log to record the inmate's nutritional intake. Sector, tank, module or barracks logs may be maintained for mass hunger strikes. While on a hunger strike the inmate loses his/her privilege of chow hall and will receive three meals per day in his/her cell unless otherwise directed by CHS. Regardless of the inmate's response to an offered meal, staff shall physically deliver and document each meal on the door log. Staff shall record the amount of food and beverage consumed when retrieving the trays.

d) Staff shall remove any commissary food items while the inmate is on a hunger strike. Removal of commissary food items shall be properly documented in a Jail Incident report; non-perishable food items should be booked to the inmate's property, unless alternative storage is approved by the Facility Watch Commander. An inmate is not allowed to make commissary food purchases while under hunger strike management.

e) Each cell is equipped with a sink/drinking fountain unit. The water supply will remain on to allow the inmate access to drinking water. If the water supply must be shut off for any reason, staff will provide drinking water at least once an hour and document on the door log whether or not the water was consumed.

f) An inmate on a hunger strike will be counseled by CHS and advised of the medical risks associated with starvation and malnutrition. They will be encouraged to end the hunger strike or accept medical treatment. This information will be communicated in a language or other manner which the inmate can understand.

g) Qualified medical personnel will assess whether the inmate's actions are reasonable and deliberate or the manifestation of a mental illness. Qualified medical personnel will also assess whether the inmate is incapable of giving informed consent due to age or illness.

h) If the physician determines that due to the length of time the inmate has claimed to have been on the hunger strike or because observations of the inmate's condition indicate the inmate is in or approaching a life threatening stage, the inmate shall be transferred to the contract hospital for further care.

i) When a physician determines that the inmate's life or health will be threatened if treatment is not initiated immediately, involuntary medical treatment of the inmate may be considered. Involuntary medical treatment will only be administered with a court order. The watch commander will contact County Counsel for guidance and assistance in obtaining the court order.

j) A hunger strike will be considered to have ended when the inmate resumes eating. CHS must be consulted for concurrence that the strike has ended and will notify jail staff upon termination of the inmate's hunger strike treatment.

k) The inmate's commissary items and commissary privileges will be returned once the hunger strike has ended.

2618 - Department Commander Notifications

a) The Facility Watch Commander will notify the Department Commander of the following incidents:
   1. Major Flammable, Toxic, and Caustic material spills
   2. Fires and fire damage
   3. Earthquake damage/ injuries
   4. Bomb threat/ Explosion
   5. Escape and Attempted Escapes
   6. Hostage situation
   7. Suicide/ attempt suicide/ serious injury /death
   8. Large scale hunger strikes
   9. Serious injuries of custody personnel
   10. Major disturbances
   11. Any other incident the Facility Watch Commander or designee believes notification is necessary.

Policy 2700 - Custody Canine Narcotic and Contraband Detection

a) It is the policy of the Sheriff's Department that all departmental personnel take advantage of the unique opportunities of the Custody Operations Canine Narcotic and Contraband Detection Unit. Custody Canine teams should be requested or respond as means of detecting illegal substances including [redacted] A narcotic and contraband detection trained canine may be used in accordance with current law under the following circumstances:
   1. To assist in the sniff for controlled substances.
   2. To obtain a search warrant by using the [redacted];
   3. [redacted]
   4. [redacted].

b) A narcotic-detection canine will not be used to sniff a person for narcotics.

c) The canine should also be requested in any situation where their abilities to search would eliminate undue use of man-hours by expediting a search for evidence.

d) Custody Canines shall not be used in an apprehension situation nor used to search for suspects.

2700.2- Chain of Command

a) Custody Canine Narcotic and Contraband Detection dogs are the direct responsibility of the Special Services Bureau Lieutenant.
   1. A designated Custody Canine Sergeant will report directly to the Special Services Bureau Lieutenant.

b) Administrative duties for the unit are assigned to the Custody Canine Sergeant. Custody Canine teams shall be under the direction of the Special Services Bureau Lieutenant.

c) A Custody Canine team, consisting of a handler and dog will be assigned to each jail division.

d) Custody Canine teams may be used to supplement and assist other commands and bureaus of the department as deemed necessary by the Special Services Bureau Lieutenant and/or Custody Canine Sergeant.

2700.3 - Procedures

a) Canine Abilities
   1. Canines are trained and capable of being deployed in several law enforcement situations including the following:
      i. Conducting searches of areas, structures, and vehicles for narcotics, cellular phones, media devices, or evidence
      ii. As an ambassador to the community at public meetings and demonstrations.

b) Searches
   1. The handler will walk through the area to be searched after it has been secured to ensure there are no potentially hazardous situations prior to deploying the canine on a search.

2. The requesting party will ensure no one enters the area to be searched (if possible) or that anything is searched prior to the canine deployment.
3. The handler will make the final determination as to whether or not the canine will be deployed.
4. The handler will point out the location where the canine alerted and once the canine and the handler have exited the area, the search personnel may enter to conduct their search.
5. Custody Canines are to be utilized for the purpose of [redacted]. An evidence search consists of searching an area for objects hidden or discarded that contain an odor or scent the Custody Canines are trained to search for, [redacted].
6. Custody Canines will not be used to intimidate or threaten inmates or others. Custody Canines will not be used during tactical entries or any situation where physical force may be deployed.
7. Custody Canines will not be used to search the physical body of any inmate or other person.
8. The canine will not be used in conjunction with off-duty employment

c) Deployment of Custody Narcotic and Contraband Detection Canines
1. The Custody Operations Canine's primary mission is to supplement and support any division of the department requiring the specific use of a narcotic and contraband detection canine.
2. The Custody Operations Canine Unit may be used at all jail facilities.
3. Although deputies assigned as canine handlers may have collateral duties at their respective facility, consideration should be given to assigning them to non-fixed positions to keep them available for calls requiring the specific training and use of the detection canine.
4. Any division within the Sheriff's Department may request the assistance from a Custody Operations Canine Unit. Patrol Operations canine teams should be given first consideration for use in divisions outside Custody Operations.
5. When using a Sheriff's canine for mutual aid, the Orange County Sheriff Department's policies, procedures and guidelines for use of the canine, and not those of the outside agency, will be followed by the canine unit.
6. Whenever a canine is taken into a public place, the canine will remain under the handler’s direct control at all times.

d) Callout Protocol
1. Custody Canine Teams may be used for callouts in a patrol or investigative related capacity. The Special Services Bureau Lieutenant or designated Sergeant will be contacted for approval prior to a narcotics related callout or deployment being authorized outside of Custody Operations.
2. In the event a Custody Operations Canine Team is needed and there are no Custody Operations Canine Handlers on duty, one may be requested on a "call-out" basis.
3. Call-out requests will be approved by the Special Services Bureau Lieutenant or designated Sergeant.

4. The Special Services Bureau Lieutenant or designated Sergeant will evaluate the situation and determine which responding canine team best suits the location of the incident and the requirements of the task at hand.
5. [redacted]. A list of these numbers will be kept at [redacted] and each handler's [redacted].

2700.4 - Injuries or Damage Caused by a Custody Canine

a) Injuries – Reporting Custody Canine Unintentional Bites
   1. An unintentional bite is defined as: A bite which occurs when the custody canine was not directed by the handler to do so.
   2. Many factors can contribute to police canine's unintentional bites. These bites may be on citizens, deputies, trained canine agitators or even canine handlers and may occur at any time. The following procedure will be complied with during any incident, whether off-duty or on-duty, when a Sheriff's Custody Canine causes any injury to a person. Canine bites are considered when there is a break in the skin, however slight. In the event of injuries, immediate medical attention will be sought for the involved party(s). The Canine Handler is responsible for the following:
      i. Regain control of the canine and place it in a secure area to avoid additional injuries.
      ii. Notify the Custody Canine Sergeant.
         A. The Custody Canine Sergeant will notify the Special Services Bureau Lieutenant and the Department Commander
         B. The Special Services Bureau Lieutenant will notify the appropriate Division Commander and the Custody Operations Area Commander
      iii. Obtain a case number and complete an Information Report, or other appropriate report documenting the incident.
      iv. Contact Sheriff's I.D. and request they respond to photograph injuries as soon as practical.
      v. If the involved party alleges an injury that is not visible, the location of the alleged injury should be photographed as described above.
   3. Every unintentional bite will be reviewed by the Custody Canine Sergeant as well as the Special Services Bureau Lieutenant. Depending on the circumstances, unintentional bites may result in the temporary kenneling of the dog and/or additional training at the Sheriff's contracted trainer.

b) The Custody Canine Sergeant or designee, will review all injuries caused by a department canine, whether in the performance of duty or accidental.

c) Refer to Department Policy Manual 318.2.6 for further details regarding Unintentional Bites.

d) Damage to Property - In the event a Sheriff's Custody Canine damages private property, the Canine Handler will notify the property owner or a responsible person and do the following:
   1. Notify the Canine Sergeant.
   2. The Custody Canine Sergeant will notify the Special Services Bureau Lieutenant and the Department Commander
   3. The Special Services Bureau Lieutenant will notify the appropriate Division Commander and the Custody Operations Area Commander
   4. Obtain a case number and complete an Information Report, or other appropriate report documenting the incident.

5. Contact Sheriff's I.D. and request they respond to photograph damage caused by the canine.

2700.5 – Reporting Custody Canine Injuries

a) In the event that a custody canine is injured, the injury will be immediately reported to Custody Canine Sergeant.
   1. The Custody Canine Sergeant will notify the Special Services Bureau Lieutenant and the Department Commander
   2. The Special Services Bureau Lieutenant will notify the appropriate Division Commander and the Custody Operations Area Commander
b) Medical care for any injured canine shall follow the protocol established in CCOM 2700.6. The injury will be documented on a Canine Use Report Form.

2700.6 – Medical Care of the Canine

All medical attention shall be rendered by the designated canine veterinarian as follows:

a) Non-Emergency Medical Care
   1. Non-emergency medical care, such as vaccines and routine physical exams, will be coordinated through the Custody Canine Sergeant.
   2. Any indication that a canine is not in good physical condition shall be reported to the Custody Canine Sergeant or the Special Services Bureau Lieutenant as soon as practical.
   3. All original records of medical treatment shall be maintained by the veterinarian. Copies of the records will be maintained in the canine handler's personnel file as well as the Custody Canine Sergeant's files.
b) Emergency Medical Care
   1. The handler shall notify the Custody Canine Sergeant as soon as practical when emergency medical care for the canine is required.
   2. Depending on the severity of the injury or illness, the canine shall either be treated by a designated veterinarian or transported to a designated emergency medical facility for treatment.
   3. If the handler and dog are out of the area, the handler may use the nearest available veterinarian.

2700.7 - Training

a) Before assignment in the field, each canine team shall be trained and certified to meet current POST standards. Custody Canine teams trained exclusively for the detection of narcotics and other contraband shall be trained and certified to meet the standards established for such detection dogs by POST. Standards will be assessed by a POST approved evaluator.
b) Per POST requirements, the evaluator will not be compensated or have any financial considerations with the Orange County Sheriff's Department.
c) Each custody canine team shall thereafter be re-certified to current POST standards on an annual basis. Additional training considerations are as follows:
   1. Canine teams shall train to standards, as set forth by POST, by the department's contracted canine training provider.
   2. Canine handlers are encouraged to engage in additional training with approval of the Unit Supervisor.
   3. To ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is contrary to standards as set forth by POST.

4. All canine training, with the exception of obedience and regular exercise, shall be conducted while on-duty unless otherwise approved by the Custody Canine Sergeant or Special Services Bureau Lieutenant.
5. Failure to Successfully Complete POST Training - Any custody dog team failing annual POST canine certification in detection shall not deploy the dog in the field until certification is achieved. When practical, pending successful certification, the canine handler may be temporarily reassigned to regular jail duties.

2700.8– Custody Canine Unit Supervisor Responsibilities

a) The Custody Canine Sergeant shall be appointed by the Special Services Bureau Lieutenant and shall oversee the Custody Canine Program. The Custody Canine Sergeant reports directly to the Special Services Bureau Lieutenant. The Custody Canine Sergeant shall be responsible for, but not limited to, the following:
   1. Ensure the proper deployment and use of Custody Canine teams
   2. Respond to all canine bites, conduct an investigation into the activities of the canine and handler and complete required reports pursuant to this policy.
   3. Review Canine Use Reports to insure compliance with current case law and Orange County Sheriff's Department policy.
   4. Coordinate testing and selection of all new canine handlers.
   5. Coordinate testing, selection, and purchase of new custody dogs.
   6. Identify training and compliance issues.
   7. Supervise necessary remediation training of any custody canine team displaying control, behavioral, or general performance issues.
   8. Maintain liaison with other OCSD and outside agency canine supervisors.
   9. Maintain accurate records to document custody canine activities.
   10. Recommend and oversee the procurement of needed equipment and services for the canine unit.
   11. Schedule all custody canine related activities.
   12. Ensure the custody teams receive continuous training to maximize the capabilities of the teams.

2700.9 – Controlled Substance Training Aids

a) Controlled substance training aids are required to effectively train and maintain drug detection dogs. Further, controlled substances can also be an effective training aid during training sessions for law enforcement personnel and the public. Health & Safety Code § 11367.5 provides that any Sheriff, Chief of Police, the Chief of the Bureau of Controlled Substance Enforcement, or the Commissioner of the California Highway Patrol, or a designee thereof may, in his or her discretion, provide controlled substances in his or her possession for training purposes:
   1. To any duly authorized peace officer or civilian drug detection canine trainer working under the direction of a law enforcement agency.
   2. Provided the controlled substances are no longer needed as criminal evidence.
   3. Provided the person receiving the controlled substances, if required by the Drug Enforcement Administration, possesses a current and valid Drug Enforcement Administration registration or valid court order that specifically authorizes the recipient to possess controlled substances while providing substance abuse training to law enforcement or the community or while providing canine drug detection training.

b) Procedures

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of accidental ingestion of these controlled substances by the canine, the following procedure shall be strictly followed:

1. All necessary controlled substance training samples shall be acquired from the Orange County Sheriff-Coroner Department's evidence personnel authorized by Health & Safety Code § 11367.5 to provide controlled substance training samples. All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler.
2. The weight and test results shall be recorded and maintained by this department.
3. Any person receiving controlled substance training samples pursuant to Health & Safety Code § 11367.5 shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
4. All controlled substance training samples will be made available for inspection, as well as weighing and testing, at the discretion of the Unit Supervisor.
5. All controlled substance training samples will be stored in locked boxes at all times, except during training; In addition, the locked storage boxes shall be maintained in a secure location at all times. There are no exceptions to this procedure.
6. Any unusable controlled substance training samples shall be returned to the Property and Evidence Bureau.
7. Any narcotics detection team that has been issued training samples shall return the samples to the Property and Evidence Bureau to be weighed and tested upon the conclusion of the training or at the demand of the Property and Evidence Bureau.

c) Immunity

1. All duly authorized peace officers acting in the performance of their official duties and any person working under their immediate direction, supervision or instruction are immune from prosecution under the Uniform Controlled Substance Act while providing substance abuse training or canine drug detection training (Health & Safety Code § 11367.5(b)).

Policy 2800 - Custody Intelligence Unit (CIU)

2800 – Custody Intelligence Unit plan

Custody Intelligence Unit Objectives:

The goal of the Custody Intelligence Unit is to analyze information, and take action as necessary, in order to maintain the safety and security of the Orange County Jail System. CIU will provide investigative support to OCSD investigative units and city, state, and federal law enforcement agencies; investigate crimes committed within the Orange County Jail system; properly document and manage confidential informants and sources of information within OCSD jail facilities; coordinate in-custody operations; collect intelligence related to jail security; prepare intelligence/security briefings and training as necessary; and respond to subpoenas and court orders requiring discovery as required.

2800.1 – Composition

a) Special Services Bureau Commander
   1. A Lieutenant who manages and oversees the Custody Intelligence Unit
   2. Reports directly to the Commander of Custody Operations

b) Staffing
   1. [redacted] Sergeant
   2. [redacted] Investigators
   3. [redacted] Investigative Assistants

2800.2 – Primary Duties

a) Evaluate information related to matters of jail safety and security and take action as required.
b) Manage all confidential informants and sources of information throughout the Orange County Jail System.
c) Coordinate with the District Attorney's Office and Law Enforcement agencies regarding all in-custody operations occurring within the Orange County Jail System.
d) Manage all mail, telephone, and visiting covers throughout the Orange County Jail System.
e) Collect, analyze, maintain files, and disseminate information as necessary on the illicit activities of criminal organizations and/or individuals operating within the Orange County Jail System while developing and maintaining liaisons with local, state, and federal agencies regarding intelligence matters.
f) Investigate crimes which occur within the Orange County Jail System.

2800.3 – Informant Management

The proper use of informants and sources of information is a component of effective law enforcement and is permissible in the Custody Operations Command. Informants do not belong to an individual deputy or investigator, but are agents of the Department and act on its behalf. It is the responsibility of all Sheriff's personnel to ensure compliance with OCSD policy and all constitutional, statutory, and case law when utilizing confidential jail informants and sources of information.

The use of informants within the Custody Operations Command will comply with Orange County Sheriff's Department policy 608 (Confidential Informants).

a) Confidential Informant Definitions
   1. Anytime a person is directed by a deputy/investigator for any reason, whether on one occasion or on a continuous basis, to secure information on criminal activity;

2. Anytime a person is offered, promised or receives compensation, either in the form of financial compensation or any other benefit, for information or any task performed;
3. Anytime a person is offered, promised or receives a Letter of Consideration on a pending criminal case.

b) Types of Informants
   1. In-custody Informant - An In-custody Informant is an inmate who provides information or testifies about matters another defendant told him/her while both were in custody. (Penal Code sections 1127a, 1191.25, and 4001)
   2. Defendant Informant – A Defendant Informant is an informant who has a pending criminal matter, including probation and/or parole violations. A Defendant Informant also includes an individual who has been prosecuted, convicted and is awaiting sentencing. A Defendant Informant provides information in exchange for a benefit or consideration, such as a Letter of Consideration, in their pending criminal matter.
   3. Confidential Jail Informant - A Confidential Jail Informant is an inmate who acts under the specific direction of a deputy/investigator to secure information related to inmate/criminal activity or is offered, promised, or receives a benefit, financial compensation, or a letter of consideration on a pending criminal case; for information or any task performed.

c) Informant Screening
   1. When a Deputy has contact with an inmate who expresses a desire to be an informant, the following protocols shall be followed:
      i. Refer the inmate's request/information to the Custody Intelligence Unit (CIU). The CIU Sergeant will evaluate the request based on safety, security and the credibility of the information to be provided.
      ii. If the information is determined to best benefit an OCSD investigative detail or outside agency, the CIU Sergeant will forward the information, once vetted, to the appropriate OCSD detail or outside agency.
      iii. If the information is jail-related and it is determined Custody Operations personnel should manage the informant, the handling deputy will coordinate with CIU prior to contacting the Orange County Informant Index (OCCII) Coordinator to receive approval to use the informant.
      iv. Any time an informant is used in the jail, Sheriff's personnel will work in conjunction with CIU to review the proposed use of the informant to ensure it does not involve eliciting information from the target regarding the target's current criminal case.
      v. Deputies within the jail system who handle/manage informants shall comply with OCSD Policy 608 and CCOM policy 2800.3.
      vi. Informants will have the approval of the CIU Sergeant, and be signed up per OCSD policy 608.5 prior to utilization. However, if a new, unsigned informant can provide information that is critical to a major and quickly developing investigation, the informant can be used prior to being signed up with the approval of the CIU Sergeant or the deputy's immediate supervisor. The informant shall be signed up as soon as practical after the investigation is initiated.
      vii. Any benefit or consideration given to an informant in any Orange County Jail will be reported to the informant's handler and documented in the informant's file per OCSD policy 608.

viii. All information provided by an informant and an outcome from the action taken related to that information will be documented on an intra-department memo addressed to the CIU Sergeant. This memo will be kept in the informant's file, which will be maintained by the CIU Sergeant.

d) Sources of Information
   1. A Source of Information (SOI) is an inmate who provides information to law enforcement regarding criminal activity, or any non-criminal activity related to jail security; but has not been directed to do so by law enforcement and has not requested, been offered, nor received any benefit or consideration in return for the information. A Source of Information is not considered an informant.
   2. When a deputy receives information from a (SOI) the following protocols shall be followed:
      i. The deputy will be responsible for debriefing the potential SOI and vetting the information. If the information appears credible and the deputy wishes to act upon the information, he/she will notify the CIU Sergeant.
      ii. The CIU Sergeant will confirm the SOI does not meet the definition of an informant.
      iii. All Sources of Information will be issued a Source Control Number (SCN). This is a permanent number that is specific to the individual SOI. The SCN consists of the letters SCN, followed by the last two digits of the current calendar year, a hyphen, and a sequential number [redacted] All SOI files will be maintained by the CIU Sergeant. The file will be tracked via the SCN. All information provided by the SOI and an outcome from the action taken related to that information will be documented on an intra-department memo addressed to the CIU Sergeant. This memo will be kept in the SOI's file.
      iv. A copy of any Department Report generated as a result of information provided by the SOI will be maintained in the SOI file.
      v. The SOI file will contain a copy of the sources CII, FBI, Driver's License, contact information, and a recent photograph.
      vi. If an SOI provides information to Sheriff's personnel on more than one occasion, the CIU Sergeant will be notified. The CIU Sergeant will review the SOI file and interview the SOI in order to determine if the SOI is actually giving information in an attempt to gain favor with the Court, which could be a benefit to the SOI, to be used during the penalty phase of his/her criminal case. If so, the SOI should be treated as a de facto Informant and handled accordingly.

e) Documentation and Criminal Case Filing
   1. Whenever information obtained from a CI or SOI results in a criminal case being forwarded to the District Attorney's Office for filing, the District Attorney's Office must be notified of the CI or SOI's involvement in the case. In order to ensure the District Attorney's Office is notified of the CI or SOI's participation in a timely and proper manner, deputies assigned to the Custody Operations Command shall do the following:
      i. Upon completion, the original initial crime report and/or related original follow-up report(s) will be forwarded to the CIU for review.
      ii. The deputy who wrote the report will brief the CIU investigator regarding the CI or SOI's involvement in the case.

iii. Once reviewed, the deputy will have the report signed and approved by their immediate supervisor. After supervisor approval, the deputy will return the original reports to the CIU.
iv. The CIU investigator will confirm the information provided by the CI or SOI has been properly documented in the CI's file or the SOI's file.
v. The CIU investigator will prepare the criminal case and present it to the District Attorney's Office for filing. The CIU investigator will brief the filing deputy district attorney regarding the use of the CI or SOI.
vi. The CIU Sergeant will ensure all associated reports are forwarded to the Support Services Division, Records and Information Services Bureau.
vii. When a deputy is required to testify in any subsequent court proceedings, the deputy will contact the deputy district attorney named in the subpoena and confer with him/her regarding the use of the CI or SOI prior to taking the stand and testifying.

2800.4 – In-custody Operations

In-custody operations include, but are not limited to, the placement of an undercover agent or informant in the jail (commonly referred to as a Perkins Operation) or covert audio/video recording within the Custody Operations Command. This does not include the covert recording of visits and phone calls.

a) Orange County Sheriff's Department Operation: Any OCSD unit wishing to conduct an in-custody operation will obtain prior approval from the Sheriff or his/her designee.
    1. The deputy/investigator conducting the operation will be solely responsible for coordination with The District Attorney's Office and any other state, federal, or local agency.
    2. At all levels of approval, Sheriff's personnel will review the proposed operation to ensure it does not violate the inmate's Sixth Amendment rights, which prohibit the government from deliberately eliciting incriminating statements from the defendant after the Sixth Amendment right to counsel attaches. See Massiah v. United States, 377 U.S. 201 (1964). The Sixth Amendment right to counsel attaches when a criminal complaint is filed against the defendant or the defendant is indicted by the Grand Jury.
        i. The CIU Sergeant, in consultation with the Special Services Bureau Commander, will also review the proposed operation to ensure it is compliant with the law.
        ii. If there are legal questions regarding the proposed operation, guidance will be sought from County Counsel and/or the District Attorney's Office.
    3. A master department report (DR) number will be drawn for each operation.
    4. Any inmate movement required to assist in the operation will be approved by the Classification Sergeant and documented on the classification tread.
    5. The CIU will generate, update and maintain an in-custody operation file. The file will be kept in [redacted]. The file will include a copy of the executed In-Custody Operation agreement or approval letter, a copy of any operational plans, documentation of any and all movement generated by the operation and a copy of any and all reports generated by OCSD jail personnel as a result of the operation. The file will also contain the name and contact information for any and all informants used in the operation and the case agent/handler's name and contact information.
    6. CIU will maintain a case log which will document the beginning and ending date and time of the operation.

7. The file will be maintained for a period of three years from the termination of the operation. If any cases result from the operation, the file will not be destroyed until the court proceedings and any appeal are final. The CIU Sergeant will be responsible for confirming with the prosecutorial agency that the case is final and that the defendant's appellate rights have expired.

b) Outside Agency Request: Any outside agency requesting the assistance of the OCSD with an in-custody operation involving the use of an informant or undercover agent will submit an In-Custody Operation Agreement and abide by all terms and conditions of the agreement. The agreement will be reviewed and approved by the Assistant Sheriff of Custody Operations or his/her designee and the Sheriff or his/her designee prior to any action being taken by members of the OCSD. Any outside agency requesting the assistance of the OCSD with the covert recording of any area within the Custody Operations Command will coordinate the operation with CIU. Prior to any action being taken the agency will obtain written approval from the Assistant Sheriff of Custody Operations or his/her designee.
   1. The agency conducting the operation will be solely responsible for coordination with the District Attorney's Office and any other state, federal, or local agency.
   2. At all levels of approval, Sheriff's personnel will review the proposed operation to ensure it does not violate the inmate's Sixth Amendment rights, which prohibit the government from deliberately eliciting incriminating statements from the defendant after the Sixth Amendment right to counsel attaches. See Massiah v. United States, 377 U.S. 201 (1964). The Sixth Amendment right to counsel attaches when a criminal complaint is filed against the defendant or the defendant is indicted by the grand jury.
      i. The CIU Sergeant, in consultation with the Special Services Bureau Lieutenant, will also review the proposed operation to ensure it is compliant with the law.
      ii. If there are legal questions regarding the proposed operation, guidance will be sought from County Counsel and/or the District Attorney's Office.
   3. A master department report (DR) number will be drawn for each operation. All OCSD reports and evidence for the operation will be maintained under that DR.
   4. Any inmate movement required to assist in the operation will be approved by the Classification Sergeant and documented on the classification tread.
   5. The Custody Intelligence Unit will generate, update and maintain an in-custody operation file. The file will be kept in a [redacted]. The file will include a copy of the executed In-Custody Operation agreement or approval letter, a copy of any operational plans, documentation of any and all movement generated by the operation and a copy of any and all reports generated by OCSD jail personnel as a result of the operation. The file will also contain the name and contact information for any and all informants used in the operation and the case agent/handler's name and contact information.
   6. CIU will maintain a case log which will document the beginning and ending date and time of the operation.
   7. The file will be maintained for a period of three years from the termination of the operation. If any cases result from the operation, the file will not be destroyed until the court proceedings and any appeal are final. The CIU Sergeant will be responsible for confirming with the prosecutorial agency that the case is final and that the defendant's appellate rights have expired.

2800.5 – Communication Covers

a) A Communication Cover is an authorization from the Custody Operations Commander allowing a specific inmate's incoming and outgoing non-legal mail; non-official visits; and non-official telephone calls to be recorded, copied, or monitored by Sheriff's staff.
   1. Communications between an inmate and their attorney, doctor, or clergy will not be recorded, copied, or monitored by any Sheriff's personnel.

b) Law enforcement personnel may submit a written request for a communication cover to the Custody Operations Commander. The request will include a justification for the communication cover. OCSD personnel will submit their request on an Intra-Department memorandum. Outside agencies will submit their requests on their department letter head.
   1. A communication cover may be authorized to maintain the security of the facility (i.e., threats to inmates, staff, or possible escape risk), or ongoing criminal activity involving public safety, (e.g., extortion, threat of assault or harm, witness intimidation, contract death threats, narcotics activity, etc.).
   2. After receiving the returned request, the Custody Intelligence Unit (CIU) Sergeant or his/her designee will notify the requestor of the approval or denial of the communication cover. This notification will also provide pickup and maintenance information.
   3. If approved, the Mailroom will make a copy of the inmate's incoming and outgoing mail and forward the original to the addressee. CIU staff will pick up the copies from the respective mailroom. Visits will be recorded by assigned staff and collected by the CIU. Recordings of telephone calls will be made by CIU staff.
      i. CIU staff will schedule and coordinate the pick-up or delivery of these items to the approved requestor.
   4. Approved communication covers will be valid for three months. Requests to extend the communication cover another three months must be submitted upon or prior to the expiration of the current authorization.
   5. Communication covers must be picked up regularly. If a pick-up has not been made for two weeks, it will be assumed that the urgent justification for the communication cover no longer exists and the communication cover will be discontinued.

Policy 2900 – PREA/LGBTI Inmates

2900.1 – General/Definitions

The Prison Rape Elimination Act (PREA) of 2003 is a federal law that provides guidelines to detect, prevent, identify and deter incidents of sexual abuse and sexual assault in detention facilities. The law was enacted to establish a zero tolerance standard for incidents of sexual assault/rape in correctional facilities and establishes national standards for the detection, prevention, reduction, and punishment of sexual assault/rape in a custodial setting.

The Orange County Sheriff's Department has zero tolerance for all forms of sexual abuse, conduct and assault. This includes sexual harassment between staff, volunteers, contractors, visitors, and inmates. All allegations of sexual conduct will be investigated. The department will impose appropriate disciplinary sanctions and initiate criminal charges against individuals committing sexual assault/rape.

Definitions:

Gender: a socially constructed concept classifying behavior as either "masculine" or "feminine," unrelated to one's external genitalia.

Gender Expression: a person's expression of their gender identity, including appearance, dress, mannerisms, speech and social interaction.

Gender Identity: distinct from sexual orientation and refers to a person's internal, deeply felt sense of being male or female.

Gender Non-Conforming: gender characteristics and /or behaviors that do not conform to those typically associated with a person's biological sex.

Gender "Norms": the expectations associated with "masculine" or "feminine" conduct, based on how society commonly believes males and females should behave.

Intersex: a condition in which a person is born with external genitalia, internal reproductive organs, chromosome patterns, and/or an endocrine system that does not fit typical definitions of male or female.

LGBTI: acronym for a group of sexual minorities including lesbian, gay, bisexual, transgender, and intersex individuals.

Medical Practitioner/Mental Health Practitioner: a medical practitioner or mental health practitioner is a professional who, by virtue of education, credentials, and experience is permitted by law to evaluate and care for patients within the scope of his or her professional practice. A qualified medical practitioner or qualified mental health practitioner refers to such a professional who has also successfully completed specialized training for treating sexual abuse victims.

Need to Know: a criterion for limiting access of certain sensitive information to individuals who require the information to make decisions or take action with regard to an inmate's safety or treatment or to the investigative process.

Sex: one's anatomical make-up, including external genitalia, chromosomes and reproductive system. The State of California also defines sex as one's gender, gender identity, or gender expression.

Sexual Identity: the sex that a person sees themselves as. This can include refusing to label oneself with a sex.

Sexual Orientation: romantic and/or physical attraction to members of the same or different sex.

Transgender: a person whose gender identity differs from their sex at birth.

Transgender Female: a person whose birth sex was male, but understands herself to and desires to live her life as female.

Transgender Male: a person whose birth sex was female, but understands himself to be and desires to live his life as a male.

Transsexual: a person whose physical anatomy does not match his or her gender identity, and seeks medical treatment (sex reassignment surgery or hormones or combination thereof).

Victim Advocate: an individual, who may or may not be affiliated with the department that provides victims a range of services during the forensic exam and investigatory process. These services may include emotional support, crisis intervention, information and referrals and advocacy to ensure that victim's interests are represented, their wishes respected and their rights upheld.

Volunteer: an individual who donates his or her time and effort on a recurring basis to enhance the activities and programs of the department.

2900.2 - PREA Coordinator/Manager/Watch Commander Duties

a) The Orange County Sheriff's Department Custody Operations Commander shall designate a PREA Coordinator to oversee department compliance efforts. The person selected for this position shall be trained on PREA, as well as have the knowledge and skills necessary to evaluate and implement PREA compliance policies and protocols.
b) The duties of the PREA Coordinator shall include:
    1. Development and revision of existing policy and training to better prevent, detect, and respond to incidents of sexual abuse.
    2. Assembling a team of subject matter experts to ensure all department division entities are represented to maintain overall compliance.
    3. Oversee all PREA training, tracking and documentation of all staff.
    4. Review all complaints, grievances and reports related to incidents of sexual abuse.
    5. Monitor the treatment of any staff member and inmate who has reported an allegation of sexual abuse or sexual harassment or who cooperated with a sexual abuse/harassment investigation for 90 days following the allegation. If the allegation is determined to be unfounded the monitoring shall cease. The monitoring will include interviewing the staff member and inmate to review his/her perception of retaliation for the allegation or cooperation in the investigation. This interview will be documented. The PREA Coordinator will also monitor any inmate disciplinary reports, housing or program changes. If retaliation is detected immediate corrective action will be taken and documented. Corrective action may

include (but is not limited to) any of the following: facility transfer, housing unit change, removal of alleged staff or inmate abuser from contact with the victim, and /or emotional support services.

6. Ensure all relevant data is collected, recorded and submitted for the annual DOJ Survey of Sexual Violence and PREA survey.
7. Serve as the chairperson of the PREA Review Team. Ensure review and report of findings and corrective actions are completed following each incident.
8. Ensure all inmates are informed of department policy and are afforded multiple avenues for reporting incidents of sexual harassment and abuse.
9. Work with auditing entity and provide necessary information.

c) PREA Manager/Liaison

1. Individual facilities shall designate a PREA Manager/Liaison to represent their respective facility. The person selected for each of these positions shall be trained on PREA, and will report directly to the department's PREA Coordinator with regard to PREA audits and compliance protocols and policies.

2900.3 - Prevention Planning

a) The following pro-active measures and operations have been implemented, with the intent of preventing and establishing methods to prevent sexual abuse:

1. When staff learns that an inmate is subject to a substantial risk of imminent sexual abuse, immediate action will be taken to protect the inmate.
2. Utilize a staffing plan that provides for adequate staffing and video monitoring to protect inmates against sexual abuse.
3. Establish separate holding for juveniles from adult inmates.
4. Shall not conduct any cross-gender search or observation unless in accordance with CCOM 1710.4 and 1720.
5. Enable inmates to shower, perform bodily functions, and change clothing without non-medical staff of the opposite biological sex viewing their breast, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Except in circumstances where there would be an impact to safety and security, modesty screens shall be placed strategically in areas that prevent incidental viewing. In order to minimize cross gender exposure, staff of the opposite biological sex shall announce their presence when entering the housing unit. This announcement is required at the beginning of each shift and/or when the status quo within the housing unit changes. This will allow the inmate to take into consideration that staff of the opposite gender may be present when performing bodily and bathing functions.
6. Ensure inmates with physical, intellectual or psychiatric disabilities have an equal opportunity to participate in, or benefit from all aspects of prevention, detection and response to sexual abuse and harassment.
7. Conduct extensive criminal background and records checks to prevent hiring, promoting and/or enlisting the services of anyone who may have contact with inmates and who has engaged in sexual abuse in an institutional setting; or has been convicted of, or has been civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force or coercion or if the victim did not consent or was unable to consent. A psychological evaluation will also be conducted prior to the hiring of any new employees.
8. Upon design planning, modification or expansion of a new or existing lockup, consider the effect of the design, modification or expansion upon the Department’s ability to protect

inmates from sexual abuse. Consideration will be given to staffing levels, placement of video monitoring systems, and assignment of staff in areas where they may be monitoring inmates of the opposite gender.

2900.4 - Responsive Planning

a) An administrative and/or criminal investigation will be conducted for all allegations of sexual abuse and sexual harassment. The department shall employ multiple protection measures, such as housing changes or facility transfers for inmate victims or abusers, removal of alleged staff or inmate abusers from contact with victims and emotional support services for staff who fear retaliation for reporting sexual abuse or harassment or for cooperating with investigations.

2900.5 - Training of Employees, Volunteers and Contractors

a) All employees, volunteers and contractors who may have contact with inmates, will be trained on the Department's zero-tolerance policy regarding sexual abuse and sexual harassment. All sheriff's employees, volunteers and contractors who may have contact with inmates will receive PREA training, upon new hire/contract, and refresher training every two years.

b) PREA Training will be included in the academy curriculum and employee orientation, as well as through briefing training, and training bulletins. A department PREA website has also been established for use as a reference.

c) Staff training shall consist of and include the following:
   1. The Department's zero tolerance policy for sexual abuse and sexual harassment;
   2. How to fulfill their responsibilities under the Department's sexual abuse and sexual harassment prevention, detection, reporting and response policies and procedures;
   3. Inmates' right to be free from sexual abuse and sexual harassment;
   4. The right of inmates and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
   5. The dynamics of sexual abuse and sexual harassment in confinement;
   6. The common reactions of sexual abuse and sexual harassment victims;
   7. How to detect and respond to signs of threatened and actual sexual abuse;
   8. How to avoid inappropriate relationships with inmates;
   9. How to communicate effectively and professionally with inmates, including LGBTI, or gender non-conforming inmates; and
   10. How to comply with relevant laws related to mandatory reporting of sexual abuse.

d) Special Victims investigators shall receive specialized training in techniques for interviewing sexual abuse victims, sexual abuse evidence collection in confinement settings and the criteria and evidence required to substantiate a case for administrative action or prosecution referral.

e) Training shall be documented through employee signature that they understand the training they received.

f) Volunteers and contractors who have contact with inmates will be trained on their responsibilities under the Department's sexual abuse and sexual harassment prevention, detection, and response policies and procedures. The level and type of training provided to volunteers and contractors will be based on the services they provide and level of contact they have with inmates, but all volunteers and contractors who have contact with inmates will be notified of the Department's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents. Training shall be documented through volunteer and contractor signature that they understand the training they have received.

2900.6 – Inmate Education

a) Inmates shall receive education about PREA which will consist of and include the following:
   1. During the intake process, inmates will be informed of the department's zero-tolerance policy regarding sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment. Inmates will also be informed of their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and how the Department responds to such incidents. The information will be provided to the inmates via the inmate orientation video, posted signage, and orientation pamphlets. Information will be provided in English, Spanish, and Vietnamese. Videos are closed captioned for hearing impaired inmates. For visually impaired inmates, contact the ADA Deputy for accommodations. Signage will also be posted in inmate housing, as well as conspicuous areas throughout the facility.
   2. The Department will maintain documentation of inmate participation in this PREA education.

2900.7 - Screening for Risk of Sexual Victimization and Abusiveness and Use of Screening Information

a) All inmates will be screened to assess their risk of being sexually abused by other inmates or sexually abusive towards other inmates. The Department will use information from the screening to inform housing, bed, work, education and program assignments with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive.
   1. The screening will be completed within 72 hours of the inmate's arrival utilizing an objective screening instrument.
   2. Classification and Correctional Health Services (CHS)/HCA will share information obtained, on a need to know basis, to ensure inmates are assessed and identified appropriately, in order to ensure their safety and initiate any necessary support services. CHS/HCA has developed their own protocol for operational procedures and response.
   3. Prior to placing inmates together in a holding cell, staff shall consider whether, based on the information before them, an inmate may be at a high risk of being sexually abused and, when appropriate, take necessary steps to mitigate any such danger to the inmate.
   4. The classification screening will consider, at a minimum, the inmate's physical characteristics (build and appearance), age, whether the inmate has a mental, physical or development disability, previous assignment in specialized housing, alleged offense and criminal history, whether the inmate is perceived to be LGBTI or gender non-conforming, whether the inmate has previously experienced sexual victimization, the inmate's own perception of vulnerability, or concerns expressed by the inmate. A transgender or intersex inmate's own views with respect to his or her own safety shall be given serious consideration.
   5. Inmates may not be disciplined for refusing to answer or failing to provide information in response to screening questions.
   6. Within 30 days from the inmate's arrival, classification will reassess the inmate's risk of victimization or abusiveness based upon any additional, relevant information received since intake screening.
   7. Lesbian, Gay, Bisexual, Transgender, or Intersex (LGBTI) inmates will have housing and programming assigned by individual assessment on a case by case basis after consideration of whether the placement will ensure the inmate's health and safety and whether the placement would present management or security problems.
   8. Inmates at high risk of sexual victimization shall not be placed in involuntary segregated housing unless a review of all available housing alternatives has shown that there are no other

means of protecting the inmate. If an involuntary segregated housing assignment is made, the deputy conducting the classification screening shall clearly document the basis for the facility's concern for the inmate's safety and the reason why no alternative means of separation can be arranged. A review will be conducted every 30 days to determine if ongoing involuntary segregated housing is needed.

9. If segregated housing is used, the inmate shall have access to programs, privileges, education and work opportunities for which he/she is otherwise eligible. If the Classification Deputy restricts access to programs, privileges, education, or work opportunities the Classification Deputy shall document the limitations imposed, the duration of the limitations, and the reasons for the limitations.
10. Housing and programming for Transgender and Intersex inmates will be reassessed every 6 months on an individual basis to review any threats to safety experienced by the inmates.
11. Intersex or transgender inmates will not be searched or physically examined for the sole purpose of determining their genital status. If the inmate's genital status is unknown, it may be determined during conversations with the inmate, by medical staff reviewing medical records, or if necessary, by a broader medical examination conducted in private by a medical practitioner.

2900.8 - Inmate Reporting

a) Inmates can privately report sexual harassment and sexual abuse, retaliation by other inmates or staff for reporting sexual harassment and sexual abuse and staff neglect or violation of responsibilities that may have contributed to such incidents.

b) Inmates may report sexual abuse or sexual harassment verbally or in writing to any staff member. There is no time limit on when an inmate may report or submit a grievance regarding such incident. Inmates are not required to use the grievance process or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse. Inmates who allege sexual abuse are not required to submit a grievance to a staff member who is the subject of the complaint and such grievance will not be referred to a staff member who is the subject of the complaint.

c) Inmates will have at least one way to report harassment or abuse to a public or private entity or office that is not part of the department and is able to receive and immediately forward inmate reports of sexual harassment and sexual abuse to department officials, allowing the detainee to remain anonymous upon request. The Orange County Sexual Assault Network will be designated as a third party for independent reporting. The Orange County Sexual Assault Network number will be posted in the inmate housing locations.

d) Each Facility will maintain a 24-hour message line for anonymously reporting PREA incidents.
   1. Each facility will designate a sergeant to check the message line at least once per shift.
   2. Checks of the message line will be documented on the Custody Operations Supervisor's Log noting the time the check was made, the name of the personnel who checked, and the number of messages received.
   3. Any information left on the message line will be immediately investigated to the fullest extent possible.

e) Inmate with disabilities or limited in English proficiency, have equal opportunity to participate in or benefit from all aspects of the Department's efforts to prevent, detect and respond to sexual abuse and sexual harassment. Interpreters will be provided to ensure effective communication. Inmates will receive information verbally, through the inmate orientation video, housing posted signs and upon individual request made to staff.

2900.9 – Staff Reporting and Response to Incidents of Sexual Abuse and Sexual Harassment

a) All staff is required to immediately report any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in a facility or program providing services to inmates under the jurisdiction of the Department; instances of retaliation against inmates or staff who reported such an incident; and any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.
b) Staff shall report all incidents or allegations to their sergeant or supervisor. If non-sworn, the supervisor shall report the incident to a sworn staff member. Apart from reporting to designated Department members, staff shall not reveal any information related to a sexual abuse report to anyone other than to the extent necessary, as specified, to make treatment, investigation, and other security and management decisions.
c) Staff shall accept reports made verbally, in writing, anonymously and/or from third parties, and promptly document any of these verbal reports.
d) When an incident is reported or suspected, staff shall separate the alleged victim and abuser.
e) Staff conducting the investigation shall notify the Watch Commander, Department Commander and Investigations if Investigations is needed.
f) Staff conducting the investigation shall offer victim services, if applicable.
g) Inmates involved will have their classification reevaluated to determine appropriate housing.
h) If the alleged sexual assault is reported or discovered prior to 72 hours after the incident, secure and preserve any crime scene until appropriate steps can be taken to collect any evidence. In addition, the victim should be asked if they retained any evidence of the assault (e.g., soiled bedding, clothing, etc.)
i) Notify facility medical staff to coordinate necessary medical and social services. If the abuse occurred within 120 hours, the alleged victim shall be taken to an appropriate medical facility for a Sexual Assault Response Team (SART) examination.
j) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim and ensure that the alleged abuser not take any actions that could destroy physical evidence, including, as appropriate: washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.
k) Upon receiving an allegation that an inmate was sexually abused while confined in a facility or program not under the jurisdiction of the Orange County Sheriff's Department, staff who received the allegation shall notify the Department Commander. The Department Commander will notify in writing the head of the facility or appropriate office of the agency where the alleged abuse occurred. Such notification shall be provided as soon as possible but no later than 72 hours after receiving the allegation.
l) Retaliation against employees or inmates who report incidents of sexual abuse or sexual harassment as well as retaliation against those who cooperate with investigations will not be tolerated and will result in disciplinary action and/or criminal prosecution. Retaliation includes, , but is not limited to, coercion, threats of punishment, or any other activity intended to discourage or prevent an employee or inmate from reporting the incident or cooperating with the investigation of an incident.
m) Watch Commanders
    1. Upon discovery of an incident which falls under this policy, the facility Watch Commander will notify the PREA Coordinator and the Facility Manager/Liaison of the incident via electronic mail and/or telephone.
        i. Each incident will be classified by the facility Watch Commander into one of the following categories:

A. NON-CONSENSUAL SEXUAL ACTS:
    1. Sexual contact of any person without his or her consent, or of a person who is unable to consent or refuse; AND contact between the penis and the vulva or the penis and the anus including penetration, however slight; OR contact between the mouth and the penis, vulva, or anus; OR penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
B. ABUSIVE SEXUAL CONTACT:
    1. Sexual contact of any person without his or her consent, or of a person who is unable to consent or refuse; AND intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person (excluding incidents in which the contact was incidental to a physical altercation).
C. SEXUAL HARASSMENT BY ANOTHER INMATE:
    1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another.
D. STAFF SEXUAL MISCONDUCT:
    1. Any behavior or act of a sexual nature directed toward an inmate by an employee, volunteer, contractor, official visitor or other agency representative (excluding family, friends or other visitors). Sexual relationships of a romantic nature between staff and inmates are included in this definition. Consensual or nonconsensual sexual acts include: Intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks that is unrelated to official duties or with the intent to abuse, arouse, or gratify sexual desire; OR Completed, attempted, threatened, or requested sexual acts; OR Occurrences of indecent exposure, invasion of privacy, or staff voyeurism for reasons unrelated to official duties or for sexual gratification.
E. STAFF SEXUAL HARASSMENT:
    1. Repeated verbal comments or gestures of a sexual nature to an inmate by an employee, volunteer, contractor, official visitor, or other agency representative (excluding family, friends, or other visitors). Including but not limited to: Demeaning references to gender; or sexually suggestive or derogatory comments about body or clothing; OR Repeated profane or obscene language or gestures.

2900.10 - Medical and Mental Health Care

a) Victims of sexual abuse shall receive timely, unimpeded access to emergency medical and mental health treatment. Treatment services shall be provided to the victim regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

2900.11 - Investigations

a) All allegations of sexual abuse and harassment will be investigated promptly, thoroughly and objectively, including third-party and anonymous reports.

1. The Special Victims Unit will investigate and conduct criminal investigations conducted within jail facilities.
2. Any responding investigator will have completed specialized training in conducting sexual abuse investigations.
3. Internal Affairs will conduct administrative investigations.

b) If a criminal investigation is warranted, investigators shall gather and preserve direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data; shall review prior complaints and reports of sexual abuse involving the suspected perpetrator.
c) When the quality of evidence appears to support criminal prosecution, the investigator shall conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
d) The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as a detainee or staff.
e) No inmate who alleges sexual abuse will be required to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation.
f) Administrative investigations shall include an effort to determine whether staff actions or failures to act contributed to the abuse. They shall be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments and investigative facts and findings. Substantiated allegations of conduct that appears to be criminal shall be referred for prosecution. The departure of an alleged abuser or victim from the employment or control of the department shall not provide basis for terminating an investigation.

2900.12 - Notification to Inmates

a) Following an investigation into an inmate's allegation of sexual abuse, the inmate shall be notified as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.
b) If the Department did not conduct the investigation, it shall request the relevant information from the investigative agency in order to inform the inmate.
c) Following an inmate's allegation that he or she has been sexually abused by another inmate, the Department shall subsequently inform the alleged victim whenever:
    1. The Department learns that the alleged abuser has been indicted or convicted on a charge related to sexual abuse within the facility.
d) Unless unfounded, following an inmate's allegation that a staff member has committed sexual abuse against the inmate, the Department shall inform the inmate of the following:
    1. Whether or not the staff member is assigned to the inmate's housing area.
    2. Whether or not the staff member is assigned to that facility.
    3. The Department learns that the staff member has been indicted on a charge related to sexual abuse within the facility.
    4. The Department learns that the staff member has been convicted on a charge related to sexual abuse within the facility.
e) All such notifications or attempted notifications under this section shall be documented.
f) The Department's obligation to notify the inmate shall terminate if the inmate is released from custody.

2900.13 - Discipline

a) Staff shall be subject to disciplinary sanctions up to and including termination for violating Department sexual abuse or sexual harassment policies. Termination shall be the presumptive disciplinary sanction for staff who has engaged in sexual abuse.

b) Disciplinary sanctions for violations of policies relating to sexual abuse or sexual harassment (other than actually engaging in sexual abuse) shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history and the sanctions imposed for comparable offenses by other staff with similar histories.
c) Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with detainees and be reported, unless the activity was clearly not criminal.

2900.14 - Review

a) A review will be conducted by the PREA Review Team upon conclusion of every sexual abuse investigation or as directed by the PREA Coordinator. This is to include allegations which have not been sustained, unless the allegation has been determined to be unfounded. Reviews shall ordinarily occur within 30 days of the conclusion of the investigation. The review team shall include upper-level management officials, with input from line supervisors and investigators.
b) The review shall:
    1. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse
    2. Consider whether the incident or allegation was motivated by race, ethnicity, gender identity, LGBTI status, or perceived status, gang affiliation, or was motivated or otherwise caused by other group dynamics at the facility.
    3. Examine the area where the incident allegedly occurred to assess whether physical barriers in the area enabled abuse.
    4. Assess the adequacy of staffing levels in that area during different shifts.
    5. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.
    6. Prepare a report of findings.
    7. Provide the report to the Department PREA Coordinator, and the respective Facility Commander and PREA Manager where the incident occurred. The recipient Facility Commander shall implement recommendations for improvement or shall document reasons for not doing so.

2900.15 - Data Collection

a) Data will be collected by the PREA Coordinator for every allegation of sexual abuse under the direct control of the department and shall be aggregated at least annually. The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice, or any subsequent form developed and designated for jails.
b) The PREA Coordinator shall maintain, review and collect data as needed from all available incident based documents, including reports, investigation files and sexual abuse incident reviews. The Department shall obtain incident-base and aggregate data from any private agency with which it contracts for confinement of its detainees. Upon request, the Department shall provide all such data from the previous calendar year to the Department of Justice not later than June 30.
c) Data collected will be reviewed by the PREA Review Team in order to improve the effectiveness of its sexual abuse prevention, detection and response policies, practices and training including:
    1. Identifying problem areas.
    2. Taking corrective action on an ongoing basis.
    3. Preparing an annual report of its finding and corrective actions for each facility, relevant operational area, as well as the Department as a whole. Such report shall include a comparison of the current year’s data and corrective actions with those from prior years and shall provide an assessment of the agency’s progress in addressing sexual abuse.

4. The final report shall be reviewed by the Assistant Sheriff of Custody Operations and approved by the Sheriff, and be made available to the public via the public website. Specific material may be redacted from the report when publication would present a clear and specific threat to the safety and security of a facility but the nature of the material redacted must be indicated. Aggregated sexual abuse data from Department facilities will also be made available to the public at least annually via the public website. All personal identifiers will be removed from any aggregated sexual abuse data made publicly available.

d) The Department shall ensure all data collected is securely retained.
e) All sexual abuse data collected shall be maintained at least ten years after the date of the initial collection unless federal, state or local law requires otherwise.

2900.16 - Auditing and Corrective Action

a) Audits shall be conducted pursuant to PREA Prison and Jail Standards 115.401 – 115.405.
b) Annual audits shall cover at least one-third of OCSD correctional facilities pursuant to PREA Prison and Jail Standards 115.401 - 115.405.
c) A complete audit of all OCSD correctional facilities shall be conducted every three years pursuant to PREA Prison and Jail Standards 115.401 - 115.405.

For further information, refer to OCSD Department Manual/Custody and Courts Operations Manual sections:

a) Policy 328 - Policy Against Unlawful Harassment and Discrimination
b) Policy 375 - Transgender Policy
c) Policy 402 - Bias Free Policing
d) CCOM 1710.4 - Body Searches of Inmates
e) CCOM 1720 - Cross Gender Supervision

Policy 3000 - Intake Release Center

3000 - Intake

3000.1 - Telephones for New Bookings

1. Designated Phones
1. All inmates arriving at a jail facility may use designated telephones at the facility to make legally required calls at the earliest possible time (Per Penal Code 851.5).
2. Local Calls
1. Local telephone calls at the time of booking can be made on the phones marked "LOCAL CALLS" at no charge.
3. Collect Calls
1. Long distance calls can only be made collect to the receiving party on the phones marked "COLLECT CALLS."
4. Required Telephone Calls, Officer's Responsibility
1. Arrestees using telephones on the CJX exterior are still in the custody of the transporting officer(s) and it is the officer's responsibility to give the arrestee the opportunity to use the telephones.
2. Transporting officers should record the inmate's use of these telephones on the Pre- Booking Record.
3. If the required calls have not been completed it is imperative that all inmates be given the opportunity to make the calls at the earliest time possible.
    - Inmates will be allowed the use of telephones in the holding cells.
    - Inmates will be allowed the use of the phones in the module dayrooms at any time in order to complete the required calls.
4. Clearly visible signs will be posted by the telephones on the receiving dock stating that the arrestee has the right to free telephone calls within the local dialing area, or at his/her own expense if outside the local dialing area, to any or all of the following:
    - An attorney of their choice. If the arrestee has no money, the telephone number of the public defender, or other attorney assigned by the court to assist indigents, shall be posted. This phone call will not be monitored in any way.
    - A bail bondsman.
    - A relative or other person.
5. Telephone Calls Pursuant to California Vehicle Code 40304.5
1. The law requires that a person arrested on two (2) or less warrants for Failure to Appear on parking or infraction offenses, cannot be booked for three hours, and must receive three completed telephone calls in order to attempt to make bail. If the arrestee cannot post bail in that time frame, he/she will be booked as usual.
2. Persons arrested pursuant to this section shall be given the mandated telephone calls by the arresting agency/officer prior to placing him/her in the Uncuff holding area. Since this section specifically states that the arrestee may not be booked, photographed or fingerprinted until he/she has had the three phone calls, the back of the jail copy of the pre-booking record will be time stamped by the Receiving Deputy, and the arresting officer will sign off showing that the person to be booked has been offered those opportunities.
3. Under no circumstances will any arresting agency be allowed to place an arrestee inside Uncuff holding area unless the arrestee is to be booked, and the pre-booking form has been properly signed by the arresting officer.
6. Use of the Hearing Impaired Telephone (TDD)
1. A (TDD) "Porta Printer Plus" hearing impaired telephone device will be maintained inside the Watch Commander's office at the IRC. When a hearing impaired arrestee is received, he/she will be advised that the

device is available for use if desired. (The party being called must have a similar device in order to communicate).

2. Hearing impaired inmates housed in the CJX will be made aware of the availability of the device. Inmate requests to use the hearing impaired telephone will be handled as soon as practicable at the IRC's Receiving area. When a request to use the device is received, the device will be picked up from the Watch Commander's office, taken to the required area (Booking or Housing Guard Station), and returned to the Watch Commander's office when its use is completed.
3. The hearing impaired inmate requesting to use the device should be familiar with its operation. Booking Deputies and Guard Station Deputies will familiarize themselves with the device. Operating instructions are contained inside the carrying case.
4. A "Porta Printer Plus" hearing-impaired telephone unit will also be made available for any persons in the Visiting Lobby. A sign will be posted in the Visiting Lobby advising of the availability of the "Porta Printer Plus" hearing impaired telephone.

3000.2 - Receiving Corridor

a) Facilities for Arresting Officers

1. Necessary services and facilities will be provided to arresting officers to aid them in satisfying all pre-booking legal requirements for inmates.

b) Receiving Sally Port Entry

a) Upon entering the facility through the exterior double doors of the Central Jail Complex (CJX) Receiving Corridor, the officer with an arrestee must request permission from the Receiving Deputy to proceed into the sally port.
b) The electric sally port door is controlled by the Receiving Deputy who will open the door by [redacted]
c) The wall mounted speaker and a CCTV camera will assist the Receiving Deputy in determining if the officer and arrestee may enter the sally port.
d) At this point, the arrestee is still in the officer's custody.

c) Sobriety Testing Room

a) Officers using this room for male or female arrestees will make previous arrangements to meet a Lab Technician in the room.
b) Only personnel with authorization from the Crime Lab may utilize any of the equipment in this room.
    a. The telephone is to be used by Sheriff's Department personnel.
    b. Only the Crime Lab staff will empty the evidence locker.
c) Arrestees in this room are still in the immediate custody of the transporting officer(s) and must be restrained by handcuffs or similar devices.
d) Deputies will not provide assistance to outside agencies in restraining arrestees for purposes of testing, but may otherwise assist officers in regaining control of combative arrestees.
    a. No one shall forcibly take a blood sample from a subject while the subject is in any jail facility.
e) The [redacted] to the Sobriety Testing Room will be kept in the [redacted]

d) Medical Screening Station

1. All arrestees must be cleared by the medical staff in the medical screening station prior to being booked. Officers must request permission from the Receiving Deputy (by use of the intercom) in order to exit the sally port and enter the Medical Screening area.
2. Arrestees will be seated on the concrete bench at the Triage counter in preparation for the medical staff review.
3. Correctional Health Services (CHS) Staff personnel will complete the Intake Screening and Triage form on all arrestees. The arrestee's responses to the questions will be recorded on the form, which has been approved by the Facility Health Authority. The screening process will include information about:

a. Current illness and health problems, dental problems, venereal diseases or infectious diseases.
b. Medications being taken and/or special health requirements.
c. Use of alcohol or drugs, types of drugs; frequency and most recent use that resulted in problems (e.g., convulsions, etc.).
d. Current or past treatment for mental problems.
e. Any other physical problems of the arrestee.
f. CHS observations of the arrestee's behavior, alertness, appearance, deformities, marks, and/or ability to move.

4. Arrestee who refuse to be interviewed by the medical staff and appears to be medically acceptable for booking may be approved for booking. The transporting officer must sign the "Screening/Triage" form attesting to the officer's perception of the arrestee's health condition.
5. When medically approved for booking, the nurse will sign the form and mark it appropriately. The nurse will initial both the "ill or injured" and the "additional information" sections indicating that these areas have been evaluated. The form will be handed to the officer for delivery to the Receiving Deputy as part of the arrestee's jail records.
6. The Receiving Deputy will review the "ill or injured" and "additional information" sections to ensure that the medical staff has initialed them. The deputy will also ensure that any entries suggesting a mental health issue will be stamped in red at the top of the Pre- Booking form. If a required initial or stamp is not in place, the Receiving Deputy will not accept the booking, until the medical and/or mental staff can verify the form.
    a. All Pre-Booking forms, which contain an entry suggesting a mental health issue, will be copied and delivered to the Classification Deputies.
7. Arrestees requiring immediate medical attention not available at the CJX will not be booked until such treatment is administered. CHS will inform the arresting/transporting officer that he arrestee requires transport to a hospital for treatment. The arresting/ transporting officer will be required to arrange for the arrestee's transport to the hospital. If the officer refuses, he/she will be advised per Section 4015(b) of the California Penal Code that the CJX is not required to receive an arrestee until the arrestee's medical condition is such that the arrestee can be properly admitted into the jail. The medical screening nurse will make appropriate notations on the forms stating the reasons for hospital referral. Arrestees returned to the CJX after receiving such outside medical care must be re-examined by the medical screening staff.
8. Arrestees not requiring outside medical treatment, but who require follow-up medical or psychiatric treatment evaluation by the facility medical staff, will have their Pre-Booking forms marked in the "Medical Attention" box; the top of the form will be marked with "Medical." Any statements or entries made by the arresting agencies that suggest any form of mental impairment, will be marked "Mental Health" in red letters at the top of the Pre-Booking form. After completing the booking process, these arrestees may be referred by the medical staff to a medical module.
9. If an inmate needs to be seen by the doctor, nurse practitioner or mental health staff, and no one is available during the initial triage screening, the medical staff will place a florescent orange paper wrist band on the inmate, identifying the inmate as one requiring medical/mental evaluation These inmates will be returned to triage to be seen by the appropriate medical staff. Once properly un-cuffed, the inmates will be placed into a holding cell.
10. Correctional Health Services (CHS) will evaluate these inmates within two hours of their initial booking.
11. The Operations Sergeant will handle all inquiries concerning the condition and/or disposition of these inmates.
12. All requests by CHS for inmates to be escorted from the booking loop to the triage area will be made to the Receiving Deputy, who is responsible for directing and coordinating medical and mental health escorts from the booking loop to the triage/ medical area.

13. If CHS determines an inmate must be seen and his/her medical or mental health condition requires review before he/she is released, CHS will complete a medical or mental health HOLD form. This form will be attached to the inmate's pre-booking paperwork. A copy of the Mental/Medical Hold form will be given to the Receiving Deputy advising that the inmate will NOT be released until a Medical or Mental Health practitioner has removed the hold. The Receiving Deputy will advise the Uncuff Deputies/Medical Observation Deputy not to complete the Cite and Release paperwork until the "hold" has been properly removed. The "hold" form will remain attached to the inmate's booking paperwork regardless of whether the inmate is housed or released.
14. If the medical/mental screening involves partial or full undressing of an arrestee, the exam booths behind the screening counter will be used. CHS practitioners may request the presence of the transporting officer(s), deputies and/or the Operations Sergeant in situations in which the arrestee is uncooperative or otherwise problematic

e) Self-Booking

a) The Visiting/Reception Deputy/SSO will notify the Receiving Deputy that a deputy is needed to escort a "self-booking" inmate. No self-booking inmate will be refused without the Watch Commander's approval.
b) A deputy will properly search the self-booking inmate, and escort him/her to the Triage area.
    a. Disabled persons not able to access Triage via the Release corridor, may enter through the Pedestrian sally port.
c) All self-booking inmates will be escorted to the Medical Screening Station by a deputy; a CHS nurse will prepare medical screening forms and interview the inmate.
d) Self-booking inmates requiring medical treatment elsewhere will be transported by Transportation Deputies. The Receiving Deputy will notify the Transportation Dispatcher of the need to transport the inmate for medical treatment. Inmates requiring hospitalization will then be booked as a hospital booking.

f) Inmate Escort

a) Anytime a staff member escorts any number of inmates, an accurate headcount of all inmates shall be made before, during and upon completion of the escort. The staff member SHALL maintain direct visual contact at all times during the escort. If the staff member must engage in a task during the escort that will interrupt their direct visual supervision of the inmate(s) (e.g., unlocking doors, retrieving documents, etc.), an additional staff member must be present to maintain direct visual supervision until all inmates are secured and accounted for.

g) Arresting Officers with Uncooperative Arrestees

1. When the Receiving Guard Station Deputy is alerted to the possibility of an uncooperative arrestee in the vehicle sally port, he/she shall take the following steps:
    i. Immediately contact a Sergeant and/or the Watch Commander;
    ii. Send deputies to meet with the arresting officer in the Intake and Release Center Parking lot. One of the deputies shall have a video camera to document the incident. Absent an exigency, a Sergeant shall be present before the uncooperative arrestee is removed from the vehicle;
    iii. Until medically cleared, the uncooperative arrestee is still the responsibility of the arresting agency. However, nothing in this policy shall preclude Orange County Sheriff's Custody Staff with assisting the arresting agency with controlling the uncooperative arrestee;
    iv. Any said assistance resulting in a use of force will be documented according to policy.

3000.3 - Receiving Guard Station

a) Reviewing Documents
a) Deputies at the Receiving Guard Station will fully review all arrest documents and Pre- Booking forms presented by the arresting/transporting officers in order to ensure legal custody of the arrestee.
    a. If an arrestee is a sworn peace officer or an applicant for a position as a police officer, the Receiving Guard Station Deputy will notify the Watch Commander. The Watch Commander will make notification to the arrestee's agency. No notification will be made for non-sworn law enforcement employees.

b) Initial Documents Review

1. Officers with arrestee(s) will stop at the Receiving Guard Station, and will present to the Receiving Deputy the following:
    - Pre-Booking Record
    - Medical Screening Form
    - Declaration and Determination (Probable Cause for Warrantless Arrest)
    - The arrestee's current physical location (e.g., IRC, Hospital, other)
    - Any applicable legal detainer(s)
    - Property Inventory form
2. The Receiving Deputy will review each form for completion and accuracy.
3. The Pre-Booking Record must contain:
    - Arrestee's full name and birth date.
    - Aliases, any claimed injury.
    - Arresting agency name, date and time of arrest, arresting officer's name and badge number, arrestee's driver's license number and state of issuance.
    - Arrestee's place of birth, citizenship, occupation, social security number.
    - Sex, race, height, weight, hair color, eye color, build, complexion, marital status, telephone number.
    - Scars, marks, tattoos, amputations.
    - Home address, city, state, zip.
    - Next of kin name, phone number, relationship.
    - Address of relative.
    - Jurisdiction, charges, warrant, or case number
    - Telephone use by arrestee and verification by the officer.
4. Declaration and Determination (Probable Cause for warrantless Arrest) is required for all arrests that are felonies, misdemeanor arrests that are not cited and released, and misdemeanors that have any non-citable warrant or detainer attached.
    - Arrestee's full name and residence address
    - Birth date
    - Charges
    - Officer's name and agency
    - Booking number
    - Written summary outlining probable cause
    - Date/time of arrest
    - 36-hour expiration date/time
    - Current date and signature of Arresting Officer
5. Before an arrestee is accepted, the Receiving Deputy must confirm that a Probable Cause Declaration has been completed by the arresting agency. This can be confirmed one of two ways: Through the Probable Cause Declaration Portal, which will have record of electronically submitted Probable Cause Declarations, or a paper copy of the Probable Cause Declaration will be submitted when the arrestee is presented by the arresting agency. If the Receiving Deputy is provided a paper copy of the Probable Cause Declaration the Receiving Deputy will give the Receiving Correctional Services Technician (CST) or Correctional Services Assistant (CSA), the paperwork and he/she will distribute the Declaration as follows:
    - White - Inmate Records
    - Blue - Detention Release
    - Pink - Court
    - Goldenrod - Arresting Officer

6. The Medical Screening Form will be placed in a tray for pickup by the Medical staff.
    - The Receiving Deputy will confirm that:
        - The name and date of birth are accurate
        - The "Acceptable for Booking" block is checked
7. The nurse has signed that the inmate is acceptable for booking
8. The Receiving Deputy will:
    1. Determine if the charges are “bookable.”
    2. Verify that the arrestee is the subject identified on the Pre-Booking Record.
    3. Verify the officer's identity. Discrepancies on the Pre-Booking Record must be resolved with the officer. If the Receiving Deputy is notified by Uncuff Deputies that a strip/visual body cavity search will be performed on the arrestee, the Receiving Deputy will not book the inmate until the search is completed.
9. Once the Receiving Deputy has reviewed all documents, noted the arrestee’s physical location, and accepted the booking, the Receiving Deputy will hand the Pre-Booking Form to the Receiving CST or CSA who will input arrestee information into the computer. The computer will search the data base to determine if the person is a regular or a react booking and will assign a booking number as required. The Receiving Deputy will notify the Uncuff Deputies and 1st Floor Prowlers if the inmate is to be handled as either of the following:
    - Expedite Booking: In some instances an inmate may need to be expedited but may not require medical housing (e.g., late term pregnancies, insulin dependent diabetics, wheelchair bound, excessively obese or elderly and hospital returnees).
    - Civil bookings or remands: All Persons detained under a civil process shall not be kept or put in the same room with someone that has been detained under a criminal process (per Penal Code Section 4002). While on the booking loop, when a subject is secured in a holding cell, a "CIVIL" placard shall be placed on the holding cell door.
        - The Receiving Guard Station Deputy will assign an available deputy to escort the inmate through each phase of the booking process (e.g., ID, shower, classification, etc.). After the inmate has been classified, the assigned deputy will escort the inmate to his/her assigned housing location.
        - It is also the responsibility of the Receiving guard station deputy to notify the Operations Sergeant of all expedites.
        - A personal property and money inventory form will be generated.
10. The booking number will be printed on the Pre-Booking Form.

c) Bail Calculation

a) Bail: If the booking is pursuant to a warrant or other court document, the bail amount will be that which is documented on the warrant or court document. If the booking is a misdemeanor or a felony or a combination of charges without a warrant or other court document, compute the bail using the Misdemeanor or Felony Bail Schedule and use the highest bail amount.

b) Multiple Misdemeanor Charges:
    a. If the arrestee is charged with multiple misdemeanors (excluding vehicle code misdemeanors), bail amount will be established based upon the criminal offense having the highest bail amount listed in the Misdemeanor Bail Schedule.
    b. If the charges are multiple vehicle code misdemeanors, the bail is that of the highest single vehicular offense.

c) Combination of California Vehicle Code (CVC) and California Penal Code (CPC) misdemeanors:
    a. Use only the highest single misdemeanor bail amount.

d) Felony charges:

a. Bail amount will be established based upon the offense having the highest bail amount as listed in the Felony Bail Schedule.
b. If the arrestee is charged with a felony and a misdemeanor, the bail amount will be established based upon the felony offense having the highest bail amount listed in the Felony Bail Schedule. The arresting officer is permitted to book the arrestee to both the felony and misdemeanor.

e) Fugitive Charges:
   a. Section 1552.1 of the Penal Code has been amended to prohibit bail on a fugitive complaint on persons charged with an offense punishable by death or life imprisonment in the demanding state, or if the person has been convicted of a felony in that state and is alleged to have escaped or violated parole.
   b. Therefore, fugitive bookings of this nature will be listed as NO BAIL. All other fugitive bookings will carry a bail of $50,000.00 as specified in the bail schedule.
      i. List state in the charge block
      ii. Jurisdiction will be Central Justice Center (CJC) for Extradition Hearing
f) Governor's Warrant:
   a. There is no bail on a Governor's Warrant. Bail can be set only upon a Writ of Habeas Corpus proceeding and then only after the writ has been served upon the Division Commander of the Investigations Division, or, in his/her absence, the Patrol Watch Commander.
   b. If a notice of bail is received, the Records Manager, or, in his/her absence the Operations Sergeant, will be notified to determine whether the writ has been properly served.
g) Bail For Bond Surrender Bookings
   a. The bail amount on the original charge will be the bail amount to be posted.
h) Declaration In Support Of Motion to Increase Bail:
   a. The arresting officer may request that the arrestee's bail be increased.
   b. The Receiving Deputy will provide the arresting officer with a copy of the Declaration form upon request.
   c. "NOT SET" will be written in the bail box.
   d. The Receiving Deputy will staple the completed form to the Pre-Booking Record.
   e. Inmate Records will time stamp the Declaration at the time of booking.
   f. The Records Supervisor will notify the Pre-Trial Services Officer of the Declaration. The Pre-Trial Services Officer will contact the "on-call" judge, who will set bail.
   g. One copy of the Declaration will be given to the Pre-Trial Services Officer and one copy will be placed in the inmate booking file. The original will be placed in the appropriate court file for forwarding to the court.
   h. If the Declaration pertains to the booking charge, the Records clerk will use the "Other Activity" section of the History Card to document that a Declaration was filed, and the time and date it was filed according to the time stamp on the Declaration.
   i. When a copy of a Declaration is received with an inmate transferred from a city jail and the Declaration has been acted upon by the court, we will accept the Declaration and bail setting if the police department has noted the judge's name, the amount of bail set and the signature of the police officer accepting the bail settings.
   j. Refer to the applicable rule(s) in the Uniform Bail Schedule for infractions of the California Vehicle Code.
d) Booking Without a Warrant:

a) MISDEMEANOR: Single or multiple misdemeanor charges are acceptable if they are from the same jurisdiction and agency. Criminal and vehicle charges may be on the same Pre-Booking Record if requested by the arresting officer.
b) FELONY: Single or multiple felony charges are acceptable if they are from the same jurisdiction and agency.
c) MISDEMEANOR AND FELONY: Misdemeanor and felony booking charges are acceptable on the same Pre-Booking Record if they are from the same jurisdiction and agency. The arresting or transporting officer will be advised that

when a subject is booked by one agency, and there is a felony charged by another in-county agency, supplemental booking to that charge will be done on authority of a teletype requesting the booking and the charge to be booked. When booked to local charges and there is an out-of-county charge without a warrant, the Receiving Deputy will obtain the warrant or warrant abstract to be placed as a hold.

d) VIOLATION OF STATE PAROLE: (Not presently accepted into the CJX, however, if there is a change in policy approved by the Assistant Sheriff of Jail Operations, the following is applicable.) Use the applicable code section as furnished by the Parole Officer. Record the jurisdiction as Parole and Community Services. The arresting agency will normally be noted as Parole and Community Services, but may be a local police agency.

e) VIOLATION OF PAROLE-CALIFORNIA YOUTH AUTHORITY: Book the prisoner on a charge of "Violation of Parole - California Youth Authority" and record the jurisdiction as California Youth Authority (CYA). Accept the inmate only when the booking is by a CYA Agent, or upon a CYA written authorization (teletype must have physical description). In the latter case, the arresting agency books the inmate for CYA.

f) VIOLATION OF IMMIGRATION: (Not presently accepted. However, if the Assistant Sheriff of Custody Operations authorizes a change in policy, the following will be applicable.) The booking charge will be recorded as "Violation of Immigration," and the jurisdiction will be the Immigration and Customs Enforcement (ICE). The inmate will only be accepted when the booking is by an ICE Agent, or upon ICE written authorization (teletype must have physical description). In the latter case, the arresting agency would be the one booking the inmate for ICE.

g) MILITARY DESERTERS: Military Deserters are not accepted at any jail facility.

h) ENROUTE BOOKINGS: If approved by the Watch Commander, out-of-county or out-of-state law enforcement agencies may book an arrestee for a limited time while the inmate awaits transportation to another jurisdiction. The inmate will be booked as an "ENROUTE" booking. A criminal charge is not required. Jurisdiction will be the law enforcement agency having custody of the arrestee.

    a. A private transportation company must provide a court order from a California court directing OCSD to accept the prisoner as an ENROUTE booking.

i) LEGAL DOCUMENTS: The transporting officer's copy of the custody documents must be obtained for inclusion with the booking record. The Pre-Booking record will list the charge as "ENROUTE BOOKING".

    - DATE AND TIME OF PICK UP: At the top of the Pre-Booking Record write the date and time that the arrestee will be picked up. This will inform Inmate Records of the time the arrestee should be ready for pick up.

j) VIOLATION OF COUNTY PROBATION: The booking charge will be recorded as "Violation of Probation".

1. BOOKING ON A WARRANT: The warrant will have the court jurisdiction noted on the face of the warrant.
2. BOOKING WITHOUT A WARRANT (PC 1203.2): Determine from the Probation Officer which court has jurisdiction, the time and date of court appearance (must be within 48 court hours), and the case number. Record this information on the Pre- Booking Record on the line above the charge.
3. If the arresting officer has not determined the time and date, the booking will still be accepted. The Receiving Deputy will inform the Watch Commander explaining the circumstances of the arrest, the name and number of the Probation Officer (if available), give them a copy of the Pre-Booking form. If the Watch Commander chooses to accept the booking, a Records Supervisor may call Probation if an element of arrest is missing, i.e. court date, bail, jurisdiction, etc.

k) OUT OF COUNTY PROBATION HOLDS ARE NOT ACCEPTED.

e) Booking - Detention Only

1. CPC 849(b) (2) states: "Any Peace Officer may release from custody, instead of taking the person before a magistrate, any person arrested without a warrant whenever:"
    a. He/she is satisfied that there are insufficient grounds for making a criminal complaint against the arrested person.
    b. The person was arrested for intoxication only and no other proceedings are desirable.

c. These sections do not apply to persons arrested for driving under the influence of alcohol and/or drugs.

2. Persons arrested for CPC 647(f) or any city municipal code or county ordinance for public and/or private intoxication will be treated like any other misdemeanor street arrest. See CCOM 3000.3(f) – Processing Citation and Release for further details.

f) Processing Citation and Release

a) Misdemeanor Street Arrests (no warrant):

a. In accordance with Policy Manual § 327, most misdemeanor street arrests should be cited and released in the field. A misdemeanor street arrest should not be accepted for booking unless the arrest is exempt from being booked and released in the field as generally required by Penal Code section 853.6. In the event a misdemeanor street arrest is brought to IRC for booking the following policies apply:

i. IRC will not accept for booking a Misdemeanor Street Arrest (no warrant), including misdemeanor municipal code violations, unless the arrest meets one of the following criteria:

1. The person was arrested for a misdemeanor violation of a protective order involving domestic violence as defined in subdivision (b) of PC 13700 (PC 853.6(a)(2));
2. The person was arrested pursuant to a policy as described in PC 13701, which mandates law enforcement agencies response to domestic violence calls (PC 853.6(a)(2));
3. The person was arrested for a crime specified in PC 1270.1, including a crime defined in each of the following: (1) PC 243(e)(1); (2) PC 273.5; (3) PC 273.6 if the detained person made threats to kill or harm, has engaged in violence against, or has gone to the residence or workplace of, the protected party; and (4) PC 646.9 (PC 853.6(a)(3));
4. iv. The arresting officer indicates by completing the Pre-Booking Record that one or more of the provisions in PC 853.6(i) (1)-(10) apply to the arrestee.

ii. Book and Release from IRC

1. If a misdemeanor street arrest is accepted for booking because the arresting officer completes the Pre-Booking Record indicating that one or more of the provisions of 853.6(i)(1)-(10) apply to the arrestee, the arrestee may be cited and released after booking from IRC pursuant to the provisions of Penal Code section 853.6(a). If the Receiving Deputy or his/her Watch Commander determines to cite and release an arrestee pursuant to this provision, the Receiving Deputy or his/her Watch Commander is required to prepare and give the arrestee the written notice to appear pursuant to Penal Code section 853.6.
2. In rare cases, it may be impractical for a Sheriff's deputy, as the arresting officer, to release a person arrested for misdemeanor offenses in the field as required by Policy Manual § 327.3.1. The deputy has the option to book the arrestee into the jail, to be cited and released after the booking process, only with Department Commander approval. The deputy will articulate the reason for the request on the Pre-Booking Record on the back of the deputy's (yellow) copy. The deputy will seek approval from the Department Commander through the field supervisor. If the Department Commander approves the booking the deputy will indicate the name of the Department Commander that approved the request along with the date and time on the back of the Pre-Booking Record.
3. A first floor deputy in the Receiving area will process Cite and Release forms, prints, etc.

b) Arrests for Violation of Probation (PC 1203.2):
    a. Misdemeanor arrests for violation of probation made by Orange County Probation may be booked into the jail and will not be subject to cite and release. We will also accept arrestees brought in on a misdemeanor probation violation when transported by a law enforcement agency for Orange County Probation.

c) Bench Warrant Arrests:
    a. Arrestees brought into the jail on a Bench Warrant will not be cited and released. An exception will apply when an out-of-county issuing authority specifically requests that citations be issued to wanted persons for warrants originating from their jurisdiction.

d) Misdemeanor Warrant Arrests:
    a. PC 827.1 prohibits cite and release if any of the following conditions exist:
        i. The misdemeanor cited in the warrant involves violence.
        ii. The misdemeanor cited in the warrant involves a firearm.
        iii. The misdemeanor cited in the warrant involves resisting arrest.
        iv. The misdemeanor cited in the warrant involves giving false information to a peace officer.
        v. The person arrested is a danger to himself or herself or others due to intoxication or being under the influence of drugs or narcotics.
        vi. The person requires medical examination or medical care or was otherwise unable to care for his or her own safety.
        vii. The person has other ineligible charges pending against him or her.
        viii. There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person.
        ix. The person refuses to sign the notice to appear.
        x. The person cannot provide satisfactory evidence of personal identification.
        xi. The warrant of arrest indicates that the person is not eligible to be released on a citation.
        xii. With the exception of violations and circumstances listed below or if grounds exist under PC 827.1 prohibiting cite and release, all FA and WA Misdemeanor Warrant Bookings will be issued a citation and released from custody after being received at the IRC.
    b. The following warrant charges are not to be cited and released:

CPC 137 (All Sections)	CPC 241 (All Sections)	CPC 399.5	CPC 664	CPC 27540
CPC 139(a) or (b)	CPC 242	CPC 404.6	CPC 673	CPC 27555
CPC 140(a)	CPC 243 (All Sections)	CPC 408		
CPC 148(a) (1)	CPC 243.4 (All Sections)	CPC 415 (1)	CPC 17510	CPC 29805
CPC 148.1	CPC 244 (All Sections)	CPC 415.5 (a)	CPC 23900	CPC 29815
CPC 148.3	CPC 244.5		CPC 23920	CPC 29820
	CPC 245 or 245.5	CPC 417 (All Sections)	CPC 24410	CPC 29825
CPC 148.5	CPC 246 or 246.3	CPC 418	CPC 24510	CPC 30605
CPC 148.7	CPC 247	CPC 422	CPC 24610	CPC 30610

		(All Sections)			
	CPC 148.9	CPC 261.5 (b)	CPC 422.6	CPC 24710	CPC 31500
	CPC 148.10	CPC 262	CPC 452 (All Sections)	CPC 25100	CPC 31615
	CPC 149	CPC 266 c, g	CPC 524	CPC 25200	CPC 32000
	CPC 151 (a)	CPC 273a (a), (b)	CPC 588a	CPC 25300	CPC 33210
	CPC 153	CPC 273.5	CPC 596	CPC 25400	CPC 33600
	CPC 166	CPC 273.6	CPC 597 (All Sections)	CPC 25800	
	CPC 171 b, c, d	CPC 286	CPC 602.10	CPC 25850	VEHICLE CODES
	CPC 171.5(b) (If Firearm)	CPC 288 (All Sections)	CPC 626.9	CPC 26350	CVC 31
	CPC 171.7(b) (If Firearm)			CPC 26500	
	CPC 186.22	CPC 289 (All Sections)	CPC 647 (a)	CPC 27500	CVC 2800(a)
	CPC 192 (c-All Sections)	CPC 290 (All Sections)	CPC 647 (d)	CPC 27505	CVC 2800.1(a)
	CPC 192.5	CPC 314 (All Sections)	CPC 647 (j-All Sections)	CPC 27510	
	CPC 217.1	CPC 347 (All Sections)	CPC 647 (i)	CPC 27515	
	CPC 219.2	CPC 347 b	CPC 647.6 (All Sections)	CPC 27520	
	CPC 240	CPC 368 (All Sections)	CPC 651	CPC 27530	

e) Medical Screening/Triage:
    a. All arrestees will be medically screened before booking.

f) Receiving Deputy:
    1. The deputy will accept and review the Pre-Booking Record and Statement of Booking form. After approval for the booking, the forms will be given to the Receiving CST for processing.
    2. The booking number will be written on the Statement of Booking Officer form and the form will be retained for pickup by the medical staff.
    3. The booking number will be written on the Pre-Booking Record and the arresting officer will be given his/her copy.
    4. The Receiving Deputy will complete a "Notice to Appear" form which will include the necessary information:
        1. Name - last, first, middle
        2. Date of birth
        3. Booking Number
        4. Case number - arresting agency's case number
        5. Charge - all charges as listed on the Pre-Booking Record
        6. Arresting agency

7. Appearance Date - a date thirty (30) days from the date of release; excluding Saturday, Sunday, and holidays. No Friday appearance at North Justice Center for Cite and Releases.
8. Court - check the appropriate jurisdiction
9. Booking required - check on all releases
10. The Pre-Booking Record and Arrest Summary report will be given to the Uncuff Deputy.

g) Fugitive Booking

a) Persons apprehended who are wanted by law enforcement agencies outside the State of California shall be handled as Fugitive Bookings.

b) The Receiving Deputy will require proper apprehension authority, which includes:
   a. Certified copies of the demanding state's complaint and warrant
   b. A full physical description and/or photograph
   c. A commitment by the demanding agency that upon the subject's apprehension, should the subject refuse to waive extradition, formal extradition proceedings will be initiated.

c) A subject may be booked into the CJX on a fugitive charge when the arresting officer presents the Receiving Deputy with a teletype NCIC "hit" or a teletype Warrant Abstract stating that the subject is charged with a crime punishable by imprisonment for a term exceeding one year or by death [i.e., felony, or in some states, high misdemeanor (PC 1551.1)]

d) The booking charge will specify "FUGITIVE," the offense, and jurisdiction for which the arrest was made (i.e., FUGITIVE - STATE OF ARIZONA (BURGLARY). Local jurisdiction will be the Central Justice Center (CJC).

e) Immediately upon receipt of a fugitive booking, the Receiving Deputy will concur with the Records Supervisor that the required apprehension authority and all information and papers pertaining to the arrest are delivered to the Orange County Sheriff's Department Fugitive-Warrant Division. A copy of all relevant documentation will be retained in the inmate's jail file.

f) The Sheriff's Department's Fugitive-Warrant Division will initiate a Fugitive Division Detainer Notice, and send it to Inmate Records to be placed in the inmate's file, along with the proper paperwork for a legal detainment. This Detainer will serve as notice to jail personnel to notify the Sheriff's Fugitive-Warrant Division prior to release of the inmate. This precludes a release error when other charges are pending.

h) Governor's Warrant
   1. The inmate will be booked to a copy of the Governor's Warrant. The original Governor's Warrant will be forwarded to the Sheriff's Fugitive-Warrant Division. Only the Sheriff is authorized to sign the original document following the completion of all court proceedings.
   2. The charge will read, "CALIFORNIA GOVERNOR'S WARRANT." Jurisdiction is Superior Court.
   3. The day after being booked, the inmate will be arraigned in court. A copy of the Writing and any bond receipts will be forwarded to the Sheriff's Department's Fugitive- Warrant Division.
   4. Supplemental Bookings: If an inmate is in custody on a fugitive charge and the inmate is arraigned on a Governor's Warrant, the fugitive charge will be dismissed by the court.
      a. To proceed with the supplemental booking, a copy of the California Governor's Warrant should be forwarded to Inmate Records by the Sheriff's Department's Fugitive-Warrant Division or prepared from the original by Inmate Records.
   5. Fugitive Detainer Notice: The Sheriff's Department's Fugitive-Warrant Division will initiate a Detainer Notice and will deliver it to Inmate Records to be placed in the inmate's file, along with the proper paperwork for a legal detainment. The Detainer will serve as a notice to CJX Personnel to notify the Sheriff's Department's Fugitive-Warrant Division prior to release of the inmate. This minimizes CJX exposure to a release in error when other charges are pending.

i) FBI Booking

1. All FBI bookings will reflect the applicable U.S. Code Number as furnished by the agent. The jurisdiction will be the U.S District Court. The Watch Commander must approve all FBI bookings. Under normal conditions, they are referred to the U.S. Marshal's Office.

j) Revocation of County Parole

- A warrant of arrest issued by the County Board of Parole Commissioners will be noted on the booking record as "Revocation of County Parole." The jurisdiction will be recorded as County Parole Board.

k) Stolen Vehicle Booking

a) When an arrestee is brought to the CJX to be booked as the result of being arrested, while in possession of a stolen vehicle, the following procedures will apply:

1. If the vehicle was reported stolen in the same jurisdiction where the arrest was made, normal booking procedures apply.
2. If the vehicle was reported stolen in a different jurisdiction within the State of California than where the arrest occurred, the following procedure will apply
    - The booking charge will normally be CPC 496d (a), however CVC 10851 or CPC 487(d) (1) or any other legal booking charge is acceptable.
    - All correspondence or contact with the agency reporting the vehicle theft will be done by the arresting agency.
    - If the arresting agency desires to sign an "Arresting Agency Order for Release"), the Receiving Deputy should provide the form for the arresting officer. The signing of this form does not alter Jail Operations procedure. The arrested person will be sent to court per standard timing and procedures. If no legal booking authority (warrant, abstract, etc.) is received from the reporting agency, the arrestee will be released at the expiration of the statutory time limit for arraignment. For agencies outside of Orange County, the five-day pick-up statute does not apply, unless the arrestee (inmate) is booked for that agency's jurisdiction. No change if the vehicle was stolen in another state.

l) Warrant Booking

a) OBTAINING AND BOOKING TO THE AUTOMATED WARRANT: Since outside agencies are interfaced with the warrant database(s), officers may arrive at the CJX with a warrant abstract in their possession. In this case, the abstract is handled per normal procedure, except that a return of service sticker or stamp will be affixed to the back of the abstract and the arresting officer will complete the return. This applies only to automated warrant abstracts.

b) When an officer from an outside agency arrives with an arrestee with only the information that there is an outstanding warrant, the arresting officer will call the Sheriff's Department's Warrant Division [redacted] The Warrant Division will forward the warrant to the Receiving Guard Station.

- If the warrant number supplied by the arresting officer is incorrect, the computer will show "no warrant". In this event, the arresting officer is responsible for contacting his/her office to obtain the correct number.
- When the abstract is received in the Receiving Guard Station, the arresting officer will complete the service return and then the booking will be handled as a routine booking.
- If there are multiple local warrants, a service return must be placed on each abstract and will be completed by the arresting officer.

c) "WORK COPIES" NOT ACCEPTABLE: Local agencies will have a "work copy" which looks like a standard warrant but has the word "INFORMATION" stamped on its face. Work copies contain the same information appearing on a warrant, except the name of the issuing judge. No one will be booked to a work copy. An abstract request must be completed and the arrestee booked to the abstract when it is received from the Warrant Division.

d) ABSTRACT PULLED IN ERROR: If an abstract is pulled from the computer in error, the abstract will be given to the arresting officer with instructions to deliver the abstract to his Headquarters Records Division, who will then notify the court for re-entry into the warrant database.

e) ABSTRACT WARRANTS: Abstracts of warrants will be accepted provided they are received by telegraph, teletype or any other electronic device and contain the information required by P.C. 850(b). Additionally, many counties prepare their warrants in triplicate; first copy the original, second copy distinctly marked "abstract," and the third copy is a record supplement. This type of abstract warrant will also be accepted.

f) COPIES: The Sheriff's Department will only accept certified and properly stamped copies of warrants. This does not include a copy of a certified copy. Though a copy of a warrant may contain all of the information required in P.C. 850, the certification stamp is required.

    a. Without proper certification, there is no assurance that it is the only copy of the original.

g) MULTIPLE WARRANTS: Arrestees with multiple warrants will be booked under the following priority: a) in-county warrants before out-of-county; b) felony before misdemeanor; and c) highest bail amount when warrants are of the same classification (e.g., two misdemeanor warrants, book to the one with the highest bail amount). During the initial booking, arrestees will be booked on only one warrant using the above priority listing. Additional warrants accompanying the inmate, whether from the same jurisdiction, another Orange County jurisdiction or from another California County, will be accepted by the Receiving Deputy and forwarded to Inmate Records. Enter or stamp the words, "SUPPLEMENTAL BOOKING" at the top of the Pre-Booking Record whenever an arrestee is booked on more than one in-county warrant. Enter or stamp the word "HOLD" whenever the additional warrants are out-of-county.

h) HOLDS: Additional out-of-county warrants will be holds. Stamp or enter the word "HOLD" at the top of the Pre-Booking Record when the additional warrants are from another county.

i) SERVICE ENDORSEMENT: Only those warrants actually used for booking or supplemental bookings are to have the service endorsement completed. The endorsement is not completed on warrants accepted as holds. On teletype warrants, the stamp will be used and signed off by the arresting or transporting officer.

j) NOTICE REQUIRED ON OUT-OF-COUNTY WARRANTS: All persons arrested and booked on an out-of-county warrant must be advised in writing of his/her right to a local court appearance per CPC 821-822. If the warrant is not so endorsed, affix the stamp provided in the Receiving Guard Station and have the arresting or transporting officer complete and sign the endorsement.

k) If an arrestee is booked to a warrant and he/she protests that he/she is not the individual named in the warrant, the arrestee and warrant information will be forwarded to Classification for confirmation.

m) Court Returned New Booking

1. DEFINED: Inmates who were not in jail custody, but have been remanded to the custody of the Sheriff by the court.
2. RECEIPT OF COURT PAPERS: The Receiving Deputy will receive a Pre-Booking Record with a copy of the court papers attached. The transportation deputy will be responsible for delivering the original court papers to the Commitment Clerk.
3. SENTENCED AND UNSENTENCED COMMITMENTS: Whenever an inmate is received as a new booking from court and is accompanied by both, a commitment to time in an Orange County Jail facility, and a remanding order or temporary commitment, he/she will be booked to the Remanding Order or the superior Court Temporary Commitment. Superior Court Temporary Commitments are a single form by which a person can be "remanded" to the Sheriff's custody for future appearances, serve time in an Orange County Jail facility, or can be sent to state prison. The Receiving Deputy will forward commitment papers to Inmate Records after he/she stamps the word "SUPPLEMENTAL" on the top of the Pre-Booking Record and the court commitment paper.

n) Bail/Bond Surrender Booking

i. Periodically a Bail/Bond Surrender arrest may be delivered to the jail. The defendant may be surrendered by the bondsman to the custody of the Sheriff any time prior to the scheduled appearance (as shown on the bond or bail slip) or after the scheduled appearance if the defendant failed to appear (as indicated in a certified copy of the minute order issued by the court).

ii. Surrender Prior to Appearance Date: If the bondsman is surrendering the defendant prior to the scheduled appearance date, he/she need only furnish a certified copy of the bond or bail slip and an appropriate means of identification for the defendant.
    a. Acceptable identification is as follows: − Valid U.S. Government issued picture ID card (ex. State Driver's License, Identification Card, etc.).
        i. Valid Passport
        ii. Valid United States Military Identification Card
        iii. US issued Naturalized Citizen Card
        iv. Matricula Consular Card issued after April 22, 2002.
    b. If the bondsman is unable to furnish identification, Classification will attempt to make positive identification through previous booking record, DMV photo, or Cal ID.

iii. Surrender after scheduled appearance date: If the defendant failed to appear in court as scheduled, the bondsman must provide the jail with a certified bond surrender issued by the court, stating the defendant failed to appear.

iv. When the arrestee is not in custody at the jail, the surety company agent will bring the arrestee to the Visiting Guard Station and shall present the Visiting Guard Station SSO with the appropriate documentation and a completed Pre-Booking Record. The Visiting Guard Station SSO will notify the Receiving Guard Station Deputy. The Receiving Deputy will send a deputy to Visiting and take custody of the arrestee.
    a. The booking charge shall specify Bail/Bond Surrender and the original charge.
    b. The court date is set as with any other "on site" booking.
    c. A copy of the certified bond/bail slip and minute order (if applicable) is retained in the inmate's jail file with copies being forwarded to the court where the appearance will be made.

v. When the person named on the bond/bail slip is in custody, records staff will determine if the subject has been booked to the charges listed on the bond.
    a. If the subject has already been booked to the charges on the bond/bail slip, the Inmate Records Supervisor must refuse the surrender and direct the surety company agent to the Orange County Court of jurisdiction in the case in order to obtain an Exoneration Order.
    b. If the subject has not been booked to the charges, the records staff will accept the paperwork and process a Supplemental Booking Record.

vi. Out-of-county bail/bond surrenders will not be accepted. The surety agent will be directed to the jail in the correct jurisdiction.
    a. The arrestee's appearance in the court of jurisdiction cannot be assured out of county.

o) Quick Release Booking

a) When known "Quick Release" bookings are received, the Receiving Deputy will write "Q.R." on the Pre-Booking Record and inmate copy of the Booking Slip. If a suspect has reported to the CJX for a court ordered line-up, the Receiving Deputy will write "QROR LINEUP ONLY" on the Pre-Booking Record and inmate copy of the Booking Slip. The only bookings which will be considered Quick Releases are those persons who have the actual immediate availability to leave jail custody after being processed through the Receiving, Uncuff/Search, Booking, Identification, and Release areas. This includes any person who reports to the CJX for a court ordered line-up to be conducted at the Central Men's Jail (CMJ) or Central Women's Jail (CWJ).

p) Juvenile Booking

a) If the Receiving Deputy determines at the time the Pre-Booking Record is being completed that the arrestee is a juvenile, the arrestee will be returned to the arresting or transporting officer and not admitted to the jail facility. A juvenile will only be accepted by a Superior Court document remanding him/her to the custody of the Sheriff's Department. The court of appearance must be an adult court and the charge must be one of those listed in WIC 707.
    a. The juvenile must be certified to be tried as an adult.

q) Adult Booked on Juvenile Court Warrant
1. If an arrestee 18 years or older is received on a Juvenile Court warrant, the Receiving Deputy will accept the arrestee as any adult booking.

r) Hospital Booking
1. Due to a variety of circumstances certain arrestees are not medically able to be booked into an Orange County Jail facility at the time of arrest. The Orange County Sheriff's Department will not accept new bookings requiring hospitalization unless one of the following criteria is met:
    - The arrestee meets the requirements to be admitted into the Jail Ward.
    - The arrestee has been arraigned and remanded to the custody of the Sheriff.
    - The arrestee is treated, discharged from the hospital, and meets the medical screening requirements at triage.
2. Hospital Custody Transfer Process: The arresting officer/agency must retain responsibility and custody of arrested person(s) until the arrested person(s) is admitted into the hospital (not the emergency room) and the steps outlined below have been completed.
    - The arresting officer should notify the IRC Receiving Guard Station Deputy of their intent to schedule an out of court arraignment (bedside arraignment) 24 hours in advance if possible. In addition, the date, time and location of the arraignment should be provided. The Hospital Booking Notification Form should be completed by the IRC Receiving Guard Station Deputy and provided to the IRC Operations Sergeant.
    - A copy of the Remand Order from the court official issuing the order must be provided.
    - The completed Pre-booking Record form (without a booking number) will be provided by the arresting agency.
    - The arrestee's property and completed Property Inventory Receipt will be provided by the arresting agency.
    - The IRC Receiving Guard Station Deputy will return the officer's copy of the Pre-booking Record form without a booking number.
    - The IRC Receiving Guard Station Deputy will verify with the hospital that the arrestee has been admitted.
    - The IRC Receiving Guard Station Deputy will notify the IRC Operations Sergeant that the arrestee has been remanded to the custody of the Sheriff. Additionally, information on what hospital the arrestee was admitted to and the time the arrestee was remanded to the custody of the Sheriff will be provided to the IRC Operations Sergeant.
    - The IRC Operations Sergeant will dispatch a deputy to relieve the arresting agency at the hospital. We will make every effort to relieve the officer at the hospital within 4 hours of notification that the arrestee has been remanded to the custody of the Sheriff.
    - When the deputy arrives, he or she will call the IRC and request a booking number to give to the arresting agency.
    - The Theo Lacy Facility (TLF) Operations Sergeant will be notified by the IRC Operations Sergeant of the details of the transfer of custody. TLF staff will then be prepared to take over security responsibilities of the inmate at the hospital within 24 hours.

- A copy of the Pre-booking Record form will be stamped "Hospital" and provided to IRC Classification.

3. Exceptions & Exigent Circumstances to Hospital Bookings:
    i. Outside Agencies - In certain circumstances emergency conditions may exist in the arresting agency's jurisdiction making it difficult or impossible for the agency to maintain custody and provide security of a hospitalized arrestee in addition to managing the emergency. Should such an exigency exist, the arresting agency's Watch Commander should contact the IRC Watch Commander and request assistance. If a mutual agreement can be reached the IRC Watch Commander will make arrangements for the Sheriff's Department to take custody of the arrestee.
    ii. OCSD Field Operations Divisions – During certain emergency conditions making it difficult or impossible for the field operations division to maintain custody and provide security for the arrestee, OCSD Patrol Divisions should contact the IRC Watch Commander and request assistance. If staffing levels permit and a mutual agreement can be reached, the IRC Watch Commander may authorize a deputy to respond to the hospital to assist with security while the custody transfer process is being completed. Any overtime or other financial costs associated with custody operations providing security for a field operations arrestee will be the responsibility of the field operations division requesting assistance.

s) Separation Request

a) The arresting officer can request a Separation Request. A completed Separation form will be processed by Classification. The first floor deputies will affect the actual temporary separation in the Uncuff/Booking area.

t) Escape Risk

a) When information is received indicating that an inmate is an escape risk, the Receiving Deputy will notify Classification and the Housing Sergeant.

u) Inmate Not Booked

1. Whenever an inmate has been accepted and his/her name entered in the Sheriff's Data System (SDS) and for any reason is thereafter released prior to the time they are booked by Inmate Records (e.g., inmate discovered to be a juvenile), the name will not be removed from the system. The Receiving Deputy will fill out in duplicate an Arresting Agency Order for Release and a Property Release Authorization form. The original of each form, including the Pre-Booking Record, will be forwarded to Inmate Records once the inmate's property and the inmate is released to the arresting agency. The copies of the two forms will be forwarded with the arresting or transporting officer.
    1. The Receiving CST must call to retrieve the Headquarters Records copy of the Booking Notice and the Warrant Division Booking Notice (after the warrant check is made). The Property Inventory will also be retained. These documents and a memo explaining the erroneous booking will be hand carried to the Records Supervisor for processing.

v) Detainer

1. REQUEST TO DETAIN PRISONER: An officer of the agency requesting an inmate to be detained after the inmate would otherwise be released from custody, will personally appear at the Receiving Guard Station and complete a Request to Detain Prisoner form.
2. REQUESTING AGENCY: Normally, this request will be used by I.C.E., F.B.I., A.T.F., C.I.A., Parole and Community Service Agency, California Youth Authority, Orange County Probation Department and the Military Police.
3. VERIFY INMATE IN CUSTODY: The Receiving Deputy will verify the inmate is in custody and will obtain any other necessary information from Inmate Records.
4. REVIEW REQUEST: The Receiving Deputy will review the Request to Detain Prisoner form to verify that all information is correct, legal and legible. Any discrepancy or problem with the request will be resolved with the officer placing the request. If necessary, the Operations Sergeant will be contacted for assistance.

5. DISPOSITION OF FORM: The original form will be forwarded to Inmate Records to be filed in the inmate's booking file and the copy will be given to the officer completing the request.

w) Sobriety Testing
   1. ADMINISTRATION OF THE TEST: All "Driving under the influence" tests are administered in the Sobriety Testing Room, located in the Receiving corridor, prior to booking. The medical technician is notified of the impending test by the arresting agency requiring the test.

x) Systems Operation
   1. PUBLIC ADDRESS SYSTEM: The Receiving Deputy may use the public address system on a selective basis. Areas of visual contact may be paged or the entire Receiving and Uncuff/Search areas may be paged.
   2. [redacted] OPERATION: The Receiving Deputy will operate [redacted] in the Receiving and Uncuff/Search areas. Movement of personnel and of inmates through [redacted] will be observed visibly or by video monitor.
   3. INTERCOM MONITORING: The Receiving Deputy will receive all intercom communications from persons waiting to enter the Self Booking Hold.

y) Document Distribution

a) Once the Receiving Deputy has completed and reviewed all Pre-Booking paperwork and a booking number has been assigned, he/she will hand the Uncuff Deputy the computer generated Property Inventory form along with the Pre-Booking Record and any other paperwork. In the case of self- bookings, civil and weekend commitments, the officer's copy of the Pre-Booking record will be forwarded to Headquarters Records for disbursement if an arresting or transporting officer is not available.
   - The Uncuff Deputy will direct the arrestee to the appropriate area to begin the search and booking process.

b) Any "Medical Expedite" booking will be escorted throughout the booking process by a Prowler Deputy. The Pre-Booking Record, stamped "Medical Attention," will be handed by CHS to Classification, with copies given to the Receiving Deputy and the Booking Prowler.

z) Probable Cause Hearing

a) The Receiving Deputy will verify the accuracy and completeness of the Declaration.

b) The Receiving CST will receive the Probable Cause Declaration from the Receiving Deputy.

c) The Receiving CST will enter the following information in the Probable Cause Hearing Log:
   a. Name
   b. Booking Number
   c. Charges
   d. Arrest Date/Time
   e. Booking Date/Time
   f. 36-hour Expiration

d) A deputy will take the Probable Cause Declarations to Central Court each day at 0700 hours and at 1200 hours. The deputy will have filled out a transmittal form noting the Probable Cause Declarations identifying inmates (by booking number) that were sent to the court. The court representative receiving the Declarations will sign the transmittal form. The deputy will forward the form to the Division Commander. A deputy will complete the above procedure no later than 1300 hours each day.

e) The deputy delivering the Probable Cause Declarations to the court will pick up any Declarations that are ready for return to the jail. The Declarations will be delivered to the Receiving CST. The CST will log the following information into the Probable Cause Hearing Log:
   a. Date and time hearing held
   b. P.C. or No P.C.

f) The CST will forward the Probable Cause Declarations to Inmate Records for inclusion into the inmate's file.

g) At the beginning of each shift the on-coming Receiving Deputy will review the Probable Cause Hearing Log to ensure that all Probable Cause Declarations for the past 36-hour period have been accounted for. The deputy will notify the Watch Commander of any Declaration more than 24-hours old that has not been returned to the jail. The Watch Commander will determine if it is necessary to contact the Hearing Officer as to the status of the Declaration.

h) When "NO P.C." is determined by the Hearing Officer, he/she will send via facsimile (fax) a copy of the "NO P.C." form to Inmate Records and to the arresting agency. The Receiving Deputy will provide the fax to the Watch Commander for review.

i) The Watch Commander will review all Probable Cause Hearing forms whenever there has been a finding of "NO P.C." by the Hearing Officer. If he/she deems the offense to be “serious,” the Watch Commander may contact the arresting agency’s Watch Commander and advise him/her that the person is to be released.

j) After reviewing the Probable Cause Hearing form, the Watch Commander will return the form to the Receiving Deputy who will take the documents to the Inmate Records Supervisor to process the inmate’s release.

k) Records will schedule all warrantless bookings for court per current procedures.

l) When a Probable Cause determination has been made, Inmate Records will take the following appropriate action:
    a. Send arrestee to court as scheduled.
    b. Release arrestee upon order of the Hearing Officer and after receiving the Declaration stating "No P.C.".
    c. Release arrestee upon expiration of 36 hours without a hearing. Prior to releasing an arrestee upon expiration of 36 hours, the Watch Commander must be notified.

aa) CJX/Santa Ana Police Department (SAPD) Inmate Transfer Procedure

a) The Santa Ana Main Control officer will telephone the IRC RECEIVING DEPUTY prior to conducting any inmate transfers.

b) The Santa Ana Officer will advise the IRC Receiving Deputy that Santa Ana PD Watch Commander has authorized an inmate transfer through the tunnel.

c) The Santa Ana Officer will provide the IRC Receiving Deputy with the Santa Ana Watch Commander’s name, number of inmates being moved, their gender, and apprise the IRC deputy of any potential problems.

d) The IRC Receiving Deputy will inform the Santa Ana Officer that the IRC is ready to accept transfers.
    a. The IRC Main Control Deputy will be properly notified.

e) Whenever permission is granted for Santa Ana to transfer inmates via the tunnel to the IRC, the inmates will be escorted from Santa Ana Jail to the IRC by Santa Ana safety personnel.
    a. Inmates and officers will be visually monitored via video monitors as they depart the Santa Ana Jail en route the IRC.
    b. The Santa Ana personnel will also carry [redacted] equipment.
    c. Upon arrival at the south end of the tunnel of the IRC sally port, Santa Ana personnel will contact the IRC Main Control Deputy via the [redacted]
    d. Santa Ana personnel will identify themselves to the IRC Main Control Deputy.
    e. The IRC Main Control Deputy will verify via video monitor the Santa Ana personnel, number of inmates, and inmate’s status and notify the Receiving Deputy.
    f. The IRC Main Control Deputy will [redacted] and Santa Ana personnel will escort their inmates into the IRC triage area.

f) The Sheriff and the Orange County Chiefs of Police and Sheriffs Association have an agreement relating to the medical treatment of inmates in custody.
    a. All Chiefs of Police have agreed that if their personnel have knowledge that an inmate should be treated at a hospital before being booked into the IRC, their personnel will take the inmate to the appropriate medical center for treatment prior to booking.

b. While the Orange County Health Care Agency (HCA) maintains medical staff in the jail system and is responsible for the medical treatment of inmates in the Sheriff's Department's custody, the jail system does not have a hospital or comparable emergency hospital care. Therefore, arresting agencies will take an obviously injured or sick inmate to a hospital prior to attempting to book the inmate into the jail.
c. If the arresting agency does not have knowledge that an arrestee should be treated at a hospital prior to booking, but are informed of such by the medical staff at the IRC, then the arresting agency will transport the arrestee to a hospital.
d. The Sheriff's Department and Orange County Health Care Agency have agreed to screen all arrestees being booked, and to accept as many inmates with minor medical problems as possible. This effort has drastically reduced the number of inmates that police departments must transport to the hospital.
e. The Santa Ana Police Chief and the Santa Ana Jail Administrator have agreed to adhere to this policy as it relates to the inmate transport tunnel.

g) Inmates being accepted into the IRC triage area will be separately handcuffed with their hands behind their backs.
a. Inmates will not carry anything in their hands.
b. All inmate property will be handled by Santa Ana personnel and will be inventoried in the IRC receiving area once the inmate is accepted.

h) The Santa Ana escorting personnel will remain in the IRC receiving area until their inmates have been medically screened, uncuffed and the pre-booking paperwork has been reviewed and accepted.

3000.4 - Uncuff

1. Uncuff

1. As required by law, all incoming arrestees will be legally and thoroughly searched in order to prevent the introduction of contraband and/or weapons into the jail and to properly control and manage the arrestee's personal property.

2. Uncuff Procedure

1. See also: CCOM 1710.5 Security and Control - Control of Contraband - Search of Inmates
2. After the arrestee has been medically screened by Correctional Health Services (CHS), the arrestee's booking documents will be handed to the Receiving Guard Station Deputy. These documents include the Pre-Booking form, Property Inventory form, and any Warrants, or Remanding Orders.
   - Transporting officers will relinquish physical custody of the arrestee to the Uncuff Deputy; the arrestees will remain in restraints pending a search for weapons and contraband.
   - Unless physically impossible, all street booking arrestees will be handcuffed with their hands behind their backs.
3. An Uncuff Deputy will direct the transporting officer and the male arrestee to the predesignated search area. Female arrestees will be placed in a separate pre-designated search area. The Uncuff Deputy will conduct a proper search of the restrained arrestee for weapons and contraband. See also CCOM Policy 1710.4 (b) – Gender Restrictions.
4. Contraband: The deputy making the discovery will obtain an incident number from Main Control and he/she will write an incident report.
   - Sharp objects such as hypodermic syringes will be immediately placed in an approved sharps container available in the Receiving Guard Station.
   - The contraband will be handed to the transporting officer for proper disposition.
   - Any weapon found on the arrestee will be taken to the Receiving Corridor gun locker and secured. The weapon will be relinquished to the transporting officer when he/she departs the jail facility.
5. After the search is completed, the deputy will remove the handcuffs from the arrestee and return the handcuffs and/or other equipment to the transporting officer. The officer will not leave the facility until the personal property inventory is completed.

6. The deputy will list on the Property Inventory Form all additional money and personal property items found on the arrestee during the search.

3. Removal of Jewelry, Piercings, Weaves, & Wigs

1. The following items are considered contraband and will be confiscated by jail staff.
    a. Body jewelry, hair weaves, hair decorations, wigs, and hairpieces will be considered an arrestee's personal property. During the intake search process, the arrestee will remove those items that are removable. Removed items will be included in his/her property (For Information regarding religious head coverings, reference CCOM Policy 2015).
        i. Jewelry includes, but is not limited to, finger and toe rings, earrings, necklaces, bracelets, body piercing rings and bars, nose bars and studs, tongue rings, studs, and bars, etc.
2. Alleged/suspected un-removable jewelry that appears to be a health risk will be referred to CHS for evaluation.
    a. If CHS determines that there is a medical indication, i.e., infection, bleeding, obstruction of an orifice, impaired circulation, etc., medical staff will utilize established medical/surgical procedures for the proper management of these cases.
3. In appropriate cases, such as genital jewelry, the arrestee will be separated and placed in a private location for removal.
    a. Genital jewelry will not be removed by Sheriff's personnel.
4. Every attempt will be made to remove all jewelry. However, under no condition will the jewelry that cannot be removed by the inmate or a deputy, be cut or damaged by any tool in order to remove it.
    a. Examples of approved jewelry removal methods may include:
        i. Lubrication
        ii. Elevation
        iii. Ice
    b. The inmate may be sent to a local hospital for removal if the jewelry cannot be removed using an approved method.
5. If an arrestee refuses to remove his/her jewelry the arrestee may be declared a Booking Process Delay (BPD). The Operations Sergeant will be notified and a Jail Incident Report will be completed.
    a. If after two hours as a BPD the inmate continues to refuse to allow the jewelry to be removed, at the direction of the sergeant, the jewelry may be removed by force. A "Failure to Obey a Directive" report will be completed.
6. If the arrestee is pending release, i.e., Cite and Release, Own Recognizance (OR), or a bail/bond out release, any un-removable jewelry should not be removed by cutting or causing damage in any way. The Operations Sergeant may decide to separate the arrestee from other arrestees pending his/her release.
7. Documentation
    a. Any article retained by the inmate will be documented on the inmate's property record, tracking sheet, and module card.
    b. When jewelry is damaged during the removal process a DR will be drawn and the incident will be recorded on a Follow-up report form. The damaged jewelry will be placed in the inmate's property and documentation of the damage and the DR# will be noted on the property form.
8. Hairpiece Removal
    a. Every attempt will be made to remove hairpieces. However, under no condition will the hairpiece that cannot be removed by the inmate or a deputy, be cut or damaged by any tool in order to remove it.
    b. Any decoration attached to/or woven into an inmate's hair will be removed prior to the completion of the booking process.

c. Lice infected weaves or wigs will be handled consistent with the procedures stated in CCOM policy 2404.5 “Blood Borne Pathogens or Other Infectious Materials.”

4. Personal Property Inventory

a) Government Code Section 26640 requires the Sheriff to take charge of, safely keep, and account for all money and valuables found on each arrestee when delivered to the jail.
    a. The Sheriff is required to give a receipt for all property, money, and clothing taken from an arrestee, and to return those items to the person upon his/her release from custody. Items ordered released by the inmate or via a valid court order are exceptions.

b) The personal property inventory of each inmate’s personal items will be properly conducted by deputies assigned to the Uncuff/Booking areas, and will occur outside the Receiving Guard Station.

c) Items such as food, alcoholic beverages, incendiaries including explosives, ammunition, folding knives with blades exceeding three (3) inches in length and all straight bladed knives will be handed to the transporting officer for proper disposition. Lighters should not be treated like other incendiaries. All lighters will be documented on the property inventory form and booked into the inmate's property.
    a. All folding knives with a blade not exceeding three (3) inches in length will be taped shut and placed in the arrestee’s personal property. The knife, like all inmate property, will be indicated on the inmate's property receipt. At no time will any of the above listed items be placed into the inmate's bulk property.

d) Bulk property (e.g., suitcases, backpacks, or large bags) will be searched for any of the above items. Generally, bulk property will not be accepted. The arresting officer will take charge of the bulk property.

e) Prior to listing property on the Property Inventory form, items may be released if the transporting officer gives a receipt to the arrestee and provides a copy for the inmate's jail records file.
    a. When clothing items are requested as evidence by the transporting officer while the arrestee is still in the search area, the inmate will be taken to a separate cell, away from other inmates males to the male side and females to the female side. The arrestee will be issued jail clothing in exchange for his/her personal clothes.

f) Whenever a law enforcement agency or District Attorney requests to search and/or seize the property or clothing belonging to an inmate, a written consent waiver or warrant will be required.
    a. If property is seized, the requesting officer must complete a property receipt all property taken. One copy will be placed in the inmate’s property bag, and another will be filed in the inmate’s file.
    b. Unless the above criteria is met, inmate property will not be inspected or examined by anyone, or released to anyone other than the inmate without a warrant or other court order, or a written release signed by the inmate.
    c. Inmate Property Release forms will be stored in the Property Room and Visiting and provided to law enforcement personnel on request.
    d. The Watch Commander shall review and sign the form. The Operations Sergeant will assist in facilitating the search.

g) All articles of personal property (including miscellaneous papers, cards, address books, etc.) will be taken from the inmate, identified on the Property Inventory form, placed into a property bag and stapled shut (hairpieces and jewelry included). The arresting officer will be handed his/her copy of the Pre-Booking form and can depart the facility unless the arrestee is to be strip searched.
    a. Inmates returning to the IRC from one of the other Jail Operations facilities will have their property re-inventoried. Any item that is not permitted at the IRC, and is non-perishable; has not been modified (see handcrafted items); and is not an empty container will be added to the inmate’s personal property.

h) The inmate is provided the pink copy of the property inventory sheet and the gold copy of the property record. The white copies are returned to the Records Clerk, and the yellow copies are sealed in the plastic property bag by the uncuff/booking deputies. The property bag will be placed in the property bin for pickup by the property CST.
    a. The transporting officer will be given the yellow copy of the Pre-Booking Record, the pink copy of the property inventory sheet and (if applicable) the yellow copy of the Probable Cause declaration.
    b. If a discrepancy exists between property in the property bag and the property listed on the inventory sheet, the deputy conducting the inventory will resolve the discrepancy with the booking officer. An attempt will be made to locate missing property, with the results documented on the Property Inventory Form.

i) Money:
    a. Money will be counted and properly recorded on the Property Inventory form by deputies working the Uncuff/Booking area. The Cashier's copy of the Cash Verification Record will be filled out noting the exact number of each denomination of currency and coins. The amounts will be totaled at the bottom of the form and the deputy will sign the form. The total amount of money will be written on the line next to the inmate's last 3 booking numbers on the Cash Verification Record. The money will be placed into a small plastic bag with the cashier's copy of the Property Inventory form. The bag will be sealed shut and dropped into the locked cash box. The Cashier will periodically come to the Receiving area and pick up the moneybags and Cash Verification Record and transport them to the Cashier's Office for further processing.
    b. Money in excess of $500.00 will be counted by the Operations Sergeant, who will initial the correct amount on the Cash Verification Record (J-003A).
    c. Nonnegotiable checks, foreign and souvenir coins or currency should be listed on the Property Inventory Form and kept with the other items of personal property.
    d. If the arrestee possesses enough money to bail out of custody, the arrestee should be asked if he/she wants to use the money for bail. If he/she wants to, and is able to self-bail, an "Authorization for Self Bail" form will be properly filled out and forwarded to the cashier. The deputy will also document on the Pre-Booking form "Q.R. Self Bail". This will notify the booking clerk of the inmate's decision to self-bail.
    e. U.S. Postal Money Orders, Federal, State, County, or city warrants payable only to the inmate may be applied to the inmate's cash account, if desired, providing they are properly endorsed. These items will be listed on the Cashier's copy of the Property Inventory form and be included in the plastic moneybag.
    f. The Operations Sergeant will be notified of any complaints of missing money or property. A thorough investigation will be initiated. Money unaccounted for will be properly documented on a Sheriff's Department Loss Property Report.

j) When documenting the arrestee's property during the initial property inventory, the following terms should be used for jewelry: a) "yellow metal (YM)" rather than "gold"; "white metal (WM)" rather than "silver" or "platinum;" and "clear stone (CS)" rather than "diamond." Brand names of watches, shoes, etc. will not be used; colors of all items will be indicated. The condition of the items will also be documented if observed to be unusual or unserviceable.

k) When bulk property is accepted, it will be thoroughly searched, labeled, and sealed. "Bulk Property" will be written on the Property Inventory form and all items will be properly listed. Any items of unusual value will be removed and placed in the inmate's personal property bag after being properly described on the Property Inventory. A CST will carry the bulk item(s) to the storage area.

l) Found items not identifiable as belonging to a specific inmate will be placed in a plastic bag along with a written description and a Jail Incident Number. The bag will be sealed. A Found Property Report describing the circumstances associated with the found property will be written by the deputy. The Operations Sergeant will be informed and will approve the report. The property will be placed in the Property Room until transported to Sheriff's Property for disposition.

m) Money or personal property found on an inmate after booking will be placed into the inmate's personal property bag. The deputy taking possession of the items will send them with a CST, or hand-carry them to the property storage area, and initial the property slip.

n) Any contraband found on an inmate after booking, shall be processed in the same manner as any other evidence. The deputy will inform the Operations Sergeant and write the appropriate report. If a crime is involved, a crime report will be written under a DR. Other reports will be written as jail incidents. Evidence of crimes will be tagged and placed in the Sheriff's evidence locker. Non-criminal contraband is disposed of in security trash.

o) When the contraband is found on a self-booking subject, the deputy will process the item(s) as explained above without a transporting officer.

p) When an inmate retains any item of value (e.g., prescription glasses, a piercing that cannot be removed, etc.), a notation will be made on the Property Inventory form.

5. Photograph and Thumbprint Acquisition

1. Photographs and thumbprints are required of all arrestees booked into a Jail Operations facility. Photographs and Thumbprints are taken electronically and stored both in the computer and also printed upon the Inmate Tracking Form. The procedures for taking the thumbprint and photograph are as follows:
    - Set Booking Number
    - Using the computer's mouse, point and click on the appropriate arrows to set the booking number as recorded on the Booking Form.
    - Verify Information
        - Based upon the booking number entered into the initial screen, the inmate's name, physical description and date of birth information will be displayed on the screen. Verify this information corresponds with the inmate being processed. If any of this information is incorrect, verify that the booking number is correct. If the booking number is correct but the descriptive information is not correct, contact records personnel.
    - Thumbprint
        - Instruct the inmate to place his/her right thumb upon the glass portion of the thumbprint reader. Drag the cursor to the "Thumbprint" icon and click. Make certain that a clear image of the thumbprint appears on the monitor. As required, have the inmate reposition thumb to obtain an adequate image. The computer will automatically save the image. Drag the cursor to the Save icon and click.
    - Photograph
        - Instruct the inmate to stand still with his/her back against the wall facing the camera lens. Click the "take Photo" icon. Make certain that the inmate's face is centered in the monitor and is in focus. Drag the cursor over the blue square and click. Press save.
    - Printing the Tracking Form
        - After the screen returns, verify the quality of both the thumbprint and photograph. If either is inadequate, repeat that portion of the process until a quality image is obtained. Once both impressions are adequate, drag the arrow cursor to the "Save" icon and click. An Inmate Tracking Form will be printed. Printer problems will be reported to a Records representative, or if necessary, the Operations Sergeant.

- Note: If there is a computer malfunction, advice the Operations Sergeant before making any attempt to resolve the problem.

6. 849(b)(2) Detainee

1. Not presently accepted, however, if there is a change in policy approved by the Assistant Sheriff of Jail Operations, the following is applicable.
2. CPC 849(b) (2) detainees will be identified by the transporting officer and accepted or rejected by the Receiving Deputy.
3. The Receiving Deputy will generate a booking number and Property Inventory form and hand the arrestee's booking documents to the Uncuff Deputy.
4. The Uncuff Deputy will hand the detainee's booking paperwork (excluding the Property Inventory Form and Order for Release) to the Booking Clerk, who will enter the information into the Sheriff's Data System (SDS).
5. The Uncuff Deputy will conduct a "Pat down" search of the detainee for weapons and contraband and complete the Property Inventory.
6. The detainee will be escorted by a deputy to a cell in the Medical Observation area.
7. The detainee's money, property and Property Inventory Form will be sealed in a plastic bag and handed to the Medical Observation Deputy who will lock the property in a bin inside the Medical Observation counter.
    - The amount of cash and coin in the detainee's possession will be recorded on the Cash Log with the notation "849b" written above the entry.
8. When the Medical Observation Deputy and nurse determine that the detainee is in a physiological condition acceptable for release from custody, he/she will be released. The detainee's property will be returned to the Uncuff Deputy who will re-inventory the property, obtain the detainee's signature, and complete the Order for Release.
9. The original copy of the Property Inventory and Order for Release will be handed to the Records Clerk for inclusion into the detainee's booking file. The file will be sent to Release for the final release transaction.
    - A copy of the Property Inventory and Order for Release will be given to the detainee who will then be escorted to the release corridor where he/she will exit the building.
10. During busy periods it may be necessary for the Medical Observation Deputy to perform the Property Release Inventory and escort the detainee to the self-booking corridor for exit.

7. Citation and Release

1. Depending on the type of booking, the Uncuff Deputy will process the arrestee in the following manner:
    - Warrantless Arrest not Involving Intoxication
        - The arresting officer's copy of the Pre-Booking Record will be returned to the officer and he/she may depart upon completion of the initial search and uncuffing of the inmate.
        - The Uncuff Deputy will take computerized photographs and thumbprints of the arrestee.
        - The Receiving Deputy will complete the "Notice to Appear" form. The Medical Observations deputy or deputy assigned to process cite and releases will process the inmate on the Livescan Machine. The deputy will obtain a flat fingerprint and thumbprint of the right hand on all copies of the notice to appear form. He/she will obtain a flat fingerprint and thumbprint of the left hand on the yellow, gold and pink copies of the notice to appear form.
    - When Operations Sergeant approves citations for release, the Uncuff Deputy will escort the arrestee to the Release Holding Cell. The Release Deputy will retrieve the arrestee's property. It is the Release Deputy's responsibility to verify the identities of all cite and release arrestee's before the arrestee is released. The Release Deputy will provide the arrestee with his/her property for inventory.
    - Following the arrestee's property inventory, he/she will be instructed to sign the property receipt. If an arrestee refuses to sign, or states that property is missing, the Operations Sergeant will be notified prior to the arrestee being released. A missing property report documenting the circumstances will

be written. Released arrestees retrieve their money from the Cashier window. Cite and Release arrestees will be given priority over all other releases. The Release Deputy will be responsible for all Cite and Release documents, which are delivered to the Records supervisor.

- The Pre-Booking Record, Notice to Appear, Property Inventory form will be forwarded to Inmate Records for processing.

2. Warrantless Arrest Involving Intoxication
    - The receiving and search procedure is identical to that of other bookings. Following completion of the Property Inventory, the arresting officer will be given his/her copy of the Pre-Booking form and he/she may depart the facility.
    - Prior to being placed in a holding cell, computerized photos and thumbprints are taken for identification purposes.
    - The Receiving Deputy will complete the "Notice to Appear" form. Upon completion of the sobering up period, the Medical Observations deputy or deputy assigned to process cite and releases will process the inmate on the Livescan Machine. The deputy will obtain a flat fingerprint and thumbprint of the right hand on all copies of the notice to appear form. He/she will obtain a flat fingerprint and thumbprint of the left hand on the yellow, gold and pink copies of the notice to appear form.
    - Upon approval of the Operations Sergeant, the arrestee will be escorted to the Release Guard Station where he/she will be released from custody.
    - The Pre-Booking Record, Notice to Appear, Property Inventory form will be forwarded to Inmate Records for processing.
3. Misdemeanor Warrant Arrests (Bench Warrants)
    - Authorization for citing and releasing persons arrested via a bench warrant will come directly from the Division Commander.
    - The receiving and search procedure is identical to that of other bookings.
    - The Receiving Deputy will prepare a "Notice to Appear" for each warrant to which the inmate is to be booked. The form will not be signed by the inmate or deputy, nor will flat fingerprint impressions be placed on the form in the Uncuff area.
    - The Uncuff Deputy will submit all paperwork to Inmate Records for completion of the booking and property records.
    - Inmates being cited and released on misdemeanor warrants will complete the normal booking and release process (excluding Detention Release, Classification, and the issuance of jail clothing).

8. Incomplete Booking

a) Any arrestee who is physically and/or mentally unable to complete the initial booking process, and is subsequently moved to a housing unit (i.e., Medical Module or second floor Safety Cell) will be considered an incomplete booking. The Operations Sergeant will be notified of all delayed/incomplete bookings.
b) The Uncuff Deputy will complete an inventory of the inmate's property and money and fill out the Property Inventory form.
c) The Pre-Booking form will be marked in red, at the top, "INCOMPLETE." The Pre Booking form and accompanying paperwork will be handed to the Records Clerk for processing.
d) The inmate's property and money will be inventoried, counted, and processed as any other booking.
e) The inmate's file will be flagged in Inmate Records to indicate the booking was "INCOMPLETE". The Inventory Property Record and Pre-Booking form will be placed in the file and updated at the time the inmate is finally booked.
    a. Note: The inmate cannot be bailed or bonded until he/she completes the booking process.

3000.5 - Medical Observation

1. General

1. Deputies and Correctional Health Services (CHS) will staff the IRC Medical Observation area. At the onset of their shifts, they will observe the inmates in the Medical Observation cells. They will monitor the condition of each inmate, as well as monitor the length of time each inmate has been temporarily housed in a Medical Observation cell.
2. The cells in the IRC Medical Observation area are designated to temporarily house inmates that require medical and/or mental health care, under the direct supervision of CHS and deputies.
3. Male and female inmates will not be housed together and will be placed in designated areas away from each other in the Medical Observation area.
4. When an inmate is taken to the IRC Medical Observation area, they will be placed in appropriate restraints and will be escorted by at least one deputy. Deputies will not leave an inmate unsupervised in the IRC Medical Observation area. Inmates will not be allowed to carry anything in their hands.
2. IRC Medical Observation

a) Combative and uncooperative inmates that are not intoxicated will be placed in a cell with seating separate from other inmates.

b) Intoxicated inmates will be placed in single cells if they are combative, loud, or they agitate other inmates.

c) A combative or intoxicated inmate who requires placement into a Medical Observation or holding cell will be searched in the following manner: The inmate will be escorted to the Medical Observation cell. Deputies will complete the search of the inmate in a manner consistent with the existing search policy and use of force policy. Deputies will use reasonable force necessary to complete the search (e.g., It may be necessary, due to the inmate's resistance and/or for the deputies' safety, to place him/her in a prone position on the floor in order to safely complete a search). Any clothing that is removed to ensure a thorough search will be returned to the inmate after the search is completed. Clothing that could present a risk to the inmate or staff safety may be retained outside of the Medical Observation cell (e.g., shoelaces and belts).

    - The inmate will be checked by CHS prior to being placed into the Medical Observation or Detention cell if it is determined the inmate will be a Booking Process Delay.
    - No inmate placed in a Medical Observation or Detention cell will have his/her clothing removed unless the item(s) of clothing pose a risk to the inmate and/or staff.

3. Booking Process Delay

- Inmates who are unable to complete the booking process due to intoxication will be placed into a cell by themselves. If time permits a sergeant shall be notified and respond if possible and a handheld camera will be used when an inmate is placed into a cell.
- CHS will assess the inmate prior to placement into the cell.
- On each occasion, a sergeant will be notified and respond if possible, and a handheld camera will be present when an uncooperative inmate is placed into a Medical Observation or Detention cell. Every four (4) hours, the Operations Sergeant will be advised if the inmate cannot/will not complete the booking process. This process will continue every four (4) hours until the inmate is properly booked.
- No inmate placed in a cell for the purposes of a booking process delay will have their clothing removed unless the item(s) of clothing pose a risk to the inmate and/or staff.
- The inmate's name, incident number, booking number, cell, reason, time in/out, and check times will be entered into the Inmate Personal Safety Monitoring Form. A deputy will check the condition of each booking process delay inmate within 30 minutes of the beginning time of the previous security staff check. The start and end times of the checks will be printed in the Inmate Personal Safety Monitoring Form along with the printed name of the deputy who performed the check and the observed condition of the inmate.

- Intoxicated inmates will be awakened during each observation check.
- If after 4 hours the inmate is still unable to complete the booking process, CHS and the Operations Sergeant will be notified. This procedure will be repeated every two hours until the inmate is either removed for booking or for medical treatment.
- An inmate will not remain a booking process delay for more than 12 hours. If it is determined that the inmate cannot complete the booking after the twelve hour limit has elapsed, they will be assessed by mental health for possible mental health housing. The Watch Commander and/or the Operations Sergeant will be notified of all incomplete bookings.
- Upon beginning their shift, the Medical Observation Deputy will check all booking process delay inmates to determine the length of time the inmates have been confined with respect to the 12 hour limit. The Uncuff Deputy will check the booking process delay inmates in the absence of the Medical Observation Deputy.
- If an inmate has completed the initial booking process, but has not yet completed the Identification process, they may, be placed into a second floor safety cell (refer to CCOM – 2104.3 Safety Cell for authorization procedures.)
    - Inmate Records should be notified of all incomplete bookings occurring after the initial intake process.
- If a decision is made to move the inmate upstairs to a housing location, the Operations Sergeant and Classification Deputy shall be notified. The Classification Deputy will make the housing changes.
- The deputy processing the incomplete booking to a housing location, will return the inmate's personal clothes to the clothing room, obtain a clothing receipt for the inmate, and pick up the Module card from the Booking Prowler.
- When a booking process delay inmate is placed in a cell and physical force was not used, a Jail Incident Report titled "Booking Process Delay" will be written and submitted by the primary deputy. The Inmate Personal Safety Monitoring form will be attached to the Booking Process Delay report. The deputy processing the booking will submit the original report to the Operations Sergeant.
- When the inmate is ready to complete the booking process, the Medical Observation/Uncuff Deputies will remove the inmate from the cell and return them to the booking process. The process will continue as normal.

4. 849(b)

1. (If policy changes to accept 849(b)'s by the Assistant Sheriff of Jail Operations, the following shall be implemented.)

    1. If it becomes necessary to place an 849(b)(2) inmate into a safety cell, a Correctional Health Services (CHS) representative will be notified by the Medical Observation Deputy or nurse. A request will be made to evaluate the inmate for possible W&I 5150 proceedings. If it is determined that the inmate falls within the W&I 5150 guidelines, CHS will prepare the necessary documentation. Transportation will be notified of the need to transport the inmate to the designated mental health facility for evaluation. The inmate will be released from detention status prior to leaving the CJX. If the inmate does not qualify for W&I 5150 status, they will be released upon completion of the detoxification period.

5. Meals

1. All inmates in the Medical Observation areas will be offered food and drink at meal times. Under the supervision of the Medical Observation Deputy or Booking Prowler, the first floor CST will distribute the meals.
2. The Medical Observation Deputy will use caution when food is distributed to ensure that hot items are not served to combative inmates.

3. At the conclusion of the meal service, clean up and utensil/plate/cup return will be confirmed by the supervising deputy.

6. Official Visit

1. An inmate in the Medical Observation area, or combative inmate in a holding cell, will not receive an official visit unless such visit is pre-approved by the Watch Commander.

3000.6 - Booking Corridor

Deputies will move inmates through the booking process so that each required activity is completed in an expeditious and orderly fashion.

a) Booking Prowler

1. A deputy will escort the inmate from the Receiving area to a Detention Release holding cell where the inmate will be transferred to the MALE Booking Prowler or FEMALE Booking Prowler's control.
2. The Booking Prowlers or Identification Deputies will be responsible for moving the inmate from station to station or placing him/her in available holding cells to await processing.
3. The Inmate Movement Log, maintained by the respective Booking Prowlers, will be kept current at all times. The information will include the booking time, booking number, inmate's name, housing location, time moved, and movement deputy.
    i. Completed Inmate Movement Logs will be stored per retention policy.
4. The Booking Prowlers will perform body counts of all inmates detained on the first floor.
    - For additional information, reference CCOM Policy Section 1719 - Inmate Counts.
5. Male and Female Booking Prowlers will conduct concurrent counts for all first floor inmates. The Male Booking Prowler will count all first floor male inmates; the Female Booking Prowler will count all first floor female inmates.
6. These counts will be recorded on the separate male and female First Floor Count Sheets. Prior to beginning the count, the Booking Prowlers will identify the inmates (male and female) with the "early time" (the earliest booking time of any male/female inmate on the first floor) according to the module cards maintained by the Booking Prowlers. This includes the early time for new bookings, returnees, inmates to be classified, inmates in Release and in-custody transfers. These early times will be recorded in the appropriate space on the count sheet.
7. The Booking Prowlers will then complete the count by counting the number of inmates in each cell on the first floor.
    1. During body (paper) counts, the Booking Prowlers will verify the booking time of each inmate by reviewing the inmate's individual module card. The Booking Prowlers will locate the male and female inmates with the "early time" and that no other inmates have a booking time prior to the reported time.
8. The Booking Prowlers will provide their respective early times to the Operations Sergeant for review. Their respective reviews are done to minimize the possibility of violating the 24-hour bunk demand and exceeding cell capacity limitations.
4. Deputies will ensure that all inmates are properly processed and are provided a bed within twenty-four hours after arrival on the first floor. The Watch Commander or the Operations Sergeant will resolve any circumstance in which an inmate is not properly housed within twenty-four (24) hours.
5. Booking Prowlers shall be responsible for all in-custody transfers/releases being detained on the first floor, including the recording and monitoring of the early time of these inmates.
6. The Booking Prowlers will maintain, in their respective booking areas the module cards of all in-custody transfers/releases housed on the first floor.

a. The module cards will be grouped by destination (e.g., Chino, Riverside, Los Angeles, etc.)
b. The count sheet will indicate the early time and name of the inmate with the earliest booking.
c. The Booking Prowler shall advise the Operations Sergeant and Classification Deputies when an inmate (including; in-custody transfer/releases, new bookings, intra and inter-facility transfers, inmates pending classification, pending releases, etc.) has been on the first floor more than eighteen (18) hours. The Operations Sergeant will advise the Watch Commander of any inmate that has been on the first floor for more than twenty (20) hours.

b) Detention Release

1. After the booking clerk completes booking the inmate, a deputy will move the inmate to the Detention Release station, or to a holding cell across from Detention Release.
2. Court appointed representatives and Pre-Trial Services Officers will review each inmate's arrest/booking documentation and/or interview the inmate inside a Detention Release booth, to determine a bail setting, or to determine if an own recognizance (OR) release is appropriate.
3. The Pre-Trial Services Officer may review the following:
    a. Pre-Booking Record
    b. Crime Summary
    c. Police Reports
    d. Criminal Record - local and state
    e. Police, Parole, Probation Officer Interviews
    f. Bail Enhancement Request (Declaration)
4. Based upon the Pre-Trial Services Officer review of the inmate's arrest/booking documentation, the Pre-Trial Services Officer will notify the Booking Prowler of the inmates he/she wishes to interview.
    - A Pre-Trial Services Officer wishing to interview a certain inmate will advise any available deputy who will bring the inmate to the Detention Release booth and lock the inmate inside the booth. The Pre-Trial Services Officer will advise the Booking Prowler again when the interview is completed.
    - Deputies will be informed of the bail status of inmates (i.e., quick releases and OR releases) and move the inmate to the next booking station.
    - Inmates who are not going to Housing and are going to be released will bypass the Classification and Clothing Room Stations, and go directly to Identification followed by Release.
    - The Pre-Trial Services Officer will notify Inmate Records of those inmates who will be released so that the inmates' files can be prepared and sent to the Release Guard Station.
5. Inmates in need of additional telephone calls pursuant to the Pre-Trial Services Officer's review, will be placed into a nearby cell equipped with a telephone. At a minimum, the statutorily mandated number of completed calls shall be permitted to the inmate within a reasonable period of time. All other incomplete calls can be completed in the housing units. Statutorily mandated calls will be noted on the Booking Advisement Form in the Identification Unit.
6. Inmates approved for release from custody will be moved to the Identification by a deputy. These inmates will be given priority in processing by the Identification Deputy.
7. Inmates who will remain in custody will be moved to an available Identification cell for Livescanning by a deputy.
8. Inmates in excess of the number that can be processed at one time by Classification will be secured in nearby holding cells.

c) Classification

1. For additional information, reference CCOM Policy 1200 - Inmate Classification Procedures.

d) Identification

1. Two forms will be generated at the Identification Station:

i. Booking I.D. Record
ii. Booking Advisement

2. The Identification Deputy will obtain required signatures for mail inspection and telephone call usage.
3. Inmates who have been transferred to a Pre-Trial Services Officer cell (PM1 or PM2) will be processed in groups chronologically. Priority will be given to inmates being released on their own recognizance (OR), quick release (QR), or as a self-bail. After processing, a suspect reporting to the Intake/Release Center (IRC) for a court ordered line-up will be escorted to the Central Men's Jail (CMJ) or Central Women's Jail (CWJ) by a First Floor Prowler. If the inmate is to be subsequently released, he/she will be moved to a holding cell to await notification from the Release Deputy.
4. The Identification Deputy will obtain the inmate's Booking Identification Record and Booking Advisement form, verifying all of the inmate's personal information. Forms requiring corrections to the computer-generated information will be returned to the Records Supervisor for corrections and a reprinted form(s).
5. Hospital and delayed booking forms will be kept in the inmate's file until the inmate is able to complete the booking process.
6. Advisement of Charges: The inmate will be allowed to read the charges listed on Booking Advisement form and any supplemental booking forms prior to signing.
7. Phone Call Usage: Inmates requesting additional phone calls will be advised of the availability of phones in the housing module dayrooms.
8. Authorization to Inspect Mail: The Identification Deputy will obtain the inmate's signed authorization on the Booking Advisement form to open and inspect all mail or messages sent to him/her while he/she is in custody. If the inmate is to be released, the signature is still necessary due to the possibility of additional charges being received, and/or the inmate's failure to secure bail/release. Refusal to sign will result in the inmate's mail being forwarded to the personal property storage area for inclusion in his/her property bag. The mail would then be delivered at the time of his/her release from custody. "REFUSAL" will be written in large letters in the signature space.
9. Supplemental Bookings: Inmates with additional charges against them will be supplementally booked. A Supplemental Booking form will be generated by the booking clerk and passed through to Identification where the following will occur:
    i. Inmate will be advised of the supplemental charges.
    ii. Flat impression prints of the inmate's right and left hand and right index finger will be obtained.
    iii. Inmate will sign the Supplemental Booking form.
    iv. Identification Deputy will sign and date the Supplemental Booking form, including his/ her PIN.
    v. File copy (white) will be returned to Inmate Records.
10. Booking Identification (ID) Record:
    i. The Identification Deputy will legibly sign his/her name and badge number in the "For Jail Use Only" section of the Booking ID Record.
    ii. They shall also include the date/time processed and whether the following was performed:
        - Printed
        - Comments section; any unusual circumstances of interest relating to the inmate will be recorded in this space.
11. Livescan: Every person booked into Jail Operations will be fingerprinted via Livescan.
    i. When necessary, fingerprint and/or palm print cards will be properly obtained from the inmate (e.g., a request from CAL ID). The deputy and the inmate will place a legible signature and correct date on the cards.

ii. Inmates refusing to sign the cards will be removed from this stage in the booking process and be placed into a holding cell. After two (2) hours, the Operations Sergeant will be notified if the inmate remains uncooperative.

12. The Identification Deputy will obtain a flat impression print of the inmate's right hand and thumb on the file copy and inmate's copy of the Booking Advisement form. Flat impression prints of both hands will be obtained on the Booking ID Record. The file copy of the Booking Advisement form will be sent to Inmate Records. The Booking ID Record and any fingerprint, palm or handwriting cards will be routed to Sheriff's Records Division for processing.
13. Handwriting Exemplar Cards will be filled out upon request of an Investigator.
14. When a fingerprint card is necessary, it will require a complete set of "rolled impression" prints and "plain" or flat impression prints. Each finger, and thumb, is rolled from side to side on the inked surface and then in the same fashion on the print cards where indicated.
    i. The inmate will clean his/her hands immediately after fingerprinting using available cleaning materials (e.g., soap and paper towels).
15. Each fingerprint card and handwriting exemplar must be signed by the Identification Deputy obtaining the prints or writing exemplar. The signature will be legible and include the Identification Deputy's PIN.
    i. Cards with illegible signatures, no signatures, smudged prints or other errors will be sent back from Sheriff's Records for correction.
    ii. Returned cards will be corrected immediately. Delays in properly processing the cards may result in not having access to the inmate to make the correction.
    iii. The Operations Sergeant will be notified when there is no deputy signature on the card (s). The Operations Sergeant will examine the work schedule to determine the earliest date that the deputy will be available to sign the card(s).
16. Delayed/Incomplete Bookings
    i. Documents associated with inmates whose bookings are delayed/incomplete will be kept in the inmate's jail file until the inmate arrives for processing.
    ii. Inmates who have been moved to a housing location will have their housing module cards delivered to their housing location.
    iii. When the inmate is ready to complete the booking process, a deputy will retrieve the inmate's booking documents from Records (Booking Advisement form, Booking ID Record).
    iv. The deputy will verify and update, with the inmate, all the information on the forms. Forms requiring corrections and/or additions will be handed to Inmate Records who will generate an updated form.
    v. The deputy will obtain all required fingerprints and photographs.
17. The print cards, exemplar cards, and original copies of DR’s will be taken from both the male and female Identification stations to Sheriff's Records at the end of each shift.
    i. The Day Shift Deputy will re-supply the stations with cards. Fingerprint cards will be obtained from the warehouse. The palm cards are obtained from Sheriff's Records Supply in the Headquarters Basement.
18. The Identification Deputies assigned to each shift will keep the rollers clean and in good operating condition.
19. When the inmate has completed the Identification process he/she will be directed by the Identification deputies to a classification holding cell for a Classification Review or to a holding cell for transfer to release upon notification from the Release Deputy.
20. During busy periods, when there are more inmates than can be processed at one time, the Booking Prowler Deputy may summon a First Floor Prowler to move the inmates between the holding cells, Identification, the Clothing Room, and Release.

e) Re-fingerprinting of Inmates

1. Criminal Justice Agencies (e.g., court, district attorney, police, probation, etc.) may request that an inmate be re-fingerprinted for evidence, major cases, etc. For such agencies, the inmate will be reprinted and the print cards provided upon verbal or written request.
2. Requests for inmate reprints from other agencies or persons (e.g., public defender, or attorney) will require a court order.
3. Sheriff's Forensic personnel may need to re-fingerprint an inmate, and will be accompanied by a deputy as they reprint the inmate.

3000.7 - Showers/Clothing Room

Inmate personal clothing will be safely stored in the facility clothing room pending the inmate's release or transfer. All inmates will be provided clean jail clothing that is appropriate to meet the needs of confinement including sanitation and safety requirements.

1. Shower and Clothing Inventory

1. After completing the identification process, inmates remaining in custody will proceed to the showering/clothing station. Inmates will present their Tracking Form to the Correctional Services Technician (CST) for identification purposes.
2. Upon the inmate's arrival, the CST will generate a form titled "Clothing Bulk Property Inventory."
    i. Any inmate scheduled for a "Quick Release" or an "O.R. Release" will not be showered or have his/her clothing exchanged.
3. The CST will instruct the inmate to disrobe and place his/her clothing and shoes on the counter. The CST will document all personal items on the Inventory form by color, quantity and condition. Any contraband items discovered at this point will be the responsibility of a First Floor Deputy, assisted by the CST.
4. The inmate's personal clothing will be folded by the inmate and placed into a storage bag. The inmate's shoes will be placed on the bottom of the storage bag. The inmate's full name and booking number will printed on a tag which will be placed over the bag's hanger. The bag will then be placed on the conveyor.
5. Personal clothing that is badly soiled or infested will be disposed of (reference CCOM Policy 2408.1).
6. The inmate will sign the Inventory form verifying the inventory is correct. The CST will also sign and date the inventory form before giving the inmate a copy. The hard copy is retained in the Clothing Room files. Inmates will not have access to the files while in the Clothing Room.
7. The inmate will be given soap and a towel and instructed to thoroughly bathe in the showers.
    i. Handicapped inmates may require medical staff help with showering and clothing exchanges. The CST or Booking Prowler will make the arrangements with the Module "L" medical staff.
    ii. Water temperature is thermostatically controlled to ensure the comfort and safety of the inmates.
    iii. When a juvenile is preparing to shower, the shower, drying and undress areas will be cleared of all adult inmates including inmate workers.
    iv. Personal jail papers to be retained by the inmate will be safeguarded on the counter by the CST during the shower process.
    v. Wet towels are to be placed into a specific bin for return to the laundry [redacted] Towels will be taken to the laundry each shift and clean replacements obtained.
8. Whenever the CST has to temporarily leave his/her assigned work area, he/she will notify the Booking Prowler and Identification station. If there are inmate workers present they shall be secured in nearby holding cells until the CST returns.

2. Jail Clothing

1. The CST will hand a full issue of jail clothing to each inmate upon completion of the showering/drying process. Sizes will be determined when the inmate's personal items are listed on the Inventory form.

2. Each shift CST is responsible for ensuring that an adequate supply of jail clothing, towels, soap and supplies are on hand at the beginning of each shift.
3. For additional information, reference CCOM Policy 1201.6- Inmate Identification Cards and Clothing.

3002 - Housing Operations

3002.1 - Staffing/Responsibilities

1. Staffing/Responsibilities
1. All Guard Stations will be staffed by a Guard Station Deputy/CSA. The Guard Station will be staffed 24 hours a day, 7 days a week. The Guard Station is a fixed post and under no circumstances will the assigned deputy/CSA leave without proper relief or at the direction of the Sergeant.
    1. Housing Guard Station-2nd Floor will be staffed with one deputy and one CSA/SSO or two deputies. They will direct and coordinate the functions of Modules J, K, L, M, N, as well as, directing and coordinating inmate movement between the Intake/Release Center's first floor, the Central Women's Jail and the Central Men's Jail
2. All housing modules will be staffed by a Correctional Services Assistant (CSA) or Deputy, with assistance from assigned Prowler Deputy(s). The module will be staffed 24 hours a day, 7 days a week.
1. The modules are designed and constructed with various types of cells for the separation of inmates as needed.
3. Housing Guard Station and Module Guard Stations are secured areas to which inmates are denied access, except for cleaning purposes.
1. Under immediate direction and with prior approval of the Guard Station Deputy, a CST will oversee the cleaning of the Guard Station by inmate workers.
2. Inmates cleaning the Guard Station will not be permitted to loiter in the area or have access to any documents or security equipment.

3002.2 - Documentation

1. All Guard Station and Module Deputies will maintain a 24-hour daily Log. The information on the log will include but not be limited to:
1. Name of the assigned Deputy for each shift
2. Date and shift times
3. Time, number and status of counts
4. Incidents, title and report numbers
5. Safety check times and observations
6. Other information pertinent to the shift, such as inmate's dayroom use, sick call, outdoor recreation use, official visits, and/or refusal of same.
2. The 12-hour Shift Logs will be generated by the oncoming Module Deputy/Prowler and begin at 0600 and 1800 hours. Logs will be retained for a two year period.
3. 3002.2(c) Safety Check Log

- See CCOM section 1716.

3002.4 - Receiving Inmates

1. Inmates will arrive at the module vestibule from Booking. Deputies may escort the inmate.
2. The Module Deputy will review the inmate's module card and identification card to confirm that the correct inmate is at the correct housing module.
3. Classification Deputies may assign compatible inmates to the same sector. Classification will write the date, sector, cell and bunk assignment on the module card. The module card will then be placed in the module card holder. All restrictions of inmate movement will depend upon the inmate's classification level. For additional information, reference CCOM Policy 1201.15 - Security Procedures by Classification Level and CCOM Policy

Section 1202 - Special Protocols or Handling (J-119). The deputy will record the following in the guard station log:

- Inmate's name
- Booking number
- Date and time
- Location from where the inmate came
- Destination housing location
- New module number count
- Module staff member's initials in the guard station log.

4. The Module Deputy will provide the new inmate with the following:

1. 1 towel
2. Blanket
3. 2 sheets
4. Mattress
5. 1 nightgown (female inmates)
6. One (1) extra pair of underwear (females)
7. The inmate will also be given a toothbrush, toothpaste, comb and a disposable razor, (except Module L) if requested.

5. The Module Deputy will direct the inmate to the assigned sector and cell after having the Prowler conduct a search of the inmate and his personal property.
6. Module "L", Correctional Health Services (CHS) will coordinate with the Classification Deputy in cell and bunk assignments.

1. Prior to the inmate being placed into a cell, determine if there are any special needs (e.g., safety gown).
2. Prostheses are disallowed inside security unless approved by CHS doctor and the Watch Commander. The prosthesis will be placed into the inmate's property. The inmates will be accommodated by medical staff i.e. wheelchair, etc. In cases where the prosthesis is allowed, the inmate will be housed separately.

3002.5 - Court Preparation

1. The Module Deputy prepares the module court list and places a plastic "COURT" ring around the cell door switch.
2. Inmates going to court will be dressed in a full jail issue of jail clothing. The Module Deputy will ensure that inmates are properly dressed prior to leaving the module. For Module "L", this includes inmates dressed in safety gowns.
3. Inmates going to court will not take books, combs, commissary items, etc. without a court order. Inmates may take court papers that pertain to their case or other documents requested by the court (e.g. classroom certificates to show completion of courses ordered by the judge) and authorized self-carry medications with approved documentation.
4. The Module Deputy will notify Inmate Records on behalf of any inmate who claims he/she is scheduled for a court appearance, but is not on the court list. The deputy will request a records check, to prevent an over-detention, which could jeopardize prosecution and subject the County to liability.
5. Module Deputies will ensure that Specialty Housing inmates are not placed in the module vestibule until all General Population (GP) inmates have departed the module. Specialty Housing inmates will be the last inmates escorted by Escort and/or Prowler Deputies to the Court Transfer area.
6. Staging inmates for court may require the use of dayrooms.
7. When inmates are summoned for court they will be instructed to close their cell door. The door will automatically lock when closed.

8. Correctional Health Services (CHS) staff will notify Inmate Records of any inmate that is too ill to go to court. The Module Deputy will notify Court Transfer.

3002.6 - Counts

a) For additional information, reference CCOM Policy Section 1719 -Inmate Counts.

3002.7 - Inmate Meals

1. For more information about inmate meals, reference CCOM Policy Section 1604 - Inmate Rights.
2. The Module CST under the direction of the Module or Prowler Deputy will serve meals.
3. Unless otherwise specified, all IRC inmates will eat in their cells.
4. The Module CST will report to the Module Deputy at [redacted] hours each morning. Using the count figures, the CST will determine the number of servings for the inmates in the module and confirm the number with the Cook.
5. Special diets and the serving sequence will be verified before the CST leaves for the kitchen. Correctional Health Services (CHS), prior to informing the kitchen to prepare them, will approve special diets.
6. The Module CST will bring the loaded carts to the inner dayroom area and plug the electric cord into the receptacles in order to maintain the correct food temperature.
7. The Prowler, CST and inmate workers will move one cart at a time into each dayroom. All other loaded carts will remain connected to the electrical outlets.
8. The Module Deputy will instruct the inmates to stand by their doors and prepare to receive their food trays. The inmate workers will hand the trays to the inmates after the Prowler or CST unlocks and opens the food tray port.
9. Each inmate's tray will contain the complete meal, beverage and utensils.
10. Inmates housed in Module "L":

1. Inmates in all sectors will eat their meals in their cells. The Prowler Deputy will visually monitor the meal service.
2. Medical cell inmates will be fed after the other inmates. The Prowler Deputy will accompany the CST throughout the safety cell feeding. Inmates in safety cells will be fed the same meal as other inmates, except when a special diet is ordered by a doctor.
3. Combative or hostile inmates will not be served hot items.
4. Cells in sectors 16, 17, 18, and 19 are equipped with pass-through ports in the doors. These cells will be used for in-cell feeding of contagious and/or inmates with mental disabilities, or others as designated by CHS.
5. Inmates in negative air-flow cells will be fed in the following manner:
    1. Food will be placed on standard trays and provided to inmates via the pass-through hatch.
    2. After the meal, the CST will direct the inmate to return the tray via the pass-through.
11. Every inmate will be offered a tray of food. The Module Deputy will note in the Module Log any inmate who refuses to eat two meals in succession. The deputy will send a memo to the nurse identifying inmates who have refused two (2) successive meals.
12. The Module Deputy, Prowler and CST will ensure that the inmates store no food. Unconsumed food and drink must be returned to the kitchen.
13. The inmate, and/or inmate worker, at the end of the meal will clean food and/or drink spills with paper towels provided by the CST.
14. The CST will return to the first inmates that were served and begin collecting trays, uneaten food, paper trash and utensils. Every tray, cup and utensil will be returned to the CST for return to the kitchen.
15. When the CST has collected all used trays, utensils, cups, trash and unconsumed food, the CST will return the carts to the kitchen for cleaning.

3002.8 - Shower Call

1. For additional information, reference CCOM Policy Section 2007 –Shower Call.

3002.9 - Inmate Movement

1. When an inmate leaves the module, other than in a group or mass movement, the inmate will have a movement pass authorized and signed by the Module Deputy. The Guard Station Deputies will check movement passes for destination and accuracy.
1. For additional information, reference CCOM Policy 1201.5 - Security Procedures by Classification Level and CCOM Policy Section 1202 – Special Protocols or Handling (J-119).
2. Mass and group movements will be escorted as required. The Guard Station Deputy/CSA/SSO will visually monitor mass and group movements.
3. Groups of new bookings will be escorted up the escalator and directed to their housing area by the IRC Booking Prowler.
4. Inmates being released will have their module card in their hand. The Guard Station Deputy will review the card and direct the inmate to go down the escalator. Questionable inmate movement will be verified with the Module Deputy.

3002.10 - Court Transfer

a) Inmates will be escorted in groups from the Central Men's Jail (CMJ) and Central Women's Jail (CWJ) second floor Guard Stations by CMJ and CWJ Escort and Prowler Deputies through the two respective male and female connecting corridors to the IRC.
    1. Escort, Prowler and Housing Deputies will escort inmates from their assigned housing locations to the Court Transfer cell area.
b) Inmates will walk single file, grouped by classification.
c) Groups will be led by one Escort or Prowler Deputy and followed by another Escort or Prowler Deputy.
d) Upon reaching the second floor Guard Station, inmates will proceed down the escalators to the first floor. Females will proceed down the women's escalator, to their respective sides of the Court Transfer cell area.
e) At least one female deputy will be present at all times when female inmates are moved in the corridors.
f) Male deputies will not enter the female side of the Court Transfer cell area unless accompanied by a female deputy.
g) Upon arrival at the Court Transfer cell area the inmates will be assigned to cells.
h) Theo Lacy Facility (TLF). If any inmates from TLF are being brought to the IRC for transfer, they will arrive prior to 0700. These inmates may be assigned to a cell area to await boarding of the appropriate vehicle.

3002.11 - Recreation

NOTE: Special restrictions may apply to Specialty Housing inmates.

1. Dayrooms
1. For additional information, reference CCOM Policy Section 2006(b) – Dayrooms.
2. Outdoor Recreation

a) Outdoor recreation will take place in the two (2) outdoor recreation areas attached to each module. Module Deputies will regulate access to the outdoor recreation areas according to a schedule. Each inmate must be allowed to have access to the outdoor recreation areas for a minimum of three (3) hours per week. The Module Deputy will announce the schedule to the inmates over the public address system. The schedule will rotate each week giving inmates a variety of times in which to have recreation. Only compatible inmates will be allowed into the recreation area together.

b) Outdoor recreation activities will include basketball, handball, volleyball (Module “K” only), jogging, and calisthenics. As appropriate and/or needed, equipment will be provided by the Correctional Programs Technician.
c) Inmates will be fully dressed and will not individually move in and out of the recreation area unless directed by the Module Deputy. No commissary items (i.e., food/drink) will be permitted in the outdoor recreation area.
d) Module and Prowler Deputies will keep the inmates in the recreation areas under constant supervision. Prohibited activities are:
    - Boxing and martial arts (Karate, Judo, etc.)
    - Wrestling
    - Climbing walls or doors
    - Destroying equipment or structures
    - Converting jail property or supplies to weight lifting equipment
    - Marking on jail walls, windows, floors, etc.
    - Soiling the recreation area
    - More than one person in the toilet area at one time
e) During recreation periods, inmates may stop their activity to participate in visiting. The inmate will be given the choice to visit or continue with recreation. The Module Deputy will inform the Visiting Guard Station of the inmate's recreation activity.
f) When the recreation period has ended the inmates must clear the inner and outer recreation areas and return to their sector’s dayroom.

3002.12 - Visiting

1. Each inmate will be allowed at least one (1) thirty (30) minute public visit per visiting day. Visiting days are Friday, Saturday, Sunday, and Monday of each week.
2. Official and public visits will take place in the individual modules. Visit approval will originate from the Visiting Guard Station.
3. The Module Deputy will be informed of a pending visit when notified by the Visiting Guard Station.
4. The Module Deputy will determine if the inmate is available for a visit and will assign a visiting booth. Inmates will not have visits during the following times: at mealtime; if the inmate is being treated by Correctional Health Services (CHS); or if the inmate is being transferred to another facility. The Module Deputy will inform the Visiting Guard Station of an inmate’s unavailability and the expected duration.
5. Inmates will be notified over the intercom or public address system of the visit. Inmates will be dressed in a complete issue of jail clothing for the visit.
6. Module Deputies will not require inmates to participate in visits. Inmates may refuse any public or official visit.
7. Eating and drinking are prohibited in the visiting area and visiting booths. Inmates will be reminded of this prior to the visit.
8. There are nine (9) visiting booths in each module. Seven booths are without doors and are intended for public-inmate visiting. Two booths, one on each end of the seven public visiting booths, have doors to ensure privacy and are intended for "official" and protective custody (PC) visits. Each booth is numbered or lettered.
9. The Visiting Guard Station makes booth assignments. Under no circumstances will incompatible inmates be allowed to visit at the same time.
10. Official visits are not timed. Attorneys, law enforcement, clergy, psychologists, doctors, legal runners, and others as approved by the Division Commander will be assigned to the end booths, or center booths, on a first come first served basis. Methadone will be handed from the nurse to the deputy to the inmate using the pass-through.
11. Public visits will begin and end upon verbal notice of the Module Deputy, who will begin timing the visit when both parties are present.

12. When visiting is in progress, the Module Deputy will direct the Prowler Deputies to make periodic checks of the inmate side to ensure security is not compromised and that jail visiting rules are being followed.
13. Official or public visitors may have documents signed by the inmate at the visiting area. A Prowler Deputy will unlock the pass-through and relay documents to and from the inmate/visitor.
1. Every envelope or closed container will be opened and checked for contraband before handing it to the visitor/inmate.
2. Deputies will not endorse documents as witnesses for inmates or official visitors.
3. Only official documents may be exchanged at visiting. All other letters and correspondence must be exchanged through normal jail channels.
14. When scheduled inmate activities begin during a visit, the Module Deputy will announce the activity over the public address system to the inmates in the visiting area. Inmates must then choose to either continue with the visit or participate in the activity.
15. When the visiting has ended, the Module Deputy will direct the inmate(s) to return to their assigned cell or dayroom.

3002.13 - Chapel/Program/Class

It is the policy of the Orange County Sheriff's Department (OCSD) to respect inmates' religious rights and provide the inmates with appropriate access to Religious Services to serve their religious needs in a way that is consistent with maximizing safety and security of the Orange County Jail facilities.

1. When circumstances arise that require the cancellation of scheduled religious services or a delay of more than 15 minutes, the Watch Commander must provide e-mail notification to the Division Commander, Inmate Programs Director, and the Custody Operations Assistant Sheriff.
2. The Housing Guard Station will coordinate movement into and out of the chapel. The deputies in Main Control will advise the Housing Guard Station when to notify the modules to prepare those inmates who want to attend chapel service. There will be separate chapel services for female inmates.
3. Prior to each module sending its inmates to the chapel, the module will telephone the Guard Station with the total number of inmates who will attend the service. The Housing Sergeant or, in the Sergeant's absence, the Guard Station Deputy will determine how many inmates from each module will attend when the total number wanting to attend exceeds the chapel's capacity of forty (40) persons.
4. If there is a problem during the services, the Housing Guard Station Deputy will summon assistance from one of the housing modules and/or Main Control.
5. Preparing for Chapel/Program/Class Services

a) Separate chapel/program/class services will be held for male and female inmates housed in any Jail Operations facility. At the Intake/Release Center (IRC), the services/classes will be held in the module multipurpose rooms located adjacent to the visiting booths within the module. Deputies will notify inmates when religious programs are scheduled.

b) The Main Control Deputy/SSO/CSA will direct the religious/programs participants to the module guard station. The Module Deputy will direct the participants to the multipurpose room within the module.
    a. Each church/program group will consist of no more than six (6) persons.
    b. Each visitor will sign in and wear a visitor's badge.
    c. Each visitor will complete, read and sign a Security Clearance Agreement that includes the prohibition for handing any materials to any inmate.
    d. Items such as instrument cases, boxes or large bags will be checked for contraband items.

c) The Main Control Deputy will telephone the module advising to prepare those inmates wishing to attend the service.

d) The Module Deputy will make an announcement over the public address system for those inmates wishing to attend, to get dressed in full jail issue and line-up in the dayroom. The Module Deputy will direct the inmates to the multipurpose room where the service is being held.
e) Based upon the number of people in the church group and the number of inmates wishing to attend, the Module Deputy will determine the number of inmates that are sent.

6. Escorting Inmates to Chapel
    1. A deputy will direct the inmates to the multipurpose room.
7. Problems During Services
    1. If one or more of the inmates create a problem during the services, the Module Deputy will request assistance from the housing modules and/or Main Control.
8. When Services End
    1. When services conclude, the Housing Prowler will direct the inmates back to their sector, and the multipurpose room will be secured. Visitors will be escorted out of security through Main Control.

3002.14 - Inmate Sick Call and Issuance of Medication

1. For additional information, reference CCOM Policy Section 2106 - Sick Call/Hospital Referrals and CCOM Policy Section 2112.2 - Medical Distribution or Administration.

3002.15 - Mail Pick-Up and Distribution

a) For additional information, reference CCOM Policy Section 1900 - Inmate Mail.

3002.16 - Module Cleaning

1. For additional information, reference CCOM Policy Section 1600.2 (p) - Cleanliness.

3002.17 - Inmate Release

1. Notification of inmate releases will be made on the Sheriff's Data System (SDS) printer in the Housing Guard Station. The Housing Guard Station Deputy will call the Module Deputy and relay the release information.
2. The Module Deputy will instruct the inmate to bring all personal and jail issue items, including the mattress, to the module vestibule. Cells are to be left in a clean condition.
3. The Module Deputy will verify the inmate's identity by:
1. Comparing the release notification with the inmate's information documented on the module card
2. Comparing the inmate's module card photograph with the actual inmate being released
3. By questioning of the inmate if necessary.
4. Each item of jail property (i.e., towel, sheets, blanket and undergarments) will be checked for quantity and condition by the Module CST or Prowler before being placed into dirty storage. If the inmate is to be released or transferred in custody, the inmate will remove his/her T-shirt, under garments and socks and place them in dirty storage prior to leaving the module.
5. The Module Deputy will mark the release information in large letters on the front of the module card:
    1. [redacted] letters = [redacted]
    2. [redacted] letters = [redacted]
    3. [redacted] letters = [redacted]
    4. [redacted] letters = [redacted]
6. The inmate will be handed his/her module card, and depending on the type of release, the inmate will be directed to the Release Guard Station or Court Transfer Guard Station.
7. The deputy will make an entry into the movement log in the appropriate color: inmate's name, booking number, sector and cell number, release reason (e.g., straight, in-custody) date and time.
8. The Module CST will direct the inmate worker/work crew to clean the released inmate's cell. All other inmates in the sector will be secured in their cells during the time when the worker/work crew cleans the cell.

9. The inmate worker will also retrieve any items left by the inmate. Jail property will be recycled. Non-valuable personal effects and trash will be disposed of in the trash locker. The Module CST will handle valuables in the same manner as found property with a known owner.

3002.18 - Housing Guard Station - 2nd Floor

The Intake/Release Center (IRC) provides maximum-security housing for inmates in five (5) modules. The Housing Guard Station directs and coordinates the functions of the modules and inmate movement between the Central Men's Jail (CMJ), Central Women's Jail (CWJ), and the IRC.

1. Housing Sergeant

a) The Housing Sergeant's office is located in the Guard Station.
b) The Guard Station Staff (Deputy/SSO/CSA) will receive direction and supervision from the Housing Sergeant.
c) The Guard Station Staff will direct certain housing activities, scheduled or spontaneous, with prior approval of and in the absence of the Housing Sergeant (e.g., meals, movement of inmate groups, court, television changes).
d) The Guard Station Staff will maintain communication with the CMJ and CWJ second floor Guard Station Deputies. The Housing Sergeant will be kept informed of information from these facilities.
e) The Guard Station Staff will keep the Housing Sergeant's office supplied with materials as required. Reports and other documents will be placed on the sergeant's desk as they are received.
f) The Housing Sergeant will confirm with the Module Deputies that no cell capacities have been exceeded. This will be done during both the physical body counts [redacted]

2. Security Equipment

1. The Guard Station will be equipped with security monitoring and regulating equipment.
    a. The Guard Station Staff will monitor inmates in all second floor Disciplinary Housing cells by way of electronic intercoms. Physical safety/security checks of all inmates in Disciplinary Housing will be made at least once every thirty (30) minutes.
    b. A control panel with colored lights and buttons will indicate the condition of specific doors in the Guard Station area. Guard Station Staff will be aware of each door's status and the working order of all equipment. Doors will remain closed unless an authorized person is passing through.
    c. Restraint devices will be kept in the Guard Station, and will be used by deputies as necessary.
    d. An emergency key will be kept in a [redacted] to be used in the event of a power failure. The key will only be issued in times of emergency and at the direction of the Housing Sergeant. (This key will open the [redacted]
    e. The Guard Station Staff will use the public address system when necessary.
    f. An emergency movement control panel is located in the Guard Station for the main escalator. The Guard Station Staff and the Main Control Deputy/SSO/CSA can control both escalator movement and direction.
    g. Emergency Response Team (ERT) equipment [redacted] The ERT equipment will be visually inspected, cleaned/maintained, and properly stored following each use and on an as needed basis, to ensure equipment readiness.

3. Visual Supervision of Inmates

1. Visual supervision of inmates in the second floor corridors will be the responsibility of the Guard Station Staff.
    i. Surveillance will be by direct line of sight and by CCTV cameras.
    ii. Inmates in the connecting corridor between the IRC, CMJ, and CWJ will be observed throughout their movement. Inmates are to walk non-stop through the corridors. Deputies will be sent to check any unusual inmate behavior.
2. The IRC and CMJ second floor Guard Station Staff will maintain continuous contact with each other regarding inmate movement through the connecting corridor.

i. The Guard Station Staff may request inmate movement be held. This may be prudent during disturbances, medical emergencies, inmate counts, shift change, or any other time security staff is unavailable.

3. No staff other than enforcement personnel (i.e., Deputies/SSOs/CSAs) will be allowed routine movement through the second floor tunnel without an escort.
    a. Exceptions may be permitted in special circumstances (i.e. movement of oversized equipment, medical emergencies, etc.) provided the security of the facility and staff is not compromised. In these circumstances the Central Men's Second Guard Station and the IRC Housing Guard Station must cease all inmate movement through the tunnel, verify the tunnel is clear, and remain in constant communication while the staff member proceeds through the tunnel.
4. The Guard Station Staff will ensure that an escort is provided for any inmate requiring escort through the corridor. Deputies will be directed to perform the escort by the Guard Station Staff.
5. Female inmates will use only the female corridor and male inmates will use the male corridor.

~~4.~~ Disciplinary Housing

1. Guard Station Staff are responsible for the inmates assigned to Disciplinary Housing cells in their respective areas
    a. Module J Guard Station - Module J Disciplinary Housing cells
    b. Module K Guard Station - Module K Disciplinary Housing cells
    c. Housing Guard Station - Second Floor Disciplinary Housing cells
2. Inmate requests for assistance, suspicious sounds, and unresponsive inmates will require the Guard Station Staff to direct a deputy to respond and/or investigate the circumstances.
3. At the designated times, Prowlers will count the inmates in disciplinary housing at the direction of the Guard Station Staff.
4. Property for both female and male inmates in disciplinary housing for discipline will be retained in a designated room until the inmate is released from discipline status.
5. CST's will feed inmates in disciplinary housing at the direction of the Guard Station Staff.
6. Twice per week, a complete clothing exchange for inmates in disciplinary housing will be directed by the Housing Deputy/SSO.
    i. Inmates in disciplinary housing for other than disciplinary reasons: handle clothing exchange per regular rules.
7. The Guard Station Staff will direct showers for inmates in disciplinary housing. Prowlers will be assigned to manage the shower process. Showers will be provided on an every-other-day basis.
8. Medication for inmates in disciplinary housing will be distributed by the medical staff at the designated times. Prowlers will accompany medical staff in order to open cell doors and provide security.
9. Inmates housed in a disciplinary housing area, who are not on disciplinary status, will receive all rights and privileges (i.e., outdoor recreation, dayroom, and commissary).
    a. An inmate will not be placed in a Disciplinary Housing cell prior to a punishment hearing held by the Disciplinary Officer, or as alternative housing, without permission from the Watch Commander. Correctional Health Services will then be notified.

5. Inmate Count

1. Inmate counts will take place according to CCOM Policy Section 1719.1 (i) - Count Start Times.
    a. Main Control will announce over the public address system to freeze all inmate movement until the count is clear.

b. Main Control will announce over the public address system that the count is clear and that inmate movement may resume.
c. Module Deputies will notify Classification of any housing location discrepancies. Classification will make any changes to the database to correct the count.

3002.19 - Modules J, K, L, M, N and S

The design of the Intake/Release Center's (IRC) housing modules allows for bringing inmate services to the module. This enables efficient management of the module, protection of staff and inmates, constant high level supervision of Specialty Housing inmates, and continued separation of male and female inmates.

a) Module Staffing
   1. IRC modules J, K, L, M, and N will be staffed by a Correctional Services Assistant (CSA) or a Deputy with assistance from assigned Prowler Deputy(s). The module will be staffed twenty four (24) hours a day, seven (7) days a week. Module "L" and "K" will also be staffed with medical/mental health personnel.
   2. The supervision of inmates housed in Module S will be the direct responsibility of the Receiving Guard Deputy or their designee. Upon housing of inmates in Module S, the Receiving Guard Deputy will maintain visual supervision utilizing the surveillance cameras and monitors located inside the Receiving Guard Station.

b) Module Descriptions/Responsibilities
   1. Module "J" may be comprised of female or male inmates.
   2. Module "K" may be comprised of female or male inmates including those in need of medical and/or mental health care.
   3. Module "L" is comprised of male inmates including those in need of medical and/or mental health care.
   4. Module "M" may be comprised of female or male inmates.
   5. Module "N" may be comprised of female or male inmates.
   6. Supervision of the employees in the module is the responsibility of the Housing Sergeant.
   7. In Module "L", responsibilities in the module are documented in the Memorandum of Understanding (MOU/07-01-2011), between the Sheriff's Department and the Health Care Agency and includes the following:
      i. Matters of judgment regarding health care services will be the sole province of the Correctional Health Services.
      ii. Sheriff's Department staff will retain control over, and set policies for maintaining security within Jail Operations. This shall include the identification of proper housing for inmates.
      iii. Deputies will provide security for those inmates confined in the medical areas to ensure the safety of inmates and the CHS staff.
      iv. Deputies will maintain necessary communications with the CHS staff.
   8. CHS staff will not open cell doors; this is a deputy function. A deputy will accompany CHS staff anytime a door requires opening.
   9. Classification will notify the Module Deputy before sending any inmate to the Central Men's Jail (CMJ) or Central Women's Jail (CWJ) Infirmary. The Module Deputy will advise the Module "L" CHS staff of the impending relocation.
   10. CHS will notify Classification of any housing change request. Classification will coordinate the change with the Module Deputy.
   11. Module S is comprised of two, six person cells located in the Medical Observation area of the Intake Release Center. Each cell consists of the following:
      i. six bunks
      ii. toilet
      iii. sink
      iv. phone

v. television
vi. table/seating
vii. dayroom/common area

12. Module S responsibilities will be carried out by the following personnel:
    i. Deputies assigned to the Booking Loop
        - Safety Checks
        - Escort to visits, showers
        - Religious services
        - Correctional programs
        - Outdoor recreation
    ii. Booking Prowler

a) Housing
b) Physical Body Count
    iii. Operations CST
        1. Meals
        2. Cleaning
        3. Supplies
        4. Clothing Exchange
    iv. CHS
        a) Medications

3002.20 Correctional Health Services Lanterman-Petris-Short (LPS) Unit

Correctional Health Services (CHS) LPS unit, in compliance with the Lanterman-Petris-Short (LPS) Act, provides additional mental health housing and treatment for male and female inmates with mental health disorders. Behavioral Health deputies will work alongside CHS staff to promote proper evaluation and treatment for inmates housed in the CHS LPS Unit.

a) Housing
    1. Inmates are housed in the CHS LPS unit following CHS LPS guidelines.
    2. Behavioral Health deputies, in conjunction with CHS staff, will notify Classification deputies for all housing changes.
b) Hearings
    1. Hearings will be facilitated by the Behavioral Health deputy. Due to the unpredictability of inmates with mental health disorders, Behavioral Health deputies should use their discretion for the location of the scheduled hearing.
    2. An Inmate advocate and CHS- approved hearing officer shall be present during a Probable Cause Hearing (PCH).
    3. A Public Defender and Judge or court-appointed hearing officer shall be present during a Riese Hearing.
    4. A Housing Sergeant and/ or Watch Commander will be notified of any issues and/ or delays in either of the Hearings.
c) Group Program(s)
    1. Participation in the program(s) will be voluntary. No inmate shall be forced or compelled to participate in the program(s).
    2. Behavioral Health deputies, in conjunction with CHS staff, will determine which inmates will participate in the program(s) by following CHS mental health prescriber's orders.
    3. Opportunities to participate in the program(s) will be documented, including refusals to participate.

4. CHS LPS programs will not interfere with normal meal service. Inmates will be allowed the opportunity to consume their meals as normal.

d) Hygiene
   1. Behavioral Health deputies should assist CHS staff in encouraging proper hygiene and cell cleanliness.
   2. Deputies in collaboration with CHS staff shall make every attempt to gain the inmate's voluntary compliance to clean their cells regularly.
   3. If an inmate refuses to clean their cell and CHS staff determines the amount of trash or lack of hygiene within an inmate's cell poses an immediate risk to the inmate's health and welfare, CHS staff shall notify the housing sergeant or watch commander, formally requesting the removal of the inmate from their cell.
      i. Supervisors Responsibility
         A. Supervisors will inspect the cell and determine the appropriate level of action based on their observations and CHS's recommendations.
      ii. If a cell extraction is needed, reference CCOM section 1808 "Emergency Response Team."

e) CHS LPS Unit Security Restraints

The utilization of security restraint devices, to include leg irons and/or handcuffs, during CHS LPS programs will be based on an individual assessment of the inmate by the Behavioral Health deputy on duty. Classification status, staff safety, and input from CHS staff regarding the medical/mental condition of the inmate will be taken into consideration prior to the application of security restraint(s), if any. The individual assessment and resulting determination regarding the utilization of security restraints will be documented on the guard station activity log.

   1. When security restraints are utilized for programs in the CHS LPS, the least restrictive security restraint(s) will be used as needed to maintain security. The restraints will be secured to the metal bracket on the dayroom table. If an Inmate needs an accommodation because of a disability, security restraints will be used that will accommodate that disability to allow the Inmate to participate in the program. For example, if the Inmate is deaf and needs their hands free to sign, leg irons will be used instead of handcuffs.
      i. If the individual assessment of the inmates determines that any inmate participating in a group program will be restrained, then for safety and security concerns all inmates participating in the group program will be restrained with the least restrictive security restraints to maintain safety and security.
   2. When restraints are utilized, they will remain on the inmate for the duration of the program(s).
   3. Behavioral Health Deputies will allow reasonable opportunities for the inmate(s) for hydration, sanitation and restroom needs.
      i. Reasonable requests by the inmate(s) for hydration, sanitation and restroom needs should be accommodated.
      ii. At a minimum, inmates will be allowed opportunities for hydration, sanitation and restroom needs on an hourly basis.
      iii. All opportunities provided, including those refused, will be documented in the daily guard station log.
   4. Inmates will not be left unattended while participating in the program.
   5. Inmates will not be restrained longer than necessary after their program has ended.
   6. The use of security restraints will be in compliance with CCOM 1800.3 "Security Restraints."

f) Behavioral Health Deputy

1. Behavioral Health deputies will coordinate with Correctional Health Services (CHS) to assist with the following responsibilities:
    i. When CHS LPS inmates attend group program(s) in the dayroom, deputies will provide security for Programs staff and CHS staff. See CCOM Policy 3002.20(e) “CHS LPS Unit Security Restraints.”
    ii. Behavioral Health deputies will assist in facilitating Probable Cause Hearings (PCH) and Riese Hearings.
    iii. Deputies will assist CHS staff with coordinating the administration of involuntary medication. See CCOM policy 1808.7 “Involuntary Medication.”
    iv. Behavioral Health deputies will offer CHS LPS inmates the opportunity to attend dayroom and outdoor recreation. See CCOM policy 2006 “Recreation.”
    v. Behavioral Health deputies will create and maintain individual inmate logs. These logs will document the following:
        A. Attendance of dayroom and outdoor recreation. If the Inmate is unable to attend or refuses to attend, this will also be documented.
        B. Group attendance. If the Inmate is unable to attend or refuses to attend, this will also be documented.
        C. The administering of medication.
        D. The refusal of medication.
        E. Showers and haircuts.
        F. Probable Cause Hearings.
        G. Riese Hearings.
    vi. For frequency of safety checks, see CCOM section 1716.3 “Frequency of Safety Checks.”
    vii. Deputies conducting their scheduled safety checks, will assist CHS staff in maintaining the CHS LPS safety log. Completed safety logs will be collected on a daily basis and turned in to the Housing Sergeant. For late safety checks, reference CCOM policy 1716.5 “Late Safety Checks.”

3004 - Main Control Guard Station

3004.1 - Main Control Staffing

1. Staffing for Main Control will consist of at least two (2) staff members which could be comprised of any combination of Correctional Services Assistant's (CSA’S), Sheriff Special Officer's (SSO's), or Deputy Sheriffs.
2. Each staff member must be relieved by another staff member before leaving the Guard Station.
3. Assigned staff members will not leave the Guard Station to attend to emergencies unless directed to do so by the Operations Sergeant or Watch Commander.
    1. A Prowler or other assigned deputy will be directed to attend to activity around the outside of the Guard Station.
        - NOTE: During a complete facility evacuation, the Main Control personnel will be last to leave unless the Guard Station becomes uninhabitable.
4. During shift change, the off-going staff members will remain in the Guard Station until:

a) All Main Control logs are complete and updated.
b) The condition of all security equipment is verified.
c) On-coming shift personnel are fully briefed.

3004.2 - Control Panel Operations

1. Main Control Sally port Doors and Intercoms
1. The [redacted] panel on the [redacted] as one enters the [redacted] provides controls for the [redacted] The door will be controlled by the assigned personnel.
2. The top right corner sub-panel is the intercom speaker, microphone, volume control and push to talk button. To operate this sub-panel depress and hold the "TALK" button and speak. To listen, release the "TALK" button.

3. The next lower sub-panel consists of the "Hands Free" intercom button. By depressing the switch to the right, the indicator light will illuminate. The intercom is ready to be used when a selected location call button is depressed. To shut off the hands free feature, depress the switch to the left. The light will extinguish.
4. The button to the left on the same sub-panel provides paging to the sally port. Depress and release the large, rectangular shaped button. The indicator light will illuminate solid. Either depress and hold the "TALK" button on the intercom sub-panel above and speak, or use the "Hands Free" switch to the right for longer pages. To disconnect, depress and release the large button. The indicator light will extinguish.
5. The lower [redacted] corner sub-panel is the Panel Power and Lamp Test. Turn the [redacted] to the [redacted] to this panel. Return the [redacted]
6. Depress and hold the "TEST" button to illuminate all panel lights and sound the buzzer/tone. Release the “TEST” button to return the panel to normal operation.
7. The remaining controls on this panel are [redacted]
8. Turn the round switch from close to open and hold until the door opens. (Red light illuminates, green light extinguishes.) To close the door, reverse the process.
9. To operate the call button when the indicator light is flashing (you will also hear a buzzer/tone), depress the square button below the flashing light and release. The light will come on solid. Depress and hold the "TALK" button on the intercom and speak. To listen, release the "TALK" button. To disconnect, depress and release the square button under the light. The light will go out.
10. Main Control personnel must determine the identity and authority of every person requesting passage through these doors. When a question arises, a Prowler Deputy, and if necessary, the Operations Sergeant will be contacted for assistance before opening the door(s).
11. The [redacted] switch provides a [redacted] for the [redacted] feature. To turn off the [redacted], turn the switch 1/4 turn to the right. The indicator light will flash and the buzzer/tone will sound. [redacted]
12. Return the [redacted] to [redacted] The [redacted] go out and the [redacted] You must close all sally port doors before the automatic interlock is again functional. This switch may not be used without the Operations Sergeant's permission.
13. All access into and out of any maximum security jail facility and the outer security yard will be through sally ports and will be strictly controlled and monitored by staff members at the Main Control Guard Station.
2. Intercom Area Selector Buttons-IRC

a) The next panel to the left (facing the escalator) provides intercom contact in numerous areas of the IRC.
   i. Elevators 3 & 4 (interiors)
   ii. Connecting Corridor, ground level
   iii. Modules J,K,L,M,N (various doors)
   iv. Roof elevator and service room vestibule doors
   v. Court Transfer Area - Men's & Women's
   vi. Booking Corridors - Men's & Women's
   vii. Basement Corridor, Elevator Vestibule, Service Room areas
   viii. Dining/Kitchen area

b) When the indicator light flashes, a buzzer/tone will sound. Depress and release the rectangular button next to the flashing light. The light will come on solid and the buzzer/ tone will stop sounding. Then depress and hold the "TALK" button on the upper left corner sub-panel intercom and speak. To listen, release the "TALK" button. To disconnect, re-depress and release the area selector button. The light will go out.

c) The paging buttons provide contact with areas identified on the individual buttons. To use the page, depress and release the large rectangular button. The indicator light will come on solid. (If it flashes, wait.) Depress and hold

the "TALK" button on the intercom sub-panel and speak. To disconnect, re-depress and release the area page button. The light will go out.

d) The lower left sub-panel is the Alarm Speaker. When an alarm is activated, the sound will come out of this speaker.

3. CCTV Monitors

1. The next panel to the left (facing the escalator) consists of three closed circuit television monitors. The picture will focus on designated areas. Staff members must view the monitors frequently to insure normal activity.
2. The pictures will sequence on the cameras normally. To select one camera, operate the control button under the monitor's picture.

4. Master Intercom

a) Operation of this device is similar to a push tone telephone. "Call Numbers" for all facility locations will be posted in the Guard Station.

5. Vehicle and Pedestrian Gate Controls

a) [redacted] provides vehicle and pedestrian controls.

b) The top right corner sub-panel is a Control Point Selector. Depress and release the "Select" button and the "Dispatch" light will come on solid. The Security Parking Lot gate controls are now assigned for function to the Transportation Dispatch Deputy Station. The "Main Control" light will go out.

c) Re-depress and release the "Select" button and the gate control returns to Main control. The "Main Control" light will come on and the "Dispatch" light will go out. The Watch Commander or Operations Sergeant will direct the Main Control personnel use of this button.

d) The immediate left sub-panel is the intercom control. Its functions were previously described on control panels in this Guard Station.

e) The next lower sub-panel provides the Security Parking Lot "yard page". Depress and release the large rectangular button and the indicator light comes on solid. If it flashes, wait to use it. Then depress and hold down the "TALK" button on the intercom sub-panel above and speak. To disconnect, re-depress and release the page button. The light will go out.

f) The next lower sub-panel is the "Hands Free" intercom switch. Depress the switch to the right to activate the intercom. The indicator light will come on. Select an area intercom button, depress and release it, and speak. To disconnect the "Hands Free" switch, depress it to the left. The indicator light will go out.

g) The bottom right sub-panel is the Power Panel and Lamp Test. Operation of these controls was previously described on panels in this Guard Station.

h) The top center and left sub-panels are CCTV monitors that focus on the vehicle and pedestrian gates leading into/out of the Security Parking Lot. The left camera will focus on the vehicle that drives onto a loop detector (in or out). The right camera will focus on the direction that vehicle will proceed when the gate opens.

i) In fifteen (15) seconds, both screens go blank if no further activity takes place with the controls.

j) When the intercom select switch is depressed in the Guard Station (no call received) the left monitor will display inside the gates. The right camera will focus on the areas outside of the gates.

k) The [redacted] provide open/ close gate controls and intercom for the vehicle sally ports. An automatic interlock prevents opening both outgoing and incoming gates at the same time. [redacted]; the indicator light will flash and a buzzer/tone will sound. [redacted] The vehicle sally port gates should never be opened via override creating a breach of security. The Operations Sergeant may authorize Main Control to [redacted] for a medical emergency or if [redacted] for the sally port providing necessary security staff are present to prevent an escape.

i. Main Control will contact Receiving Guard to send a deputy with a radio to secure the Security lot (e.g. clear worker crews). The deputy will notify Main Control via radio when the Security lot is clear and secure. The deputy will be [redacted] Main Control simultaneously [redacted]

l) To operate the controls when an indicator light flashes and the buzzer/tone sounds, depress and release the button below the flashing light. The light will come on solid and the buzzer/tone will stop. Then depress and hold the "TALK" button. [redacted] hen the vehicle has safely passed the gate, turn and hold the switch until it is closed. (Red = open, Green = close).

m) Next, operate the same type controls for the second gate in that vehicle's path of travel. The [redacted] are controls and intercom for the Transportation Staff sally port [redacted] and the Main Pedestrian sally port by the Security Parking Lot vehicle gates [redacted] These controls operate the same as those for the vehicle gate sally ports to the right.

6. Door Alarms/Personal Alarms

1. The next panel to the left provides security door alarms and Panic Alarms.
2. The first sub-panel on the top right consists of Panic Alarms for:
   i. Module "J" Guard Station
   ii. Receiving Guard Station
   iii. Dispatch Position (located in Transportation)
   iv. Module "L" Guard Station
   v. Module "N" Guard Station
   vi. Visiting/Reception Guard Station
   vii. Court Transfer Guard Station
   viii. Module "K" Guard Station
   ix. Module "M" Guard Station
   x. Housing Guard Station
3. To [redacted] when the alarm light flashes and the buzzer/tone sounds, turn the key to the right then back to the left. The light will go out and the alarm will stop. This will restore the electrical power to the designated sub-panel. Before activating these switches, contact must be made with the deputy at that station to determine the circumstances. To stop the buzzer/tone only, depress the "Silence" button on the sub-panel at the bottom of this panel. The light will remain on.
4. The [redacted] is the Panel Power and Lamp Test. [redacted] Depress and hold the "TEST" button to light all the panel's lights and sound the buzzer/tone. Release the "TEST" button to return the panel to normal operating condition.
5. The intercom speaker device is located to the immediate top left of the Panic Alarms. To operate the control, depress and hold the "TALK" button and speak. To listen, release the button.
6. The next lower sub-panel consists of door alarms for roof stairwell doors. When a door is opened the light will flash and a buzzer/tone will sound. When the door is closed, the light will turn solid red. Depress and release the "Silence" button to stop the buzzer/ tone. Depress and release the "Reset" button when the door is closed to turn out the light.
7. The Main Control Deputy or SSO must determine the identity and authority of every person requesting passage through security doors. A deputy will be sent when any question exists.
8. The next lower sub-panel consists of the alarm/light for the basement service room. The controls operate the same as "D" above.

9. The next lower sub-panel, consisting of three alarm/ lights, controls the doors that connect the outdoor recreation yards on the second floor. The controls operate the same as those in "D" above. When any of these alarms activate, the Housing Guard Station will be notified.
10. The bottom sub-panel in this row provides the "Silence" and "Reset" buttons for alarms/ lights on this panel.
11. The top center panel is a graphic display showing the following second floor mezzanine doors:
    i. Door to south evacuation stairway.
    ii. Doors to north evacuation/roof stairway inner and outer doors.
    iii. Storage room by elevator #1.
12. When any of these doors are opened the indicator light will flash red and a buzzer/tone will sound. When the door is closed the light will be solid red. To silence the buzzer, depress and release the "Silence" switch. To reset the light to green, depress and release the "Reset" button when the door is closed.
13. The Main Control personnel will determine the identity and authority of every person requesting passage through security doors. A deputy or Visiting SSO will be sent to investigate when any questions exist. (Use hand held radios or intercoms to establish identity.) These doors are normally used during stairwell checks or an evacuation drill by deputies or maintenance personnel.
14. The bottom sub-panel in this row is a graphic display showing alarm/lights for security doors leading from each of the second floor module outdoor recreation areas into evacuation stairwells. These controls operate the same as those in "H" above.
15. The Main Control personnel will determine the identity and authority of every person requesting passage through security doors. The doors represented on this graphic subpanel should only be used during stairwell checks or in an emergency fire evacuation. [redacted] Prior notification will be made when stairwell checks are conducted. (Hand held radios and intercoms may b16. The far left sub-panel is a graphic display of all the first floor mezzanine corridors, stairways and doors. These controls operate the same as those in "H" above.
16. The Main Control personnel will determine the identity and authority of persons requesting passage through security doors. When any question exists, a deputy or SSO will be sent to investigate. Use the hand held radios and intercoms to establish identity. Doors depicted on this sub-panel will be used during stairway checks or emergency evacuations.
17. Facility staff shall notify Main Control prior to going through an alarmed door.

7. First Floor Areas

1. The next panel to the left contains graphics of the first floor area between Module "J" and Main Control as well as alarms for certain other security doors on the first floor.
2. Several doors are identified by a light at the doors graphic location and a line leading from the light to a sub-panel. When the door is opened the light will change from solid green to flashing red, and a buzzer/ tone will sound. When the door is closed the light will turn solid red. To reset, (return light to solid green), and silence the buzzer, depress the "RESET" button on the panel to the right. To silence the buzzer/tone only, depress and release the "SILENCE" button.
3. Using controls on each sub-panel, Main Control personnel can open and close the doors represented on the graphic display. In every instance where staff at the location opened the door, Main Control personnel will use the intercom feature on the panel to the right to establish the identity and authority of each person requesting passage through the door.
4. The far left row of sub-panels consists of door alarms. The top sub-panel is for the Booking area evacuation doors. When these doors open, the red light will flash and the buzzer/tone will sound. When the door is closed, the light will go solid red. To silence the buzzer/tone either depress and release the "Silence" or "Reset" button on the panel to the right. Main Control personnel must establish the identity and the authority of every person

who passes through these doors. Use intercoms and pac-sets along with sending deputies as needed to investigate where any question of identity exists.

5. The next [redacted] provides controls for the [redacted] When the indicator light flashes, depress and release the call button below the indicator light. Then depress and hold the "TALK" button on the intercom sub-panel and speak. To listen, release the "TALK" button. To disconnect the intercom, depress and release the call button again. The light will go out.
6. To open the door, turn and hold the switch to the "Open" position. The red light will come on when the door is open. The green light will come on when the door is closed.
7. The next lower sub-panel provides alarm/lights to report the condition of doors that lead from the two fire evacuation corridors into the Security Parking Lot on the south side of the facility. Their operation was described in "B" above.
8. These two doors should not be used except in an evacuation or an exterior door check. The [redacted] and will not be issued when interior stairwell checks are being conducted. The Operations Sergeant must be notified before issuing the key used to establish identities.)
9. The next lower sub-panel consists of intercom and door alarms for the plumbing chase doors in the Court Transfer area behind the men's side cells.
10. When the door(s) open the alarm light will begin flashing and a buzzer/tone will sound. Depress and release the "Silence" button to stop the buzzer. When the door is closed the [redacted] will come on solid. To turn out the light depress and release the “R e s e t " button.
11. When the call button is depressed at the chase door(s) the indicator light will begin flashing on the sub-panel. To establish voice contact, depress and release the square button to the right. The light will become solid. Then depress and hold the "TALK" button on the intercom sub-panel and speak. To listen, release the "TALK" button. To disconnect, re-depress and release the call button next to the indicator light. The light will go out.
12. The [redacted] from the [redacted] on the [redacted] consists of a [redacted] for the door leading from the Main control corridor into the male release clothing return and dressing rooms. To operate the control, view the door area and determine the identity and authority of the person requesting passage. Turn the [redacted] When the door is open the [redacted] will be on, and when the door is closed the [redacted]
13. The bottom left corner sub-panel consists of alarm/ lights for the Court Transfer evacuation doors. These are exterior doors leading from the male and female search cells alongside the Main sally port into the Security Parking Lot.
14. Operation of these controls and passage precautions are the same as for each security door that was previously described on this panel. [redacted] and are only issued after notifying the Operations Sergeant.
8. Master Intercom

a) The next panel to the left is a Master Intercom panel. The instrument operates the same as the other Master Intercom; similar to a touch tone phone.

3004.3 - Control Panel Malfunction

1. In the event of a malfunction of the Main Control panel, the deputy assigned to Main Control will contact the Operations Sergeant.
2. The Operations Sergeant will immediately contact County Communications:
   i. Monday-Friday 0700-1630 hours [redacted]
   ii. After Hours, Holidays, Weekends [redacted]

3. Using the [redacted] activate the [redacted] function on all the door and gate panels. Verify that the gates and doors operate in the [redacted] position. CAUTION: In the [redacted] position, the doors and gates no longer have the [redacted]. Close care must be taken to not inadvertently [redacted] at the same time.
4. If the Main Control panel does not function in the [redacted], turn the [redacted] off on all controls (back to [redacted]), dispatch a deputy to the control panel in the Transportation office. Once the deputy is in position, the Main Control personnel will activate the [redacted], near the intercom speaker between the monitors, transferring the [redacted] to the Transportation Panel. This panel controls the exterior gates.
5. Position a [redacted], with [redacted] to [redacted] Pedestrian traffic through the Main Control sally port will be limited to necessary passage only.
6. If the control transfer to the Transportation panel fails and electronic control of the gates is not achieved, [redacted] to the auto gates with the [redacted] Note: The [redacted] are in the [redacted]
7. Using the auto gates [redacted] the [redacted] will unlock the side panels to the [redacted] of the [redacted] to the OUT-GOING vehicle sally port.
8. Inside the [redacted] is a [redacted] Turn the [redacted] The [redacted] can now [redacted] The [redacted] will be required to verify the identity of each vehicle prior to allowing entry through the gates.
9. Only using the OUT-GOING sally port for both in-coming and out-going traffic. ONLY 1 GATE WILL BE OPENED AT A TIME. This procedure will be used until County Communications has restored power to Main Control.

3004.4 - Security Alarm Response Procedure

a) Security Main Control personnel, or their relief, will monitor every alarm in the Guard Station at all times while they are on duty.
b) All alarms will be in the "normal" condition unless signaling or being tested.
c) Malfunctioning lights, horns or other enunciator must be repaired.
    1. The Operations Sergeant will be notified immediately upon discovering a malfunctioning alarm/light. The Main Control personnel will arrange for the needed repairs.
    2. A memorandum identifying the problem will be written by the Main Control personnel discovering the malfunction.
    3. A copy of the memorandum will be retained in the Guard Station, near the broken device.
    4. When the device is repaired, the memorandum will be delivered to the Operations Sergeant with a notation by the Main Control personnel that the device has returned to service.
d) Testing the signals/enunciators will be done at least once each shift by the assigned personnel.
    1. On some panels, testing may be accomplished by depressing the "System Test" button. This should illuminate alarm lights and identify any burned out bulbs or malfunctioning signals.
    2. Tests that will affect the operation in other parts of the facility must first be coordinated through the area supervisor.
    3. Periodically during each shift, various Prowler Deputies will check certain security doors and systems. Main Control personnel will coordinate each check with the Prowlers before each check to prevent false alarms.
    4. Fire alarm testing will only be done at the direction of the Operations Sergeant. Prior telephone contact with the fire department must be made to explain the test and prevent any false alarms. (SAFD phone number [redacted]
e) Personal safety alarms will be tested prior to being issued at the beginning of the shift.
a) Alarm signals, other than coordinated tests, will require urgent attention in every instance.
b) Panic Alarms that signal on the panel will require a Main Control staff member to immediately attempt contact with the signaling deputy.

i. The second Main Control staff member will make immediate notification to the nearest deputy and Guard Station where the alarm was activated.
ii. The activated alarm (and deputy) will be located and the situation evaluated with the Main Control personnel in every instance.
iii. The alarm will only be cancelled or reset by the Main Control personnel when the situation is resolved.
iv. The Operations or Housing Sergeant will be notified in every instance where a personal alarm is activated.

c) If possible, security door alarms may initially be checked by video and voice contact at the location of the alarms origin.
i. Main Control personnel will view the person(s) and inquire of the person(s) on the intercom until satisfied of his/her correct identity. When the response is unsatisfactory the nearest deputy will be directed to the location to verify the alarm.
ii. Perimeter door alarms will not be verified by the intercom. An immediate response by the nearest available deputy will be directed by the Main Control personnel. Back up deputies (armed) from Visiting and Transportation will also be dispatched to check the door from the exterior.
iii. The CCTV system will be used when possible, to assist with verifying door alarms. The Main Control personnel must be certain of the identity of every person at the point of alarm origin, or will send a deputy to make an on-site investigation.
iv. Doors not monitored by video will necessitate that a deputy be sent to verify the person's identity when the alarm is activated.

3004.5 - Key Control

1. [redacted] is responsible for issuing, maintaining and accounting for all [redacted]

a) All keys MUST be accounted for at the beginning and end of all shifts
b) "Key LOG" will be filled out
c) Key Status will be noted on the Main Control 24-hour log
d) Notify Sergeant or Watch Commander if there are any discrepancies
e) Refer to CCOM section 1704 - Key Control for entire Custody Operations key control policy.

3004.6 - Radio/Pack-set issuance

a) [redacted] is responsible for issuing, maintaining and accounting for all [redacted]

1. All pack sets MUST be accounted for at the beginning and end of each shift
2. Pack set status will be noted on the Main Control 24-hour log
3. Broken pack sets, MIC's, and batteries in disrepair will be reported to the Facility Projects Deputy
4. Notify Sergeant or Watch Commander if there are any discrepancies
5. Refer to CCOM section 1706 - 800MHz Radios for entire Custody Operations radio/pack set control policy.
6. The MIC will be attached to the pack set at all times.

3004.7 - Paramedic/Ambulance Notification

1. Main Control personnel will contact the Operations Sergeant via radio transmission after completing the initial telephone call requesting paramedics.

a) The radio transmission shall include; paramedics en route and location of the medical emergency.
b) If the Main Control staff member does not receive acknowledgement of the radio transmission from the Operations Sergeant, the Housing Sergeant shall be contacted and acknowledge the transmission.
c) The Main Control staff member will notify the Receiving Guard Station as well as send the transportation voucher.

d) If both vehicle security gates need to be opened simultaneously for an emergency paramedic response, the Operations Sergeant will notify Main Control and give authorization.
e) Main Control will contact Receiving Guard to send a deputy with a radio to secure the Security lot (e.g. clear worker crews). The deputy will be stationed by the vehicle security gates as Main Control simultaneously opens both gates for the emergency paramedic response.
f) If an emergency paramedic departure is imperative, the deputy will notify Main Control to simultaneously open the departure vehicle security gates. The deputy will remain stationed in the Security lot until vehicle security gates are secure and back to normal operation.

3006 - Control of Weapons and Security Equipment

a) The Facility Armory
a) Armory Location

[redacted]

b) Key to Armory
    1. [redacted]
    2. [redacted] checked out through [redacted]
    3. [redacted] Deputy/SSO must log out key usage on [redacted]
    4. Armory [redacted]

c) ERT Members/Team Leaders
    - Each member of ERT needs to check on their assigned equipment at the beginning of their shift
    - Each member of ERT needs to have their assigned gas Mask.
    - Team Leader needs to check:
        - Hazardous materials suit
        - Ammunition for weapons system
        - Stingballs
        - Cell buster canisters
        - Rock Salt
        - Scott Air packs
        - ERT Mobile Cart
d) If any equipment is in need of service it is the responsibility of that deputy to bring the weapon system to the Sergeants attention
    - The Sergeant will then report the problem to the Fire/Life Safety Deputy
e) No equipment is to be removed without either Sergeant or ERT leaders permission
f) Maintenance and upkeep is the responsibility of all ERT members

3008 - Disturbance/Riot Response

a) Staff Procedures
    1. Positions that DO NOT RESPOND to CODE ALPHA:

[redacted]

3010 - Attorney, Bondsman, Official and Intra-Facility Visiting

3010.1 - Location of Visits

a) IRC Inmates
   1. IRC inmates may receive attorneys, licensed bondsman and other official visitors in the individual module visiting areas, or, if so requested, a contact visit may be conducted in the Attorney/ Bonds area of the CMJ or CWJ.

3010.2 - Scheduled Attorney and Official Agency Visitation

1. Attorneys and other official visitors for inmates in the CMJ and CWJ will contact the Attorney/Bond Guard Station in the facility where the inmate is housed.
2. The attorney or official visitor will provide the inmate's name, booking number if known, name, agency/ title and the requested time of visit.
3. The Attorney/Bond Guard Station SSO will call the appropriate housing location. If the inmate is not at court or a hospital appointment, the deputy will prepare a movement pass. If the inmate is at work, he/she will be notified to return to his/her housing location and pick up his/her Attorney Bond pass.
4. Upon arrival at the Visiting Guard Station, visitors will present proper identification prior to the visit being granted.
5. If an official visitor requests to see multiple inmates, visits will be scheduled for a maximum of two (2) inmates. The visitor must make any additional requests upon arrival at the jail.
6. If a visitor does not arrive within thirty (30) minutes after the appointed time, the inmate will be returned to his/her cell or dayroom. An entry will be made in the comments section of the Visiting Log stating "No Show" and the time the inmate was returned. If the visitor arrives after the time the inmate was returned to housing, the visitor must sign up for a visit following routine procedures.

3010.3 - Intra-Facility Visiting

1. Schedule and Location:
   1. Male and female relatives who are in custody in the CJX will be permitted to visit at 1330 hours on Tuesday of each week.
   2. Visits will be 30 minutes in length and will take place in the facility where the male inmate is housed.
   3. Visits at the IRC will take place in the first floor visiting area behind the Court Transfer Guard Station. There are seven (7) visiting booths in this area.
   4. Male Inmates: Male inmates will be admitted to the side of the booths nearest the Court Transfer Guard Station.
   5. Female Inmates: Female inmates will enter from the female Court Transfer hold area door. The Female Release corridor door to Attorney-Visiting will be closed and locked during the visitation period.
2. Sign-Up Procedure:
   1. Male and female relatives in custody who wish to sign up for an intra-jail visit must fill out an Inmate Message Slip requesting the visit. Female inmates housed in the IRC or CWJ will be given a "Visiting Approval" form to be completed. Requests for visiting from male inmates will be forwarded to the CWJ where the "Visiting Approval" form must be completed by the female inmate.
   2. Once the form has been completed by the female inmate, it will be signed by the CWJ Sergeant and forwarded to the Housing Sergeant in the facility where the male inmate is housed (for verbal verification).
   3. The male inmate will be asked the questions on the form by the Housing Sergeant for verification. If the inmate has answered satisfactorily, the sergeant will sign the form where indicated. If the inmate has not answered satisfactorily, the incorrect answers will be circled in red and the reasons for denial written at the bottom of the form.

4. The completed form will be forwarded to the Visiting Guard Station in the IRC for final processing. The names of the approved inmates will be added to the "In Custody List".
    i. Inmates whose request has been denied will be notified of the reasons for denial. Denied inmates who can furnish proof of marriage will be allowed to visit.
    ii. Copies of approved/denied requests will remain on file in the Visiting Guard Station for three (3) years.
    iii. All inmates' will be checked in the SDS system prior to their scheduled visit to confirm availability (e.g., court, dentist, etc.).

3. In Custody List: On Tuesday, the Shift I Visiting SSO will ensure that all Inmate Message Slips requesting intra-jail visits have been processed. A list will be prepared of all approved intra- jail visits for that day.
    1. Prior to 0900 hours, the Visiting SSO will distribute a copy of the list to:
        i. IRC Housing Guard Station
        ii. CWJ Housing Guard Station
        iii. CMJ 3rd floor Housing Guard Station
    2. Movement Passes: The Module Deputy will prepare movement passes for all approved inmates on the list. However, if an inmate has already had a visit on a given day, the inmate will not be entitled to a second visit on that day. The movement passes will be delivered along with the In-Custody Visit List.
    3. CJX Housing or Module Guard Station Deputies will contact Visiting prior to 1330 hours to verify that no in custody visit inmates visited that day.
4. Preparing for the Visit: The operation of the Court Transfer Guard Station will be the responsibility of the Visiting SSO's and Prowler Deputies. The security of the Guard Station and the operations of the visit will be handled in the same manner as any other visit.
5. Two Period Visits: If there are more inmates than visiting booths available, the visits can be set up in two periods. The distribution of the inmates in the two visits will be at the convenience of Watch Commander.
6. Visits between immediate family members of the same sex who are housed in the same facility will be approved and coordinated by the Watch Commander.
7. Visits between immediate family members of the same sex who are housed in different facilities within the CJX will be approved and coordinated by the Watch Commander

3012 - Volunteer Visitor Parking Validations

1. Main Control staff will maintain a Parking Validation machine to be used for validating the parking tickets of volunteer visitors participating in Correctional Programs Services.
1. Procedure for using Parking Validation machine:
    i. Properly identify the volunteer as a member of a recognized group utilizing listed names provided by Correctional Programs.
    ii. The parking ticket validation will only be used to validate parking tickets for members of recognized volunteer groups.
2. The parking ticket validation will not be used to validate parking tickets for employees, official visitors, or the general public.
3. Validate the parking tickets prior to admitting the volunteer into the facility.
4. The parking validation machine will be secured in the Main Control at each facility.

3014 - Health Care Resources

a) Each Jail Operations facility is equipped with a variety of resources designed to meet the health care needs of the incarcerated individual. Adequate space, equipment, supplies and personnel have been provided as determined by the Medical Program Administrator.
b) Medical Observation Area – Receiving: The Medical Observation and Medical Triage Area at the IRC is located in the Receiving area of the first floor. A nurse practitioner and/or Correctional Nurse(s) will staff the area 24-hours

per day, 7 days per week. Separate observation cells are maintained for male and female arrestees who are either temporarily uncooperative or physically incapable of being booked (i.e., intoxicated, under the influence). The regular checks will be made by the deputies. The CHS nurses who staff the Triage area will do checks of the observation cells on a one-half (1/2) hour basis. These checks are logged in the Medical Observation area. The Medical Observation area contains:

1. Triage-Medical Screening/Interview Station
2. Exam Room
3. 2 Interview Rooms
4. 12 Observation Cells
5. 4 Safety Cells
6. Clerical Station

c) Module "L": Module "L" is a housing unit on the second floor of the IRC dedicated to housing inmates requiring 24 hour nursing and/or mental health observation. Module "L" contains:

1. Nurses Station
2. 1 Exam Room
3. 3 Safety Cells
4. 96 Regular Cells
5. Guard Station
6. 1 Medication Room

d) Module Exam rooms: Each module in the IRC (i.e., J, K, L, M, and N) contains a fully equipped medical exam room. The physician and/or registered nurse will use the module exam rooms to conduct daily sick call.

e) Outside Hospital: The Health Care Agency (HCA) Administration maintains contracts with outside hospitals/clinics (i.e., Anaheim Global Medical Center) which are fully licensed and accredited. These hospitals will provide health care for inmates who require in-patient or out-patient care for illness or injury which require optimal observation or management in a licensed hospital as determined by the facility physician.

3016 - Fire Safety and Evacuation Procedures

3016.1 - Stairwell Information for Employees

1. All stairwells and evacuation tunnels will be checked [redacted] as follows:
   - Sunday - [redacted]
   - Monday - [redacted]
   - Tuesday- [redacted]
   - Wednesday- [redacted]
   - Thursday- [redacted]
   - Friday- [redacted]
   - Saturday- [redacted]
2. All stairwell checks will be documented in the 24 Hour Log.

3016.2 - Locations of Self Contained Breathing Apparatus (SCBA)

a) Scott Air Pack Locations:

a. [redacted]
b. [redacted]
c. [redacted]
d. [redacted]
e. [redacted]
f. [redacted]
g. [redacted]

h. [redacted]
i. [redacted]
j. [redacted]
k. [redacted]

3016.3 - Evacuation of Visitors

1. Visitors will be evacuated from the facility
1. The Watch Commander will direct a GREEN (primary) or RED (secondary) route of evacuation. Doors are marked at the base for directions.
2. When a fire alarm signals and the Watch Commander orders an evacuation, the Main Control Deputies will notify the sergeant, IRC Guard Stations and the CMJ and CWJ Main Control Guard Stations.
3. The [redacted] sets to the following:
1. First Floor Prowler - [redacted] door set
2. First Floor Prowler - [redacted] door sets
3. Modules J, K, L, M, N Prowlers - [redacted] door set each
4. The First Floor Prowler with the [redacted] door set will unlock the evacuation doors on the [redacted] side and on the [redacted] side of the IRC.
5. The other First Floor Prowler, with the [redacted], will deliver one of the sets of [redacted] to the [redacted]. They will approach the evacuation doors from [redacted] of the corridors.
6. The Visiting Deputy/SSO will take [redacted] set and proceed to the second floor visiting areas. The Prowler Deputy will proceed to the Module "J" visiting area to begin evacuation of visitors there.
7. The Visiting Deputy/SSO at the same time will use the Public Address (PA) system to direct all persons in the Visitor's Lobby to leave through the double doors on the east side.
8. Module "J" Visitor Evacuation
1. Primary Evacuation Route (Green)
    i. Visitors will exit east through the visitor corridor until they reach the elevator #1 lobby double doors (closed as fire doors). Turn right and proceed through the single door (with the green stripe at its base) and enter the self-booking corridor. Continue on to the third door on the left (green stripe at base). Unlock this door and proceed down the stairs to ground level and out into the [redacted], to the vehicle entry gate and out toward [redacted] The Prowler Deputy will immediately return to assist with the second floor evacuation by retracing his steps to the north roof stairwell to enter the second floor area.
2. Secondary Evacuation Route (Red)
    i. Visitors will exit south from the booths and proceed through the door to the immediate left of the entrance to the Module "J" visiting booths (red stripe at door base) and enter the evacuation corridor. Follow this corridor around as it turns left until you reach the next door with a red arrow at the bottom. This door opens into the Self-Booking Corridor. Turn right to the end of the corridor and proceed through the door on the left (red stripe on bottom), down the stairs to ground level and out through the door into the [redacted] right and out through the [redacted] at the [redacted] of the facility. The Prowler Deputy will return to assist with the second floor evacuation by retracing his steps to the south roof stairwell to enter the second floor.
9. Second Floor Visitor Evacuation
1. Primary Evacuation Route (Green)
    i. Visitors will exit from the visiting areas down the north roof stairwell (door has green stripe at base) to the first floor visiting corridor. Turn right (following the green directional arrow) and follow the corridor around until you reach the elevator #1 lobby double doors (closed as fire doors). Turn right and proceed through the single door (with the green stripe at its base) and enter the Self-Booking

corridor. Continue to the third door on the left (green stripe at base). Unlock this door and proceed down the stairs to ground level and out into the [redacted], to the vehicle entry gate and out toward [redacted] The Prowler and Special Officer will immediately notify IRC Main Control when the visitors are out. Both will return to the Intake/Release Center Main Control Guard Station for further directions.

2. Secondary Evacuation Route (Red)
    i. Visitors will exit from the visiting areas down the south roof stairwell (door has red stripe at base) to the Self-Booking corridor. Unlock the door (red directional arrow at base), turn left and follow the corridor down to the end. Go through the door on the left (red stripe at base), down the stairs to ground level, out into the [redacted], right and out through the [redacted] at the [redacted] of the facility. Every door in the visitor corridors will be unlocked/locked after the visitors pass through the door in preparation for an inmate evacuation. The Prowler and Special Officer will inform Main Control when the visitor evacuation is completed and return to his/her regularly assigned locations to await further instructions.

3016.4 - Evacuation of Inmates

1. For total evacuation of inmates, [redacted]
2. General Rules (All modules and cell areas)

1. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location. All movement outside the module will be done under the immediate supervision of the Housing or Operations Sergeant at the direction of the Watch Commander.
2. From an affected cell: move the inmate to another cell or into the dayroom.
3. From an affected sector: move the inmates to the next sector dayroom or the module indoor/outdoor recreation areas.
4. When moving inmates to internal locations away from the module, separate them into groups that can be controlled by the available deputies.
5. When moving inmates to outside the facility, separate them into groups that can be controlled by the available deputies.
6. The East stairway adjacent to Module "J" is considered the third stairway. Upon reaching the first floor corridor the third [redacted] From this exit there are adequate additional exits to accommodate the occupant load.
3. Module "J"

1. Module "J" inmates will be moved with the assistance of several Prowlers.
2. When moving Module "J" inmates to internal locations away from the module, [redacted] by available deputies. Module "J" inmates can be temporarily moved:
    i. Through first floor corridors to the Booking and/or Court Transfer holding cells.
    ii. Through first floor corridors, up the main escalator, to Modules "L", "M" or "N" on the IRC second floor.
    iii. Through first floor corridors, up the main escalator to the second floor Housing Guard Station, through the connecting corridor to the CMJ. The Watch Commander will designate holding areas in the CJX.
3. Module "J" inmates in disciplinary housing will be escorted from their first floor cells to second floor one-person cells.
4. When it is necessary to evacuate Module "J" inmates outside the building they shall be moved as follows:
    i. Primary Exit Route (Red). Proceed from the south indoor recreation area on the first floor through the east door (red stripe at base) and enter the evacuation corridor. Turn right and walk up the stairs to the mezzanine level following the corridor to the left to the door opening into the fire evacuation corridor (red directional arrow at base). Turn right into the corridor following it around to the left to

the next door with a red stripe at the bottom. This door opens into the Self- Booking corridor. Turn right to the end of the corridor and proceed through the door on the left (red stripe on bottom), down the stairs to ground level and out through the door into the [redacted]. Inmates from Module "J" will then be walked to the far southeast corner of the yard at the bus wash rack where they will be seated on the lot surface. Deputies will station themselves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.

ii. Secondary Exit Route [redacted]. Proceed from the indoor recreation areas and exit through the vestibule doors leading to the module vestibule area. Exit through the south vestibule gate leading into the Module "J" corridor. Follow the corridor around to the [redacted] urn right and seat inmates on the pavement along the IRC wall. The inmates will be directed to keep their talking to a minimum and will not move from their seats.

iii. Module "J" Disciplinary Housing Evacuation: Module "J" disciplinary housing inmates will be escorted from their cells into the designated indoor recreation room in preparation for the evacuation. These inmates will then join the rest of the Module "J" inmates in the primary or secondary route evacuation at the end of the movement.

4. Module "K" (Female)

1. Module "K" movement will be accomplished with the assistance of all female deputies.
2. When moving the female inmates to internal locations away from the module separate them into groups that can be controlled by the available deputies. Module "K" inmates (females) can be temporarily moved:
   i. Through the module vestibule, down the female module escalator to the Booking and Court Transfer area holding cells.
   ii. Through the module vestibule and the connecting corridor to the CWJ. The Watch Commander will designate holding areas in the CWJ. The movement will be at the direction of the Watch Commander but be directly supervised by a female sergeant.
3. When it is necessary to evacuate Module "K" inmates outside the building they shall be moved as follows:
   i. Primary Exit Route (Green). From the north indoor recreation area all inmates from [redacted] will move into the north outdoor recreation area and through the door on the left (green stripe at base). Proceed down the stairway to the door leading into the Self-Booking corridor (green arrow at base). From the south indoor recreation area all inmates from sectors [redacted] will move into the west outdoor recreation area and out through the door in the center of the north wall (red stripe at base). Proceed down the stairs to the door leading into the Self-Booking corridor (red arrow at the base). At this point all sectors will turn right and follow the corridor around to the door on the right (green stripe at base). Proceed through the door and down the stairwell to ground level and out into the [redacted] The inmates will be walked to the far north end of the lot against the connecting corridor and be directed to be seated on the pavement. Deputies will station themselves between the inmates and the south end gate. The inmates will be directed to keep their talking to a minimum and will not move from their seated positions.
   ii. Secondary Exit Route (Red- used for total Evacuation of inmates). From the south indoor recreation area all inmates from [redacted] will move into the west outdoor recreation area and out through the door in the center of the north wall (red stripe at base). Proceed down the stairs to the door leading into the Self- Booking corridor (red arrow at base). From the north indoor recreation all inmates from [redacted] will move into the north outdoor recreation and through the door on the left (green stripe at the base). Proceed down the stairway to the door leading into the Self-Booking corridor (green arrow at the base). From this point all sectors will turn left and follow the

corridor around as it turns left. Follow the corridor to the end. Exit through the door on the left (red stripe at base), down the stairs to ground level and out through the door into the [redacted] Walk the inmates to the far west end of the lot and direct them to be seated on the pavement. Deputies will station themselves between the inmates and the rest of the lot. The inmates will be directed to keep their talking to a minimum and will not move from their seated positions.

iii. Module "K" Disciplinary Housing Evacuation: Female inmates will be moved from their one-person cells by Prowler or Escort Deputies into the Module "K" vestibule. From there they will join the Module "K" inmates in either the north or west outdoor recreation areas to begin evacuating to the green or red route at the end of the movement.

5. Module "L" (Medical)

1. As required, Module "L" movement will be accomplished with the assistance of the Medical Staff.
2. When moving the inmates to an internal location away from the module, separate them into groups that can be controlled by the available deputies and medical staff. Module "L" inmates (medical) can be moved to temporary housing:
   i. Through the module vestibule, the inmates can be moved into available space in Modules "N."
   ii. Through the module vestibule, beyond the second floor Housing Guard Station, down the main escalator to the first floor Men's Court Transfer cells. (Inmates requiring hospitalization will be closer to transporting vehicles.)
   iii. Through the second floor corridors, beyond the second floor Guard Station, through the connecting corridor to the second floor of the CMJ. The Watch Commander will designate holding areas in the CMJ. The second floor medical area in the CMJ may be used for certain medical inmates.
3. When it is necessary to evacuate Module "L" inmates outside the building, they shall be moved as follows:
   i. Primary Exit Route (Red). From the south indoor recreation area all inmates from [redacted] and 17 will move into the east outdoor recreation area. Unlock and open the door on the north wall at the far east end (red stripe at base). Move the inmates down to the base of the stairs. Unlock the door (red arrow at base) and turn left into the Self-Booking corridor. From the north indoor recreation area all inmates from [redacted] will move into the north outdoor recreation area and out through the door on the east wall (green stripe at base). Proceed down the stairs to the door leading into the Self-Booking corridor (green arrow at base). Proceed to the right. At this point all sectors will continue in the Self-Booking corridor to the end and then exit through the door on the left (red arrow at base). Walk down the stairs to ground level and then exit the building out into the [redacted] Walk the inmates to the northeast corner of the lot and seat them on the pavement. Deputies and Medical staff will position themselves between the inmates and the center of the lot. Inmates will be directed to keep talking to a minimum and not move from their position.
   ii. Secondary Exit Route (Green - [redacted] From the north indoor recreation area all inmates from [redacted] will move into the north outdoor recreation area and out through the door on the east wall (green stripe at base). Proceed down the stairs to the door leading into the Self-Booking corridor (green arrow at base). Unlock and open the door and go straight to the end of the corridor turn left to the first door on the right (green stripe at base). Proceed through the door and down the stairwell to the ground level and out into the [redacted] From the south indoor recreation area all inmates from [redacted] will move into the east outdoor recreation area. Unlock and open the door on the north wall at the far east end (red stripe at base). Move the inmates down to the base of the stairs. Unlock the door (red arrow at base) and turn left into the Self-Booking corridor. Proceed to the end, exit through the door on the left (red arrow at base). Walk down the stairs to the ground level, and exit the building out into the main Security parking lot. The inmates will be seated on the pavement. The inmates will

be directed to keep talking to a minimum and not move from their place. Deputies and medical staff will position themselves in such a way that will keep the inmates in position and away from other inmates.

iii. Medical Restraint Cells Extreme care and caution must be exercised when evacuating inmates from the medical restraint cells in Module "L". Inmates shall be restrained as necessary and will be escorted with a medical staff member in attendance. If an external evacuation from the building is necessary, and transfer to the CMJ medical restraint cells via the connecting corridor is not possible, then the inmates will be escorted down the stairway by the nurse's station into the Medical Screening area on the first floor. The inmates will be escorted out of the building through the Receiving Sally port.

6. Module "M"

a) Module "M" movement will be accomplished with the assistance of female Prowler Deputies.

b) When moving inmates to an internal location away from the module, separate the inmates into groups that can be controlled by the available deputies. Module "M" inmates can be moved to temporary housing:

i. Through the module vestibule to available space in Modules "L" or "N".

ii. Through the module vestibule pass the second floor Housing Guard Station, down the main escalator to the first floor and into Booking or Court Transfer cells.

iii. Through the module vestibule, pass the second floor Housing Guard Station, through the connecting corridor to the CMJ). The Watch Commander will designate holding areas in the CJX.

c) When it is necessary to evacuate Module "M" inmates outside the building, they shall be moved as follows:

i. Primary Evacuation Route (Red). From the south indoor recreation area all inmates from [redacted] will be moved into the south outdoor recreation area. Unlock, open and proceed through the east door (red stripe at bottom) and down the stairs to the first mezzanine corridor. Unlock the door (red arrow on door base) and proceed left (south) down the corridor until you reach the door that opens into the Self-Booking corridor (red arrow at base). Proceed through the door and turn right to the end of the corridor. Open and go through the door on the left (red stripe at base), down the stairs to ground level and out into the [redacted]. From the north indoor recreation area all inmates from [redacted] will be moved into east outdoor recreation area. Unlock and go through the door on the south wall (green stripe at base) and down the stairs to the Self-Booking corridor. Turn right and follow the corridor around to the [redacted] Turn right and unlock and open the single door (green stripe at base) and proceed straight ahead and enter the third door on the left (green stripe at base). Unlock that door and proceed down the stairs to the ground level door and exit out into the [redacted]. Deputies will station themselves between the inmates and the rest of the lot. The inmates will be directed to keep their talking to a minimum and to remain in their seated positions.

ii. Secondary Exit Route (Green - [redacted]). From the north indoor recreation area, all inmates from [redacted] will be moved into the east outdoor recreation area. Unlock and go through the door on the south wall (green stripe at base) and down the stairs to the first floor visitors corridor. Unlock the door (green arrow at base) and turn left into the corridor. Continue to the door at the end of the corridor (red stripe at base). Unlock door and proceed to the first door on the right. Unlock that door and proceed down the stairs to the ground level to the first door on the right. From the south indoor recreation area all inmates from [redacted] will be moved into the south outdoor recreation area. Unlock, open and proceed through the east door (red stripe at bottom) and down the stairs to the first mezzanine corridor. Unlock that door (red arrow at base) and proceed right to the first door on the left. Unlock that door and proceed down the stairs to the ground level to the first door on the right. At this point all Sectors will unlock that door and turn right into the Module "J" corridor. Continue in the corridor as it turns left and go to the end of the

corridor. Open the sally port gate and go right to the sally port gate on the left at the end of the corridor. Open the sally port gate and continue into the Court Transfer corridor to the right to the Court Transfer vestibule at the end of the corridor. Open the vestibule gate and turn left to the vestibule gate. Open and exit into the Security Parking lot. Walk the inmates along the IRC wall to the right and direct them to be seated on the pavement. Position the deputies between the areas. Instruct the inmates to keep talking to a minimum and not to move from their place.

7. Module "N"

1. Module "N" movement will be accomplished with the assistance of Prowler Deputies.
2. When moving inmates to an internal location away from the module, separate the inmates into groups that can be controlled by the available deputies. Module "N" inmates can be moved to temporary housing:
    - Through the module vestibule to available space in Modules "L."
    - Through the module vestibule past the second floor Housing Guard Station, down the main escalator to the first floor and into Booking or Court Transfer cells.
    - Through the module vestibule, past the second floor
    - Housing Guard Station, through the connecting corridor to the CMJ. The CMJ Watch Commander will designate holding areas in the CJX.
3. When it is necessary to evacuate Module "N" inmates outside the building they shall be moved as follows:
    - Primary Exit Route (Red). From the module's north indoor recreation area, all inmates from [redacted] will be moved into the west outdoor recreation area. Unlock, open and proceed through the door on the south wall (red stripe on door bottom) and down the stairs into the first floor Visitor's corridor (not red arrow on door bottom). Turn left and proceed down the corridor past the entrance to the Module "J" Public Visiting Booths. Unlock, open and proceed through the door with the red stripe at the bottom. This door opens into the Self- booking Corridor. Turn right to the end of the corridor and proceed through the door on the left (red stripe on bottom), down the stairs to ground level into the [redacted] From the east indoor recreation area, all inmates from [redacted] will be moved into the south outdoor recreation area. Unlock and proceed through the door on the west wall (green stripe at base), down the stairs to the door leading into the Visitor's corridor (green arrow at base). Turn right into the corridor and proceed down the corridor past the entrance to the Module "J" public visiting booths. Unlock, open and proceed through the door with the red stripe at the bottom. Follow this corridor left until you reach the next door with the red arrow at the bottom. This door opens into the Self-Booking corridor. Turn right to the end of the corridor and proceed through the door on the left (red stripe on bottom), down the stairs to ground level into the [redacted] Gather the inmates into a group at the fence on the east end near the walk-in sally port. Direct the inmates to be seated on the pavement, keep talking to a minimum and not to move from their place. Deputies will place themselves around the group of inmates.
    - Secondary Exit Route (Green- [redacted] From the module's east indoor recreation area, all inmates from [redacted] will be moved into the south outdoor recreation area. Unlock and proceed through the door on the west wall (green stripe at base), down the stairs to the door leading into the Visitor's corridor (green arrow at base). Turn left into the corridor. From the north indoor recreation area, all inmates from [redacted] will be moved into the west outdoor recreation area. Unlock, open and proceed through the door on the south wall (red stripe on door bottom) and down the stairs into the first floor Visitor's corridor (not a red arrow on door bottom). Turn right into the corridor. At this point all sectors will follow the corridor around to the elevator lobby double doors (closed and locked). Turn right and unlock the single door (green stripe at base). Unlock that door and proceed to the first door on the left where [redacted] will exit down the stairs and out through [redacted]. [redacted] will enter

through the third door on the left and exit down the stairs to ground level door and exit out into the [redacted].

8. Second Floor Disciplinary Housing (Male)

1. For an internal evacuation, inmates will be escorted through the connecting corridor to the CMJ one-person cells.
2. For an external evacuation, inmates will be moved from their cells out to the Housing Guard Station area by Prowlers or Escort Deputies. The Housing Sergeant will direct that they be escorted through the main corridor into either Module "M" or "N" (whichever is furthest from the hazard). The disciplinary housing inmates will join that module's inmates, at the end of the line while evacuating via the green or red route.

9. Receiving Area

a) Receiving area movement will be accomplished with the assistance of available deputies.
b) From an affected cell move the inmate(s) into another cell a safe distance from the danger.
c) From an affected area (i.e., Booking/Search, Medical Observation, and Identification) move the inmate(s) through internal corridors to the Court Transfer cells.
d) When moving the inmates to an internal location away from the danger area, separate the inmates into groups that can be controlled by available deputies. From the First Floor move the inmates up the main escalator to available housing or recreation areas on the IRC second floor.
e) When evacuating inmates to the outside away from the facility [redacted]

a. Primary Evacuation Route (Red) The primary evacuation route will be to walk all inmates from the Clothing Room/Showers, identification, Booking/Search and Medical Observation areas past the Medical Screening Station, [redacted] Seat the inmates on the pavement in the center of the lot, direct them to keep talking to a minimum and remain in place. First Floor Prowlers will position themselves around the group of inmates to ensure control.
b. Secondary Evacuation Route (Green) The secondary evacuation route will be to walk all inmates from the Receiving area, through the main inmate processing corridors (males clockwise, females counterclockwise) to the "EXIT" door on the north end of the Court Transfer cells, through the short corridor, turn right through the "EXIT" perimeter door, [redacted] Seat the inmates on the pavement away from other inmates. Male and female inmates should be kept separate during the evacuation process. [redacted]

10. Release/Court Transfer and In-Custody Visit Areas

1. Release/Court Transfer area movement will be accomplished with the assistance of Prowler and Transportation Deputies.
2. From an affected cell move the inmate(s) to another cell a safe distance from the danger.
3. From an affected area, (i.e., Court Transfer cells, Release Holding) move the inmates through interior corridors to Booking area holding cells.
4. When moving the inmates to an internal location away from the danger area, separate the inmates into groups that can be controlled by available deputies. From the first floor move the inmates up either the male or female escalator to available housing and/or recreation areas on the IRC second floor.
5. When evacuating inmates to the outside, away from the facility [redacted]

i. Primary Evacuation Route (Males and Females). The primary evacuation route will be to move all inmates from the Release/Court Transfer area out of the building through the [redacted]. Court Transfer and Transportation Deputies will be utilized for this evacuation. Move the

females to an area away from all other inmates, and if possible, into the [redacted] Seat all inmates on the pavement, and instruct them to keep talking to a minimum and to remain in place.

ii. Secondary Evacuation Route (Males and Females) Males will be escorted through the male Court Transfer corridor to the marked door (green stripe at the base) at the [redacted] Move them into the evacuation [redacted] Females will be escorted through the Female Court Transfer corridor toward Booking. When they reach the double fire doors (closed), they will turn left through the door (red stripe at the base). Enter the evacuation corridor and go straight out into the [redacted]. Seat the inmates on the pavement.

iii. Grouping the inmates will be done in an area separating them from the others in the security parking lot. Merging them with their established housing units in the lot can be accomplished as time permits.

3016.5 - Evacuation Security

a) Evacuation security will be accomplished [redacted] These deputies and officers will have been requested by the Watch Commander. They will be positioned in [redacted]

3016.6 - Remote Evacuation Sites

1. Remote evacuation sites will be selected by the Watch Commander or Division Commander if the facility(s) must be vacated. Remote locations will include:

a) [redacted]
b) [redacted]
c) [redacted]
d) [redacted]

Agency	Males	Females
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		

3016.7 - Staff Evacuation

1. Sworn staff will all participate in moving inmates and controlling them at the evacuation site.
2. Non-sworn staff will report to their supervisor for instructions. They will assist evacuating inmates, treat injuries or evacuate as a group as directed by the Watch Commander.
3. Before leaving a workstation, the staff member must wait for directions from a supervisor, sergeant or Watch Commander.
4. Inmate work crews will be relinquished to deputies during that areas evacuation. (Inmate work crews in the kitchen may remain under the supervision of the kitchen staff.)
5. Jail Records/Cashier's Office

1. The Records Supervisor will receive evacuation instructions from the Watch Commander or Operations Sergeant. An available deputy, with keys, will lead the Inmate Records evacuation.
    i. The Primary (Red) Evacuation Route for Records staff will be out the door next to the Receiving Guard Station through the female side of the Medical Observation area to the door on the south wall (red stripe at base), through the short corridor, into the [redacted], turn right, through the pedestrian sally port and into the west employee parking lot.
    ii. The Secondary (Green) Evacuation Route for Inmate Records staff will be to retrace their reporting for duty entry path out past Main Control, north in the employee corridor and out of the north side employee entrance door on the Sixth Street side.
    iii. The Cashier's staff will follow the same primary and secondary evacuation routes as Inmate Records Personnel.

6. Kitchen Staff

a) The Kitchen staff will receive evacuation instructions from the Operations Sergeant and be led out by an available deputy. When the supervisor is on duty, the kitchen staff supervisor will assist the cooking staff and inmate workers out of the facility during and evacuation.
    - The Primary (Green) Evacuation Route for the kitchen staff and inmate workers will be out of the kitchen through the employee dining corridor south, turn right to continue past Main Control into the Court Transfer Corridor. Turning left, and left again (four cells down) into the evacuation corridor, and out into the [redacted] The cooks will keep the inmate workers together in the lot away from other inmates.
    - The Secondary (Red) Evacuation Route for the kitchen staff will be out through the elevator #3 and #4 vestibule, west in the corridor to the sally port. Right, across the Identification Corridor, into and through Inmate Records, out the door next to Receiving Guard Station, through the women's side of Medical Observation, through the door on the south wall (red stripe at base) into the [redacted] The cooks will keep their inmate workers together in the lot, away from other inmates.

7. Medical Staff

1. The Medical staff will receive evacuation instructions from the sergeant in their work area. Medical Staff will report to the second floor Housing Guard Station if assigned on the second floor, or to Medical Screening if assigned to the first floor.
2. Medical Staff will accompany Guard Station Deputies as they abandon the facility after everyone else has left. The Watch Commander will specifically order this phase of the evacuation.

8. Administrative Offices

a) The Administration area non-sworn staff will be assisted in evacuating by the Division Commander's Secretary.
    i. The Primary (Green) Evacuation Route is west through the corridor next to the computer room, into the main employee corridor, right, north and out the main employee entrance door on the Sixth Street side of the facility.

ii. The Secondary (Red) Evacuation Route is out through the Visitor's Lobby and out of the facility on the east side.

9. Male and Female Locker Rooms

a) Evacuation of staff from the employee locker rooms is accomplished by Main Control Deputies using the area public address system to direct the evacuation. The entry doors to the locker rooms will also serve as the exits. Employees will follow "EXIT" sign arrows in the corridor to the Sixth Street door and out of the building.

b) When the Sixth Street door is not useable, the staff will be directed to exit through the Visitor's Lobby.

3018 - Emergency Systems and Equipment Locations

3018.1 - Fire Pull Box Alarm Locations

1. Fire Pull boxes are painted red and are located as follows:

a. Staff Dining
b. Staff Dining Hallway
c. 2nd Mezzanine Green Evacuation
d. 2nd Mezzanine Red Evacuation
e. Module N Green Evacuation
f. Module J Visiting
g. Module L Evacuation
h. Female ID Red Evacuation
i. Outside Green Evacuation (Adjacent to Tube Control Room)
j. 1st Mezzanine Green Evacuation
k. Visiting Lobby
l. Admin Hallway
m. Employee Entrance
n. Male Locker Room
o. Briefing Room
p. Visiting Guard
q. Main Control
r. Court Transfer
s. Transportation Office
t. Triage
u. Triage – Medical Records
v. Receiving Guard
w. Records Corridor to Female ID
x. Records Hallway
y. Housing Guard
z. All Module Offices

2. When activated, each pull box will send an alarm signal to the Main Control enunciator panel. The appropriate light will illuminate and the printer will record the exact location and type of alarm.
3. Fire pull box alarms will signal in the Main Control Guard Station, Central Utility Plant and the Santa Ana Fire Department.

3020 - Notification of a Flood Condition

1. Reports on flood conditions will be periodically made to the Patrol and Jail Watch Commanders.

a) Existing flood damage estimates

- The Intake/Release Center is located in a portion of the Orange County Flood Plain and may be exposed to a four-foot level of floodwater.

Policy 4000 - Central Men's Jail

4000 - Housing Operations

4000.1 - Staffing/Responsibilities

a) Guard Station Staffing
   1. All Guard Stations will be staffed by a Guard Station Deputy/SSO/CSA. The guard station will be staffed 24 hours a day, 7 days a week. The Guard Station is a fixed post and under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.
   2. The Second Floor Guard Station will direct and coordinate the functions of the second floor, as well as directing and coordinating inmate movement between the Central Men's Jail and the Intake/Release Center.
   3. The Third Floor Guard Station will coordinate the operations of modules A, B, C as well as directing inmate movement on and between other floors of the facility.
   4. The Fourth Floor Guard Station will coordinate the operations of modules D, E, F, and Disciplinary Housing, as well as, directing inmate movement on and between other floors of the facility.
   5. The Roof Recreation Guard Station will direct all roof recreation activities and coordinate all inmate movement to and from the roof. (Note - Will only be staffed during hours of operation).

b) Module Staffing
   1. All housing modules will be staffed by a Module Deputy/SSO/CSA with assistance as needed from Prowler Deputies. The module will be staffed 24 hours a day, 7 days a week.
   2. The modules are designed and constructed with various types of cells for the separation of inmates as needed.
   3. Modules A-F will house inmates cleared for regular housing as well as other classifications of inmates including:
      i. High Security (HS)
      ii. Administrative Housing (AH), Levels 1-3
      iii. Protective Custody (PC), Levels 1-3
      iv. Civil Commitments (Civil-6600/CPC-1332/CC-1209)
      v. Problem Inmate (PIM)
   4. Module O will house inmates with health care needs as well as other classifications of inmates listed above.

c) Guard Stations
   1. Guard Stations, Module offices and guard corridors are secured areas to which inmates are denied access, except for cleaning purposes.
      i. Under immediate direction and with prior approval of the Guard Station staff, a CST will oversee the cleaning of the Guard Station by inmate workers.
      ii. Inmates cleaning the Guard Station will not be permitted to loiter in the area or have access to any documents or security equipment.

4000.2 – Documentation

a) Work Station Log

1. All Guard Station and Module staff will maintain a 24-hour daily log. The information on the log will include but is not limited to:
    i. Name of the assigned staff for each shift
    ii. Date and shift times
    iii. Time, number, and status of counts
    iv. Time and schedule of chow hall.
    v. Incidents, title and report numbers
    vi. Safety check times and observations.
    vii. Other information pertinent to the shift
2. In modules, the safety check logs will be updated no less than once an hour. The information on the log will include but not be limited to:
    i. The time
    ii. The staff members printed name and PIN
    iii. The condition of the module

b) Safety Check Log
    1. See CCOM section 1716.

4000.3 - Receiving Inmates

a) The Second Floor Guard Station staff will coordinate incoming inmate movement with the I.R.C. Second Floor Guard Station staff.
b) After being searched, inmates will go to the Third or Fourth Floor Guard Station from the Second Floor Guard Station. The inmates will be escorted by a deputy.
c) Each guard station will process new inmates according to procedures as outlined their respective policy sections.
d) The module staff will review the inmate's module card and identification card to ensure the inmate has arrived at the assigned module. If the inmate cannot be housed in the module as assigned by Classification, classification level, no open bunk), the module staff will contact a classification deputy for a housing assignment.
e) The cell and bunk assignment will be made and entered into SDS by Classification based upon available space and the inmate's compatibility with other inmates. Compatible inmates may be assigned to the same tank.
    1. Classification will write the date, tank, cell, and bunk assignment on the mod card.
    2. The mod card will then be placed in the mod cardholder.
f) The module staff will ensure that the inmate has received from the inmate workers' room the following:
    1. 1 towel
    2. 1 blanket
    3. 2 sheets
    4. 1 mattress
g) The inmate will be informed of where the jail rules are posted.
h) Inmates newly received into custody or who have been in custody less than four days may be provided the following hygiene items by a supply maintained in the module office.
    1. 1 toothbrush
    2. 1 disposable razor
    3. 1 comb

i. Inmates in custody four (4) days or longer will be required to purchase these items from commissary or receive them in a welfare pack if they are indigent.

i) The module staff will direct the inmate to the assigned area after having conducted a search of the inmate and his personal effects. Visual cell checks by module staff.

4000.4 - Court Preparation

a) The midnight court deputy will deliver a copy of the court roster to each module.
b) The module staff will examine the roster to determine if all listed inmates are actually housed in the module.
    1. Listed inmates not in the module must be located by the module staff. The court information must then be relayed to the staff at the inmate's actual location in order to have the inmate prepared to make the court appearance on time.
c) The module staff will then prepare the correct number of colored cards to be placed on the module cards of the inmates.
d) Inmates going to court must be dressed in a full issue of jail clothing. The module staff will ensure that inmates are properly dressed prior to leaving the module.
e) Inmates going to court will not take books, combs, commissary items, etc. without a court order. Inmates may take court papers that pertain to their case or other documents requested by the court (e.g. classroom certificates to show completion of courses ordered by the judge) and authorized self-carry medications with approved documentation.
f) Inmates claiming to be due for a court appearance, who are not on the list will require the module staff to check with Inmate Records.
    1. The staff will request a careful check of records in order to prevent an "over detention" which could jeopardize prosecution and subject the County to liability.
g) Module staff will ensure that Specialty Housing inmates are not placed in the module vestibule until after all the other court inmates have departed the module.

4000.5 - Inmate Meals

a) Schedule: (Approximate)
    1. Breakfast [redacted] hours
    2. Lunch [redacted] hours
    3. Dinner [redacted] hours
b) Unless otherwise specified, all inmates will eat in the chow hall.
c) The chow hall will be supervised by the Housing Sergeant who will coordinate inmate movement with the Guard Station staff. The sergeant will record the meal times in the Inmate Meal logbook which will be retained in the Guard Station.
d) The Guard Station staff will ensure the following:
    1. A minimum of [redacted] deputies are inside the chow hall for security purposes prior to admitting the inmates.
    2. A minimum of [redacted] deputy will be assigned to the hallway to assist in controlling inmate movement.
    3. [redacted] will be secured in the [redacted] during inmate meals.
e) The Guard Station staff will be responsible for the visual control of inmate movement to and from the chow hall.
    1. The Guard Station staff will arrange the release of inmates from housing areas in such a manner as to maintain a continuous flow through the serving line.

2. The Guard Station staff coordinating chow hall movement will notify any other Guard Station staff when movement is required to or from their floor.
    i. The floor guard station staff will call the Module staff and advise when to send the tank or group of inmates to the chow hall. The Module staff will utilize security procedures regarding mass inmate movement at all times.
    ii. When the tank or group of inmates has completed their meal and has been excused from the chow hall, the guard station staff will call the module staff advising the tank or group of inmates is returning. The Module staff will open the vestibule door and allow the inmates return to their assigned housing location.

f) In-Cell Feeding
1. When inmates are fed on an in-cell basis, the Guard Station staff will call the Module staff for a count of meals required.
2. When the in-cell meals have been prepared, a Prowler Deputy and two inmate workers, wearing proper hats and plastic gloves will deliver the meals to each inmate. The Prowler Deputy will assure that each meal is complete and the service carts are kept at the proper temperature during the entire serving process. The module staff will document on the 24 hour Log the time in-cell meals are delivered to inmates.
3. At the completion of the meal, the assigned tank area sweeper or inmate worker will collect any serving trays and sweep up all trash generated from the meal. The module staff will document on the 24 hour log the time in-cell trays are collected. The serving trays will then be counted and immediately returned to the kitchen.
4. All special diets will be approved by the Medical Staff prior to informing the kitchen to prepare them. The Prowler Deputy will assure that all special diets are delivered to the proper inmate.
5. Disciplinary Housing inmates will be fed during in-cell feeding. A Prowler Deputy will accompany an inmate worker throughout the feeding. Inmates in Disciplinary Housing will be fed the same meal as all other inmates.
6. All inmates will be given a minimum of 15 minutes to eat their meals.

4000.6 - Count Times and Corresponding Types

(Refer to CCOM policy 1719).

4000.6 - Inmate Movement

a) Anytime an inmate leaves the module other than mass movement or by escort, the inmate must have a properly completed movement pass. The pass must be filled out with the following information:
1. Destination
2. Date and time of departure
3. Inmate's name
4. Inmate's booking number
5. Issuing staff member's signature

b) Passes may be generated from another location within the jail complex. Inmate runners are regularly used to distribute movement passes throughout the jail. Only sworn staff is to give passes to the runners for distribution.
1. All non-sworn employees are to present passes to the floor guard station for distribution by inmate runners. Guard station staff should make every effort to expedite passes.

c) Anytime a Module staff member receives a pass and the inmate is not within the module, the Module staff will inform the individual who generated the pass that the inmate is not available.
d) If the inmate is not housed in the module, the Module staff will check the movement log or check SDS for the new housing location and forward the pass to that location.
e) When the inmate is no longer housed in this facility, the Module staff will inform the individual who generated the pass.
f) During mass movement for meals, roof recreation, chapel or clothing exchange, etc., the Module staff will be informed by the Guard Station to prepare the inmates for movement.
g) Inmate movement to court transfer:
    1. Inmates will be escorted in groups to or from the Central Men's Jail (CMJ) second floor Guard Stations by CMJ Court and Prowler Deputies through the connecting corridor to the IRC.
    2. Inmates will walk single file, grouped by classification.
    3. Groups will be led by one Court or Prowler Deputy and followed by another Court or Prowler Deputy.
h) Anytime a staff member escorts any number of inmates, an accurate headcount of all inmates shall be made before, during and upon completion of the escort. The staff member SHALL maintain direct visual contact at all times during the escort. If the staff member must engage in a task during the escort that will interrupt their direct visual supervision of the inmate(s) (e.g., unlocking doors, retrieving documents, etc.), an additional staff member must be present to maintain direct visual supervision until all inmates are secured and accounted for.

4000.7 – Recreation

a) Dayroom
    1. See CCOM 2006(b) for dayroom information.
b) Outdoor Recreation
    1. Outdoor recreation will take place in the roof recreation area. After being advised by the Guard Station, the Module staff will announce scheduled roof recreation to inmates over the P.A. system. The schedule will rotate giving inmates a variety of times in which to recreate. Only compatible inmates will be allowed into the recreation area together.
    2. The housing guard station staff will direct movement of inmates to and from the roof recreation area with coordination through the roof guard station. The housing guard station staff will ensure that all inmates have been searched prior to movement to the roof.

4000.8 – Visiting

a) The Module staff will become aware of a pending visit when the Visiting or Attorney/Bonds Guard Station staff calls or sends a pass to the module.
b) The Module staff will determine if the inmate is available for a visit. The module staff will quickly inform the Visiting or Attorney/Bonds staff of an inmate's unavailability and the expected duration.
c) Inmates will be notified over the public address system of the visit. Inmates will be instructed to be dressed in full jail issue for the visit.
d) Module staff will not require inmates to participate in visits. Inmates may refuse any public or official visit.
e) Booth assignments are made by the Attorney/Bonds or Visiting Deputy. Changes made by the Module staff, for the good order and efficiency of the modules operation, must be relayed to the

Visiting/Attorney/Bonds Deputy to prevent confusion. Every effort will be made to ensure incompatible inmates are not allowed to visit at the same time.

4000.9 - Religious Services

It is the policy of the Orange County Sheriff's Department (OCSD) to respect inmates' religious rights and provide the inmates with appropriate access to Religious Services to serve their religious needs in a way that is consistent with maximizing safety and security of the Orange County Jail facilities.

a) When circumstances arise that require the cancellation of scheduled religious services or a delay of more than 15 minutes, the Watch Commander must provide e-mail notification to the facility Division Commander, Inmate Programs Director, Custody Operations Area Commander and the Custody Operations Assistant Sheriff.
b) Preparing For Chapel Service
    1. Staff will notify inmates when religious programs are scheduled.
    2. Specialty Housing inmates will not attend regular chapel services. Special arrangements may be made on an individual basis when requested.
c) At the times scheduled for chapel services an escort deputy will meet the approved visiting church group at Main Control and escort them to the chapel.
    1. Each group may consist of no more than six (6) persons.
    2. Each person must sign in and wear a visitor's badge.
    3. Each person will complete, read, and sign a Security Clearance Agreement which includes the prohibition for handing any materials to any inmate.
d) Items such as instrument cases, boxes or large bags, will be checked for contraband items.
e) The Main Control staff will notify the Third and Fourth Floor Guard Station to prepare those inmates wishing to attend the service.
f) A member of staff from each individual module will make an announcement over their P. A. system for those inmates wishing to attend to get dressed in full jail issue and lineup in the vestibule. The Module staff will notify the Housing Guard Station of the number of inmates that wish to attend.
g) The Housing Sergeant, or if not available, the guard station staff, will determine the number of inmates that may be sent from each floor. The maximum chapel capacity (120) is regulated by the Santa Ana Fire Department.
h) Inmates will be escorted to the chapel by one or more escort deputies, the size of the group dictating the number of escorting deputies.
i) After all inmates have entered the chapel, the door will be locked from the outside. A minimum of two (2) deputies will remain inside the chapel at all times.
j) When services end, the deputy in the chapel will advise the Guard Station staff who will assign a prowler to open the chapel door to permit the inmates to exit the chapel.
k) Inmates will then be escorted back to their modules and the chapel will be secured. Visitors will be escorted to the first floor and exit through Main Control sally port.

4000.10 - Inmate Release

a) Notification of inmate releases will originate through the IRC and Second Guard Station.
b) The Module staff will instruct the inmate to bring all personal and jail issue items, to the module vestibule. Cells or bunk areas are to be left in clean condition.

c) The Module staff will verify the inmate's identity by checking the information on both the module card and by questioning the inmate if necessary.
d) Each item of jail property, bedroll, towel, sheets, and blanket will be checked for quantity and condition by the Prowler before being carried to the bedding supply room by the inmates.
e) The Module staff will mark the release information in large letters on the front of the mod card:
    1. Black letters = [redacted]
    2. Red letters = [redacted]
    3. Green letters = [redacted]
    4. Blue letters = [redacted]
f) The inmate will be handed the module card and directed to the Second Floor Guard Station.
g) The Housing Prowler will direct the inmate to sanitize the mattress. Any items left by the inmate such as Jail property will be recycled. Valuables will be handled by the Module staff the same as found property with a known owner.

4000.11 - Line-Up Procedure

a) The purpose of a physical line-up is to present to the witness of a crime six subjects with similar physical characteristics and to request these witnesses to identify the suspect, if the suspect is present. Although the witnesses are not told, the line will contain one inmate who has been arrested for the specific crime affecting them.
b) Line-ups are requested by the District Attorney's office or police agencies and sometimes immediately after booking in order to obtain a complaint. The court also orders line-ups at the request of either the prosecutor or the defense.
c) Selecting the Line-up
    1. Forms listing the day and time of scheduled line-ups and involved suspects are received by the Operations Sergeant from Investigations. The Operations Sergeant assigns a deputy to select the participants.
d) Suspect Refuses to Participate
e) Fill-in Refuses to Cooperate
    1. Whenever an inmate, other than the suspect, expresses an unwillingness to cooperate, notify the Operations Sergeant immediately. The inmate will be advised of the consequences for "Failure to Obey a Directive." Voluntary compliance will be attempted.
    2. Inmates who continue to refuse to cooperate will be segregated from other participants at once and a report will be written charging "Failure to Obey a Directive".
    3. No special privilege or reward is to be promised to any inmate for participation in a line-up.

4000.12 - 2nd Guard Station

The Second Floor Guard Station will direct and coordinate the functions of the second floor, as well as directing and coordinating inmate movement between the Central Men's Jail and the Intake/Release Center.

a) Supervision
    1. Guard Station staff will receive direction and supervision from the Operations Sergeant.
    2. The Second Floor Guard Station staff will direct certain housing activities scheduled or spontaneous, with prior approval of and in the absence of the Operations Sergeant.
    3. Reports and other documents will be placed on the Sergeant's desk as they are received.
b) Security Equipment

1. The Guard Station will be equipped with security monitoring and regulating equipment.
2. A control panel with colored lights and buttons will indicate the condition of certain doors on the floor.
    i. Staff will be constantly aware of each door's status and the working order of all equipment.
    ii. All doors will remain closed unless an authorized person is passing through.
3. Restraint devices will be kept in the Guard Station and shall be used by deputies as necessary.
    i. [redacted]
    ii. [redacted]
    iii. [redacted]
    iv. [redacted]
    v. [redacted]
4. Pac Set Radio Chargers will be maintained in the Guard Station for radios used on that floor.
    i. The Guard Station staff will keep the chargers, batteries, and radios operational at all times.
    ii. Unserviceable equipment will be delivered to the Administrative Deputy for any necessary repairs.
        A. The Day Shift Guard Station staff will keep a record of equipment out for repair.
5. The Guard Station staff will utilize the public address system when necessary.
6. An emergency movement control will be located in the Guard Station for the escalator. The Guard Station staff can control both escalator movement and direction.

c) Visual Supervision of Inmates
1. Visual supervision of inmates in the hallways will be the responsibility of the Guard Station staff.
    i. Inmates in the connecting corridor between I.R.C. and the Central Men's Jail will be observed throughout their movement. Inmates are to walk non-stop through this area. Prowler Deputies will be sent to check any unusual inmate behavior.
2. The I.R.C. and Central Men's Jail Second Floor Guard Station staff will maintain continuous contact with each other regarding inmate movement through the connecting corridor.
3. The Guard Station staff will ensure that an escort Deputy is provided for inmates requiring escort through the connecting corridor.
4. No staff other than law enforcement personnel (deputies, SSO’s, CSA's) will be allowed routine movement through the second floor tunnel without an escort.
    i. Exceptions may be permitted in special circumstances (i.e. movement of oversized equipment, medical emergencies, etc.) provided the security of the facility and staff is not compromised. In these instances the Central Men’s Jail Second Guard Station and the IRC Housing Guard Station must cease all inmate movement through the tunnel, verify the tunnel is clear, and remain in constant communication while the staff member proceeds through the tunnel.

d) Intake of Inmates from the IRC

1. The Second Floor Guard Station staff will coordinate incoming inmate movement with the I.R.C. Second Floor Guard Station staff.
2. No inmate movement will be initiated from the I.R.C. to the Central Men's Jail without notification of the Central Men's Jail Second Floor Guard Station staff.
    i. The Guard Station staff may request inmate movement be held. This may be prudent during disturbances, medical emergencies, inmate counts, shift change, or any other time security staff is unavailable.
3. All incoming inmates from the I.R.C. will be under as escort or possess either a movement pass or their module card.
4. The Second Floor Guard Station staff will review the module cards for completeness, accuracy, and verify the identity of each inmate, utilizing the photograph and other information on the Module Card.
5. Any discrepancies in the Module Cards will be reported to the I.R.C. Second Floor Guard Station or Classification. No inmates will be accepted into the Central Men's Jail until the discrepancy has been resolved.
6. All inmates transferred to the Central Men's Jail will be accurately accounted for. This will be accomplished by use of the Facility Master Inmate Movement log.
    i. When inmates are received from the IRC, the following should be done immediately:
        A. Enter inmate's full name (last name first)
        B. Booking Number
        C. Enter the time the inmate was received.
        D. Where the inmate is going (A, B, C, D, E, F, O, or R).
        E. Add the total number of inmates received to the previous count for running total.
7. The Second Floor Guard Station staff will direct the inmates to their pre-assigned housing area.
8. Module Cards will be carried to the appropriate housing locations by Prowler Deputies or Inmate Workers.

e) Release of inmates via the IRC
1. The Second Floor Guard Station staff will coordinate outgoing inmate movement with the IRC Second Floor Guard Station staff.
2. No inmate movement will be initiated from the Central Men's Jail to the I.R.C. without approval from the I.R.C. Second Floor Guard Station staff.
3. Inmates being transferred to a hospital will be sent through the warehouse dock or the second floor inmate corridor to the IRC for transport.
4. Inmates being released will hand carry their Module Cards to the I.R.C. Release Guard Station. In this case, the Module Card will substitute for a movement pass for the individual inmate.
5. The Second Floor Guard Station staff will review the module card for completeness, accuracy, and verify the identity of each inmate, utilizing the photograph and other information on the Module Card.
6. Any discrepancy in the Module Cards will be resolved prior to the inmate being sent to the I.R.C. and through the release process.

7. All inmates transferred from the Central Men's Jail will be accurately accounted for. This will be accomplished by use of the Facility Master Inmate Movement log.
    i. After Inmate Records notifies the Second Floor Guard Station of inmates to be released or transferred, the following should be done:
        A. Enter the inmate's full name (last name first)
        B. Booking Number
        C. Enter the time the inmate was released/transferred.
        D. The location from where the inmate came (A, B, C, D, E, F, O, or R).
        E. Subtract the total number of inmates released from the running count to obtain a new total.

f) Facility Master Movement Log Reconciliation
1. At each Paper Count the Population Density Report prepared by the 3rd Floor Guard Station shall be compared to the Facility Master Movement Log.
    i. Any discrepancies must be resolved immediately and prior to being relieved by the oncoming shift.
    ii. Once the Facility Master Movement log and the Population Density Report match, the running total will be highlighted.
2. End of day Statistics
    i. Count the total number of inmates received and add them to the beginning count.
    ii. Subtract the number of inmates released or transferred from the total to determine the ending count.
    iii. This ending number must match the Facility Master Movement log running total.
3. Operations Sergeant
    i. The Operations Sergeant shall ensure the accuracy of all statistics for the previous day.
4. Watch Commander
    i. The Watch Commander shall verify the accuracy of the provided statistics.
    ii. The 24-hour statistics from both the Men's and Women's Jails shall be provided to the IRC Watch Commander to be included in the system-wide Custodial Statistical Report.

g) Classrooms
1. The Guard Station staff will coordinate movement from the modules to and from the classrooms on the second floor.
2. The Operations Sergeant, or if not available, the guard station staff, will determine the number of inmates that may be sent from each floor. The maximum capacity of the large classroom is 27 inmates and the small classroom is 12 inmates.

h) Inmate Barber Shop
1. The second floor guard station staff will direct and coordinate all inmate barber shop movement.
2. The guard station staff will also ensure inmate barbers are familiar with the procedure for maintaining hygiene equipment.

i) Official Facility Visitors

1. Official visitors escorted from the IRC by IRC personnel to the Central Men's Jail via the second floor-connecting corridor for the purpose of a tour will be required to check in at the Main Control Guard Station.
2. All visitors will sign the Visitors Control Log and be issued a visitors badge.
3. The Second Floor Guard Station staff will notify the Central Men's Jail Operations Sergeant of the visitors' arrival.

j) Second Floor Detention Bench

1. The Housing Sergeant shall be notified prior to, or immediately after, an inmate being secured to the Detention Bench.
2. The Detention Bench will not be used in a manner that will punish or coerce the inmate.
3. Securing an inmate to the Detention Bench requires a valid safety or security need. Prior to securing the inmate to the Detention Bench, the deputy will consider the inmate's behavior and any injury to, or medical condition of, the inmate known by the deputy.
4. When securing the inmate to the Detention Bench, the deputy will secure one cuff of a set of handcuffs to the fixed eyelet attached to the bench. Once the handcuffs are secured to the eyelet, the deputy will handcuff the available cuff of the fixed handcuffs to the inmate's handcuff chain. At no time during this process will the inmate's handcuffs be removed.
5. No inmate will be secured to the bench longer than necessary.
6. After one hour, the housing sergeant may authorize one additional hour pending the availability of a more permanent detention location.
7. Inmates secured to the Detention Bench will be given the opportunity to eat their jail issued meals according to the established schedule as outlined in the Custody and Court Operations Manual, Housing Operations section.
8. An inmate secured to a Detention Bench located in the Second Floor north elevator vestibule will be visually monitored by the security staff, or via the use of the CCTV monitor located in the Second Floor Guard Station. A safety check of the inmate shall be conducted at least every 15 minutes.
9. The Second Floor Guard Station staff will record into the Second Floor Guard Station workstation log:
    i. The date and time the inmate is secured to the bench,
    ii. The sergeant notified and approving the placement,
    iii. The inmate's name and booking number,
    iv. The safety or security need for securing the inmate to the bench
    v. The date and time the inmate was removed from the bench.
10. The Second Floor Guard Station staff will coordinate the 15 minute safety checks on each inmate secured to the Detention Bench. The 15 minute checks will be documented on the Second Floor workstation log.

4000.13 - Modules "O & R" and Medical Floor Operations

Treatment and care for inmates with health care needs will be provided on the medical floor by trained medical personnel. Deputies will provide the security necessary to ensure the protection of the staff and inmates. The Module "O" office will perform the functions of this floor. The Module Office is a fixed post and under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.

a) Supervision
    1. Module O & R staff will receive direction and supervision from the Operations Sergeant.
    2. The Second Floor Guard Station staff will direct certain housing activities scheduled or spontaneous, with prior approval of and in the absence of the Operations Sergeant.
    3. Reports and other documents will be placed on the Sergeant's desk as they are received.
    4. Disciplinary hearings for inmates housed on the Second floor will be conducted by the Operation's Sergeant.
b) Staffing – Responsibilities
    1. The Medical Floor will be staffed by a Guard Station [redacted] and a Module "O" [redacted] 24 hours a day, 7 days a week.
    2. Responsibilities for the floor are specifically spelled out in the Memorandum of Understanding between the Sheriff-Coroner Department and the Health Care Agency and includes the following:
        i. Matters of judgment regarding health care services will be the sole provinces of the health services staff.
        ii. Sheriff's Department staff will retain control over and set policies for maintaining security within the jails and jail premises. This shall include the identification of proper housing for inmates.
        iii. Sheriff's staff will provide security for those inmates confined in the medical areas in order to ensure the safety of the inmates and Correctional Health Services (CHS) staff
        iv. Jail personnel will maintain necessary communications with CHS staff in order to be aware of the general health condition of inmates.
    3. CHS staff will not open cell doors.
    4. The Module staff must be notified by CHS staff before sending any inmate to the Central Men's Jail Infirmary.
    5. CHS staff will notify the Module "O" staff of any housing change requests. The staff will then coordinate the change with Classification.
    6. The second floor prowler deputy will visually check the entire medical housing area minimally every 30 minutes. Module R will be visually checked once per hour. All checks will be logged on the two "Security Floor Check Logs" (one located on the wall at the entrance to “Sheltered Living” and the other on the east wall directly opposite the control panel in the R-33 security corridor).
c) Sheltered Living Cells
    1. Inmates assigned to sheltered living cells will be afforded the privileges of regular housing inmates.
    2. Each inmate assigned to a sheltered living cell will have an "Inmate Activity Log". The Module staff and Prowler Deputies will maintain the logs in the module office.
        i. The Prowler Deputy conducting the activity, shower, roof recreation, phone calls, or dayroom, is responsible to ensure the times and/or refusals are properly entered on the "Inmate Activity Log".
        ii. They will ensure each inmate receives all privileges unless medical restrictions listed on the "Notice of CHS Restrictions" do not allow for specific activities.

iii. The Operations Sergeant will regularly inspect these logs to ensure they are accurate and complete.
iv. Sheltered living cell individual inmate activity logs shall be collected and reviewed at the end of each month by the Housing Sergeant for completeness and accuracy.
v. Any discrepancies shall be corrected immediately.
vi. The last page of each log will be signed indicating they have been reviewed and forward them to the day Shift Commander who will do the same.
    A. After review by the Watch Commander, they will be forwarded to the Division Commander's office. The Lieutenant shall also review the logs and maintain them for two years.

4000.14 - Third Floor Guard Station

The Third Floor Guard Station will coordinate the operations of modules A, B, C as well as directing inmate movement on and between other floors of the facility. The Guard Station is a fixed post and under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.

a) Supervision
    1. The Guard Station staff will receive direction and supervision from the Housing Sergeant.
    2. The Guard Station staff will direct certain housing activities, scheduled or spontaneous, with the prior approval of and in the absence of the Housing Sergeant (e.g., meals, mass movement, court, TV channel changes).
    3. Reports and other documents will be placed on the Sergeants' desk as they are received.
b) Security Equipment
    1. The Guard Station will be equipped with security monitoring and regulating equipment.
        i. A control panel with colored lights and buttons will indicate the condition of certain doors on the floor. Staff will be constantly aware of each door's status and the working order of all equipment. All doors will remain closed unless an authorized person is passing through.
        ii. Restraint devices will be kept in the Guard Station and shall be used by deputies as necessary.
        iii. [redacted] will be kept in the [redacted]. [redacted] will only be issued in times of emergency and at the direction of the Sergeant.
        iv. Pac-set radio charges will be maintained in the Guard Station for radios used on that floor. The Guard Station staff will keep the chargers, batteries and radios operational at all times. Unserviceable equipment will be delivered to the Transportation Sergeant for repairs at County Communications. The day shift Guard Station staff will keep a record of equipment out for repair.
        v. The Guard Station staff will utilize the public address system when necessary.
        vi. An [redacted] is located in the [redacted]. Both escalator movement and direction can be controlled by the Guard Station staff.
c) Visual Supervision of Inmates
    1. Visual supervision of inmates in the hallways will be the responsibility of the Guard Station staff.
d) New Bodies, Transfers, and Releases

1. The Guard Station staff will record new bodies, releases, in custody transfers, and intra-facility housing changes to and from the third floor.
    i. The Third Floor Master Inmate Movement log will be used to record this movement. A new log will be started daily.
    ii. Inmates transferred from one module to another module on the third floor will not be recorded on the log.
    iii. The facility count column on the Master Inmate Movement Log will be used to track the number of inmates housed on the third floor.
    iv. The logs will be kept in the guard station for 30 days, and then stored.

e) Third Floor Detention Bench
1. The Housing Sergeant shall be notified prior to, or immediately after, an inmate being secured to the Detention Bench.
2. The Detention Bench will not be used in a manner that will punish or coerce the inmate.
3. Securing an inmate to the Detention Bench requires a valid safety or security need. Prior to securing the inmate to the Detention Bench, the deputy will consider the inmate's behavior and any injury to, or medical condition of, the inmate known by the deputy.
4. When securing the inmate to the Detention Bench, the deputy will secure one cuff of a set of handcuffs to the fixed eyelet attached to the bench. Once the handcuffs are secured to the eyelet, the deputy will handcuff the available cuff of the fixed handcuffs to the inmate's handcuff chain. At no time during this process will the inmate's handcuffs be removed.
5. No inmate will be secured to the bench longer than necessary.
6. After one hour, the housing sergeant may authorize one additional hour pending the availability of a more permanent detention location.
7. Inmates secured to the Detention Bench will be given the opportunity to eat their jail issued meals according to the established schedule as outlined in the Custody and Court Operations Manual, Housing Operations section.
8. An inmate secured to a Detention Bench located in the Third Floor north elevator vestibule will be visually monitored by the security staff, or via the use of the CCTV monitor located in the Third Floor Guard Station. A safety check of the inmate shall be conducted at least every 15 minutes.
9. The Third Floor Guard Station staff will record into the Third Floor Guard Station workstation log:
    i. The date and time the inmate is secured to the bench,
    ii. The sergeant notified and approving the placement,
    iii. The inmate's name and booking number,
    iv. The safety or security need for securing the inmate to the bench
    v. The date and time the inmate was removed from the bench.
10. The Third Floor Guard Station staff will coordinate the 15 minute safety checks on each inmate secured to the Detention Bench. The 15 minute checks will be documented on the Third Floor workstation log.

4000.15 - Fourth Floor Guard Station

The Fourth Floor Guard Station will coordinate the operations of modules D, E, F, Disciplinary Housing, as well as directing inmate movement on and between other floors of the facility. The Guard Station is a

fixed post and under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.

a) Supervision
    1. The Guard Station staff will receive direction and supervision from the Housing Sergeant.
    2. The Guard Station staff will direct certain housing activities, scheduled or spontaneous, with the prior approval of and in the absence of the Housing Sergeant (e.g., meals, mass movement, court, TV channel changes).
    3. Reports and other documents will be placed on the Sergeants' desk as they are received.
b) Security Equipment
    1. The Guard Station will be equipped with security monitoring and regulating equipment.
    2. A control panel with colored lights and buttons will indicate the condition of certain doors on the floor.
        i. Staff will be constantly aware of each door's status and the working order of all equipment.
        ii. All doors will remain closed unless an authorized person is passing through.
    3. Restraint devices will be kept in the Guard Station and shall be used by deputies as necessary.
    4. [redacted] will be kept in the [redacted]
        i. The [redacted] will only be issued in times of an ERT deployment or at the direction of the Sergeant.
        ii. Entry to [redacted] is restricted to sworn personnel only
        iii. [redacted] be checked out through Guard Station staff
        iv. Guard Station staff must log out key usage on Guard Station log
    5. Pac-set radio charges will be maintained in the Guard Station for radios used on that floor.
        i. The Guard Station staff will keep the chargers, batteries and radios operational at all times.
        ii. Unserviceable equipment will be delivered to the Administrative Deputy for necessary repairs
        iii. The day shift Guard Station staff will keep a record of equipment out for repair.
    6. The Guard Station staff will utilize the public address system when necessary.
    7. An emergency movement control is located in the Guard Station for the escalator. Both escalator movement and direction can be controlled by the Guard Station staff.
c) Visual Supervision of Inmates
    1. Visual supervision of inmates in the hallways will be the responsibility of the Guard Station staff.
d) New Bodies, Transfers, and Releases
    1. The Guard Station staff will record new bodies, releases, in custody transfers, and intra-facility housing changes to and from the fourth floor.
        i. The Fourth Floor Master Inmate Movement log will be used to record this movement. A new log will be started daily.
        ii. Inmates transferred from one module to another module on the fourth floor will not be recorded on the log.
        iii. The facility count column on the Master Inmate Movement Log will be used to track the number of inmates housed on the fourth floor.
        iv. The logs will be kept in the guard station for 30 days, and then stored.

e) Disciplinary Housing
    1. Responsibility for the supervision of inmates in disciplinary housing is as follows:
        i. Fourth Floor Guard Station:
            A. Maintains statistical information and counts, monitors the noise level in the Disciplinary Housing cells.
            B. The Guard Station staff will notify the responsible Prowler when follow up is required.
            C. Maintains module cards and directs prowlers to perform 30 minute checks.
        ii. 4th Floor Prowlers:
            A. As directed by the Fourth Floor Guard Station staff will conduct escorts, feeding, and required 30 minute checks including completion of individual and area logs.
        iii. An inmate will not be placed in a Disciplinary Housing cell prior to a punishment hearing held by the Disciplinary Officer, or as alternative housing, without permission from the Watch Commander. Correctional Health Services (CHS) will then be notified.

f) Fourth Floor Detention Bench
    1. The Housing Sergeant shall be notified prior to, or immediately after, an inmate being secured to the Detention Bench.
    2. The Detention Bench will not be used in a manner that will punish or coerce the inmate.
    3. Securing an inmate to the Detention Bench requires a valid safety or security need. Prior to securing the inmate to the Detention Bench, staff will consider the inmate's behavior and any injury to, or medical condition of, the inmate known by the staff.
    4. When securing the inmate to the Detention Bench, the deputy will secure one cuff of a set of handcuffs to the fixed eyelet attached to the bench. Once the handcuffs are secured to the eyelet, the deputy will handcuff the available cuff of the fixed handcuffs to the inmate's handcuff chain. At no time during this process will the inmate's handcuffs be removed.
    5. No inmate will be secured to the bench longer than necessary.
    6. After one hour, the housing sergeant may authorize one additional hour pending the availability of a more permanent detention location.
    7. Inmates secured to the Detention Bench will be given the opportunity to eat their jail issued meals according to the established schedule as outlined in the Custody and Court Operation Manual, Housing Operations section.
    8. An inmate secured to a Detention Bench located in the Fourth Floor north elevator vestibule will be visually monitored by the security staff, or via the use of the CCTV monitor located in the Fourth Floor Guard Station. A safety check of the inmate shall be conducted at least every 15 minutes.
    9. The Fourth Floor Guard Station staff will record into the Fourth Floor Guard Station workstation log:
        i. The date and time the inmate is secured to the bench,
        ii. The sergeant notified and approving the placement,
        iii. The inmate's name and booking number,
        iv. The safety or security need for securing the inmate to the bench
        v. The date and time the inmate was removed from the bench.

10. The Fourth Floor Guard Station staff will coordinate the 15 minute safety checks on each inmate secured to the Detention Bench. The 15 minute checks will be documented on the Fourth Floor workstation log.

4000.16 - Roof Recreation Guard Station

The Central Men's Jail will provide the opportunity for outdoor recreation for all inmates. The Roof will coordinate movement of inmates to and from the roof recreation areas. The Roof Recreation area is a fixed post when inmates are present; under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.

The Roof Guard Station will be staffed by one Correctional Services Assistant and two Roof Prowler Deputies. The Roof Prowlers will remain outside in the recreation area when inmates are present. The Roof Correctional Services Assistant will remain inside the Roof Guard Station when inmates are present. The door providing access to the Roof Guard Station will remain closed and locked while inmates are on the roof.

a) Supervision
    1. The Roof Guard Station staff will receive direction and supervision from the Housing Sergeant.
    2. The Roof recreation staff will direct movement of inmates to and from the roof recreation areas, with coordination through the Housing Guard Stations. The staff will oversee all inmate activity during roof recreation periods.
    3. The Guard Station staff Correctional Services Assistant will keep the Guard Station supplied with materials, as required. Reports and other documents will be forwarded to the Housing Sergeant for approval.
b) Security Equipment
    1. The Guard Station will be equipped with security monitoring and regulating equipment.
        i. A control panel with colored lights and buttons will indicate condition of certain doors around the roof recreation areas. Staff will be constantly aware of each door's status and the working order of all equipment. All doors will remain closed unless and authorized person is passing through.
        ii. Restraint devices will be kept in the Guard Station and shall be used as necessary.
        iii. Key sets will be kept in the Guard Station under the control of the CSA. They will not be carried in the roof recreation area during inmate activity.
        iv. The Guard Station staff will utilize the public address system when necessary. The staff will utilize an intercom system to maintain contact with all guard stations as needed.
        v. An emergency movement control is located in the Guard Station for the escalator. Both escalator movement and direction can be controlled by the Guard Station staff.
        vi. The Roof Prowlers will maintain roof recreation perimeter security by performing periodic visual inspections before, during, and after daily roof recreation. Inspection shall include, but not be limited to:
            A. Fence areas (lower and upper perimeter)
            B. Gates, chains, and locks
            C. Inmate lavatory
            D. Elevators and elevator vestibule area
            E. Outer perimeter area

ii. All abnormal and suspicious objects or occurrences will necessitate immediate action by the Roof Prowlers and be reported to the Housing Sergeant prior to the next roof recreation period.

c) Visual Supervision of Inmates
   1. Visual supervision of inmates in the roof recreation area will be the responsibility of the roof prowlers.
   2. Any evidence of potential problems during inmate roof recreation will necessitate immediate action on the part of the Roof Prowlers to notify personnel to remedy the problem.
   3. Outdoor recreation activities will include basketball, handball, volleyball, jogging, ping-pong, and calisthenics. Equipment will be provided by the Correctional Program Technician periodically, or as needed.
   4. Inmates must be fully dressed while en route to or from the roof and will not move in or out of the recreation area individually unless directed by the Roof Prowlers. Inmates may drop jumpsuits to the waist while on the roof.
   5. Roof recreation staff will keep the inmates in the recreation areas under constant observation. Prohibited activities are:
      i. Boxing and martial arts (Karate, Judo, etc.)
      ii. Wrestling
      iii. Climbing walls or doors
      iv. Destroying equipment or structures
      v. Converting jail property or supplies to weight lifting equipment
      vi. Marking on jail walls, windows, floors, etc.
      vii. Soiling the recreation area
   6. During recreation periods inmates may stop their activity to participate in visiting. The inmate will be given the choice to visit or continue with recreation. The Module staff will inform the Visiting staff of the inmate's recreation activity.
   7. An AM/FM radio may be used to play music during the recreation period. The volume must never interfere with the P.A. system.
   8. When the recreation period has ended, the inmates must clear the roof recreation area and return to their housing location.
   9. During rainy days or other inclement weather, inmate workers shall be utilized to remove water from the upper deck of the Central Men's Jail roof. Inmates shall be limited to this area until the entire roof has been sufficiently dried in order to resume normal activities.

d) Inmate Movement
   1. Inmates will be called to the roof recreation area by the Roof Recreation staff. This will be accomplished through contact with the Guard Station on the floor where inmate movement will originate. The floor Guard Station staff will ensure all inmates have been searched prior to movement to the roof recreation area.
   2. The Housing Guard Station staff will count the inmates and notify the Roof Recreation Guard Station CSA prior to sending inmates to the roof.
   3. The Roof Prowlers will count each individual inmate when entering and leaving the roof. The number of inmates entering and leaving the roof will be entered in the roof recreation log. This count will be verified with the Housing Guard Station staff. The CSA will also record the time inmates enter and leave.

4. The Roof Recreation staff will follow the schedule of inmates to attend roof recreation for each day. The staff will ensure that all inmates will be given the opportunity to participate in a minimum of three (3) hours of roof recreation time each week.
5. The roof recreation weekly schedule begins on Friday and ends on Thursday.
6. Changes in the roof recreation schedule will be made by the Roof Recreation staff as necessary.
    i. For more information on inmate movement, reference CCOM policy 1201.15 “Security Procedure by Classification Level.”
    ii. Specialty Housing Inmates being escorted to the roof via elevator should be limited to medical inmates, i.e. Mod "O" inmates, and inmates being moved in restraints
        A. Any other Specialty Housing inmates should be escorted via escalator

e) Specialty Housing Inmates
1. The Roof Recreation staff will be aware of the classification of these inmates and will assure that inmates are given roof recreation with compatible inmates as directed by Classification.
2. All inmates will be escorted to the roof according to their classification restrictions (i.e. Waist chains and leg restraints).
3. Mechanical restraints (handcuffs, waist chains and leg restraints) will not be applied during the recreation period.

f) Guard Station Documentation
1. The Roof Recreation Guard Station CSA will also maintain a log book which contains the following information:
    i. Housing tank and number of inmates receiving roof recreation
    ii. Time inmates enter and leave the roof
    iii. Number of inmates entering and leaving the roof
    iv. Other pertinent information

4002 - Video Arraignment

4002.1 - Video Arraignment Deputy

a) Early each A.M., Monday through Friday, the Video Deputy will access SDS for the "VID" Court List. Any Specialty Housing inmates will be identified and separated from the general population list.

b) When all other courts have been transferred from the Central Men's Jail to the IRC, the Video Deputy, with the assistance of the A.M. Court Deputies, will immediately stage all eligible inmates listed on the "VID" Court List in the court holding cells on the first floor. The Video Deputy will coordinate with staff from the IRC and Central Women's Jail for their "VID" inmates to be escorted to this staging area.

c) Once all inmates are present, the Video Deputy will play a video recorded pre-arraignment presentation to all inmates of a summary of their constitutional rights.
1. The recording will be provided by the court in English and Spanish.
2. This tape will be played for the inmates each morning prior to the actual arraignments.

d) After the inmates have viewed this presentation, the Video Deputy will obtain written consent to the video arraignment procedure from each inmate.
1. The Public Defender and interpreter will provide answers to any questions an inmate may have at this time.

e) At this point, the Video Deputy will make necessary arrangements with Sheriff's Transportation for the transport of any inmate that meets the following criteria:
    1. Inmates not consenting in writing to the video arraignment process to the court for arraignment.
    2. Inmates who speak neither English nor Spanish.
    3. Inmates who cannot be safely held in the CMJ Court Hold cells. Examples include but are not limited to:
        i. The inmate's classification.
        ii. The inmate is currently under suicide watch or other continuous mental health observation.

f) The Video Deputy will then arrange by phone the order of calling inmates with a Courtroom Clerk/Bailiff in division.

g) All documents relating to video arraignment (i.e., releases, remanding orders, documents requiring inmate signature) will be faxed from the court to the video arraignment room of the Central Men's Jail.

h) At the completion of each video arraignment day, the Video Deputy will hand carry all collected documents to the IRC Records.

i) MOST IMPORTANTLY, the Video Deputy, once the arraignments begin, is to ensure a continuous flow of inmates to the podium/camera area so no delay occurs.
    1. In the video arraignment room itself are benches to accommodate a group of 8-10 inmates at one time.
        i. Safety or security may dictate a smaller group size.
        ii. Specialty Housing inmates will be brought out of the holding area separately.
    2. The double doors separating the court holding cells and the video arraignment room are to be closed but unlocked during these proceedings.

j) The Video Deputy will be responsible for security during all aspects of the video arraignment proceedings. He will have assistance from two Deputies from the Court Division.

k) The Video Deputy will ensure that all court staff involved in the video arraignment process will have in their possession appropriate identification at all times while in the Central Men's Jail.
    1. The Video Deputy will advise all court staff involved that there is nothing to be given to or accepted from any inmate without prior inspection and approval of the Video Deputy.
    2. The Video Deputy will coordinate with the Main Control SSO to ensure that all court staff has the ability to enter and exit the video arraignment area.
        i. The Video Deputy will be especially attentive to inmates in the area each time the exit/entry door to the staff corridor is utilized. AT NO TIME will this door be opened when an inmate is in the rear interview room.

l) At the end of each video arraignment day, the Video Deputy will check all three rooms encompassing the video arraignment area, secure the equipment room, double doors to court holding cells, and turn off all necessary monitoring equipment. Specifically included in this is the shutdown of the audio and visual feeds to and from the courtroom.

4002.2 - Main Control Deputy

a) All court staff involved with the video arraignment process at the Central Men's Jail will be directed to the Main Control sally port. A list of court personnel will be provided by the court to Main Control Guard Station and the Video Arraignment Deputy.

b) The member of the court staff will wait at the Main Control sally port. The Main Control Deputy/SSO will determine who the person is and if the person is carrying any weapons. If the person is armed, the Deputy/SSO will direct that person to the gun locker.
c) The Main Control Deputy/SSO will contact the Video Deputy via the stenofone to make the Video Deputy aware of incoming traffic at the security door in the staff corridor.

4002.3 - Prowler/Escort Deputy

a) If court staff needs to use restroom facilities during the video arraignment process, the Prowler Deputy will escort the individual to the parole hearing room for use of the restroom inside. When the individual is finished, the Prowler Deputy will return the court staff to the video arraignment room.

4002.4 - Movement Procedures

a) Theo Lacy Facilities
    1. The IRC Court Transfer staff will receive all inmates from outlying facilities and verify that all scheduled inmates are present.
    2. After all "VID" inmates have arrived at the IRC, the Court Transfer Guard Station Deputy will contact the Central Men's Jail Video Arraignment Deputy and advise that the inmates are ready for pick-up.
        i. The Central Men's Jail Court Deputies will escort both male and female inmates at the same time to the Central Men's Jail video area via the second floor housing tunnel.
    3. When the video arraignment process is completed, the inmates will be returned to the IRC court/transfer area by Central Men's Jail staff.
b) Intake Release Center
    1. The IRC staff will assemble all scheduled "VID" inmates from their facility in court transfer.
    2. After the Central Men's Jail late courts are escorted to the IRC, the Central Men's Jail Court Deputy/staff will escort the IRC "VID" inmates to the video arraignment area via the second floor housing tunnel.
    3. When the video arraignment process is completed, the inmates will be returned to the IRC Housing Guard Station by Central Men's Jail staff.
c) Central Women's Jail
    1. The Video Deputy will contact the Central Women's Jail Housing Guard Station Deputy when he is ready to receive the Central Women's Jail "VID" inmates.
    2. The Central Women's Jail Court Deputy will send (unescorted) all Central Women's Jail "VID" inmates through the second floor IRC access tunnel. Central Men's Jail court deputy/staff will meet Central Women's Jail "VID" inmates in front of the access tunnel on the IRC side. Central Men's Jail court deputy/staff will escort the inmates via the Central Men's Jail second floor access tunnel to the video arraignment area.
    3. When the video arraignment process is completed, the Video Deputy will contact the Central Women's Jail Housing Guard Station Deputy to coordinate the return of their "VID" inmates.

4003- CJ1 Arraignment

CJ1 Arraignment Court was established to substantially reduce the amount of inmate movement involved in the arraignment procedure.

4003.1 - CJ1 Arraignment Deputy

a) Prior to each court day at approximately 0500 hours, CJ1 will access the SDS for the court lists. Any Specialty Housing inmates will be identified and separated from the general population list. Specialty Housing and female inmates will be kept at their housing location until they are requested at arraignment court. This is due to the limited amount of holding cells available.

b) The day of arraignment court, at approximately 0900 and 1400 hours, CJ1 staff will telephone and/or e-mail food services at the CMJ advising their lunch and count. This count will include all facilities.

c) At approximately 0830 hours, CJ1 will contact Module Deputies and request they put arraignment inmates in their respective vestibules. CJ1 Deputies will then escort those arraignment inmates to the court holding cells on the first floor of the CMJ. Female inmates can only be placed in a CJ1 holding cell that is separated by a solid security barrier. This will eliminate visual and physical contact from occurring with inmates of the opposite sex. CJ1 Deputies will coordinate with staff from the IRC for their arraignment. Inmates who will not be arraigned until later in the day will remain in their housing locations until needed.

d) Once inmates are present in arraignment court, the CJ1 Deputy will hand out summary of their constitutional rights.
   1. The summary will be provided by the court in English and Spanish.

e) The CJ1 Deputy, once the arraignments begin, is to ensure continuous flow of inmates in the court room.
   1. The CJ1 arraignment court room can accommodate a group of 4-8 inmates at one time.
   2. Safety or security may dictate a smaller group
   3. Special Housing inmates will be brought into court separately

f) The CJ1 Deputy or Bailiff will be responsible for security during all aspects of the arraignment proceedings. They will have assistance from two (2) deputies from the Court Division.

g) The CJ1 Deputy or bailiff will ensure that all court staff involved in the arraignment process will have in their possession appropriate identification at all times while in the Central Men's Jail.
   1. The CJ1 Deputy will advise all court staff that no items can be given to, or accepted from any inmate without prior inspection and approval of the CJ1 deputy.
   2. The CJ1 Deputy will coordinate with Main Control to ensure that all court staff has the ability to enter and exit the arraignment area.
   3. The CJ1 deputy will be especially attentive to inmate in the area each time the exit/entry door to the staff corridor is utilized.

h) At the end of each arraignment day, the CJ1 Deputy will check all rooms encompassing the arraignment area, secure the equipment room, secure the double doors to the court holding cells and turn off all necessary monitoring equipment.

4003.2 - Main Control

a) All court staff involved with the arraignment process at the Central Men's Jail will be directed to the Main Control sally port. A list of court personnel will be provided by the court and/or CJ1 staff to the Main Control Guard Station and the CJ1 Arraignment Deputy.

b) Member(s) of the court staff will wait at the Main Control sally port. The Main Control Deputy/SSO/CSA will determine who the person is and if the person is carrying any weapons. If the person is armed, the Deputy/SSO/CSA will direct that person to the gun locker.

c) The Main Control Deputy/SSO/CSA will contact the CJ1 Deputy via stenofone/telephone to make the CJ1 Deputy aware of incoming traffic at the security door in the staff corridor.
d) All private attorneys shall check in with Main Control. The main Control Deputy/SSO/CSA will confirm attorney's credentials. The attorney shall provide his/her valid driver's license and current BAR card. The Main Control Deputy/SSO/CSA will check to verify if the attorney has signed or needs to sign the "NO hostage policy". The Main control Deputy/SSO/CSA will direct the attorney to CJ1.
e) Authorized Personnel
    1. Attorneys:
        i. Attorney visitation requests will be made by a licensed California Attorney. Proper identification must be presented at the time of the request to visit.
            A. An attorney's "BAR card" verifying that the attorney is an active association member entitled to practice law in the State of California, is required. The card must be signed by the attorney and must be of the current year.
            B. A current California driver's license will also be presented as an additional form of identification.
            C. Violations of Jail policy and Procedures by attorneys may be referred to the California State Bar Investigative unit.
    2. Interpreters:
        i. These visitors must have a Security Clearance card on file approved by the Division Commander. Interpreters must also be accompanied by another official visitor.
    3. Public Defender paralegals, Interviewers, legal Runners, etc.
        i. These visitors will require a valid court order on file or a Security Clearance Card on file approved by the Division Commander.
    4. EXCEPTIONS MAY BE MADE BY THE OPERATIONS SERGEANT OR THE WATCH COMMANDER.

4003.3 - Prowler/Escort Deputy

a) The CJ1 Prowler/Escort will assist in the coordination of movement of inmates between the CMJ and the IRC.
b) CJ1 Prowler/Escort Deputies and/or CST's will provide those inmates waiting for arraignment court the opportunity to receive sack lunch and/or dinners. Inmates in CJ1 holding cells will be fed first.

4003.4 - Movement Procedures

a) Theo Lacy Facility
    1. The IRC Court Transfer staff will receive all inmates from outlying facilities and verify that all scheduled inmates are present.
    2. After all inmates have arrived at the IRC, the Court Transfer Guard Station Deputy will contact the Central Men's Jail CJ1 Arraignment Deputy and advise that the inmates are ready for pick-up.
        i. The CJ1 Deputies will escort male and female inmates to the CJ1 arraignment via the second floor housing tunnel.
    3. When the arraignment process is completed, the inmates will be returned to the IRC court/transfer area by CJ1 Deputies.

4. All court paperwork for Theo Lacy Facility inmates will be delivered to court hold for transport to those facilities along with the inmates.

b) Intake Release Center
   1. The CJ1 Deputy will call and notify the module deputy to put the inmates on-line. CJ1 deputies will escort the inmates back across the IRC tunnel. Specialty Housing inmates will be kept in their cells until needed for arraignment court.
   2. When the arraignment process is completed, the inmates will be returned to the IRC Housing Guard Station by CJ1 Prowler/Escort.
   3. All court paperwork for IRC inmates will be delivered to IRC records for processing.

4003.5 - CJ1 Dispute Resolution and Exigent Circumstances

a) If there is a dispute in the arraignment court policies, procedures or unauthorized personnel attempting to enter the CMJ, the deputies assigned to CJ1 arraignment court and/or staff assigned to Main Control will attempt to resolve the problem. If they are unsuccessful in resolving the problem, the CMJ Operations Sergeant will be advised by the SSO, CSA or deputy and he/she will attempt to resolve the problem. If the CMJ Ops Sergeant cannot resolve the problem, the CJX Watch Commander will be advised and he/she will resolve the dispute. All department notification will be made according to OCSD policy.

b) On rare occasions, exigent circumstances may arise that require an outside agency to bring an arrestee to CJ1 for arraignment (e.g. extradition, demand to be taken before a magistrate, etc.). Prior to the outside agency bringing their arrestee to CJ1, permission must be granted by the IRC Watch Commander. If permission is granted, the outside agency will remain with the arrestee throughout the arraignment process.

4003.6 - Medical Emergencies

a) If a medical aid situation occurs at the CJX, the deputy will determine who is involved and notify CHS. Obviously ill or injured inmates in the holding areas will be brought to the attention of the medical staff immediately. If the illness or injury appears to be of an emergency nature, the inmate may be removed from the housing unit prior to the arrival of the nurse. When an inmate cannot or should not be moved due to an injury or illness, the nurse will be called to the inmate's location.

4003.7- Public/Media in Public Viewing Area

a) Process for Admitting the Public/Media into the Public Viewing Area
   1. Members of the public, or the media, will be allowed to enter the Public Viewing Area to watch arraignments. The Public Viewing Area is located in the public visiting corridor near the CMJ Visiting Area. Spectators will enter the Public Viewing Area via the IRC Visiting Lobby. There are signs installed directing spectators to the corridor leading to the CMJ Visiting Area. The IRC Visiting SSO's will also direct these people if asked. CJ1 spectators will be subject to the following safety guidelines listed below. One of the biggest departures from our normal procedure is that these visitors WILL NOT be asked to show any form of ID, even on visiting days.

4003.8 - Public/Media Security Guidelines

a) Rules for the Media Attending Arraignments
   1. Media personnel will have their media identification visible at all times.

2. Media personnel can be searched and their immediate property, if requested to do so by a staff member.
3. Cell phones, laptops, and other electronic devices are permitted in the arraignment area. Electronic devices used by the media are only authorized for the gathering and dispensing of information gained during an arraignment. Any other use of electronic equipment is prohibited.
4. Media Personnel are only authorized to video tape and/or take photos of arraignments pursuant to California Rules of Court, rule 1.150(e)(1).
5. If at any time the jail's safety and security is jeopardized, OCSD personnel and/or court personnel can have all media stopped and removed from the facility.
6. If at any time there is a violation of any of the rules, those involved directly or indirectly can be removed from the facility, and their security/media clearance may be suspended or revoked. In all incidents, a CMJ Operations Sergeant and CJX Watch Commander must be notified and informed of the situation.

b) Rules for Visitors Attending Arraignments
1. Submit to a search of your person, immediate property, if requested to do so by a staff member.
2. All electronic devices including cell phones, laptops, etc. are strictly prohibited within the Central Jail Complex.
3. Visiting Lobby Locker Procedures - The following procedures have been adopted to expedite those visitors who intend to watch the arraignments, thereby reducing the time needed to properly search personal property and reduce the amount of personal property brought into the arraignment area.
4. Locker fee is .25 cents (one quarter)
5. All bulk property (e.g., purses, make-up bags, day planners, books, cigarettes, lighters, backpacks, baby diaper bags, etc.) will be placed inside a locker, left in the visitor's vehicle, or at home. Only an identification card will be retained by the visitor.
6. Property may not be left outside the lockers.
7. If a locker is unavailable, the property must remain in the visitor's vehicle.
8. Visitors with babies may take the necessary items such as strollers, diapers and bottles, separate from the diaper bag. However, each item will be subject to search.
9. Any suspicious packages or items are subject to search prior to locker use.
10. Hearing impaired visitors may request the use of the Telex Ear Piece Receiver. The ear piece will be checked out and in from the Sheriff Special Officer in the CJ1 Lobby/viewing area. Some form of Identification (i.e. driver's license) will be needed to check out the ear piece. When the ear piece is returned to the Sheriff Special Officer, the identification will be given back to the visitor.

4003.9 – Attorney Client Photographs

a) CJ1 Policy re: Attorney Client Photographs
1. Attorneys and/or their approved designee(s) (photographer) will be given the opportunity to take photographs of their clients' (inmate's) injuries.
    i. This direction will come from the presiding judge and/or the inmate's attorney(s).
    ii. This would only occur while the inmate(s) are in the arraignment holding area, either before or directly after their arraignment has concluded.

A. The photographs will only be taken in the CJ1 holding cell area.
B. The inmate(s) will be removed from their cell and advised to stand against the wall directly in front of their cell while the photographs are taken.

iii. This will only occur under the direct observation and control of CJ1 deputies.
iv. Attorneys and or their designee will only use their camera to take those photographs of their clients' injuries.
v. At no time will they take photographs of other inmates, staff, jail structure or objects that would jeopardize the safety and security of the Central Men's Jail.

2. If at any time CJ1 staff or any Sheriff's Department personnel feels the safety and security of the jail has been compromised, the camera(s) maybe confiscated. Sheriff's Department personnel will immediately notify their supervisor. It will be at the discretion of the Supervisor and/or the Watch Commander as to what will occur with the photographs, equipment (i.e. cameras, etc.).

4003.10 – CJ1 Mental Health Inmates

a) CJ1 Mental Health Inmates
   1. Inmates who are in OCSD custody and are under direct and continual medical/mental health observation that require continuous mental health care because they are a danger to themselves, and/or others, may be prohibited from attending CJ1 arraignment court, if mental health places a hold on the inmate through records.

b) Medical/Mental Healthcare Priority
   1. The direct and continual medical/mental healthcare provided to that inmate(s) at their current housing location might outweigh the liability of moving/transporting an inmate to CJ1 arraignment court, where there is NO direct and continual medical/mental health care provided. However, only medical/mental health staff can deny sending an inmate to CJ1 court because of mental/medical reasons.
   2. The items listed below could satisfy the criteria listed above:
      i. The inmate is under direct mental health care because they are a danger to themselves and/or others.
      ii. The inmate is currently wearing a safety gown and their safety outweighs the need to appear in court.
      iii. The inmate is displaying one, or all, of the following behaviors: uncooperative, assaultive, and/or acting erratically.

c) CJ1 Court Procedures re: Medical/Mental Health Inmates
   1. If the inmate is clear to attend court and in a safety gown he/she will remove the safety gown and be given a jumpsuit to wear during CJ1 court. That inmate will be escorted to and from CJ1 court. Once the inmate is returned to his/her housing location it will be at the instruction of mental health personnel on what clothing the inmate will wear upon returning to their cell.
   2. CJ1 arraignment court will be handled no differently than any other court. If that inmate cannot be transported to court because of their mental health condition they will not be seen in CJ1 court.
   3. At no time will the CJ1 Judge and/or court staff proceed to an inmate(s) housing location to conduct an arraignment hearing without the approval of the CJX Captain.

4004 - Main Control Guard Station

4004.1 - Main Control Staffing

a) Staffing for Main Control will consist of at least [redacted] staff members which could be comprised of any combination of [redacted]
b) Each staff member must be relieved by another staff member before leaving the guard station.
c) The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Operations Sergeant or Shift Commander.
    1. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
d) During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.
e) During shift change, each off-going staff member will remain in the guard station until:
    1. All Main Control logs are complete and updated.
    2. All keys and radios are accounted for.
    3. The condition of all security equipment is verified.
    4. Oncoming shift staff member is fully briefed.
    5. Notify the Sergeant of any discrepancies in key or radio log

4004.2 - Equipment and Controls Functions

a) Main Control Sally Port and Security Door Operations. The Main Control console provides monitoring and control for the Main Control Sally Port and other security doors throughout the facility.
    1. When a person requests passage through a security door, they push a button on the wall speaker at their location.
    2. The area indicator light will illuminate on the Main Control Console.
    3. The Main Control staff member will determine the person's authority to enter by depressing the illuminated indicator button and talk switch on the Main Control panel and inquiring the identity via the panel microphone.
    4. When passage through the door is permitted and the person requesting passage opens the door, the door condition indicator light on the overhead panel will illuminate with a red light
    5. When the door is closed, the light will turn green and the Main Control personnel will listen for a verbal "CLEAR" from the person passing through the door before closing it.
    6. All electronic gates will be closed immediately after an authorized access.
    7. Vehicle and pedestrian movement into and out of any jail facility's outer security yard, via sally ports or manned gates, will be restricted to legitimate jail related functions.
    8. Access into and out of any maximum security jail facility and the outer security yard will be through sally ports and will be strictly controlled and monitored by deputies at the Main Control Guard Station.
b) Escalator Operations
    1. The controls for the escalators to and from the Second Floor are located on the north side of the Main Control Guard Station
        i. The escalator will be activated when the control key is turned on
        ii. Main Control personnel will monitor the operation of the escalator continually

iii. Malfunctions of the escalator will be reported to the Operations Sergeant immediately
iv. For safety reasons, the escalator will not be started or stopped while anyone is on the steps

c) Intercom Area Selector Buttons
1. Pump room
2. Basement stairway 1
3. Basement stairway 2
4. Main sally-port
5. Basement elevator 3
6. Warehouse
7. Third Floor Mezzanine Elevator 2
8. Third Floor Mezzanine Elevator 1
9. Third Floor Mezzanine Disciplinary-Housing
10. Basement Elevator 1
11. Basement Elevator 2
12. Basement Stairway 3
13. Commissary
14. Basement Stairway 4
15. First Floor Elevator 2
16. First Floor Elevator 1
17. Service Tunnel
18. Basement Equipment Room

d) Closed Circuit Television Monitors
1. The Main Control console contains 14 CCTV monitors. They are equipped to monitor any inner or outer security area.

e) Public Address System
1. The Main Control console contains a public address system for one way verbal communications to the following areas:
i. First Floor Corridor
ii. First Floor Elevator 2
iii. Main Sally-port
iv. Lineup Hold
v. Staff Corridor
vi. Escalators
vii. Entire Building
viii. Barber Shop
ix. Housing Corridor
x. Visiting Corridor

f) Intercom Communications
1. The intercom unit on the Main Control panel is for voice communications to and from all Guard Stations, Module Offices, and any other location equipped with an intercom.

g) Audio / Video Security Gate Monitoring Systems

1. The intercom on the Main Control panel is for voice communications to and from the vehicle and pedestrian entrance gates. Visual control is via the CCTV monitors located on the Console.

h) Prowler Phone Communications
   1. Two-way communications to specific areas of the jail are available through prowler phones. These wall mount phones allow communication with Main Control. The Deputy contacting Main Control will depress the button and wait. The Main Control staff member will receive an audio (ringing) signal and depress the applicable button for voice communications.

4004.3 - Security Alarm Response Procedures

a) When the Main Control personnel sees or hears a security door alarm, a prowler deputy will be dispatched to the area to determine the problem. The personnel will also contact the Operations Sergeant or a Housing Sergeant and advise them.

4004.4 – Paramedic/Ambulance Notification

a) Main Control personnel will contact the Operations Sergeant via radio transmission after completing the initial telephone call requesting paramedics.
   1. The radio transmission shall include; paramedics en route and location of the medical emergency.
   2. If the Main Control staff member does not receive acknowledgement of the radio transmission from the Operations Sergeant, the Housing Sergeant shall be contacted and acknowledge the transmission.
   3. The Main Control staff member will notify the Receiving Guard Station as well as send the transportation voucher.

4006 - Control of Weapons and Security Equipment

a) The Facility Armory
   1. Armory Locations
      i. [redacted]
      ii. [redacted]

4008 - Disturbance(s) Response

a) Staff Procedures
   1. [redacted]
      i. Positions that [redacted]:
         A. [redacted]
         B. [redacted] (When inmates are Present)
         C. [redacted] (When inmates are Present)
         D. [redacted] (When inmates are Present)
         E. [redacted] may respond only after inmates under their control are properly secured.
         F. [redacted]
      ii. Note - [redacted]

4010 - Attorney, Bondsman, Official and Intra-Facility Visiting

4010.1 - Location of Visits

a) Attorneys, bondsmen, and other official visitors for inmates at the Men's Jail shall check in at the Attorney/Bonds Guard Station on the first floor of the Central Men's Jail.
b) There are five (5) enclosed, forty-one (41) open and eight (8) glass partitioned booths in the Attorney/Bonds visiting area.

4010.2 - Scheduled Attorney and Official Agency Visitation

a) Attorneys and other official visitors may call in advance for inmates housed in the Central Jail Complex.
    1. The Attorney Bonds Guard Station Deputy may delay scheduled visits due to safety/security concerns (e.g. too many inmates in the holding area, unable to safely hold or separate a Specialty Housing inmates, etc.)
b) The attorney or official visitor must provide the inmate's name and booking number (if known), their name, their agency/title and the time they desire to visit.
c) The Attorney/Bonds Guard Station Deputy or SSO will enter the visit information in the SDS system. The visit pass will be automatically printed in the module office. The module deputy will give the movement pass to the inmate and direct the inmate to the Attorney Bonds Guard Station.
    1. If the inmate is out of their assigned housing location, the inmate will be notified to return and pick up the movement pass.
d) Visitors, upon their arrival at the Attorney/Bonds guard station, must present proper identification prior to the visit being granted.
e) If an attorney or official visitor requests to see multiple inmates, visits will be scheduled for a maximum of two (2) inmates. The visitor must make any additional requests upon arrival at the jail.
f) If a visitor does not arrive within thirty (30) minutes after the requested time, the inmate will be returned to their housing location. If the visitor arrives after the inmate was returned to their housing location, the visitor must sign up for a visit according to normal procedures.
g) The handling of legal documents at Attorney bonds will be accomplished in one of two ways:
    1. The official visitor may hand the document and /or legal correspondence to the deputy. The deputy will search it for contraband and then allow the inmate to hand it directly to the inmate during their visit.
    2. The official visitor may hand the documents and/or legal correspondence to the deputy. The deputy will search it for contraband and then provide it to the inmate at the conclusion of their visit.

4010.3 - Intra-Facility Visiting

a) Schedule and Location: Relatives who are in custody in the Central Men's Jail, Intake/Release Center or Central Women's Jail and who have been approved for in-custody visits will be permitted to visit on Tuesday from 1330 to 1430 hours or 1845 to 1945 hours. Visits will be a maximum of 60 minutes in length. Visits will take place in the facility where the male inmate is housed.
b) Sign-up Procedure: Relatives in custody who wish to sign up for an intra-jail visit must fill out an Inmate Message slip requesting the visit. Female inmates housed in the IRC or Central Women's Jail will be given a "Visiting Approval" form (J-013) for them to complete. Requests for visitation

from male inmates will be forwarded to the Central Women's Jail where the "Visiting Approval" form will be completed by the female inmate.

1. Once the female inmate has completed the form, it will be signed by a supervisor and forwarded to the Housing Sergeant in the facility where the male inmate is housed for verbal verification.
2. The male inmate will be asked the questions on the form by the Housing Sergeant for verification. If the inmate has answered satisfactorily, the Sergeant will sign the form where indicated. If the inmate has not answered satisfactorily, the incorrect answers will be circled in red and the reasons for denial written at the bottom of the form.
3. The completed form will then be forwarded to the Visiting/Reception Guard Station in the IRC for final processing. The names of the approved inmates will then be added to the "In Custody List. Approved inmates will be allowed to visit weekly.
    i. Inmates whose request has been denied will be notified of the reasons for denial.
    ii. Copies of approved/denied requests will remain on file in the IRC Visiting/Guard Station for one year.

c) In Custody List: On Tuesday, the day shift IRC Visiting/Reception Guard Station personnel will contact the Housing Sergeant in the IRC, Men's and Women's Jails to ensure that all Inmate Message Slips requesting intra-jail visits have been processed. A list will then be typed of all approved intra-jail visits for the day.
    1. The IRC Visiting Guard Station will distribute a copy of the list to:
        i. Intake/Release Center Housing Guard Station
        ii. Women's Jail Housing Guard Station
        iii. Men's Jail Second Floor guard Station
    2. Movement Passes - The Visiting/Reception Guard Station Deputy will make out movement passes for all the approved inmates on the list. The movement passes will be delivered along with the In-Custody List.
    3. Only authorized, approved separation orders on file will be followed for those inmates on the in-custody visit list
d) Visits between relatives of the same sex who are housed in the same facility shall be approved and coordinated by the Watch Commander.
e) Visits between relatives of the same sex who are housed in different facilities, within the Jail Complex, must be approved and coordinated by the Watch Commanders of the two facilities where the inmates are housed.

4011 - Volunteer Visitor Parking Validations

a) Main Control staff will maintain a Parking Validation machine to be used for validating the parking tickets of volunteer visitors participating in Correctional Programs Services.
    1. Procedure for using Parking Validation machine:
        i. Properly identify the volunteer as a member of a recognized group utilizing listed names provided by Correctional Programs.
        ii. Validate the parking tickets prior to admitting the volunteer into the facility.
    2. The parking ticket validation will only be used to validate parking tickets for members of recognized volunteer groups.
    3. The parking ticket validation will not be used to validate parking tickets for employees, official visitors, or the general public.

4012 - Health Care Resources

a) The Central Men's Jail is equipped with a variety of resources designed to meet the health care needs of the incarcerated individual. Adequate space, equipment, supplies, and personnel have been provided as determined by the Medical Program Administrator.
   1. One 36-bed ward
   2. One 19-bed infirmary
   3. 18 sheltered living cells
   4. Medical Screening / Interview stations
   5. Examination Rooms
   6. Interview Rooms
   7. 4 Safety Cells
   8. Nurses Stations
   9. Dental Examination Room
   10. X-Ray Room

4013 - Fire Safety and Evacuation Procedures

4013.1 - General Information for Employees

a) All stairwells will be checked once per shift in accordance with established facility procedure.
   1. First Floor Prowler - Check entire stairwell # 5
   2. Third Floor Prowler - Check entire stairwells # 1and # 2
   3. Fourth Floor Prowler - Check entire stairwells # 3 and # 4.
   4. All checks will be documented in the appropriate Guard Station Logs and in the Main Control 24 hour log.

4013.2 - Use of Self Contained Breathing Apparatus (SCBA)

a) Scott Air Pack Locations:
   1. Main Control - (2)
   2. Attorney / Bonds - (1)
   3. Second Floor Guard Station - (1)
   4. Mod O - (1)
   5. Third Floor Guard Station - (1)
   6. Mod A - (1)
   7. Mod B - (1)
   8. Mod C - (1)
   9. Third Floor Corridor Room "I" (7)
   10. Fourth Floor Guard Station - (1)
   11. Mod D - (1)
   12. Mod E - (1)
   13. Mod F - (1)
   14. Fourth Floor Corridor Room “A” (7)

b) The Fire/Life Safety Deputy shall inventory and inspect each Scott air pack monthly and ensure the air pressure of each tank is not less than 90 psi.

4013.3 - Evacuation of Visitors

a) Visitors will be evacuated from the facility before inmates or staff.

b) When the Shift Commander orders an evacuation, the Main Control SSO / Deputy will notify the Sergeants, Guard Station, Women's Jail, and I. R.C. of the action.

c) First Floor Visiting Area
   1. The Visiting Guard Station SSO / Deputy will utilize the public address system to direct all visitors out of the visiting area via a prescribed route.
   2. The primary evacuation route is:
   3. Exit the visiting area north through the solid double doors.
   4. Proceed to the IRC lobby and exit onto 6th Street.
   5. The secondary evacuation route is:
   6. Exit the visiting area north through the solid double doors.
   7. Walk through the arcade area.
   8. Exit east through the double glass doors.
   9. Exit east through the gated area.

d) Attorney / Bonds Visiting Area
   1. The Attorney / Bonds Guard Station SSO / Deputy will utilize the public address system to direct all visitors out of the Attorney / Bonds area via a prescribed route.
   2. The primary evacuation route is:
   3. Exit south through the door into the Men's Jail lobby
   4. Exit east through the double glass doors.
   5. The secondary evacuation route will be utilized only under extreme emergency conditions when no other options are available and is as follows:
      i. Exit north through an enclosed visiting booth.
      ii. Walk south to the inmate sally port.
      iii. Walk west through the sally port.
      iv. Walk north to stairwell #1 and exit (door will be unlocked from outside of the facility by a first floor prowler).

e) Second Floor Visiting Area
   1. The Second Floor Visiting Guard Station SSO / Deputy will utilize the public address system to direct all visitors out of the visiting area via a prescribed route.
   2. The primary evacuation route is as follows:
      i. Visitors exit south to the sally port.
      ii. Walk east and north to stairwell #1.
      iii. Walk down stairwell #1 and exit (door will be unlocked from outside of the facility by a first floor prowler).
   3. The secondary evacuation route will be utilized only under extreme emergency conditions when no other options are available and is as follows:
      i. Visitors exit south through the sally port past the guard station.
      ii. Walk east and south down the escalators to Main Control.
      iii. Exit south past Main Control through the main sally port.
      iv. Exit security east and walk north to the public lobby and exit.

f) Chapel Area
   1. The prowler Deputy will escort all clergy visitors from the chapel area.
   2. The primary evacuation route is as follows:
      i. Visitors exit north past the confessional area.

ii. Walk west and north past the elevator vestibule.
iii. Walk east to stairwell #1.
iv. Walk down stairwell #1 and exit (door will be unlocked from outside of the facility by a first floor prowler).

3. The secondary evacuation route will be utilized only under extreme emergency conditions when no other options are available and is as follows:
   i. Visitor will walk south to the stairwell.
   ii. Walk west up the stairs and north to stairwell #1.
   iii. Walk down stairwell #1 and exit (door will be unlocked from outside of the facility by a first floor prowler).

4013.4 - Evacuation of Inmates

a) General Guidelines
   1. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location. All movement outside the module will be done under the immediate supervision of a sergeant at the direction of the Shift Commander.
   2. From an affected cell, move the inmates to another cell or into the dayroom.
   3. From an affected module, move the inmates to the mess hall located on the same floor.
   4. When moving inmates to internal locations away from the module, separate them into groups that can be controlled by the available deputies.
   5. When moving inmates to external locations, separate them into groups that can be controlled by the available deputies.

b) Evacuation of Basement
   1. Inmates exit through stairwells [redacted] and [redacted] and enter [redacted].
      i. If it becomes necessary to evacuate from the [redacted] due to a problem with safety or security, notification to the IRC Watch Commander will be made. Evacuation will be through [redacted]

c) Evacuation of First Floor
   1. Inmates exit down stairwell [redacted], located north of Main Control and exit through stairwells [redacted] and #4 into [redacted].
   2. Evacuation will be supervised by the Operations Sergeant, Prowler Deputies and (CST's)

d) Evacuation of the Second Floor and Module "O"
   1. Inmates are evacuated through stairwells [redacted] and [redacted].
   2. Safety cells and even numbered sheltered living cells exit through stairwell [redacted].
   3. [redacted] and [redacted] living cells exit through stairwell [redacted].
   4. Inmates in [redacted] will exit through stairwell [redacted].
   5. Evacuation will be supervised by the Housing Sergeant, Module "O", and Prowler Deputies.

e) Evacuation of the Third Floor
   1. Module "A"
      i. Inmates exit through stairwell [redacted].
   2. Module "B"
      i. Inmates housed in [redacted] and [redacted] exit through stairwell [redacted].
      ii. Inmates housed in [redacted] exit through stairwell [redacted].
   3. Module "C"

i. Inmates exit through stairwell [redacted].

f) Evacuation of the [redacted] and [redacted].
   1. Module [redacted]
      i. Inmates exit through stairwell [redacted].
   2. Module [redacted]
      i. Inmates housed in [redacted] exit through stairwell [redacted].
      ii. Inmates housed in [redacted] exit through stairwell [redacted].
   3. Module [redacted]
      i. Inmates exit through stairwel [redacted]
   4. [redacted]
      i. Inmates exit via Module [redacted] through [redacted] to stairwell [redacted].

g) Evacuation of the [redacted]
   1. Inmates exit via the escalator to [redacted] and through stairwell [redacted].

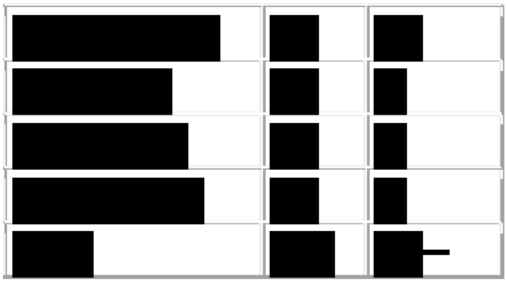
4013.5 - Evacuation Security

a) Evacuation security will be accomplished by armed Deputies and City Police Officers surrounding the exterior walls of the Jail Security and Service / Delivery yard. These Deputies and Officers will have been requested by the Central Jails' Watch Commander. Deputies and Officers will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.

4013.6 - Remote Evacuation Sites

a) Remote evacuation sites will be selected by the Shift Commander or Facility Commander if the Jail Complex site must be vacated. Remote locations will include:
   1. [redacted].
   2. [redacted]
   3. Sheriff's Transportation vehicles and / or Orange County Transit Authority buses may be used to temporarily hold inmates. The Shift Commander will request the North Patrol Watch Commander to make the OCTA contacts.
   4. City Jails in Orange County may be used. The Central Men's Jail Facility Commander must have prior arrangements confirmed before moving inmates to city jails. Cities with jails and their capacities are:

Agency	Males	Females
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]



4013.7 - Evacuation of Staff

a) Sworn staff will always participate in moving inmates and controlling them at the evacuation site.
b) Non-sworn staff will report to their supervisor for instructions. They will assist evacuating inmates, treat injuries or evacuate as directed by the Shift Commander.
c) Kitchen Staff
    1. The Kitchen Staff will receive evacuation instructions from the Operations Sergeant and be led out by a Prowler Deputy. The Kitchen Staff supervisor will assist the cooking staff and inmate workers out of the facility during an evacuation.
    2. Inmates exit through stairwells [redacted] and enter the [redacted]
    3. Inmates exit through the [redacted]. They are escorted through the [redacted].
d) Medical Staff
    1. The Medical Staff will receive evacuation instructions from the Sergeant in their work area. Medical Staff will report to the Second Floor Guard Station.
    2. Medical Staff will accompany the Guard Station Deputy as they abandon the facility after everyone else has left. The Shift Commander will specifically order this phase of the evacuation.
e) Administrative Offices
    1. The administration area non-sworn staff will be assisted in evacuating by the 1st Floor Prowler.

4014 - Emergency Systems and Emergency Equipment Locations

4014.1 - Fire Alarm Activation Systems

a) Pull boxes are painted red and are located as follows:
    1. Basement West Corridor Laundry 614
    2. Basement West Corridor Commissary 613
    3. Basement South Corridor Elevator Vestibule #2 612
    4. Basement North Corridor Stair #1 611
    5. Warehouse North 622
    6. First Floor Visiting Guard Station 621
    7. First Floor Attorney / Bonds Guard Station 617
    8. First Floor Warehouse 623
    9. First Floor Main Control 616
    10. Second Floor Guard Station 624
    11. Second Floor Visiting Guard Station 625

12. Second Floor Mental Health Offices 626
13. Second Floor North Corridor Across from Medical Restraint 3 and 4 631
14. Second Floor South Nurses Station 632
15. Third Floor Guard Station 633
16. Third Floor Module A 634
17. Third Floor Module B 635
18. Third Floor Module C 641
19. Fourth Floor Guard Station 642
20. Fourth Floor Module D 643
21. Fourth Floor Module E 644
22. Fourth Floor Module F 651
23. Roof Guard Station 652

b) When activated, each pull box will send an alarm signal to the Main Control enunciator panel. The appropriate light will illuminate and show the exact location and type of alarm.
c) Fire pull box alarms will signal in the Main Control Guard Station, Central Utility Power Plant and Santa Ana Fire Department.

4014.2 - Fire Extinguisher Types and Locations

Basement

Location:	Number:	Type:	Capacity:
Pump Room	10A-60B	Dry	10# 2 1/2 gal.
Adjacent to Tunnel Door	2A	Water	2 1/2 gal.
Generator Room	4BC	CO	5#
Generator Room	10BC	CO	15#
Generator Room	10BC	CO	15#
Elevator 1 Vestibule	2A	Water	2 1/2 gal.
Elevator #2 Equipment Room	2A-10BC	Dry	5#
Hall by Elevator 2	2A	Water	2 1/2 gal.
Kitchen-By the office	2A	Water	2 1/2 gal.
Kitchen-Staff Mess	20BC	Dry	10#
Kitchen-Center	20BC	Dry	10#
Kitchen-Northeast	2A	Water	2 1/2 gal.
Dry Cleaning	10A-60BC	Dry	10#
Hall by Laundry	2A	Water	2 1/2 gal.
Laundry	10A-60BC	Dry	10#

First Floor

Location:	Number:	Type:	Capacity:
Warehouse North	2A	Water	2 1/2 gal.
Public Hall Visiting	2A	Water	2 1/2 gal.
Corridor to IRC	2A	Water	2 1/2 gal.
Visiting Hallway	2A	Water	2 1/2 gal.
Attorney/Bonds Guard Station	10A-60BC	Dry	10#
Main Control Guard Station	10A-60BC	Dry	10#
Outside Attorney/ Bonds Area	2A	Water	2 1/2 gal.
Medical Administrative Office	10A-60BC	Dry	10#
Public Hall by Main Control	2A	Water	2 1/2 gal.
Public Hall Briefing Room	2A	Water	2 1/2 gal.
Warehouse East	2A	Water	2 1/2 gal.
Warehouse	10A-60BC	Dry	10#
Warehouse Dock	2A	Water	2 1/2 gal.
Commissary North	10A-40BC	Dry	10#
Commissary Northwest	10A-40BC	Dry	10#
Commissary Door	2A	Water	2 1/2 gal.
Maintenance-Welding	2A-40BC	Dry	9.7#
Mailroom	10A-60BC	Dry	10#

Second Floor

Location:	Number:	Type:	Capacity:
Mental Health Office	2A	Water	2 1/2 gal.
Hall Outside Mental Health	2A	Water	2 1/2 gal.
Second Floor Guard Station	10A-60BC	Dry	10#
Medical Waiting Area	2A	Water	2 1/2 gal.
Medical Records-North Wall	10A-60BC	Dry	10#
Hallway Ward C-D	2A	Water	2 1/2 gal.
Module O Office	2A	Water	2 1/2 gal.
Hall-Sheltered Living #16	2A	Water	2 1/2 gal.
Hall by Stair #4	2A	Water	2 1/2 gal.

Guard Corridor-Mod R-33	2A	Water	2 1/2 gal.

Second Mezzanine

Location:	Number:	Type:	Capacity:
North	2A	Water	2 1/2 gal.
South	2A	Water	2 1/2 gal.

Third Floor

Location:	Number:	Type:	Capacity:
Mess Galley	20BC	Dry	10#
Mess Hall Elevator 1 Vestibule	2A	Water	2 1/2 gal.
Mess Elevator 2 Vestibule	2A	Water	2 1/2 gal.
Mod A, Northeast Corner	2A	Water	2 1/2 gal.
Mod A, Office	2A	Water	2 1/2 gal.
Mod A, Office	10A-60BC	Dry	10#
Mod B, Office	2A	Water	2 1/2 gal.
Mod B, Office	10A-60BC	Dry	10#
Third Floor Guard Station	10A-60BC	Dry	10#
Mod C, Office	2A	Water	2 1/2 gal.
Mod C, Office	10A-60BC	Dry	10#
Mod C-Southwest Corner	2A	Water	2 1/2 gal.
Mod C-Southwest Corner	2A	Water	2 1/2 gal.
Mod C-West Wall	2A	Water	2 1/2 gal.
Mod B-West Wall	2A	Water	2 1/2 gal.
Mod A-Northwest Corner	2A	Water	2 1/2 gal.

Third Mezzanine

Location:	Number:	Type:	Capacity:
North	2A	Water	2 1/2 gal.
South	2A	Water	2 1/2 gal.

Fourth Floor

Location:	Number:	Type:	Capacity:
Mess, Elevator 1 Vestibule	2A	Water	2 1/2 gal.
Mess Service Area	10A-60BC	Dry	10#
Mod D-Northeast Corner	2A	Water	2 1/2 gal.
Mod D, Office	2A	Water	2 1/2 gal.
Mod D, Office	10A-60BC	Dry	10#
Fourth Guard Station	10A-60BC	Dry	10#
Mod E, Office	2A	Water	2 1/2 gal.
Mod E, Office	10A-60BC	Dry	10#
Mod F, Office	2A	Water	2 1/2 gal.
Mod F, Office	10A-60BC	Dry	10#
Mod F-Southeast Corner	2A	Water	2 1/2 gal.
Mod F-Southwest Corner	2A	Water	2 1/2 gal.
Mod F-West Wall	2A	Water	2 1/2 gal.
Mod E-West Wall	2A	Water	2 1/2 gal.
Mod D-West Wall	2A	Water	2 1/2 gal.
Mod D-Northwest Corner	2A	Water	2 1/2 gal.
Law Library	10A-60BC	Dry	10#
Law Library	2A	Water	2 1/2 gal.
Disciplinary Housing	2A	Water	2 1/2 gal.
Chapel Elevator Vestibule	2A	Water	2 1/2 gal.
Chapel Phone Room	2A-40BC	Halon	14#

Fourth Mezzanine

Location:	Number:	Type:	Capacity:
North	2A	Water	2 1/2 gal.
South	2A	Water	2 1/2 gal.

Roof Area

Location:	Number:	Type:	Capacity:

Elevator 1-Vestibule	2A	Water	2 1/2 gal.
North Equipment Cage	6BC	CO	10#
Guard Station	10A-60BC	Dry	10#
South Equipment Cage	10A-60BC	Dry	10#
Elevator 2 Vestibule	2A	Water	2 1/2 gal.

4014.3 - Fire Hose Cabinet Locations

a) Basement
   1. Adjacent to Tunnel Door
   2. Elevator #1 Vestibule
   3. Hall by Elevator #2
   4. Kitchen by the Office
   5. Kitchen, Northeast Corner
   6. Hall by Laundry

b) First Floor
   1. Public Hall Attorney / Bonds Areas
   2. Public Hall Visiting
   3. Public Hall by Main Control Sally port
   4. Public Hall Briefing Room
   5. Warehouse Dock
   6. Warehouse East Wall
   7. Warehouse North Wall
   8. Public Visiting Hallway
   9. Corridor to IRC

c) Second Floor
   1. Medical Waiting Area
   2. Hall Next to Ward C
   3. Guard Corridor Wards C-D
   4. Hall - Sheltered Living #16
   5. Hall by Stair #4
   6. Guard Corridor Juvenile
   7. Mental Health Office
   8. Hall outside Mental Health

d) Third Floor
   1. Mess Hall Elevator #1 Vestibule
   2. Mess Hall Elevator #2 Vestibule
   3. Mod A, Northeast Corner
   4. Mod A Office
   5. Mod B Office
   6. Mod C Office
   7. Mod C Southeast Corner
   8. Mod C Southwest Corner

9. Mod C West Wall
10. Mod B West Wall
11. Mod A West Wall
12. Mod A Northwest Corner

e) Third Mezzanine
1. Air Condition Room, North
2. Air Condition Room, South

f) Third Mezzanine
1. Mess Hall Elevator #1 Vestibule
2. Mod D Northeast Corner
3. Mod D, Office
4. Mod E, Office
5. Mod F, Office
6. Mod F, Southeast Corner
7. Mod F, Southwest Corner
8. Mod F, West Wall
9. Mod E, West Wall
10. Mod D, West Wall
11. Mod D, Northwest Corner
12. Disciplinary Housing Across from Cell #409
13. Chapel Elevator #1 Vestibule

g) Fourth Mezzanine
1. Air Condition Room, North
2. Air Condition Room, South

h) Roof Recreation Area
1. Elevator #1 Vestibule
2. Elevator #2 Vestibule

4014.4 - Exhaust Fan Location

a) The Central Men's Jail exhaust fan is located on the [redacted]

4014.5 - Smoke Ventilation Plan

a) In instances of smoke, a deputy will be dispatched to determine the area and cause of the smoke.
b) Basement Ventilation
1. A prowler will open stairwells [redacted] and [redacted] after posting an [redacted].
2. The Cook will turn on kitchen exhaust fans.

c) West Side of the Basement Ventilation
1. A prowler will open stairwells [redacted] and [redacted]
2. Evacuate per procedure if needed.

d) First Floor Ventilation
1. A prowler Deputy will open all [redacted] for smoke ventilation.
2. No sally ports will be opened.

e) Second Floor Ventilation
1. A Prowler Deputy will open stairwell [redacted] and [redacted] for ventilation.
2. Deputies will be posted at the stairwells and Second Floor Visiting for security.

f) Third Floor Ventilation
   1. Deputies will open stairwells [redacted] and [redacted] and standby for security purposes.
   2. The affected [redacted] will be opened for ventilation.
g) Fourth Floor Ventilation
   1. Deputies will open stairwells [redacted] and [redacted] and standby for security purposes.
   2. The [redacted] will be opened for ventilation.
h) ALL STAIRWELLS WILL BE CHECKED FROM BASEMENT TO ROOF PRIOR TO A [redacted] STATUS BEING ANNOUNCED.

4014.6 - Emergency Electricity Operations

a) Two (2) diesel generators (1000 kw) are located in the north end of the security yard and will automatically activate within ten (10) seconds of a power interruption.
b) The emergency system will only supply essential power to the three facilities, as well as power to the #1 elevator and Module Control panels.

4014.7 - Emergency Utilities Shutoff

a) In the event of an emergency requiring the shutoff of one or all of the facilities utilities, Main Control will notify the Watch Commander or Operations Sergeant. The Main Control SSO / Deputy, and the First Floor Prowler Deputy at the direction of the Watch Commander/Operations Sergeant, will perform the following emergency procedures.
   1. Water shutoff will be performed by Facility Operations. For service 24 hours a day refer to the Operations Sergeant who can summon assistance via the Theo Lacy Watch Commander.
      i. In the event of an exigent situation, the Watch Commander can authorize staff to turn the exterior water supply off. This is accomplished by locating [redacted]
   2. [redacted]
   3. [redacted]
   4. [redacted]

4014.8 - Emergency Supplies

a) In the event of a disaster or major emergency, supplies have been issued in sufficient quantities to handle all effected personnel for three days. These kits provide employees with food, water medical supplies, equipment, and sanitation supplies. The supplies are contained in a two-part kit consisting of two rubberized utility bags (pink, green or blue in color). Part "A" indicates emergency equipment and medical supplies. Part "B" indicates sanitation supplies. The use of any or all of these supplies will be at the direction of the Watch Commander.
b) Emergency Supplies Locations:
   1. First floor Operations Sergeants mailroom. 1 kit

2. Third floor Equipment Room "F" 2 kits
3. Fourth floor Equipment Room "F" 1 kit

c) The Fire Life Safety Deputy will be the designated custodian of the emergency supplies. The custodian will be responsible for the following:
   1. First floor Operations Sergeants mailroom. 1 kit
   2. Third floor Equipment Room "F" 2 kits
   3. Fourth floor Equipment Room "F" 1 kit

4014.9 - Food Rationing

a) Sufficient food, that does not require cooking, is on hand at each facility at any time to feed a subsistence ration to approximately 2400 inmates for a maximum of one day (24 hours).

4014.10 - Water Supply

a) Each facility will have provisions for emergency water. This water supply provides the following ration over one 24 hour period:
   1. Staff – 1 qt.
   2. Inmates – 1 pint

4015 - Notification of a Flood Condition

a) Reports on flood conditions will be periodically made to the Patrol and Jail Watch Commanders.
   1. Existing flood damage estimates
      i. The Central Men's Jail is located in a portion of the Orange County Flood Plain and may be exposed to a four-foot level of floodwater.

Policy 5000 - Central Women's Jail

5000 - Housing Operations

The design of housing areas in the Central Women's Jail (CWJ) provides the high level of control and security required for the efficient management of the module and protection of staff and inmates.

5000.1 - Staffing/Responsibilities

a) All Guard Stations will be staffed by a Deputy Sheriff (DS), Sheriff's Special Officer (SSO) or Correctional Services Assistant (CSA). The guard station will be staffed 24 hours a day, 7 days a week. The Guard Station is a fixed post and under no circumstances will the assigned staff member leave without proper relief or at the direction of the Sergeant.
   1. The Second Floor Guard Station will direct and coordinate the functions of the second floor, as well as directing and coordinating inmate movement between the Central Women's Jail and the Intake Release Center.
   2. The Roof Recreation Guard Station will direct all roof recreation activities and coordinate all inmate movement to and from the roof. (Note - Will only be staffed during hours of operation.)

b) Modules will house inmates based on Classification's Housing Matrix.

c) Guard Stations and guard corridors are secured areas to which inmates are denied access, except for cleaning purposes.
   1. Under immediate direction and with prior approval of the Guard Station Deputy, a CST will oversee the cleaning of the Guard Station by inmate workers.
   2. Inmates cleaning the Guard Station will not be permitted to loiter in the area or have access to any documents or security equipment.

d) Guard Stations and guard corridors are secured areas to which inmates are denied access, except for cleaning purposes.

5000.2 - Documentation

a) All Guard Stations and Modules will maintain 24-hour daily log. The information on the log will include but not be limited to:
   1. Name of the assigned Deputies for each shift.
   2. Date and shift times.
   3. Time, number, and status of counts.
   4. Time and schedule of chow hall.
   5. Incidents, title, and report numbers.
   6. Safety check times and observations.
   7. Other information pertinent to the shift.

b) Safety Check Log
   1. See CCOM section 1716

5000.4 - Receiving Inmates

a) Inmates will arrive at the module vestibule from the Second Floor Guard Station.
   1. The Second Floor Guard Station will process new inmates according to procedures as outlined in the respective policy section.

b) The Guard Station staff member will confirm that the correct inmate is at the correct housing module.

c) The cell and bunk assignment will be made by Classification based on Classification's Housing Matrix.

1. Classification will write the date, tank, cell, and bunk assignment on the module card and enter that information into the SDS.
2. The module card will then be placed in the module card holder.

d) The Deputy will provide the new inmate with the following:
1. 1 towel
2. 1 blanket
3. 2 sheets
4. 1 mattress
5. 1 nightgown
6. 1 extra pair of underwear

e) The inmate will be informed of where the jail rules are posted.

f) Inmates newly received into custody or who have been in custody less than four days may be provided the following hygiene items:
1. 1 toothbrush
2. 1 tube of toothpaste
3. 1 comb
4. 1 bar of soap
    i. Inmates in custody four (4) days or longer will be required to purchase these items from commissary or receive them in a welfare pack if they are indigent.

g) The module or prowler deputy will direct the inmate to the assigned area after having conducted a search of the inmate and her personal effects.

5000.5 - Court Preparation

a) At approximately 0200 hours, the Court List is generated by The Housing Guard Station Staff member. Copies will be provided for the Main Control Guard Station, Court Transfer Guard Station, and Medical Staff.

b) The Housing Guard Station Staff member will mark the module cards indicating the inmate is at court.

c) Inmates going to court will be dressed in a full jail issue. The Module or Prowler Deputy will ensure inmates are properly dressed prior to leaving the module.

d) Inmates going to court will not take books, combs, commissary items, etc., without a court order. Inmates may take court papers that pertain to their case or other documents requested by the court (e.g. classroom certificates to show completion of courses ordered by the judge) and authorized self-carry medications with approved documentation.

e) The Housing Guard Station staff member will notify Inmate Records on behalf of any inmate who claims she is scheduled for a court appearance, but is not on the court list.
1. The deputy will request a records check, to prevent an over-detention which could jeopardize prosecution and subject the County to liability.

f) Inmates will be properly escorted to the Court Transfer area based on the inmate's classification.

g) Generally, deputies will ensure inmates with a specialty housing classification are separated from other classifications.

h) Correctional Health Services (CHS) will notify Inmate Records and the staff member assigned to the Main Control Guard Station of any inmate that is not medically clear for court. The Deputy will document and notify Court Transfer.

5000.6 - Inmate Meals

a) Schedule (Approximate):
1. Breakfast 0500 hours

2. Lunch 1100 hours
3. Dinner 1600 hours

b) Unless specified, all inmates in General Population (GP) will eat in the chow hall.
c) Unless specified, all inmates housed in Module P and Module I will eat on an in-cell basis.
d) The Module and Prowler Deputies will coordinate the inmate movement to and from chow hall. Staff assigned to the Housing Guard Station will be responsible for documenting meal times.
e) In-Cell Feeding
    1. When the in-cell meals have been prepared, a Deputy or CST and one inmate worker wearing a proper hat and plastic gloves will deliver the meals to each inmate. The Deputy or CST will assure that each meal is complete and the service carts are kept at the proper temperature during the entire serving process.
    2. At the completion of the meal, an inmate worker will collect the serving trays and trash generated from the meal. The Guard Station Deputy or CSA will document the time in-cell meals were delivered on the module area log and the time trash was collected.
    3. All special diets will be approved by the Medical Staff prior to informing the kitchen to prepare them. The Deputy or CST will assure that all special diets are delivered to the proper inmate.
    4. Inmates housed in Disciplinary Housing will be fed during in-cell feeding. A Prowler Deputy or CST will accompany an inmate worker throughout the feeding. Inmates in Disciplinary Housing will be fed the same meal as all other inmates.

5000.7 - Inmate Movement

a) Anytime an inmate leaves the module, other than mass movement or by escort, the inmate must have a properly completed movement pass. The pass must be filled out with the following information:
    1. Destination
    2. Date and time of departure
    3. Inmate name
    4. Inmate booking number
    5. Issuing staff member's signature
b) Deputies will ensure inmates with a specialty housing classification are separated from other classifications.
c) Passes may be generated from another location within the jail complex. They may be delivered to the module via inmate workers or prowler deputies. All passes will be handled in an expedient manner.
d) Anytime a Deputy receives a pass and the inmate is not within the module, the Deputy will inform the individual who generated the pass that the inmate is not available.
e) If the inmate is not housed in the module, the deputy will check the movement log or check SDS for the new housing location and forward the pass to that location.
f) When the inmate is no longer housed in this facility, Deputy will inform the individual who generated the pass.
g) During mass movement (i.e. chow hall, roof recreation, or clothing exchange), the staff member assigned to the Guard Station will make an announcement using the public address system.
h) Inmate Movement to Court Transfer:
    1. Inmates will be escorted in groups from the CWJ Second Floor Guard Station through the connecting corridors to the Court Transfer area at the Intake Release Center.
    2. Deputies shall adhere to the maximum capacity or occupancy parameters of all cells.
i) Anytime a staff member escorts any number of inmates, an accurate headcount of all inmates will be maintained. The staff member shall maintain direct visual contact at all times during the escort.

If the staff member must engage in a task during the escort that will interrupt their direct visual supervision of the inmate(s) (e.g. unlocking doors, retrieving documents, etc.), an additional staff member must be present to maintain direct visual supervision until all inmates are secured and accounted for.

5000.8 - Recreation

a) Dayroom
   1. See CCOM 1600.2 (k) for dayroom information.

b) Outdoor Recreation
   1. Outdoor recreation will take place in the roof recreation area. After being advised by the Guard Station, the Module Deputy will announce scheduled roof recreation to inmates over the public address system. The schedule will rotate giving inmates a variety of times in which to recreate. Only compatible inmates will be allowed into the recreation area together.
   2. The Housing Guard Station deputies will direct movement of inmates to and from the roof recreation area with coordination through the Roof Guard Station. The Module Deputies and Prowler Deputies will ensure that all inmates have been searched prior to movement to the roof.

5000.9 - Visiting

a) The Housing Guard staff member will become aware of a pending visit when the Visiting Guard Station staff member calls or sends a pass to Second Guard Station.

b) The Module Deputy will determine if the inmate is available for a visit. The Module Deputy will inform the Visiting Guard Station of an inmate's unavailability and the expected duration.

c) Inmates will be notified over the public address system of the visit. Inmates will be instructed to be dressed in full jail issue for the visit.

d) Deputies will not require inmates to participate in visits. Inmates may refuse any public or official visit.

e) Booth assignments are made by the staff member assigned to the Visiting Guard Station. Changes made by the module deputy, for the good order and efficiency of the module's operations must be relayed to the Visiting staff member to prevent confusion. Every effort will be made to ensure incompatible inmates are not allowed to visit at the same time.

f) Public visits will begin and end upon verbal notice of the Visiting Guard Station staff member who will begin timing the visit when both parties are present.

g) When visiting is in progress, a staff member from the IRC Visiting Guard Station will make periodic checks of the visitor side to ensure security is not compromised and that Jail Visiting Rules are being followed.

5000.10 - Religious Services

It is the policy of the Orange County Sheriff's Department (OCSD) to respect inmates' religious rights and provide the inmates with appropriate access to Religious Services to serve their religious needs in a way that is consistent with maximizing safety and security of the Orange County Jail facilities.

a) When circumstances arise that require the cancellation of scheduled religious services or a delay of more than 15 minutes, the Watch Commander must provide e-mail notification to the facility Division Commander, Inmate Programs Director, Custody Operations Area Commander and the Custody Operations Assistant Sheriff.

b) Preparing For Chapel Service:
   1. Deputies will notify inmates when religious programs are scheduled.
   2. Inmates with a specialty housing classification will not attend regular chapel services. Special arrangements may be made on an individual basis when requested.

i. Inmates will be cleared by the Medical Staff prior to participating in religious services.

c) All group services will be held in the classroom. The Second Floor Guard Station will coordinate movement into and out of the classroom. A staff member from the Main Control Guard Station will notify the Second Floor Guard Station when the visitors conducting the service have arrived.
d) At the times scheduled for chapel services, an escort deputy will meet the approved visiting church group at Main Control and escort them to the classroom.
   1. Each group may consist of no more than (6) persons.
   2. Each person must sign in and wear a visitor's badge.
   3. Each person will complete, read, and sign a Security Clearance Agreement which includes the prohibition for handing any materials to any inmate.
e) Items such as instrument cases, boxes or large bags, will be checked for contraband items.
f) The staff member assigned to the Main Control Guard Station will notify the Second Floor Guard Station so that those inmates wishing to attend the service could prepare.
g) An announcement will be made over public address system. Inmates wishing to attend will be directed to get dressed in full jail issue. Deputies will notify the Guard Station staff member of the number of inmates attending.
h) The maximum classroom capacity (25) is regulated by the Orange County Fire Authority. Deputies will determine the number of inmates that may be sent from each module. The staff member assigned to the Housing Guard station will coordinate with Prowler or Module Deputies as to ensure that the announcement is rotated evenly amongst the modules.
i) Should one or more of the inmates create a problem during the service, the religious services facilitator will push speaker box button to alert the Second Floor Guard Station staff members.
j) When Services End:
   1. A deputy will open the classroom door and supervise the inmates while they return to their respective housing locations.
   2. Inmates will then be escorted back to their modules and the classroom will be secured. Visitors will be escorted to the first floor and exit through Main Control sally port.

5000.11 - Inmate Releases

a) Notification of inmate releases will be made on the Sheriff's Data System (SDS) printer in the Housing Guard Station. The Housing Guard Station staff member will relay the release information to the Module Deputy or Prowler Deputy.
b) The Module or Prowler Deputy will instruct the inmate to bring their personal property, and jail issued items, including the mattress, to the module vestibule. Cells or bunk areas are to be left in a clean condition.
c) The Module Deputy will verify the inmate's identity by checking the information on ~~both~~ the module card, identification card and by questioning the inmate if necessary.
d) Each item of jail property, mattress, towel, sheets, undergarments, and blanket will be checked for quantity and condition by the Module Deputy or Prowler before being carried to the Multi-Purpose Room by the inmate.
e) The Housing Guard staff member will mark the release information on the front of the module card:
   1. [redacted] letters = [redacted] release ([redacted])
   2. [redacted] letters = [redacted] release [redacted])
   3. [redacted] letters = [redacted] transfer ([redacted])
   4. [redacted] letters = [redacted] ([redacted])
f) The inmate will be handed her module card and directed to the Second Floor Guard Station.

g) The Housing Guard Station staff member will temporarily retain any release notification form in the guard station for future reference.
h) The Deputy will direct an inmate worker to sanitize the mattress. If the released inmate was housed in a single cell, an inmate worker will clean the cell.
i) Any items left by the inmate such as jail property will be recycled. Non-valuable personal effects and trash will be disposed of in the trash. Valuables will be handled by the Deputy the same as found property with a known owner.

5000.12 - Medical Floor Operations

Treatment and care for inmates with health care needs will be provided on the medical floor by trained medical personnel. Deputies will provide the security necessary to ensure the protection of the staff and inmates.

a) Staffing/Responsibilities
    1. The Medical Floor will be staffed by a Module "P" Deputy, with assistance as needed from Prowler Deputies, and medical personnel, 24 hours a day, 7 days a week.
    2. Responsibilities for the floor are specifically spelled out in the Memorandum of Understanding between the Sheriff-Coroner Department and the Health Care Agency and includes the following:
        i. Matters of judgment regarding health care services will be the sole province of the health services staff.
        ii. Sheriff's Department staff will retain control over and set policies for maintaining security within the jails and jail premises. This shall include the identification of proper housing for inmates.
        iii. Sheriff's staff will provide security for those inmates confined in the medical areas in order to ensure the safety of the inmates and the CHS Staff.
        iv. Jail personnel will maintain necessary communications with the CHS in order to be aware of the general health condition of inmates.
    3. Medical staff will not open cell doors.
    4. Before an inmate is housed in the Female Observation Unit (FOU), Deputies will verify that medical staff has produced the appropriate documents.
    5. The medical staff will notify the Deputies assigned to the medical floor of any housing change requests. Main Control Guard Station staff members will then coordinate the change with Classification.
    6. Safety Checks will be conducted at least every thirty (30) minutes on the inmates housed in Disciplinary Housing and the Medical Floor.
b) CWJ Disciplinary Housing
    1. Deputies assigned to the first floor will be responsible for the supervision of inmates housed in Disciplinary Housing cells.
        i. Deputies assigned to the First Floor will direct escorts, feeding and required 30 minute safety checks including completion of individual logs.
    2. An inmate will not be placed in a Disciplinary Housing cell prior to a punishment hearing held by a Sergeant, or as alternative housing, without permission from the Watch Commander. Correctional Health Service (CHS) will then be notified.

5000.13 - 2nd Floor Guard Station

The Second Floor Guard Station will direct and coordinate the functions of this floor, as well as directing and coordinating inmate movement between the Central Women's Jail and the Intake Release Center. The Second Guard will be staffed by a Deputy Sheriff (DS), Sheriff's Special Officer (SSO) or Correctional

Services Assistant (CSA). The Guard Station is a fixed post and under no circumstances will the assigned staff member leave without proper relief or at the direction of the sergeant.

a) Supervision
    1. The Guard Station staff member will receive direction and supervision from the Operations Sergeant.
    2. Reports and other documents will be placed on the sergeant's desk as they are received.
b) Security Equipment
    1. The Guard Station will be equipped with security monitoring and regulating equipment.
    2. Deputies will conduct safety checks of all inmates housed in Second Floor Modules at least once every hour.
    3. A control panel with colored lights and buttons will indicate the condition of specific doors in the Guard Station area. Staff members will be aware of each door's status and the working order of all equipment. Doors will remain closed unless an authorized person is passing through.
    4. Restraint devices will be kept in the Guard Station, and will be used by deputies as necessary.
    5. The Guard Station Deputy will use the public address system when necessary.
    6. Pac Set radio chargers will be stored in the Main Control and Second Floor Guard Stations. Staff members assigned to both guard stations will keep the chargers, batteries, and radios operational at all times. Unserviceable equipment will be delivered to the Administration Deputies.
    7. [redacted] The ERT equipment will be visually inspected, cleaned/maintained, and properly stored following each use and on an as-needed basis, to ensure equipment readiness.
    8. [redacted] and will be used in the event of power failure. [redacted] and at the direction of the Operations Sergeant. ([redacted] the sliding doors at the entrances to each of the individual module entry corridors).
c) Visual Supervision of Inmates
    1. Visual supervision of inmates in the second floor corridors will be the responsibility of the Guard Station Deputy.
        i. Inmates in the connecting corridor between the IRC and CWJ will be observed throughout their movement. Inmates are to walk non-stop through the corridors. Deputies will be sent to check any unusual inmate behavior.
    2. The IRC and CWJ Second Floor Guard Station staff members will maintain continuous contact with each other regarding inmate movement through the connecting corridor.
        i. Staff members assigned to the 2nd Guard Station may request inmate movement be held. This may be prudent during disturbances, medical emergencies, inmate counts, shift change, or any other time security staff is unavailable.
    3. The Second Guard Station staff member will ensure that an escort is provided for any inmate requiring escort through the corridor.
    4. No staff other than enforcement personnel (i.e., Deputies and SSOs) will be allowed routine movement through the second floor tunnel without an escort.
d) Intake of Inmates from the IRC
    1. The Second Floor Guard Station Deputy will coordinate incoming inmate movement with the IRC Second Floor Guard Station Deputy.
    2. No inmate movement will be initiated from the IRC to the CWJ without notification of the CWJ Second Floor Guard Station Deputy.

3. All incoming inmates from the IRC will be under an escort or possess either a movement pass or their module card.
4. The Second Floor Guard Station Deputy will review the module cards for completeness, accuracy, and verify the identity of each inmate, utilizing the photograph and other information on the module card.
5. Any discrepancies in the module cards will be reported to the IRC Second Floor Guard Station or Classification. No inmates will be accepted into the CWJ until the discrepancy has been resolved.
6. All inmates transferred to the CWJ will be accurately accounted for. This will be accomplished by use of the facility master inmate movement log.
7. When inmates are received from the IRC, the following should be done immediately:
    i. Enter the time the inmate was received
    ii. Enter inmate's first and last name
    iii. Complete the "Incoming" column
    iv. Enter the inmate's first and last name
    v. Enter their Booking number
    vi. The document should automatically calculate the new Facility Count
    vii. The staff member entering the information will enter their initials and PID
8. The Second Floor Guard Station Deputy will direct the inmates to their pre-assigned housing area.

e) Release of Inmates via the IRC
1. The staff member assigned to the Second Floor Guard Station will coordinate outgoing inmate movement with the IRC Second Floor Guard Station.
2. No inmate movement will be initiated from the CWJ to the IRC without approval from the IRC Second Floor Guard Station
3. Inmates being transferred to the hospital will be sent through the second floor inmate corridor to the IRC for transport.
4. Inmates being released will hand carry their module cards to the IRC Release Guard Station. In this case, the module card will substitute for a movement pass for the individual inmate.
5. The staff member assigned to the Second Floor Guard will review the module card for completeness, accuracy, and verify the identity of each inmate, utilizing the photograph and other information on the module card.
6. Any discrepancy in the module cards will be resolved prior to the inmate being sent to the IRC and through the release process.
7. All inmates transferred from the CWJ will be accurately accounted for.
8. After the IRC notifies the Second Floor Guard Station of inmates to be released or transferred, the following should be done:
    i. Enter the time the inmate left the CWJ
    ii. Enter inmate's first and last name
    iii. Complete the "Outgoing" column
    iv. Enter the inmate's first and last name
    v. Enter their Booking number
    vi. The document should automatically calculate the new Facility Count
    vii. The staff member entering the information will enter their initials and PID

f) Facility Master Movement Log Reconciliation
1. At each count the occupancy roster will be printed and compared to the Movement Log.
    i. Any discrepancies must be resolved immediately and prior to being relieved by the oncoming shift.

ii. Once the Facility Master Movement log and the Population Density Report match, the running total will be highlighted. Operations Sergeant

2. The Operations Sergeant shall ensure the accuracy of all statistics for the previous day.
3. Watch Commander:
    i. The Watch Commander shall verify the accuracy of the provided statistics.
    ii. The 24-hour statistics from both the Men's and Women's Jails shall be provided to the IRC Watch Commander to be included in the system-wide Custodial Statistical Report.
    iii. Movement between modules and/or Disciplinary Housing is internal movement and will not be recorded as movement to or from either facility.

g) Inmate Barber Shop
1. The Second Floor Guard Station Deputy will direct inmate hair cutters to disinfect the clippers before and after each individual use.
2. The Second Floor Guard Station Deputy will ensure all new hair cutters are briefed on this procedure.

h) Official Facility Visitors
1. Official visitors escorted for the purpose of a tour from the IRC to the CWJ via the second floor connecting corridor will be required to check in at the Main Control Guard Station.
2. All visitors will sign the Visitors Control Log and be issued a visitor's badge.
3. The staff member assigned to the Second Floor Guard Station will notify the CWJ Operations Sergeant of the visitor's arrival.

i) Second Floor Detention Bench
1. The Operations Sergeant shall be notified prior to, or immediately after, an inmate being secured to the Detention Bench.
2. The Detention Bench will not be used in a manner that will punish or coerce the inmate.
3. Securing an inmate to the Detention Bench requires a valid safety or security need. Prior to securing the inmate to the Detention Bench, the deputy will consider the inmate's behavior and any injury to, or medical condition of, the inmate known by the deputy.
4. When securing the inmate to the Detention Bench, the deputy will secure one cuff of a set of handcuffs to the fixed eyelet attached to the bench. Once the handcuffs are secured to the eyelet, the deputy will handcuff the available cuff of the fixed handcuffs to the inmate's handcuff chain. At no time during this process will the inmate's handcuffs be removed.
5. No inmate will be secured to the bench longer than necessary.
6. After one hour, the operations sergeant may authorize one additional hour pending the availability of a more permanent detention location.
7. Inmates secured to the Detention Bench will be given the opportunity to eat their jail issued meals according to the established schedule as outlined in CCOM Policy Section 5000 - Housing Operations.
8. An inmate secured to a Detention Bench located on the Second Floor will be visually monitored by the security staff, or via the use of the CCTV monitor located in the Second Floor Guard Station. A safety check of the inmate shall be conducted at least every 15 minutes.
9. The Second Floor Guard Station staff will record into the Second Floor Guard Station workstation log:
    i. The date and time the inmate is secured to the bench,
    ii. The sergeant notified and approving the placement,
    iii. The inmate's name and booking number,
    iv. The safety or security need for securing the inmate to the bench

v. The date and time the inmate was removed from the bench.

10. The Second Floor Guard Station staff will coordinate the 15 minute safety checks on each inmate secured to the Detention Bench. The 15 minute checks will be documented on the Second Floor workstation log.

5000.14 - Roof Recreation Guard Station

The Central Women's Jail (CWJ) will provide the opportunity for outdoor recreation for all inmates. The Roof Recreation Guard Station will coordinate movement of inmates to and from the roof recreation area. The Roof Recreation Guard Station is a fixed post when inmates are present and under no circumstances will the assigned deputy leave without proper relief or at the direction of the sergeant.

a) Supervision
   1. The Guard Station Deputy will receive direction and supervision from the Operations Sergeant.
   2. The Guard Station Deputy will direct movement of inmates to and from the roof recreation areas, with coordination through the Second Floor Guard Station. The deputies will oversee all inmate activity during roof recreation periods.
   3. The Guard Station Deputy will keep the guard station supplied with materials, as required. Reports and other documents will be forwarded to the Operations Sergeant for approval.

b) Security Equipment
   1. The guard station will be equipped with security monitoring and regulating equipment.
   2. A control panel with colored lights and buttons will indicate the condition of certain doors around the roof recreation area. Deputies will be constantly aware of each door's status and the working order of all equipment. All doors will remain closed unless an authorized person is passing through.
   3. [redacted] and shall be used by deputies as necessary.
   4. [redacted]
   5. The Guard Station Deputy will utilize the public address system when necessary. The deputies will utilize an intercom system to maintain contact with all guard stations as needed.
   6. The Guard Station Deputy will maintain roof recreation perimeter security by performing periodic visual inspections before, during, and after daily roof recreation. Inspection shall include, but not be limited to:

      [redacted]

   7. All abnormal and suspicious objects or occurrences will necessitate immediate action by the Guard Station Deputy and be reported to the Operations Sergeant prior to the next roof recreation period.

c) Visual Supervision of Inmates
   1. Visual supervision of inmates in the roof recreation area will be the responsibility of the Roof Recreation Guard Station Deputy.
   2. Any evidence of potential problems during inmate roof recreation will necessitate immediate action on the part of the Guard Station Deputy to notify personnel to remedy the problem.
   3. Outdoor recreation activities will include basketball, volleyball and calisthenics. Equipment will be provided by the Correctional Program Technician periodically, or as needed.

4. The Roof Recreation Guard Station Deputy will keep the inmates in the recreation areas under constant observation. Prohibited activities are:
    i. Boxing and martial arts (e.g., Karate, Judo, Tae Bo, etc.)
    ii. Wrestling
    iii. Climbing walls or doors
    iv. Destroying equipment or structures
    v. Converting jail property or supplies to weight lifting equipment
    vi. Marking on jail walls, windows, floors, etc.
    vii. Soiling the recreation area
5. During recreation periods inmates may stop their activity to participate in visiting. The inmate will be given the choice to visit or continue with recreation. The Roof Recreation Guard Station Deputy will inform the Visiting Staff member of the inmate's recreation activity.
6. An AM/FM radio may be used to play music during the recreation period. The volume must never interfere with the P.A. system.
7. When the recreation period has ended, the inmates must clear the roof recreation area and return to their housing location.
8. During rainy days or other inclement weather, inmate workers shall be utilized to remove water from the upper deck of the CWJ roof. Inmates shall be limited to this area until the entire roof has been sufficiently dried in order to resume normal activities. Recreational equipment shall not be issued if its use is likely to cause possible injury.

d) Inmate Movement
1. Inmates will be called to the roof recreation area by the Roof Recreation Guard Station Deputy. This will be accomplished through contact with the Housing Guard Station where inmate movement will originate. The deputy assigned to the Roof Recreation Guard Station will ensure all inmates have been searched prior to movement.
2. The Roof Recreation Deputy will relay the number of inmates that will be participating in outdoor recreation.
3. The deputy will also record the time inmates enter and leave. The Roof Recreation Deputy will ensure that the same number of inmates that entered the outdoor recreation area is the same number when dismissed.
4. The Roof Recreation Guard Station Deputy will follow the schedule of inmates to attend roof recreation for each day. The deputy will ensure that all inmates housed in the CWJ will be given the opportunity to participate in a minimum of three (3) hours of roof recreation time each week.
    i. The roof recreation weekly schedule begins on Monday and ends on Friday.
    ii. Changes in the roof recreation schedule will be made by the Roof Recreation Guard Station Deputy and the Correctional Programs Technician as necessary.
5. The Deputy assigned to the Roof Recreation Guard Station will ensure that those inmates with a specialty housing classification are also offered a minimum of three (3) hours of roof recreation time each week. The Deputy will also ensure inmates with a specialty housing classification are handled according to their classification status.

e) Documentation
1. The Roof Recreation Guard Station will also maintain a log book which contains the following information:
    i. Housing tank and number of inmates receiving roof recreation
    ii. Time inmates enter and leave the roof
    iii. Number of inmates entering and leaving the roof
    iv. Other pertinent information.

5002 - Main Control Guard Station

5002.1 - Main Control Staffing

a) Main Control Guard Station will be staffed with [redacted] Deputy Sheriff (DS), Sheriff's Special Officer (SSO) or Correctional Sheriff's Assistant (CSA). The guard station will be staffed 24 hours a day, 7 days a week. The Main Control Guard Station is a fixed post and under no circumstances will the assigned staff member leave without proper relief or at the direction of the Sergeant.
   1. A Module Deputy or Prowler will attend to activity around the outside of the guard station.
   2. During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.

b) During shift change, the off-going staff member will remain in the guard station until:
   1. All Main Control logs are complete and updated.
   2. The condition of all security equipment is verified.
   3. On-coming shift is fully briefed.

5002.2 - Control Panel Operations - Main Control

a) Main Control Sally Port Doors and Intercoms
   1. The first panel on the right as one enters the guard station provides controls for the Main Control Sally Port doors and the door intercoms. The door will be controlled by the assigned staff member.
   2. The top left corner sub-panel is the intercom speaker, microphone, volume control and push to talk button. To operate this sub-panel depress and hold the "TALK" button and speak. To listen, release the "TALK" button.
   3. The next sub-panel consists of the "Hands Free" intercom button. By depressing the switch to the right, the indicator light will illuminate. The intercom is ready to be used when a selected location call button is depressed. To shut off the hands free feature, depress the same switch. The light will extinguish. The button to the left on the same sub-panel provides paging to the sally port. Either depress and hold the "TALK" button on the intercom subpanel above and speak, or use the "Hands Free" switch to the right for longer pages. To disconnect, depress and release the large button. The indicator light will extinguish.
   4. The lower left sub-panel is the Panel Power and Lamp Test. Turn the key switch to the left to shut off electric power to this panel. Return the key switch to vertical to restore power. Depress and hold the "TEST" button to illuminate all panel lights and sound the buzzer/tone. Release the "TEST" button to return the panel to normal operation.
   5. The remaining controls on this panel are open/close switches for doors. Turn the round switch from close to open and hold until the door opens. (Red light illuminates, green light extinguishes.) To close the door, reverse the process. To operate the call button when the indicator light is flashing (you will also hear a buzzer/tone), depress the square button below the flashing light and release. The light will come on solid. Depress and hold the "TALK" button on the intercom and speak. To listen, release the "TALK" button. To disconnect, depress and release the square button under the light. The light will go out.
   6. The staff member assigned to Main Control must determine the identity and authority of every person requesting passage through these doors. When a question arises, a Deputy, and if necessary, the Operations Sergeant will be contacted for assistance before opening the door(s).
   7. The left key switch provides a disconnect for the Sally Port interlock feature. To turn off the interlock, turn the switch 1/4 turn to the right. The indicator light will flash and the buzzer/tone will sound. All Main Control sally port doors can then be opened at the same

time. Return the key switch to vertical. The light will go out and the buzzer/tone will stop. You must close all Sally Port doors before the automatic interlock is again functional. This switch may not be used without the Operations Sergeant's permission.

8. Vehicle and pedestrian movement into and out of any jail facility's outer security yard, via sally ports or manned gates, will be restricted to legitimate jail related functions.
9. All access into and out of any maximum security jail facility and the outer security yard will be through sally ports and will be strictly controlled and monitored by staff members assigned to the Main Control Guard Station.

b) Intercom Area Selector Buttons

1. The left and right stenofons on the Main Control desk provides intercom contact in numerous areas of the CWJ and also to IRC Visiting and CMJ Main Control.
    i. Basement Elevator
    ii. Vestibule Elevator
    iii. Roof Elevator Vestibule
    iv. Basement Corridor
    v. Second Floor Elevator Vestibule
    vi. Dining/Kitchen area
    vii. CWJ Attorney/Bonds/Visiting
    viii. Front Lobby
    ix. IRC Visiting
    x. Men's Main Control
    xi. Housing Guard Station
2. When the indicator light flashes, a buzzer/tone will sound. Depress and release the rectangular button next to the flashing light. The light will come on solid and the buzzer/tone will stop sounding. Then depress and hold the "TALK" button on the upper left corner sub-panel intercom and speak. To listen, release the "TALK" button. To disconnect, re-depress and release the area selector button. The light will go out.
3. The paging buttons provide contact with areas identified on the individual buttons. To use the page, depress and release the large rectangular button. The indicator light will come on solid. (If it flashes, wait.) Depress and hold the "TALK" button on the intercom sub-panel and speak. To disconnect, re-depress and release the area page button. The light will go out.

c) Closed Circuit Television Monitors

1. The panel in the center consists of two closed circuit television monitors. The picture will focus on designated areas. Staff members should view the monitors frequently to insure normal activity. The pictures will sequence on the cameras normally. To select one camera, operate the control button under the monitor's picture.
2. Two additional closed circuit television monitors are located on the upper ceiling panel.

d) Master Intercom

1. The center panel also contains the Facility Master Intercom. Operation of this device is similar to a push tone telephone. "Call Numbers" for all facility locations will be posted in the Guard Station.

e) Door Alarms

1. The bottom right sub-panel is the Panel Power and Lamp Test. Operation of this subpanel involves turning the key switch to the left to shut off power to this panel. Turn the key back to vertical to restore power. Depress and hold the "TEST" button to light all the panel's lights and sound the buzzer/tone. Release the "TEST" button to return the panel to normal operating condition.

2. The intercom speaker device is located to the immediate top left of the Main Control panel. To operate the control, depress and hold the "TALK" button and speak. To listen, release the button.
3. The Main Control staff member must determine the identity and authority of every person requesting passage through security doors. A deputy will be sent when any question exists.
4. When any of these doors are opened the indicator light will flash red and a buzzer/tone will sound. When the door is closed the light will be solid red. To silence the buzzer, depress and release the "Silence" switch. To reset the light to green, depress and release the "Reset" button when the door is closed.
5. The Main Control staff member will determine the identity and authority of every person requesting passage through security doors. A deputy or SSO will be sent to investigate when any questions exist. (Use hand held radios or intercoms to establish identity.) These doors are normally used during stairwell checks or an evacuation drill by deputies or maintenance personnel.

f) First Floor Areas
   1. The next panel to the right contains controls for the first floor area as well as alarms for certain other security doors on the first floor.
   2. Several doors are identified by a light at the doors graphic location and a line leading from the light to a sub-panel. When the door is opened the light will change from solid green to flashing red. When the door is closed the light will turn solid red. Using controls on each sub-panel, Main Control staff members can open and close the security doors located on the first floor. In every instance where staff at the location opened the door, Main Control staff members will use the intercom feature on the panel to the right to establish the identity and authority of each person requesting passage through the door.
   3. The top sub-panel is for the inner and outer sally-port doors leading from outside of security into first floor. This sub-panel also contains the switches that control the sliding elevator vestibule door on the first floor, the door to the Line-up/Show-up Room and the Fire Door situated in front of the Main Control Guard Station at the bottom of Stairwell #3. When these doors open, the red light will flash. When the door is closed, the light will go solid red. Main Control staff members must establish the identity and the authority of every person who passes through these doors. Use intercoms and handheld radios along with sending deputies as needed to investigate where any question of identity exists.
   4. The next lower sub-panel provides controls for the lamp test of the entire right panel, the main control entry door, the front lobby door, and the power switch for the entire Main Control panel. To open the door, turn and hold the switch to the "Open" position. The red light will come on when the door is open. The green light will come on when the door is closed.

g) Master Intercom
   1. The next panel to the left is a Master Intercom panel. The instrument operates the same as the other Master Intercom; similar to a touch tone phone.

5002.3 - First Floor Detention Bench

a) The Operations Sergeant shall be notified prior to, or immediately after, an inmate being secured to the Detention Bench.
b) The Detention Bench will not be used in a manner that will punish or coerce the inmate.
c) Securing an inmate to the Detention Bench requires a valid safety or security need. Prior to securing the inmate to the Detention Bench, the deputy will consider the inmate's behavior and any injury to, or medical condition of, the inmate known by the deputy.

d) When securing the inmate to the Detention Bench, the deputy will secure one cuff of a set of handcuffs to the fixed eyelet attached to the bench. Once the handcuffs are secured to the eyelet, the deputy will handcuff the available cuff of the fixed handcuffs to the inmate's handcuff chain. At no time during this process will the inmate's handcuffs be removed.
e) No inmate will be secured to the bench longer than necessary.
f) After one hour, the housing sergeant may authorize one additional hour pending the availability of a more permanent detention location.
g) Inmates secured to the Detention Bench will be given the opportunity to eat their jail issued meals according to the established schedule as outlined in CCOM Policy Section 5000 - Housing Operations.
h) An inmate secured to a Detention Bench located on the First Floor will be visually monitored by the security staff, or via the use of the CCTV monitor located in the Main Control Guard Station. A safety check of the inmate shall be conducted at least every 15 minutes.
i) The Main Control Guard Station staff will record into the Main Control Guard Station workstation log:
    1. The date and time the inmate is secured to the bench,
    2. The sergeant notified and approving the placement,
    3. The inmate's name and booking number,
    4. The safety or security need for securing the inmate to the bench
    5. The date and time the inmate was removed from the bench.
j) The Main Control Guard Station staff will coordinate the 15 minute safety checks on each inmate secured to the Detention Bench. The 15 minute checks will be documented on the Main Control workstation log.

5002.4 - Control Panel Malfunction

a) In the event of a malfunction of the Main Control panel, the staff member assigned to Main Control will contact the Operations Sergeant.
    1. The Operations Sergeant will immediately contact County Communications:
    [redacted]
b) Using the panel key, activate the override function on all the door and gate panels. Verify that the gates and doors operate in the override position.
c) CAUTION: In the override position, the doors and gates no longer have the interlock function. Close care must be taken to not inadvertently open both gates at the same time.
d) If the Main Control panel does not function in the override mode, turn the override function off on all controls (back to normal position) and immediately notify the designated maintenance repairman. An Escort Deputy will accompany the repairman to the Electrical Closet in the Basement at the bottom of Stairwell #2.

5004 – Control of Weapons and Security Equipment

The Facility Armory:

a) Armory Locations
    [redacted]
b) When the key to the Armory is used, the staff member and time must be documented on the applicable work station log.

5006 - Control of Weapons and Security Equipment

Staff Procedures:

a) [redacted]
   1. Positions that [redacted]
      i. [redacted] Station
      ii. [redacted] Station
      iii. [redacted] Station
      iv. [redacted] Guard Station ([redacted]).
   2. Note - Guard Station Deputies are ultimately responsible for retaining adequate staffing on their respective floors.

5008 – Attorney, Bondsman, Official and Intra-Facility Visiting

5008.1 – Attorney, Bondsman and Official Visitors

a) Location of Visits
   1. Attorneys, licensed bondsman and other official visitors for inmates at the CWJ will check in at the Attorney/Bondsman Guard Station located at the northeast corner entrance to the jail.

5008.2 – Scheduled Attorney and Official Agency Visitation

a) Attorneys and other official visitors may call ahead for a maximum of two (2) inmates housed in the Central Jail Complex.
b) The attorney or official visitor will provide the inmate's name, booking number if known, name, agency/title and the requested time of visit.
c) The Attorney/Bond Guard Station Deputy/SSO/CSA will call the appropriate housing location.
d) If the inmate is not at court or a hospital appointment, the deputy will prepare a movement pass. If the inmate is at work, she will be notified to return to her housing location and pick up her Attorney/Bonds pass.
e) Upon arrival at the Attorney/Bonds Guard Station, visitors will present proper identification prior to the visit being granted.
f) If an official visitor requests to see multiple inmates, visits will be scheduled for a maximum of two (2) inmates. The visitor must make any additional requests upon arrival at the jail.
g) If a visitor does not arrive within thirty (30) minutes after the appointed time, the inmate will be returned to her housing location. An entry will be made in the comments section of the A/B Log stating "No Show" and the time the inmate was returned. If the visitor arrives after the time the inmate was returned to housing, the visitor must sign up for a visit following routine procedures.
h) The Attorney/Bonds Guard Station Deputy/SSO/CSA is not authorized to grant the use of more than one attorney/client booth per attorney.

5008.3 – Intra-Facility Visiting

a) Schedule and Location: Male and female relatives who are in custody in the CJX will be permitted to visit at 1330 hours on Tuesday of each week. Visits will be 30 minutes in length and will take place in the facility where the male inmate is housed. Visits at the IRC will take place in the first floor visiting area behind the Court Transfer Guard Station. There are seven (7) visiting booths in this area.
   1. Male Inmates: Male inmates will be admitted to the side of the booths nearest the Court Transfer Guard Station.
   2. Female Inmates: Female inmates will enter from the female Court Transfer hold area door. The Female Release corridor door to Attorney-Visiting will be closed and locked during the visitation period

b) Sign-Up Procedure: Male and female relatives in custody who wish to sign up for an intra jail visit must fill out an Inmate Message Slip requesting the visit. Female inmates housed in the IRC or CWJ will be given a "Visiting Approval" form to be completed. Requests for visiting from male inmates will be forwarded to the CWJ where the "Visiting Approval" form must be completed by the female inmate.
    1. Once the form has been completed by the female inmate, it will be signed by the CWJ Sergeant and forwarded to the Housing Sergeant in the facility where the male inmate is housed (for verbal verification).
    2. The male inmate will be asked the questions on the form by the Housing Sergeant for verification. If the inmate has answered satisfactorily, the sergeant will sign the form where indicated. If the inmate has not answered satisfactorily, the incorrect answers will be circled in red and the reasons for denial written at the bottom of the form.
    3. The completed form will be forwarded to the Visiting Guard Station in the IRC for final processing. The names of the approved inmates will be added to the "In Custody List".
        i. Inmates whose request has been denied will be notified of the reasons for denial. Denied inmates who can furnish proof of marriage will be allowed to visit.
        ii. Copies of approved/denied requests will remain on file in the Visiting Guard Station for three (3) years.
        iii. All inmates will be checked in the SDS system prior to their scheduled visit to confirm availability (e.g., court, dentist, etc.).

c) In Custody List: On Tuesday, the IRC Shift I Visiting SSO will ensure that all Inmate Message Slips requesting intra-jail visits have been processed. A list will be prepared of all approved intra-jail visits for that day.
    1. Prior to 0900 hours, the Visiting SSO will distribute a copy of the list to:
        i. IRC Housing Guard Station
        ii. CWJ Housing Guard Station
        iii. CMJ 3rd floor Housing Guard Station
    2. Movement Passes: The Module Deputy will prepare movement passes for all approved inmates on the list. However, if an inmate has already had a visit on a given day, the inmate will not be entitled to a second visit on that day. The movement passes will be delivered along with the In-Custody Visit List.
    3. CJX Housing or Module Guard Station Deputies will contact IRC Visiting prior to 1330 hours to verify that no in-custody visit inmates visited that day.

d) Two Period Visits: If there are more inmates than visiting booths available, the visits can be set up in two periods. The distribution of the inmates in the two visits will be at the convenience of Watch Commander.

e) Visits between immediate family members of the same sex who are housed in the same facility will be approved and coordinated by the Watch Commander.

f) Visits between immediate family members of the same sex who are housed in different facilities within the CJX will be approved and coordinated by the Watch Commander.

5010 - Volunteer Visitor Parking Validations

a) Main Control staff will maintain a Parking Validation machine or validated tickets to be used for validating the parking tickets of volunteer visitors participating in Correctional Programs Services.
    1. Procedure for using Parking Validation machine:

i. Properly identify the volunteer as a member of a recognized group utilizing listed names provided by Correctional Programs.
ii. Validate the parking tickets prior to admitting the volunteer into the facility.

2. The parking ticket validation will only be used to validate parking tickets for members of recognized volunteer groups.
3. The parking ticket validation will not be used to validate parking tickets for employees, official visitors, or the general public.
4. The parking validation machine or validated tickets will be secured in the Main Control Guard Station at each facility.

5012 - Health Care Facilities and Equipment

a) Health Care Resources
1. The Central Women's Jail is equipped with a variety of resources designed to meet the health care needs of the incarcerated individual. Adequate space, equipment, supplies and personnel have been provided as determined by the Medical Program Administrator.

i. One 13-bed ward
ii. 15 Infirmary single cells
iii. 2 sheltered living cells
iv. 1 Safety cell
v. Medical Screening / Interview stations
vi. Examination Rooms
vii. Interview Rooms
viii. Nurses Stations
ix. Dental Examination Room
x. 4 Disciplinary Housing Cells

5014 – Fire Safety and Evacuation Procedures

5014.1 – General Information for Employees

a) All stairwells will be checked once per shift in accordance with established facility procedure.
1. First Floor Prowler - Check entire stairwell # 1.
2. Second Floor Prowler - Check entire stairwell #2 and #3.
3. All checks will be documented in the appropriate Guard Station Logs. The stairwell checks will also be documented in the Twenty-Four (24) Hour Log in Main Control.

5014.2 – Use of Self Contained Breathing Apparatus (SCBA)

a) Scott Air Pack Locations:
1. Main Control
i. 2 W 1 MC 1
ii. 2 W 1 MC 2
2. Medical Restroom
i. 3 W 1 R
ii. 3 W 1 R 1
iii. 3 W 1 R 2
3. Module "P" Office
i. 1 W 1 M

4. Second Floor Guard Station
    i. 2 W 2 G 1
    ii. 2 W 2 G 2
5. Second Floor Module Office
    i. 1 W 2 M
6. Second Floor Equipment Room
    i. 3 W 2 E 1
    ii. 3 W 2 E 2
    iii. 3 W 2 E 3

b) Check face pieces for seal protection before each use and do not remove the face piece during use.
    1. Before putting on the face piece, the user shall check both visually and by hand to determine that the face seal is not separated from the lens.
    2. If, after use, the face piece is removed from the face, the user must not replace the face piece without checking for possible separation.

c) Do not pull on the rubber of face piece when face piece is warm (above 110 degrees Fahrenheit).

5014.3 – Evacuation of Visitors

a) Visitors will be evacuated from the facility before inmates or staff.
b) When the Shift Commander orders an evacuation, the Main Control SSO/Deputy/CSA will notify the Sergeants, Guard Station, Men's Jail and IRC of the action.
c) Public Visiting Area
    1. The Visiting Guard Station SSO/Deputy/CSA will utilize the public address system to direct all visitors out of the visiting area via a prescribed route.
    2. The primary evacuation route is:
        i. Exit the visiting area north through the solid double doors.
        ii. Proceed to the IRC lobby and exit onto 6th Street.
    3. The secondary evacuation route is:
        i. Exit the visiting area north through the solid double doors.
        ii. Walk down hallway to double glass doors area.
        iii. Exit east through the double glass doors.
        iv. Exit east through the gated area.
d) Attorney/Bonds Visiting Area:
    1. The Attorney/Bonds Guard Station SSO/Deputy/CSA will utilize the public address system to direct all visitors out of the Attorney/Bonds area via a prescribed route.
    2. The primary evacuation route is:
        i. Exit south through the door into the Women's Jail lobby.
        ii. Exit west through the double glass doors.
e) Classroom Area:
    1. The Prowler Deputy will escort all clergy and Inmate Programs visitors from the classroom area.
    2. The primary evacuation route is as follows:
        i. Visitors exit classroom and head to the Second Floor Guard Station.
        ii. Walk down stairwell # 3 ([redacted]).

iii. Exit through [redacted].

5014.4- Evacuations of Inmates

a) General Guidelines (All modules and cell areas)
   1. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location. All movement outside the module will be done under the immediate supervision of the Operations Sergeant at the direction of the Watch Commander.
   2. From an affected cell: move the inmate to another cell or into the dayroom.
   3. From an affected module: move the inmates to the next module dayroom, the roof recreation area or the chow hall.
   4. When moving inmates to internal locations away from the module, separate them into groups that can be controlled by the available deputies.
   5. When moving inmates to outside the facility, separate them into groups that can be controlled by the available deputies.

b) Evacuation of First Floor
   1. Inmates exit down stairwell [redacted].
   2. Evacuation will be supervised by the Operations Sergeant, Prowler Deputies and CSTs.

c) Evacuation of the Second Floor
   1. Inmates are evacuated through stairwell [redacted]
   2. Evacuation will be supervised by the Operations Sergeant, Module and Prowler Deputies.

d) Evacuation of the Roof Recreation Area
   1. Inmates exit the security area through the last gate to stairwell #[redacted]
   2. Evacuation will be supervised by the Operation Sergeant, Module and Prowler Deputies.

5014.5 – Evacuation Security

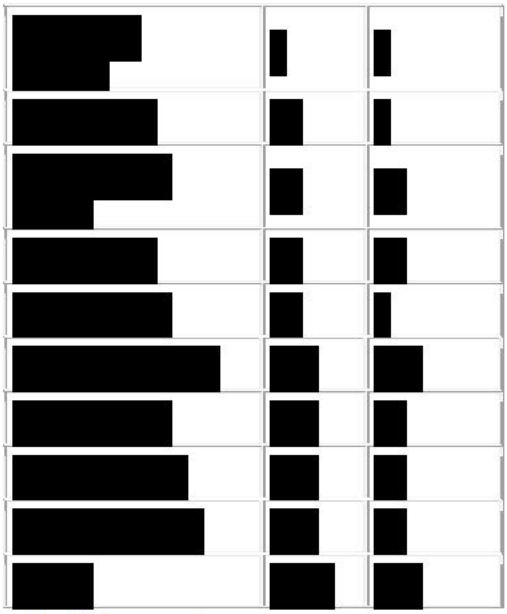
a) Evacuation security will be accomplished by armed Patrol Deputies and city police officers surrounding the exterior walls of the Jail Security and Service Delivery parking lots. These deputies and officers will have been requested by the Watch Commander. They will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.

5014.6 – Remote Evacuation Sites

a) Remote evacuation sites will be selected by the Watch Commander or Division Commander if the facility(s) must be vacated. Remote locations will include:

[redacted]

Agency	Males	Females
[redacted]	[redacted]	[redacted]



5014.7 – Staff Evacuation

a) Sworn staff will all participate in moving inmates and controlling them at the evacuation site.
b) Non-sworn staff will report to their supervisor for instructions. They will assist evacuating inmates, treat injuries or evacuate as a group as directed by the Watch Commander.

    1. Before leaving a work station, the staff member must wait for directions from a supervisor, sergeant or Watch Commander.
    2. Inmate work crews will be relinquished to deputies during that area's evacuation. (Inmate work crews in the kitchen may remain under the supervision of the kitchen staff.)

c) Kitchen Staff

    1. The Kitchen Staff will receive evacuation instructions from the Operations Sergeant and be led out by a Prowler Deputy. The Kitchen Staff supervisor will assist the cooking staff and inmate workers out of the facility during an evacuation.
    2. Inmate workers will report to the Housing Guard Station for evacuation instructions.

d) Medical Staff

    1. The Medical staff will receive evacuation instructions from the sergeant in their work area. Medical Staff will report to the Main Control Guard Station. Medical Staff will accompany Guard Station Deputies as they abandon the facility after everyone else has left. The Watch Commander will specifically order this phase of the evacuation.

e) Maintenance Staff

    1. Maintenance Staff working inside the facility will report to the nearest guard station for evacuation instructions.

f) Administrative Offices
    1. The Administration area non-sworn staff will be evacuated by the sworn administrative staff.

g) Female Locker Rooms

    1. Evacuation of staff from the employee locker rooms is accomplished by Main Control Deputies/SSOs/CSAs using the area public address system to direct the evacuation.

5016 - Emergency Systems and Emergency Equipment Locations

5016.1 - Fire Alarm Activation Systems

a) Pull boxes are painted red and are located as follows:
   1. Basement East Corridor Laundry 711
   2. First Floor Main Control 713
   3. First Floor Visiting/Attorney/Bonds Guard Station 714
   4. Infirmary Nurses Station 716
   5. Second Floor Guard Station 721
   6. Roof Guard Station 722

b) When activated, each pull box will send an alarm signal to the Main Control enunciator panel. The appropriate light will illuminate and the printer will record the exact location and type of alarm.

c) Fire pull box alarms will signal in the Main Control Guard Station, Central Utility Plant and the Santa Ana Fire Department.

5016.2 - Emergency Electricity Operation

a) Two (2) diesel generators (4000 kW) are located in the north end of the security yard and will automatically activate within ten (10) seconds of a power interruption.

b) The emergency system will supply 100 % of all power to the three facilities, as well as power to the #1 elevator and Module Control panels.

5016.3 - Fire Extinguisher Types and Locations

Basement

Location	Number	Type	Capacity
Pump Room	WB001	Dry	10#
Pump Room	WB001	Water	2 1/2 gal.
Electric Room	WB001	Dry	10#
Telephone Room	WB001	CO2	15#

First Floor

Location	Number	Type	Capacity
North East Hall by Tank P-13	W-101	Water	2 1/2 gal.
Dispensary Bench near Main Control	W-102	Water	2 1/2 gal.
Visiting/Attorney/Bonds Guard Station	W-103	Dry	10#
Hallway between tanks P-13 and P-14	W-106	Water	2 1/2 gal.
Main Control Guard Station	W-107	Dry	10#

Module Office	W-108	Water	2 1/2 gal.
Public Hall by Main Control	W-109	Water	2 1/2 gal.
Public Hall by Visiting	W-110	Water	2 1/2 gal.

Second Floor

Location	Number	Type	Capacity
Module G-South	W-201	Water	2 1/2 gal.
Module I-East	W-202	Water	2 1/2 gal.
Module I-Southwest	W-203	Water	2 1/2 gal.
Kitchen	W-204	Dry	10#
Guard Station	W-205	Dry	10#
Module H-North	W-206	Water	2 1/2 gal.
Module G-H-West	W-207	Water	2 1/2 gal.
Module Office	W-208	Dry	10#
Second Mezzanine	W-209	Dry	10#

Dining

Location	Number	Type	Capacity
South Corridor	W-210	Dry	#10

Roof Area

Location	Number	Type	Capacity
Guard Station	W-301	Dry	#10
Elevator Vestibule	W-302	Water	2 1/2 gal.

5016.4 - Fire Hose Cabinet Locations

a) Basement
   1. Pump Room West Wall
b) First Floor
   1. Main Control Bench Area - West Wall
   2. North West Wall by Tank P-13
   3. Hallway between the Infirmary and Tank P-14
   4. Public Hallway – North Wall
   5. Public Hallway – West Wall

c) Second Floor
    1. Module “G” South East Guard Corridor Wall
    2. Module “I” East Guard Corridor Wall
    3. Module “I” South West Guard Corridor Wall
    4. Module “H” North East Guard Corridor
    5. Module “G” and “H” West Corridor Wall
    6. Dining Room South Corridor Wall
d) Second Floor Mezzanine
    1. Elevator Vestibule – East Wall
e) Roof Recreation Area
    1. Elevator Vestibule - South Wall

5016.5 - Exhaust Fan Location

a) The Central Women's Jail exhaust fan is located on the First Floor inside the vestibule of Stairwell # 1.

5016.6 - Emergency Utilities Shutoff

a) In the event of an emergency requiring the shutoff of one or all of the facility’s utilities, Main Control will notify the Shift Commander. The Main Control SSO/Deputy/CSA, and the First Floor Prowler Deputy, at the direction of the Shift Commander, will perform the following emergency procedures.

    1. Water shutoff will be performed by the Santa Ana Water District. For service 24 hours a day, refer to the posted phone numbers in Main Control.
    2. Gas shutoff may be turned off at the gas main located just outside the south end of the vehicle entrance gate at the IRC. A pipe wrench will be maintained in Main Control for this specific purpose.
    3. Electrical shutoff of the main electrical supply to the facility cannot be turned off. Individual locations within the facility may be turned off at the appropriate electrical panel boxes.
    4. Steam shutoff will be performed by Facility Operations. For service 24 hours a day, refer to the posted phone number in Main Control.

5016.7 - Emergency Supplies

a) In the event of a disaster or major emergency, supplies have been issued in sufficient quantities to handle all effected personnel for three days. These kits provide employees with food, water, medical supplies, equipment, and sanitation supplies. The supplies are contained in a two-part kit consisting of two rubberized utility bags (pink, green or blue in color). Part "A" indicates emergency equipment and medical supplies. Part "B" indicates sanitation supplies. The use of any or all of these supplies will be at the direction of the Shift Commander.
b) Emergency Supplies Location:
    1. Second Floor Utility Closet: 1 kit
c) The Fire Life Safety Deputy will be the designated custodian of the emergency supplies. The custodian will be responsible for the following:
    1. Perform an inspection every six (6) months (May and November) to ascertain that the kit(s) remain intact / sealed and in the designated location.
    2. Submit inspection results, in writing, to the emergency coordinator for the Department.
    3. Immediately notify the emergency coordinator for the Department of any change (s), i.e., change in custodian or location, damage to kit(s), missing (consumed) supplies, etc.

5016.8 - Food Rationing

a) Sufficient food, that does not require cooking, is on hand at each facility at any time to feed a subsistence ration to approximately 2400 inmates for a maximum of one day.

5016.9 - Water Supply

a) Each Facility will have provisions for emergency water. This water supply provides the following ration over one 24 hour period.
    1. Staff – 1 Qt.
    2. Inmates – 1 Pt.

5018 – Notification of a Flood Condition

a) Reports on flood conditions will be periodically made to the Patrol and Jail Watch commanders.
    1. Existing flood damage estimates
        i. The Central Women's Jail is located in a portion of the Orange County Flood Plain and may be exposed to a four-foot level of floodwater.

Policy 6000 – James A. Musick Facility

Policy 6001 - Staffing Responsibilities

6001.1 - Facility Keys

a) Keys will be maintained at the [redacted] when not assigned to a facility staff member.
b) The Sheriff's Special Officer or Deputy at the [redacted] will complete an inventory of all keys assigned to the compound at the beginning of each shift. Unaccounted keys will be reported to the Sergeant immediately.
c) The Sheriff's Special Officer or Deputy assigned to the [redacted] position will keep the Key Cabinet locked unless they are removing or returning keys to the cabinet.
d) A facility Key Control Card will be exchanged for each key set assigned to staff to identify to whom keys are assigned.
e) Facility keys will not be removed from the facility.
f) See CCOM Section 1704- Key Control for departmental key control policy.

6001.2 - Door Alarms

a) Every housing compound has a [redacted] in the respective compound's Watch.
b) [redacted] will not be [redacted] are using [redacted]

6001.3 - Metal Detectors

a) Walk-through metal detectors are located in various locations on the facility.
b) A metal detector will not be unplugged unless it is nonoperational.
c) See CCOM Section 1717- Electronic Scanning Devices for departmental policy regarding metal detectors.

6001.4 - Locks

a) Every gate padlock will be locked unless a staff member is walking through an open gate.

6002 - Receiving Inmates

a) There are no inmates housed at the James A. Musick Facility.

6003 - Main Gate Control

6003.1 - Main Gate

a) All access into and out of the James A. Musick Facility shall be through the Main Gate and will be strictly controlled and monitored by an armed Sheriff's Special Officer or an armed Deputy Sheriff. The electronically-controlled Main Gate should remain in the closed position at all times. The electronically-controlled Main Gate should only be opened to allow authorized vehicles and/or pedestrians to enter or to leave the facility. All vehicles arriving at the Main Gate will be stopped by the Main Gate SSO/Deputy who will identify the driver and passengers to determine the purpose of entry. Only individuals meeting policy guidelines will be allowed to enter.

6003.2 - Main Gate Arms

The Main Gate arms shall remain in the down position except when raised to allow entry or exit of an authorized vehicle.

6003.3 - Main Gate Logs

a) All civilians, county employees, and Sheriff's Department personnel (not assigned to JAMF), will be logged in/out when entering the facility.
   1. All persons allowed entrance to the facility who are driving a motor vehicle, must possess a valid driver's license. The license will be presented to the Main Gate SSO/Deputy prior to admittance onto the facility.
   2. All visitors will be issued visitors' badges.
   3. The Main Gate SSO/Deputy will maintain a log of these individuals, including their names, driver's license numbers (including State of issue), vehicle license numbers, and date and time they enter and exit the facility.
   4. All vehicles and persons allowed into the James A. Musick Facility will be subject to search at any time while on the facility. Full or complete searches of vehicles and persons will not be performed without the prior approval of a Sergeant or the Facility Watch Commander. All searches will be recorded in a Jail Incident Report.
   5. When civilian delivery trucks arrive at the Main Gate, the SSO/Deputy will determine the contact person before permitting them to enter the facility. The Main Gate SSO/Deputy will call that staff member via telephone or radio to arrange meeting the delivery truck. If that staff member cannot meet the driver at his/her destination point, the driver will wait at the gate until a staff member is available.
   6. If the SSO/Deputy has questions about the purpose or reason for entry, he or she should contact an on-duty Sergeant or the Watch Commander for direction and/or approval.

6003.4 - Main Gate Lighting

a) The Main Gate Lighting will be turned on during the hours of darkness and will remain on for the entire period.

6003.5 - Vehicles Exiting the Facility

a) All vehicles exiting the facility will be stopped by the Main Gate SSO/Deputy. The exit gate arm shall remain in the down position except when raised to allow the exit of an authorized vehicle.
   1. The Main Gate SSO/Deputy shall ensure that they properly identify and determine the identity of all individuals they allow to exit the facility.
   2. A visual inspection of the vehicle will be conducted.
   3. The driver and passengers badges will be collected and their identification cards returned.
   4. No vehicles or persons will be physically searched without an on-duty Sergeant or the Facility Watch Commander approval. Each search will be recorded on a Jail Incident Report.
   5. If the SSO/Deputy has questions about a search, he or she should contact an on-duty Sergeant or the Watch Commander for direction and/or approval.

6004 - Emergency Systems and Emergency Equipment Locations

The Fire Detection System is designed to activate an audible alarm and light in the East Compound Front Watch, the North Compound Watch, and the South Compound Watch.

6004.1 - Water Sprinklers location

The sprinkler system will meet all code requirements for activation and volume. The water sprinklers to extinguish or limit fires are located:

a) South Compound
   1. The sprinklers are located in the supply room. They will automatically shut off when the fire has been extinguished.

b) East Compound
    1. The sprinklers are located in the loft area of the supply room ONLY. These sprinklers will NOT shut off automatically. They must be manually turned off, after the fire has been extinguished. The valve is located in the loft area (kitchen supply area).
c) North Compound
    1. Sprinklers in the tents are located in the overhead. They must be turned off manually after the fire is extinguished. The valves are located on the exterior north side near the middle of each tent where the pipe goes through the canvas exterior.
d) Warehouse (Butler Building)
    1. The Butler Building is equipped with a Heat Detection System. The sprinkler system will automatically activate when one or more of the heat sensitive registers are activated. The system will not automatically shut off. An emergency shut off valve is located at the south end of the building, beneath the audible alarm. To shut off the sprinkler system turn the valve to the right until the alarm has silenced. The alarm is located in the south side of the building above the fire riser.

6004.2 - Smoke Alarms

a) Audible smoke alarm sensors are located in the ceiling, dayrooms and living areas of every building on the facility (North, South, West, East, and Administration Building).
    1. When a smoke alarm is activated, the smoke alarms do not automatically call Orange County Fire Authority. The staff member assigned to the Watch will telephone the Orange County Fire Authority at the direction of the Compound Sergeant. Only West Chow Hall and Butler Building notify Orange County Fire Authority via the Security Company dispatch (fire regulations mandate).

6004.3 - Pull Box Alarm Locations

When the alarm pull boxes are activated, the Fire Authority is NOT automatically notified.

a) East and South Compounds
    1. Box #1 – Official visiting area of the East Watch
    2. Box #2 - East Inmate Intake Supply Room
    3. Box #3 – Inside East "D" Barracks next to bunk 128
    4. Box #4 – Inside East "E" Barracks next to bunk 128
    5. Box #5 - South Watch
b) The West Housing Compound is divided into four (4) fire zones. The Fire Enunciator Panel is located in the West Watch. The panel will only provide a visual display of the fire zones. The zones are:
    1. Zone #1 - Operations (Watch/Medical) Building
    2. Zone #2 - Dining Hall
    3. Zone #3 - Barracks "F", "G", "H", and "I"
    4. Zone #4 - Barracks "J", "K", "L", and "M"
c) West Compound
    1. Box #1 - West Watch (Zone #1)
    2. Box #3 - "F" Barracks (Zone #3)
    3. Box #4 - "G" Barracks (Zone #3)
    4. Box #5 - "H" Barracks (Zone #3)

5. Box #6 - "I" Barracks (Zone #3)
6. Box #7 - "J" Barracks (Zone #4)
7. Box #8 - "K" Barracks (Zone #4)
8. Box #9 - "L" Barracks (Zone #4)
9. Box #10 - "M" Barracks (Zone #4)

d) North Compound
   1. The alarm system is activated by the flow of water. ALL the fire bells will ring throughout the compound. The Fire Enunciator Panel will visually display which of the four fire zones has been activated. A Prowler Deputy will immediately be dispatched to the proper fire zone to determine the exact location and scope of the fire. Communications will be maintained via hand held radios.

6004.4 - Emergency Generators

Upon an interruption of electricity from outside sources, a battery powered lighting system will immediately activate throughout the facility (No time delay). There are three generators located on the facility. Below is a list of the generators:

a) [redacted] is diesel operated and supplies electricity to the [redacted] Compounds.
b) [redacted] located behind the [redacted] and supplies [redacted] Compound lights.
c) [redacted] diesel generator is located between the [redacted] It supplies electricity to the West Chow Hall only.

6004.5 - ABC Fire Extinguishers

a) South Compound
   1. There are three (3) ABC extinguishers located in the watch area, next to the front door.
b) East Compound
   1. Kitchen area:
      i. Three ABC fire extinguishers. One inside the Chief Cook's office. One ABC fire extinguisher is in the kitchen area. One ABC fire extinguisher is in the storage area. One 'K" tank is located just outside the chief cook's office door.
   2. Official Visiting Area:
      i. One ABC fire extinguisher and a pre-connected 1 1/2" fire hose located on the east wall.
   3. Laundry Room:
      i. Two ABC fire extinguishers, one inside next to the front main entrance door. The other one is located just outside the staff office door.
   4. "D" Barracks:
      i. One ABC fire extinguisher and a pre-connected 1 1/2" fire hose located on the east wall.
   5. "E" Barracks:
      i. One ABC fire extinguisher and a pre-connected 1 1/2" fire hose located on the east wall.
c) West Compound
   1. There are 17 ABC fire extinguishers located on the exterior West Watch wall. There is also one ABC fire extinguisher located inside the West Watch area.

d) North Compound
    1. There are six ABC fire extinguishers located on the rear exterior Watch wall. There is also one ABC fire extinguisher located inside the North Watch.
e) General Locations on the Facility
    1. Farm Office:
        i. Two ABC fire extinguishers located inside the Farm Office.
    2. Welding Shop:
        i. There are six ABC fire extinguishers located inside the Welding Shop and the classroom area.
    3. Butler Building:
        i. Severn ABC fire extinguishers located inside the building.
    4. Farm Storage/Tool Room:
        i. One ABC fire extinguisher located outside the front door.
    5. Small Engine Shop:
        i. Two ABC fire extinguishers, one located outside the front door and the other located inside the front door.
    6. Hay Barn:
        i. One ABC fire extinguisher located on the exterior center post.
f) DO NOT use water on grease or electrical fires. For this type of fire use ONLY the ABC fire extinguishers. If it is necessary to use the pre-connected 1 1/2" fire hose it must be removed from the storage racks and COMPLETELY STRAIGHTENED OUT PRIOR TO TURNING ON THE WATER.

6004.6 - Scott Air Pack Locations

a) Two Scott Air Pak on the East Compound (Rear Watch)
b) Two Scott Air Pak on the South Compound
c) Two Scott Air Pak on the North Compound (Watch)
d) Six Scott Air Pak on the West Compound
e) Two Scott Air Pak on the Laundry

6004.7 - Fire Drills

Refer to CCOM Section 2602.4 – General Information

6005 – Community Work Program

(For information on Community Work Program Procedures refer to CCOM Section 1204.)

Policy 7000 - Theo Lacy Facility

7000 - Housing Operations

7000.1 - Staffing/Responsibilities

a) Facility Overview
   1. The Theo Lacy Facility will provide minimum, medium and maximum security housing for Inmates in ten Modules and seven Barracks. The security and safety of each housing unit is coordinated by a manned Guard Station. All movement occurring outside of housing is coordinated and monitored by 5 additional Guard Stations; Main Control, First Floor, Visiting, Receiving/Release, and Lobby Guard Stations.
      i. F, G, and H Barracks house lower level general population inmates.

b) Assigned Staff
   1. All housing guard stations will be staffed minimally by a Guard Station Deputy, SSO or CSA. The Guard Station will be staffed 24 hours a day, 7 days a week. The Guard Station staff position is a fixed post. The assigned staff may only leave when properly relieved. The guard station may only be left unattended at the direction of a Sergeant or above.
   2. Assigned Prowler Deputies will assist the guard station staff.

c) Guard Station Security
   1. Guard stations, module offices and guard corridors are secured areas. Inmates will not be allowed access to these areas, except while under direct supervision of staff for cleaning purposes. All doors shall remain locked, not propped open.
      i. Under immediate direction and with prior approval of the guard station deputy, a CST will oversee the cleaning of the Guard Station by no more than one inmate worker.
      ii. The inmate cleaning the guard station will not be permitted to loiter in the area or have access to any documents or security equipment.

d) Disciplinary Housing Cells
   1. Guard station staff and the assigned prowler deputies are responsible for the inmates assigned to Disciplinary Housing cells in their respective areas:
      i. Module I Guard Station Staff - Module I Disciplinary Housing
      ii. Module K Guard Station Staff - Module K Disciplinary Housing
      iii. Module N Guard Station Staff - Module N Disciplinary Housing

7000.2 - Documentation

a) Guard Station Twenty-Four Hour Log
   1. All Guard Station and Module staff members will maintain a 24-hour daily log. The Information on the log will include but is not limited to:
      i. Name of the staff for each shift
      ii. Date and shift times
      iii. Equipment (radio, key, Taser) issued to staff
      iv. Time, number, and status of counts
      v. Incidents, title and report numbers
      vi. Safety check times and observations.
      vii. Other information pertinent to the shift or as directed by the supervisor

2. The 24-hour logs will be generated by the Guard Station staff and begin at 0000 hours. Logs will be retained per CCOM or County Retention Policy.
3. Guard Station log items will be documented in chronological order as they occur. Log items will NOT be documented prior to their occurrence.
4. All late log entries will be documented on the log as "LATE ENTRY" and the reason for the late entry.

b) Safety Check Log
1. All Guard Stations responsible for securing inmates in a cell or dormitory will maintain a Safety Check Log. The Safety Check log will be generated by Guard Station staff and begin at 0000 hours. Logs will be retained. CCOM or County Retention Policy. Staff will conduct and document safety checks in accordance with CCOM 1716-Safety Checks.

7000.4 - Receiving Inmates

a) The guard station staff will review the inmate's module card to ensure the inmate has arrived at the assigned housing unit. If the inmate cannot be housed as assigned by classification (i.e., no open bunk), Classification will be notified.
b) The cell and bunk assignment from the mod card will be noted and entered into the Guard Station Log Book and on the 24-hour log in the Guard Station Computer.
c) The Guard Station Deputy or SSO will ensure that the inmate has received the following items from the Clothing/Property Room: Reference CCOM Section 1201.16 – Inmate Identification Cards and Clothing.
d) The inmate will be issued his mattress from the storage room.
e) The inmate will be informed of where the jail rules are posted.
f) Hygiene items for inmates are available from Commissary three times per week. Indigent inmates may order a welfare pack containing basic hygiene items.
g) The Prowler Deputy will direct the inmate to the assigned bunk after having conducted a search of the inmate and his personal effects.

7000.5 - Court Preparation

a) The Guard Station Deputy or CSA will generate the court roster for their assigned housing location through SDS.
b) The Guard Station Deputy, CSA or SSO will examine the roster to determine if all listed inmates are actually housed in the Barracks or Module.
c) Listed inmates not in the Barracks or Module must be located. The court information must then be relayed to the inmate's actual location in order to have the inmate prepared to make the court appearance on time.
d) The Guard Station Deputy, CSA or SSO will then prepare the correct number of colored flags to be placed on the mod cards of the inmates as they leave for court.
e) Inmates going to court must be dressed in full jail issue clothing. The Guard Station Prowler/Escort will ensure that inmates are properly searched and dressed prior to leaving the barracks.
f) Inmates going to court will not take books, combs, commissary items, etc. without a court order. Inmates may take court papers that pertain to their case or other documents requested by the court (e.g. classroom certificates to show completion of courses ordered by the judge) and authorized self-carry medications with approved documentation.

g) Inmates claiming to be due for a court appearance, who are not on the list, will require the deputies to check with Inmate Records. They will request a thorough check of the inmate's file in order to prevent a missed court appearance which could jeopardize prosecution and subject the County to liability.
h) Inmates requiring segregation will not be placed with other inmates at any time. Staging inmates for court may require the use of the dayrooms and coordination with the Court Deputy in preparation to transport inmates to court safely.

7000.6 – Counts

a) For additional information, reference CCOM Policy Section 1719 – Inmate Counts.

7000.7 - Inmate Meals

a) For more information about inmate meals, reference CCOM Policy Section 1604.1 (f) – Inmate Rights.
b) Generally, inmates housed in the barracks will eat in the chow hall and inmates housed in the modules will eat their meals in their assigned cell. Inmates housed in the barracks are generally fed sack lunches at their housing location.
c) The Mod 1 Sergeant or Deputy running the "Crow's Nest" will relay meal schedules to the Barracks Deputies. The staff member will determine the serving sequence schedule for each meal and each housing unit. When possible, the schedule will change frequently in order to prevent inmate complaints of partiality and to impede the inmate's ability to predict the times of potential security breaches.
d) When movement and security permit, the Mod 1 Sergeant or Deputy running the [redacted] will notify the designated Barracks to send their next group of inmates.
e) In-Cell Feeding
    1. Unless otherwise specified, all inmates assigned to Modules will eat in their cells.
    2. Module housed inmates will either pick up their food trays at the sector door by group, or will have their food trays passed to them through their cell door hatch.
f) The Module CST or deputy will bring the loaded food carts to the beach area and plug the electric cord into the receptacles in order to retain the correct food temperature.
g) The Module Prowler and CST, accompanied by the inmate worker crew, will place a cart near each sector door, three sectors at a time (High or Low side). All other loaded food carts will remain connected to the electrical outlets. Staff members will open the door pass through, instruct the inmates to stand by the sector door and prepare to distribute the meal trays to the inmates.
h) Each set of inmate trays will contain a complete meal.
i) The Module Deputy, Prowler and CST will ensure that no food is stored by the inmates. Unconsumed food and drink must be returned to the kitchen or thrown away.
j) Food and drink spills will be cleaned by the inmate at the end of the meal. The Module CST will provide equipment for the clean-up.
k) The Module CST will go back to the first inmates that were served and begin collecting trays and utensils. Every tray and utensil will be returned to the CST for return to the kitchen.
l) The Module Prowler and CST will feed the inmates in the Disciplinary Housing cells assigned to their modules. Inmates in the Disciplinary Housing will be afforded the same meal as all other inmates.

m) The Module CST or Prowler Deputy will collect the used trays and utensils. The CST or Deputy will return the carts to the kitchen for cleaning.

7000.8 - Inmate Movement

a) Any inmate movement other than mass movement or by escort requires the inmate to have a properly completed movement pass. The pass must be filled out by a Theo Lacy staff member with the following information.
   1. Destination
   2. Date and time of departure
   3. Inmate name
   4. Inmate booking number
   5. Issuing staff member's signature

b) Passes may be generated from any location within the facility. All passes will be handled in an expedient manner.

c) Whenever a movement pass is generated, a log of the movement will be annotated to keep track of the total count for each housing unit generating the pass. Additionally, Programs staff will provide each housing location with pre-generated passes and a roster for the Programs Classes (Parenting, ESL etc.) available to preselected inmates each day.
   1. At no time will inmates be utilized to fill out or deliver movement passes. It will be the responsibility of each Prowler Deputy to confirm the identity of every inmate who receives a pass. If Prowlers are not available, the Ten South Deputy or Programs Deputy will be used to issue the passes. The Programs roster will be maintained in each housing guard station with an accurate and updated list of inmates who have been sent to the Programs building. Staff members will confirm the recovery of every pass issued to inmates against the original Programs roster.
   2. Blank inmate movement passes must be kept in a location inaccessible to inmates.

d) Anytime a pass is received and the inmate is not present, the Deputy or SSO who notices the discrepancy shall search SDS to find the current housing location of the inmate. The Barracks or Module will be contacted to confirm the movement. A new pass will be generated, and the inmate will be sent back once their intended appointment is complete.

e) Any discrepancies regarding housing will require immediate notification to the Classification Team.

f) During mass movement to recreation, program classes or chapel services, the Deputy working said position will notify the Barracks to which movement is requested.

g) It is the policy of the Theo Lacy Facility to place flags on module cards anytime inmates are out of their housing area. Exception to this rule is occasions where inmates are involved in a mass movement (large group of inmates going to a common destination, i.e.; Chow Hall, Recreation Field (Green Sector), Chapel or Inmate Programs).

h) All other inmate absences from assigned housing units will be indicated by colored flags as follows:
   1. Yellow: [redacted]
   2. Green: [redacted]
   3. Pink: [redacted]

i) Mass movement anywhere shall always be monitored by Prowler Deputies. [redacted] A Prowler Deputy will escort any inmate who is leaving a

housing location during night time hours from the inner compound to their destination and back. Inmates will be recounted when they return.

j) Anytime a staff member escorts any number of inmates, an accurate headcount of all inmates shall be made before, during and upon completion of the escort. The staff member SHALL maintain direct visual contact at all times during the escort. If the staff member must engage in a task during the escort that will interrupt their direct visual supervision of the inmate(s) (e.g., unlocking doors, retrieving documents, etc.), an additional staff member must be present to maintain direct visual supervision until all inmates are secured and accounted for.

7000.9 - Recreation

a) Dayrooms
   1. For additional information, reference CCOM Policy Section 2006(b) – Dayrooms.

b) Outdoor Recreation
   1. For Barracks inmates, Outdoor recreation will take place on the recreation field and adjoining area. The Correctional Programs Supervisor will schedule outdoor recreation periods. Each inmate must be allowed to have access to the outdoor recreation area a minimum of three (3) hours per week.
   2. For Module inmates, Outdoor Recreation will take place in the designated Outdoor Recreation facility inside each respective Module.
   3. At the scheduled times, the Guard Station Deputy or SSO will announce scheduled recreation to inmates over the P.A. system. The schedule will rotate giving inmates a variety of times in which to recreate. Only compatible inmates will be allowed into the recreation area together.
   4. Prowler Deputies will direct movement of inmates to and from the recreation area with coordination through each respective Guard Station.

7000.10 - Visiting

a) Each inmate may have one public visit per visiting day and be afforded a minimum of one hour per week. Each public visiting period will last a minimum of thirty (30) minutes and whenever possible be extended to sixty (60) minutes.

b) Official and public visits will take place in the regular visiting and attorney area. Visit approval will originate at the Lobby Guard Station.

c) The Lobby Deputy or SSO will enter the visitor's name into the computer. This will send the visiting pass notice to the respective Guard Station printer. The Barracks Guard station Deputy, CSA or SSO will give the pass to the inmate and instruct him to give it to the Visiting Guard Station SSO. The inmate will be instructed to return the pass to the Barracks Guard Station when he returns from his visit. The Module Deputy will simply call the inmate out of their cell and direct them to the predetermined visiting booth within each Module.

d) The Guard Station Deputy, CSA or SSO will utilize the public address system to advise the inmate(s) of the visit. Inmates will be instructed to be dressed in full jail issue.

e) Inmates will not be required to participate in visits and may refuse any public or official visit.

f) Booth assignments are made by the Visiting Guard Station. Every effort will be made to ensure incompatible inmates are not allowed to visit at the same time.

g) Official visits do not have time limits. Attorneys, law enforcement, clergy, psychologists, doctors, legal runners and others as approved by the Facility Commander will be assigned to booths on a first come, first served basis.

h) Official or public visitors for barracks inmates may have documents signed by the inmate at the visiting area. Visiting Guard Station staff will pass through and relay documents to and from the inmate/visitor.
i) Official or public visitors for Module inmates may have documents signed by the inmate via the designated document pass booth, typically booth 9 in most Modules.
j) A movement log will be maintained by the Guard Station Deputy, CSA or SSO to account for the inmates that are out of the barracks. The log will contain the following information:
    1. Time out
    2. Bunk Location (number)
    3. Time in
k) The F Barracks deputy or CSA will contact the work site inmate supervisor (e.g. kitchen) and tell him that one of his inmates has a visit. The work site supervisor will send the inmate worker to visiting. Visiting Staff will return the inmate to the work site at the conclusion of the visit. The F Barracks deputy or CSA will be responsible for ensuring the inmate returns to his work site after the visit.
l) The Visiting Staff will advise all inmates leaving visiting to report back to their respective Guard Station Deputy, CSA or SSO, with their movement pass, prior to returning to their bunks. Visiting staff, using the Movement Log, will note all inmates directed back to housing. All inmates who after being told by visiting staff to check back in with the Guard Station Deputy, CSA or SSO, fail to do so will be subject to disciplinary action.
m) This procedure applies to both official and regular visiting.

7000.11 - Religious Service Procedures

It is the policy of the Orange County Sheriff's Department (OCSD) to respect inmates' religious rights and provide the inmates with appropriate access to Religious Services to serve their religious needs in a way that is consistent with maximizing safety and security of the Orange County Jail facilities.

a) When circumstances arise that require the cancellation of scheduled religious services or a delay of more than 15 minutes, the Watch Commander must provide e-mail notification to the facility Division Commander, Inmate Programs Director, Custody Operations Area Commander and the Custody Operations Assistant Sheriff.
    1. Preparing for Services
        i. The Barracks or Module Guard Station Deputy, CSA or SSO will notify inmates when religious programs are scheduled.
        ii. At the times scheduled for chapel service a Deputy will meet the approved visiting church group at the sally port next to Main Control and escort them to the chapel.
            A. Each group may consist of no more than (7) persons.
            B. Each person must sign in and wear a visitor's badge.
            C. Each person will complete, read and sign a "Security Clearance Agreement" (form J-03 8) which includes the prohibition for giving any materials to any inmate.
            D. Items such as instrument cases, boxes or large bags, will be checked for contraband items. Instruments will be removed from the cases and the cases will be left in the hallway outside Main Control.

iii. The Barracks or Module Guard Station Deputy, CSA or SSO will make an announcement over their P.A. system for those inmates wishing to attend and to get dressed in full jail issue. The number of inmates sent to the chapel will be counted both when departing and returning.

iv. The Housing Sergeant will determine the number of inmates that may be sent from each housing unit.

v. The Modules will only allow a maximum of 8 inmates to attend services at any one time. The number of inmates may be less depending on the security level(s) of the inmates requesting to attend.

7000.12 - Inmate Releases

a) Unless otherwise directed, all inmates being released, regardless of classification level, shall be released from the Theo Lacy Facility.

b) Notification of inmates scheduled for release will be made on Pre-Release Notice, received from Inmate Records on Shift I.

c) The Guard Station Deputy, CSA or SSO will instruct the inmate to bring all personal and jail issue items, including the mattress, to the Guard Station. Bunk/Cell areas are to be left in clean condition.

d) A Prowler Deputy will verify the inmate's identity by checking the release information with the Module Card and by questioning the inmate if necessary.

e) Each item of jail property, including jail clothing, towel, sheets and blanket will be checked for quantity and condition by the Deputy before being carried to the Clothing Property Room by the inmate.

f) The Guard Station Deputy will mark the release information in large letters on the front of the mod card.
   1. Black letters = Straight release date, initials
   2. Red letters = In custody release Agency released to, Date, initials.
   3. Green letters = Branch Jail Transfer or IRC (RTIRC), Date, initials.

g) The inmate will be escorted to the Release/Receiving Guard Station by a deputy.

h) The Guard Station Deputy or CSA will make an entry into the Inmate Movement log in the appropriate color: inmate's name, booking number, barrack and bunk number, release reason, i.e. straight, in-custody, date and time.

i) The Deputy or CST will direct the released inmate to wipe down his mattress and bunk with the appropriate cleaner. The mattress will be placed in the appropriate storage room.

j) The Prowler Deputy will search the bunk area for any items left by the inmate. Jail property will be returned to the appropriate storage area. Non-valuable personal items will be disposed of in the trash locker. Items of value will be taken to the Property Room to be given to the inmate. If the inmate has already been released, the Module Prowler Deputy will write a Found Property report.

7002 - Receiving/Release Guard Station

a) A Deputy, with the proper keys, must remain in the Processing area whenever inmate(s) are present.

7002.1 - Medical Screening

All inmates assigned to the facility will be medically screened by medical staff for health problems. Inmates who are medically unfit will be reassigned to a more suitable county jail facility.

a) Pre-Trial Inmate Medical Screening
    1. All pretrial inmates assigned to the Theo Lacy Facility will have been transferred from the Central Jail or the Intake Release Center.
    2. Pre-booking medical screening of every inmate will be conducted at the Central Jail or IRC Facility during the admission process.
    3. Pretrial inmates with certain medical conditions will not be assigned to the Theo Lacy Facility.
        i. Generally, inmates with serious medical problems requiring more involved medical attention will remain at the Central Jail.
    4. When receiving/transferring pre-trial inmates at the facility, the medical history form and triage papers will accompany the inmate.
        i. The nurse on duty will review the inmate's medical history form to become aware of any listed conditions.
        ii. When in the judgment of the nurse, any inmate is unfit for assignment at the Theo Lacy Facility, due to medical or mental problems, he will be removed from the facility.
            A. The inmate may be returned to the Central Jail or IRC.
            B. The inmate may be sent to the jail ward at Anaheim Global Medical Center.
        iii. When the medical history form does not accompany the inmate, the deputy will notify the Mod One Sergeant and call the IRC screening deputy and arrange for immediate transfer of the forms.
        iv. The medical history forms will be retained by the medical staff in their office at the facility.
    5. Pre-trial inmates will use the pink color inmate message slip to request subsequent routine medical attention.
    6. Deputies and nurses will maintain a constant vigilance over the inmates in order to observe any unreported medical or psychiatric problems from time of arrival to release.

b) Sentenced Inmate Medical Screening
    1. Most sentenced inmates assigned to the Theo Lacy Facility will have been transferred from the Central Jail or the Intake Release Center.
    2. Pre-booking medical screening of most inmates will have been conducted at the Central Jail Complex during the admission process.
        i. Males with stayed jail sentences may pre-book at Theo Lacy prior to surrendering on the day and time ordered by the court. If an inmate has medical conditions that prohibit them from later being housed at Theo Lacy, the medical staff will notify Classification immediately.
    3. Sentenced inmates with certain medical conditions will not be assigned to the Theo Lacy Facility. Medical qualifications will be determined by the medical staff.
        i. Generally, inmates with medical problems that would interfere with their ability to function in barracks type housing will not be assigned to the facility.
    4. The jail physician and medical staff will perform a worker's medical exam on sentenced inmates prior to their transfer to Theo Lacy Facility.

i. General work status will enable the inmate to work at any inmate work assignment except the kitchen. If an inmate is cleared to work in the kitchen or serve in-cell meals the medical staff will mark his chart OKKP.
ii. Light work status will be accompanied by written restrictions. Light duty excludes kitchen duty.
iii. Limited compound status will restrict the inmate's work activity to those jobs on the facility premises in the light duty category.
iv. No work status will prohibit the inmate from being assigned to a work program.

5. Sentenced inmates will use the pink color inmate medical message for requesting subsequent medical attention.
6. Deputies, nurses and work crew supervisors will remain constantly alert to any unreported medical or psychiatric problems from the time of arrival to the release of all inmates.

c) Weekender Inmate Medical Screening
1. All weekender inmates will be medically screened in the booking area by the facility nurse to determine if they are medically suitable for the facility (pre-booking or regular booking).
2. Weekenders not deemed medically suitable may be transferred to the Central Jail, IRC or appropriate medical facility to serve their weekends.

7002.2 - Processing Stay/Weekender Inmates

a) A commitment list will be generated by Inmate Records each day listing the names of the stays/weekenders due in.
1. The list will be retained at the Lobby desk.
2. The list will contain only the inmates' names.

b) Records will supply a partially complete pre-booking form for each inmate whose name appears on the list. The pre-booking form will be attached to the list.

7002.3 - Pre-Booking Procedures

a) Each male person sentenced to weekends or straight time in the jail will be notified by the court of the pre-booking process.
b) Stays/Weekenders may be pre-booked by the Booking/Release Deputy 24 hours a day.
c) The Lobby Staff will notify the Booking/Release Deputy of any commitments that need to be processed.
1. The inmate's commitment papers will be reviewed to determine if he must pay for his custody. Payment is made at the time of booking by cash or check to the Cashier. Checks are to be made payable to the County of Orange.

d) The Booking/Release Deputy will receive identification and verify the inmate's copy of the court papers. Pre-booking is only done for commitments due in that week. Others must return during the week in which they begin their first weekend.
e) If the subject's name is not on the list the Booking/Release Deputy will call the Commitment Clerk to verify we have received the court papers.
f) When the commitment papers are in order, the booking process will begin.
1. Prior to entering the Receiving area, the inmate will do the following:
i. Anytime inmates returning from court and/or inmates being transferred to this Facility arrive, all new bookings will be removed from the Receiving sally port to the walkway leading from the Lobby to the Receiving Guard Station sally port until such

time as the court inmates and/or transferring inmates have been placed into holding cells.

g) The Booking/Release Deputy will enter the booking information into the automated jail system computer located in the Receiving Guard Station and the inmate will be issued a booking number.
   1. It is then the Booking/Release Deputy's responsibility to deliver the property receipt to the Booking Prowler.

h) The inmate will be allowed into the Receiving area, where he will be searched for weapons and contraband.
   1. Contraband located during the search will be handled as criminal evidence if appropriate or as unacceptable items for storage. The Mod One Sergeant will be notified of located contraband. The Sergeant will direct the handling of the item(s).
   2. Items unacceptable for storage at this facility include, but are not limited to, perishables, explosives, incendiaries, weapons and contraband.

i) Prior to an inmate being physically booked, he will be medically screened. If an inmate is not deemed medically suitable for Theo Lacy, the medical staff will notify Classification and the inmate will be transferred to the IRC or appropriate medical facility.

j) The inmate will proceed to the Photo-imaging computer, where his photograph and right thumbprint will be taken. The photograph is automatically printed on the module card and tracking form as well as being stored in the computer.
   1. The Booking Prowler will utilize Holding Cells deemed appropriate in order to meet the needs of the facility.
   2. In the event the photo-imaging computer is inoperable, the inmate will be re-photographed upon the next return to the Facility using the Photo-imaging computer.
      i. This procedure will only be followed if the inmate would be required to wait more than one (1) hour for the repair of the Photo-imaging camera and only upon approval of the Mod One Sergeant.
   3. The inmate will be fingerprinted on the Live scan Machine.
   4. The following circumstances will necessitate taking inked prints:
      i. Out of service machines.
      ii. The operations sergeant is to be notified immediately. He will determine the need for a repair technician and call if necessary.
   5. Palm prints
      i. Normal fingerprints will be taken on the Live Scan.
      ii. Palm prints will be done with ink and sent to Support Services/Logging along with the logging copy of the booking slip.
      iii. Inmate’s name and booking number must be printed onto the palm card.
   6. Booking Record/Advisement
      i. Inked flat prints will be put on the booking Record/Advisement form during the booking process for positive ID upon the inmate’s release.
      ii. The inmate will be asked to sign the form; if he refuses, a memo will be sent to the mailroom CST indicating the inmate has not authorized mail inspection. A copy of the memo will be placed into the inmate’s file.
   7. Reprints

i. In the event an inmate needs to be reprinted, personnel in Cal ID will notify the Theo Lacy Operations Sergeant.
ii. Steps to have an inmate reprinted will be taken immediately.
iii. Amputees/Scarred
A. Wording such as AMPUTATED/SCARRED is not to be used on the Live Scan card if there is any print detail available.

8. The inmate will be directed to the CWP Deputy for screening and, if eligible, assignment to the Community Work Program.
9. The inmate will be interviewed and if accepted by the Community Work Program Deputy, his mod card will remain with the CWP Deputy.
    i. If the inmate qualifies for the program, he will be placed in a Booking Loop Holding Cell pending release from the facility.
    ii. If the inmate is assigned to the Community Work Program, he will not return to the facility after he has completed the booking process.
    iii. The CWP Deputy/SSO will distribute the fingerprint cards, pre-booking records, court papers, photos and mod card to Theo Lacy Inmate Records.
10. The Booking/Release Deputy will notify the Commitment Clerk of the pre-booking.
11. When the inmate has completed the booking process he will be escorted to a member of the Classification team to be classified and screened. If the inmate does not medically qualify for housing at Theo Lacy or Classification determines the inmate is to be housed at the Central Jail Complex, the Classification Deputy will complete form J-041. The original will be given to records and a copy will be given to the inmate prior to being released.
12. The inmate will be released via the release corridor and out through the Lobby.
13. Pre-bookers with outstanding warrants will be booked to the warrant.
    i. If the warrant is citable, follow the Cite and Release procedure for that case.
14. A hold will be placed on any weekender with an out-of-county non-citable warrant.

7002.4 - Friday Evening Processing

a) The majority of weekenders and persons granted a temporary stay of their sentence are processed into our system on Friday evenings. Their identity will be confirmed by the Lobby Staff and their name will be checked against the commitment list.
b) Benches are provided in the Lobby as well as the Receiving sally port. A seat will be provided for each inmate throughout the process.
c) Movement from the Lobby to Receiving should be coordinated so as not to exceed the capacity of the sally port.
d) The Processing holding cells are only to be used for inmates that have been entered into the SDS computer and have been issued a booking number. This will require the Booking/Release Deputy to update the housing location of all returning weekenders and returning stays to that of intake status, TL-IN. This shall be completed prior to allowing the inmate into the processing area.
    1. Each holding cell has a rated capacity. This must not be exceeded under any circumstances.
e) Processing will be continuous. Inmates will not be separated and held in groups by booking status or otherwise delayed other than to prevent the overcrowding of the Receiving sally port. All new or transferred bookings will receive a housing assignment and bunk within 24 hours.
f) Processing Weekenders or Stays with Assistive Devices (Wheelchair, Cane, Walker, Crutches)

1. Whenever someone requiring an assistive device checks himself in to begin the booking process at Theo Lacy, the Lobby staff will immediately contact the receiving guard station in order to expedite the booking process for that person. Staff will escort the person to the receiving sally port where the booking process will begin.
2. The Receiving Guard Station Deputy will contact the First Floor Sergeant and Medical staff.
3. The First Floor Sergeant will assign a deputy to expedite the booking process and ensure accommodations are made in accordance with CCOM 1606 – Inmates with Disabilities. The First Floor Sergeant will enter the following information into the Corrections Sergeant Log under the drop down menu item "ADA Booking Process" and enter the following information:
    i. The date and time the person enters the receiving area.
    ii. The name of the designated deputy responsible for escorting the inmate through the process.
4. As soon as the booking process is completed, the inmate will be escorted directly to the appropriate housing location.

7002.5 - New Bookings

a) The booking process will be followed after the inmate is searched for weapons and contraband.
b) Prior to entering the Receiving area, the inmate will do the following:
    1. Anytime inmates returning from court and/or inmates being transferred to this Facility arrive, all new bookings will be removed from the Receiving sally port to the walkway leading from the Lobby to the Receiving Guard Station sally port until such time as the court inmates and/or transferring inmates have been placed into holding cells.
c) Theo Lacy facility will not house or accept inmates under the age of 18.
d) When it is determined an inmate currently in custody is a juvenile, the Mod One Sergeant and the Shift Commander will be notified.
e) Pre-trial juvenile inmates will be returned directly to the arresting agency.
f) If the juvenile is a self-booking or sentenced inmate, he will be returned to the court of jurisdiction for disposition.
    1. The juvenile will be kept separate from adult inmates. The juvenile will have an escort any time it is necessary to move him while at the facility.
    2. The Shift Commander will contact the Intake Release Center Watch Commander and advise him of the juvenile.
    3. The inmate will be transported to the Intake Release Center via Sheriff's Transportation.
    4. A jail incident report will be written.
    5. The report will include all available information that led to the discovery of the juvenile, any information regarding steps taken to protect the juvenile and any contacts made with parents, guardians or probation officers.
    6. A copy of the Jail Incident report must accompany the juvenile to the Intake Release Center.
g) The Booking/Release Deputy will enter the booking information into the automated jail system computer located in the Receiving Guard Station and the inmate will be issued a booking number.
    1. It is then his responsibility to deliver the property receipt to the Booking Prowler.
h) The inmate will be allowed into the Receiving area, where he will be searched for weapons and contraband.

1. Contraband located during the search will be handled as criminal evidence if appropriate or as unacceptable items for storage. The Operations Sergeant will be notified of located contraband. The Sergeant will direct the handling of the item(s).
2. Items unacceptable for storage at this facility include, but are not limited to, perishables, explosives, incendiaries, weapons and contraband.

i) Prior to an inmate being physically booked, he will be medically screened. Inmates not deemed medically suitable for Theo Lacy will be transferred to the IRC or appropriate medical facility.

j) The inmate will proceed to the Photo-imaging computer, where his photograph and right thumbprint will be taken. The photograph is automatically printed on the module card and tracking form as well as being stored in the computer.

k) The inmate will be directed to the CWP Deputy for screening and, if eligible, assignment to the Community Work Program.

l) The inmate will be interviewed and if accepted by the Community Work Program Deputy, his mod card will remain with the CWP Deputy.
   1. If the inmate qualifies for the program, he will be placed in a Holding Cell pending release from the facility.
   2. If the inmate is assigned to the Community Work Program, he will not return to the facility after he has completed the booking process.
   3. The CWP Deputy/SSO will distribute the fingerprint cards, pre-booking record, court papers, photos and mod card to Theo Lacy Inmate Records.

m) After having the inmate medically screened and photographed the Booking Prowler will remove the inmate from the holding cell for property inventory. All personal property will be itemized and logged on a property receipt. One copy of the receipt will be given to the inmate, one to Inmate Records to be placed in the inmates file and one will be placed in a clear plastic bag along with the property.

n) The property bag will be stored in Inmate Records by sliding it under the window. The Booking/Release/Property CST will remove the property from Inmate Records a minimum of three times per shift and deliver it to the Property room for safekeeping. Property will be filed by the last three (3) digits of the booking number.

o) Money will be counted in the presence of the inmate, placed in a paper money envelope, sealed and identified by writing the inmates name, booking number and amount of money on the envelope. The amount of money will be recorded on the property receipt and on the Cash Verification Log maintained in the Booking Loop.
   1. When the amount of money is in dispute or is in excess of $500.00, the money will be counted and verified by the Mod One Sergeant. The Sergeant will initial the correct amount on the Cash Verification Record form J-003A.

p) The money envelopes will be placed in the locked money box kept in Processing. At least one time per shift, the Mod One Sergeant will take the box to the Cashier for accounting under the inmates name in the computer.

q) The inmate will be directed to the Classification Deputy for screening.

r) The Classification Deputy will assign the inmate a housing location using the automated jail system.

s) The inmate will be escorted to the clothing room by the Booking Prowler.

t) At the clothing room, the inmate will change into jail issue clothing.

1. Prior to placing the inmate's personal clothes in the storage bag, a complete inventory will be done. Each item of clothing will be described as to brand name, color, size and condition on the Clothing and Bulk Property Inventory Form. The form will be signed and dated by both the inmate and person inventorying the clothing.
2. The clothing card will indicate the inmate is wearing his own shoes by writing "retained" next to the description of the shoes.
3. The shower is only to be used in extreme cases when an inmate is deemed offensively dirty. All other inmates may shower when they arrive at their housing location.
4. At no time will inmate workers be allowed inside the clothing room without the direct supervision of staff.
5. Inmates will receive two sheets, a blanket and towel at the Clothing/Property Room.

u) Inmates are then placed in Housing Hold #18 by the Booking Prowler. They will be escorted with their mod cards to their barracks by the Prowler Deputy assigned to the corresponding housing location.

v) Weekenders will be advised of the following:
1. They are instructed that they will not be allowed to make purchases from Commissary.
2. They are not permitted visits.
3. They are permitted access to the facility grounds and telephones.

7002.6 - Inmates Not Accepted for Commitment

a) Anytime an inmate is not accepted for booking on a court commitment, Form J-029, "Defendant Not Accepted for Commitment" must be filled out.
1. Those areas on the Form J-029 pertaining to the refused commitment will be completed legibly and in their entirety.
2. The staff member filling out the form will sign legibly in the space provided and include their badge number.

7002.7 - Returning Stays and Returning Weekenders

a) Returning weekenders are inmates sentenced to two or more consecutive weekend commitments. Once confirmed with the commitment list that the inmate is due in, the inmate will be sent to the Receiving Guard Station.

b) Returning stays are inmates who have pre-booked and are returning to the Facility to begin their sentence. Once confirmed by the commitment list that the inmate is due in, the inmate will be sent to the Receiving Guard Station.

c) Processing will be continuous. Inmates will not be separated and held in groups by booking status or otherwise delayed other than to prevent the overcrowding of the Receiving sally port.
1. When a returning weekender or returning stay enters the Receiving Guard Station sally port, the Booking/Release Deputy will identify the inmate and notify Records to pull his mod card.
2. Records will forward the mod card to the Booking/Release Prowler Deputy.
3. Once the inmate's housing status has been updated by the Booking/Release Deputy to in-booking, TL-IN, the inmate will be allowed to enter the processing area.

d) The inmate will be allowed into the Receiving area, where he will be searched for weapons and contraband.

1. Contraband located during the search will be handled as criminal evidence if appropriate or as unacceptable items for storage. The Mod One Sergeant will be notified of located contraband. The Sergeant will direct the handling of the item(s).

e) Items unacceptable for storage at this facility include, but are not limited to, perishables, explosives, incendiaries, weapons and contraband.

f) The inmate will be medically screened. Inmates not deemed medically suitable for Theo Lacy will be transferred to the IRC or appropriate medical facility.

g) After having the inmate medically screened the Booking Prowler will remove and inventory the inmate's personal property. All personal property will be itemized and logged on a property receipt. One copy of the receipt will be given to the inmate, one to Inmate Records to be placed in the inmates file and one will be placed in a clear plastic bag along with the property.

h) The property bag will be stored in Inmate Records by sliding it under the window. The Booking/Release/Property CST will remove the property from Inmate Records a minimum of three times per shift and deliver it to the Property room for safekeeping. Property will be filed by the last three (3) digits of the booking number.

i) Money will be counted in the presence of the inmate, placed in a paper money envelope, sealed and identified by writing the inmates name, booking number and amount of money on the envelope. The amount of money will be recorded on the property receipt.
   1. When the amount of money is in dispute or is in excess of $500.00, the money will be counted and verified by the Mod One Sergeant. The Sergeant will initial the correct amount on the Cash Verification Record form J-003A.
   2. The money envelopes will be placed in the locked money box kept in Processing. At least one time per shift, the Mod One Sergeant will take the contents of the box to the Cashier for accounting under the inmate's name in the computer.

j) The returning weekender will have a flat right hand fingerprint taken on the right side of the Booking Record Advisement form.

k) The inmate will be directed to the Classification Deputy for screening.

l) The Classification Deputy will assign the inmate a housing location using the automated jail system.

m) The inmate will be escorted to the clothing room by the Booking Prowler.

n) At the clothing room, the inmate will change into jail issue clothing.
   1. Prior to placing the inmate's personal clothes in the storage bag, a complete inventory will be done. Each item of clothing will be described as to brand name, color, size and condition on the Clothing and Bulk Property Inventory Form. The form will be signed and dated by both the inmate and person inventorying the clothing.
   2. The clothing card will indicate the inmate is wearing his own shoes by writing "retained" next to the description of the shoes.
   3. The shower is only to be used in extreme cases when an inmate is deemed offensively dirty. All other inmates may shower when they arrive at their housing location.
   4. At no time will inmate workers be allowed inside the clothing room without the direct supervision of staff.
   5. Inmates will receive two sheets, a blanket and towel at the Clothing/Property Room.

o) Inmates are then placed in Housing Hold #18 by the Booking Prowler. They will be escorted with their mod cards to their barracks by the Prowler Deputy assigned to the corresponding housing location.
p) Weekenders will be advised of the following:
    1. They are instructed that they will not be allowed to make purchases from Commissary.
    2. They are not permitted visits.
    3. They are permitted access to the facility grounds and telephones.

7002.8 - First Floor Count

a) It will be the responsibility of the Booking/Release Deputy to conduct a count of inmates in the Processing area at the designated count times.
b) Inmates located on the first floor will be designated by housing location beginning with PR, IN, RE, FM, or TR.
    1. Definitions:
        i. PR: Pre-release
        ii. IN: Intake
        iii. RE: Release
        iv. FM: From
        v. TR: Transfers
c) When possible, the count will begin in the Release area.
d) The presence of all inmates will be verified by comparing their names on the count roster with their booking paperwork.
e) Any questions regarding the identity of an inmate will be resolved by obtaining the inmate's mod card from the Release Guard Station. The Deputy will compare the photograph and/or ask the inmate's last name and require the inmate to answer with the correct first name, date of birth, or other description as necessary to correctly identify the inmate.
f) The Booking/Release Deputy will then proceed to the Classification booths and Clothing Room to continue the count.
g) The Booking/Release Deputy will account for all inmates on the first floor in Holding Cells H-18 through H-1.
    1. The presence of all inmates will be verified by comparing their names on the count roster with their booking paperwork.
h) The Mod One Sergeant will be notified immediately of any unsolved discrepancies with the count.

7002.9 - Transfers from Central Jail Complex

a) Inmates transferring to the Theo Lacy Facility from the Central Men's Jail or the Intake/Release Center (i.e., “Swimmers”) will be received daily.

b) Generally, all inmates being transferred to the Theo Lacy Facility will be dressed in jail issued clothing according to their classification level. (See CCOM Section 1201.16 - Inmate Identification Cards and Clothing).
c) The transportation bus will arrive at the receiving bus sally ports at the northeast corner of the Facility and make contact with the First Floor staff member via the intercom.
    1. The First Floor Staff Member will notify the Booking/Release Deputy of incoming traffic.
    2. The Booking/Release Deputy will ensure that the inner gate is closed before allowing any inmates to exit the bus.

3. Any new bookings awaiting processing will be removed from the Receiving sally port to the walkway leading from the Lobby to the Receiving Guard Station sally port until such time as the transferring inmates have been placed into holding cells.

d) The Booking/Release Deputy will conduct roll call of the inmates off the bus by using the list provided by IRC Classification. The inmates will be secured in the booking/release holding cells upon exit from the bus and entry into the facility.
   1. Each inmate must be named on the list. If not, Classification must be contacted to determine the inmate's status.
   2. For each inmate on the list, there must be personal property bags. The bags may contain the inmate's personal property and/or clothing. If an inmate has no personal property and/or clothing, a property receipt or clothing card will be transferred with the inmate.
   3. The Booking/Release Prowler Deputy will verify that each inmate's personal property was received.
      i. Missing property will be brought to the attention of the Mod One Sergeant.
   4. When any of the inmate's property is missing, a Missing Property Report must accompany the inmate explaining the loss. If no report was sent for the missing item (s), the Deputy will notify the Mod One Sergeant.
      i. The Sergeant will contact the Operations Sergeant at the sending facility to request a report, recording the name of the person contacted.
      ii. If a report is not received within three days, the Sergeant will contact the Facility Commander for direction.
e) For each inmate there must be a mod card and a clothing card.
f) The Mod One Sergeant will be notified by the Classification Deputy when the transfers arrive, how many and the early time. The Sergeant will be responsible for each inmate receiving a bed within 24 hours.
g) The Booking Prowler will assume control over movement of the inmates while in the booking loop. The Classification Deputy will complete the transfer process.
h) Each inmate, the transfer list and all identifying cards must be verified for complete accuracy by the Booking Prowler.
i) The Classification Deputy will assign housing locations using the automated jail system.
j) The Booking Prowler will provide a brief orientation for the inmates regarding meal service, facility rules and services and where they are posted and "off limits" areas. Inmates will be told to view the video tape covering facility rules and regulations in English and Spanish and times for the showing will be announced.
k) Inmates will be placed in holding cells to await escort to their housing location.
l) Once all inmates are secured, the Booking Prowler will take their personal property bags to the clothing room.
   1. The personal property bags will be placed in the property room for safekeeping. The bags will be filed alphabetically and by the last three digits of the inmates booking number.
   2. Personal property bags will be hung on the racks in the clothing room. The number corresponding to the rack must be written on the inmate's clothing card.
m) Inmates being housed will be issued two sheets, a blanket and a towel.
n) Inmates will be escorted to their housing location by at one Deputy.
o) The Classification Deputy will process the transfers' paperwork.
   1. Mod cards will be marked, in pencil, to show:

i. Date time received
ii. Housing location

2. The mod cards will be delivered to the housing area along with the inmate.
3. Medical files will be delivered to the dispensary.
4. Inmate history files will be delivered to Inmate Records.

7002.10 – Releasing Maximum Security Inmates

a) In accordance with an agreement between the City of Orange and the Orange County Sheriff's Department, the following inmates shall not be released from the Theo Lacy Facility:
   1. High Security (HS) inmates.
   2. Administrative Housing (AH 1-3) inmates.
   3. Protective Custody-1 (PC-1) inmates.

b) High Security (HS) inmates, Administrative Housing (AH) inmates, and Protective Custody-1 (PC-1) inmates housed at the Theo Lacy Facility shall be transported to the Intake and Release Center for release.

7004 - First Floor Guard Station

The [redacted] will coordinate the functions of the Modules, Barracks and inmate movement.

7004.1 - Location

The First Floor Guard Station is located in the center of the floor at the bottom of the main escalator. This station is staffed 24 hours a day, 7 days a week. The Guard Station is a fixed position and the assigned CSA may only leave their post when properly relieved. [redacted]

a) The Guard Station is a secured area to which inmates are denied access, except for cleaning purposes.
   1. Under immediate direction and with prior approval of the Guard Station CSA, a CST will oversee the cleaning of the station by an inmate worker.
   2. Inmates cleaning the Guard Station will not be permitted to loiter in the station or to have access to any documents or security equipment.

7004.2 - Distribution of Facility Paperwork

a) At shift change, staff members will stop at the First Floor Guard Station to drop off/pick up paperwork applicable to their work location. This will include Administration Clerical staff, designated Inmate Programs staff and the Clothing/Property CST. The First Floor Guard Station will contain a basket for each of the following areas:
   1. A-E Barracks
   2. F Barracks
   3. G Barracks
   4. H Barracks
   5. Module I
   6. Module J
   7. Module K
   8. Module L
   9. Module M
   10. Module N

11. Module O
12. Module P
13. Module Q
14. Module R

b) The First Floor Guard Station CSA will place paperwork delivered to him into the appropriate basket and distribute paperwork to the appropriate staff member.
    1. To eliminate congestion in the Guard Station, paperwork will be passed to/received from the CSA via the window pass-through.

c) The Shift I CSA will ensure that all paperwork from the previous day has been distributed in a timely manner. The CSA will contact those areas that have failed to pick up paperwork and request they do so prior to 0400 hours.

a) First Floor Guard Station CSA's will receive direction and supervision from the First Floor Sergeant.

b) The First Floor Guard Station CSA's will coordinate certain housing activities, scheduled or spontaneous, with prior approval of the First Floor Sergeant (i.e.; meals, mass movement, court, medical and dental passes).

c) The First Floor Guard Station CSA's will maintain communications with the Lobby, Barracks, Module and Main Control Guard Station Deputies SSO's/CSA's. The First Floor Sergeant will be advised of information from other Guard Stations and/or via the Operations/Housing/Module Sergeant(s).

7004.3 - Security Equipment

a) The First Floor Guard Station will be equipped with security monitoring and regulating equipment.

b) The First Floor Guard Station CSA will monitor all inmate movement in the first floor Disciplinary Housing Cells corridor.

c) [redacted] The CSA will be constantly aware of each door's status and the working order of all equipment. Doors will remain closed unless an authorized person is passing through.

d) [redacted] The key will only be issued in times of emergency and at the direction of the Sergeant.

e) The First Floor Guard Station CSA will use the public address system when necessary.

f) An emergency movement control will be located in the First Floor Guard Station for the main escalator. Both escalator movement and direction can be controlled by the First Floor Guard Station CSA's and the Main Control Deputies.

7004.4 - Supervision of Inmates

a) Visual supervision of inmates in the first floor corridors will be the responsibility of the First Floor Guard Station CSA.

b) Surveillance will be by direct line of sight and by CCTV cameras.

c) The First Floor Guard Station CSA will maintain in continuous contact with other Guard Stations and Main Control regarding inmate movement through the corridors.

d) When the Medical Prowler Deputy is unavailable to supervise inmates in the Medical waiting area, the First Floor Guard Station CSA will coordinate with Main Control staff the movement of inmates to and from the Medical waiting area and holding cell H18.

e) The First Floor Guard Station CSA will ensure that an escort is provided for inmates requiring escort through the corridors. Prowler or Escort Deputies will coordinate to perform the escort with the First Floor Guard Station CSA or First Floor Sergeant.
f) Anytime an inmate leaves the Barracks, other than in a group or mass movement, they must have a completed movement pass. Movement passes will be checked for destination and accuracy by the First Floor Guard Station CSA.
g) Mass and group movements will be under escort. The First Floor Guard Station CSA will visually monitor mass and group movement.
h) New inmates will arrive at the Receiving Guard Station with their processing forms. After they are directed to a designated holding cell, a Classification Deputy will provide the First Floor Guard Station CSA with the inmate's mod card. The First Floor Guard Station CSA will notify the appropriate housing location and a deputy from that location will escort the inmate to the correct housing location.

7004.5- Disciplinary Housing

a) The first floor Disciplinary Housing corridors and all inmate movement therein, shall be monitored by the first floor guard station CSA.
b) In the event of inmate requests for assistance, suspicious sounds or circumstances, the First Floor Guard Station CSA will send a Prowler to check on the inmate(s) promptly.

7004.6 - Meal Schedules

a) The First Floor Sergeant will oversee the breakfast and dinner meals, which are served in the Inmate Dining Hall. The Sergeant may designate a deputy to station him/herself in the "Crow's Nest", which oversees the Inmate Dining Hall. The Crow's Nest Deputy will determine the serving sequence schedule for each meal and each housing unit and relay the meal schedules to the Barracks Deputies. The schedule will change frequently in order to prevent inmate complaints of partiality and to impede the inmate's ability to predict the times of potential security breaches. Each inmate will be allowed no less than fifteen (15) minutes to complete each meal. However, if they are finished eating, the fifteen (15) minutes does not apply.

7004.7 - Video Recording

a) The Receiving/Release Deputy will be responsible for the operation of the video cassette recorders located in the video cabinet inside the Receiving Guard Station, including daily replacement of video tapes. The Receiving/Release Deputy will conduct daily checks of the video cassette recorders and video monitoring equipment to ensure they are operating properly at all times.
b) Video Cassette Recording/Video Monitoring
    1. There are a total of four monitors and two video cassette recorders located within the Receiving Guard Station.
    2. In the event one of the video cassette recorders becomes inoperative, the First Floor Sergeant will be notified immediately.
    3. Camera number #1 is located above the nurses triage station. Numbers #2 through #6 continue along the processing loop to release. Number #7 is located within the Receiving Guard Station sally port. Number #8 is located outside the doorway connecting the receiving sally port and the hallway leading to the lobby.
    4. Each camera is taped continuously for a twenty-four hour period by the video cassette recorder.

c) Video Cassette Recorder Tape Replacement
    1. At approximately 0000 hours every day, the Shift II Receiving/Release Deputy will replace the video tape in the video cassette recorder.
    2. Each day of the week will have seven tapes designated TLF Booking Loop and the current date for each camera. Each tape removed will be replaced with the respective tape for the following day.
    3. Once all the tapes for the previous day have been rewound, they will be placed into the appropriate slot in the video tape storage cabinet located next to the video cabinet.
d) Evidence Procedures
    1. In the event an incident occurs that requires a Jail Incident Report, the First Floor Sergeant will make the decision whether or not the tape(s) recording the incident will be placed into evidence for safekeeping.
    2. If a tape is to be placed into evidence for safekeeping, the property tag shall be marked with the corresponding Jail Incident number.
    3. If no legal action occurs within a year and a day of the incident, the tape shall be withdrawn from Headquarters Property and returned for use at Theo Lacy.
    4. In the event an incident occurs that requires a DR Report, the First Floor Sergeant will assign a Deputy to remove the tape(s) recording the incident and place it into evidence.
        i. The tape shall be pulled and deposited in Headquarters Property with the appropriate evidence tag and DR number.
    5. If a tape is removed for storage and/or evidence purposes, it shall be replaced with a new tape immediately.

7004.8 - Escalator

a) Movement
    1. The First Floor Guard Station CSA will monitor all inmate movement in the escalator.
b) Per the Elevator Code, if the first floor fire door closes due to fire or smoke, the CSA will stop the escalator by manually pressing the 'ESCALATOR STOP' button. To restart the escalator, the CSA will manually press the 'START' button.

7006 - Kitchen Prowler

The Kitchen Prowler Deputy's primary responsibility is to maintain the security of the kitchen area and the loading dock.

7006.1 - General Duties

a) The Kitchen Prowler will receive supervision from the Mod One Sergeant.
b) The Kitchen Prowler will monitor inmate behavior whenever inmate work crews are present.
c) The Kitchen Prowler will check all kitchen area doors and security devices to ensure they are in serviceable condition and are functioning properly. The deputy will conduct frequent but irregular checks of occupied and unoccupied areas to:
    1. Ensure safety, security and good order
    2. Prevent escapes
    3. Minimize the introduction and distribution of contraband
    4. Maintain sanitary standards
    5. Eliminate fire and safety hazards

d) The Kitchen Prowler Deputy will work with the Inmate Services Division (ISD) food service staff who have the responsibility for the direct supervision of inmate work crews.
e) The Kitchen Prowler will search the inmate work crew prior to returning them to their housing unit.
f) The Kitchen Prowler will summon assistance through Main Control or from other available staff members as needed.

7006.2 - Responsibilities during Meal Service

a) The Kitchen Prowler will assist with chow hall security during inmate meal service. He/she will take up a position in the scullery hallway to observe the meal service. The Kitchen Prowler will [redacted]
b) The Kitchen Prowler will ensure the doors which open into the chow hall from the kitchen are secure before meal service is started. Only security staff may access these doors during meal service

7008 - Lobby Guard Station

7008.1 - Staffing/Responsibilities

a) The Visiting Lobby staff members will coordinate the telephone and citizen contacts at the facility.
b) Lobby Staff will ensure the American and California flags are lowered in case of inclement weather and during County, State, or National tragedies.
c) The Visiting Lobby will be staffed 24 hours a day seven days a week.
d) [redacted]
e) The position will not be left unattended at any time.
    1. Prowler Deputies coordinate and/or provide relief for the Lobby staff as needed.

7008.2 - Emergency Response to Lobby

a) In the event of an emergency in the lobby wherein the Lobby staff needs immediate assistance or is incapacitated, Deputies responding to assist will pass through either the Receiving Guard Station sally port or the Main Control sally port. [redacted] In addition [redacted]
b) Any deputy responding through the [redacted]
c) Any deputy responding through the [redacted]
d) Deputies responding to any emergency in the lobby will communicate with each other and Main Control via the radio. During any such emergency, radio traffic will be restricted to responding deputies only. Main Control will notify responding deputies to the presence of deputies responding from different locations to the lobby.

7008.3 - Weapons Procedures

a) The Operations Sergeant will be notified in all cases where [redacted] It will be the responsibility of the Operations Sergeant to [redacted] A Jail Incident report will be written regarding the [redacted] The Operations Sergeant for each shift will visually confirm that the [redacted]

b) [redacted] The Mod One Sergeant for each shift will visually confirm that the [redacted] n the absence of the Operations or Mod One Sergeant, a housing Sergeant will make the required inspections and noted in the Sergeant's 24-hour log.

c) In the event the Operations or Mod One Sergeant discovers [redacted] missing the following steps will be taken:

1. The Operations or Mod One Sergeant will ascertain from the Receiving Guard Station Deputy or the Main Control Deputy [redacted]
2. If it appears that no one has checked out the key, [redacted]
3. [redacted] The watch list for the past 24 hours will be retained for possible further investigation.
4. The Watch Commander will be notified [redacted] for routine maintenance and/or inspection.
5. [redacted] ll possible witnesses will be contacted and questioned regarding [redacted]
6. [redacted] All reports and additional interviews will be forwarded to the Investigation Division for follow up.

d) Weapon Maintenance

1. It will be the Training Sergeant's, or his designee's, responsibility [redacted]

7008.4 - Reception Functions

a) Screening Visitors: The Lobby Staff at the desk will address each person who enters the lobby building. The Lobby Staff will present a professional attitude and address visitors with dignity and respect.

1. Lobby Staff will determine the needs of the visitor and then facilitate those needs.

2. Only staff and authorized visitors will be permitted past the Reception Desk.

b) Visitors for on duty staff members will be allowed to wait for the staff member in the Lobby after the member is notified of the visitor's presence.

c) All official visitors to the Facility will be directed to the proper area if they are to go beyond the Lobby and will be issued a Visitor's Badge.
   1. All visitors issued a Visitor's Badge will sign in on the appropriate log.

d) Visitors to the Cashier will be directed to the Cashier Window.

e) Weapons and unsearched bulky items will be placed into the appropriate storage locker.
   1. Visiting officials must place their weapons in the weapons lockers. Facility staff may leave their weapons in their assigned locked locker. In no instance is any weapon allowed into security.

f) The Lobby Staff will register all inmate visitors and direct them to the Visiting Guard Station located in the Programs Building, Modules I through R visiting, or Main Control, as appropriate.

g) Lobby staff will coordinate booth assignments and availability with the Module deputy. Visitors will be instructed to wait in the Lobby until directed to appropriate visiting area.

h) Court orders may be hand delivered to the Lobby. Lobby staff will forward the Court Order to Records for processing.

7008.5 - Module Visiting Security Checks

a) Once a shift, Lobby staff during shift one (when staffing levels allow) will conduct a security check of the Modules public visiting area and mezzanine level corridor, the Administration elevator and stairwells.

7008.6 - Commitments and Returning Stays/Weekenders

a) Commitments and Returning Stays will check in with the Lobby Staff for pre-booking and/or booking.

b) When the Community Work Program SSO or Deputy is on duty, the inmate will be referred to him after verifying the inmate's name on the weekender list.

c) When the Community Work Program SSO or Deputy is not on duty, the desk staff will perform the pre-booking functions.

d) Lobby Staff will inquire with Records when the inmate's name is not on the commitment list.
   1. When no paperwork for the inmate can be found, he will be directed to the sentencing court to resolve the matter.

7008.7 - Monitoring Movement

a) The Deputy, SSO, and CST at the desk will monitor all movement through the Lobby.

b) Released inmates in the Lobby area will have completed all of the release process with the exception of signing for his money. This will be done at the Cashier.

c) Visitors departing from the facility will be observed in order to assure they take all of their property with them.

d) It is the responsibility of staff departing the facility on official business to notify their supervisor.

7008.8 - Log Book Maintenance

a) Rosters: The assigned Lobby staff will maintain rosters as follows:
   1. A roster listing each inmate within the Custody Command will be retained in the Lobby.

i. This roster is an alphabetical list with booking numbers and housing location. Each day, the shift one Lobby CST will print and distribute a list to the lobby and cashier.

2. All other information is accessible through the SDS System.

b) The Volunteer Visitor and Security Clearance Database are retained on the Department share drive for scheduled groups such as A.A. and church groups.
   1. Everyone from service organizations who are approved to perform their service at the facility will be listed on the Security Clearance Database and must sign in on the Volunteer Visitor Log.
   2. Only those in the Security Clearance Database or those who are approved on site will be permitted to enter the facility after signing in on the Volunteer Visitor Log.
   3. ID will be checked on each visitor; a picture ID is required.
   4. Time and date, in and out, will be written in for each visitor on the Volunteer Visitor Log.
   5. Volunteer visitors must have their I.D. cards and be in the approved volunteer Database to be admitted into the facility.

c) The Official Visitors Log is retained at the desk by the Lobby staff members.
   1. This log will contain the names of all those who enter the facility via the Lobby including Facility Operations to perform service repairs or to conduct business. (Excludes volunteer groups who will sign-in on the Volunteer Visiting Log).
   2. The visitor's name, company or organization name, date and time entered and time of departure will be included in each entry.
   3. Visitor passes will be issued to all official visitors who do not already have approved identification which can be displayed while in the facility.

d) The Theo Lacy Facility Vehicle Checkout Log is maintained on the Lobby computer and is accessed through the Remedy Application via the Intranet.
   1. When employees are assigned a vehicle, it is to be entered into the Theo Lacy Facility Vehicle Checkout Log. The log will be continuous, and does not have to be started anew each day.
   2. At the beginning of each shift, the oncoming Lobby Deputy/Sheriff's Special Officer will verify that all vehicles are accounted for.
   3. Each time an employee checks out or checks in a vehicle, the Lobby Deputy/Sheriff's Special Officer will enter all required information into the Theo Lacy Facility Vehicle Checkout Log.
   4. It is the responsibility of the Lobby Deputy/Sheriff's Special Officer to ensure that the log entry is completed prior to issuing or accepting the employee keys to any vehicle.
   5. If the staff member who checked out a facility vehicle relinquishes the keys to another staff member at any time while away from the facility, it is the relinquishing deputy's responsibility to notify the lobby staff as to who now has the vehicle.
   6. The Operations Sergeant will be responsible for verification of the Theo Lacy Facility Vehicle Checkout Log once per shift.

7008.9 - Volunteer Visitor Parking Validation

a) Lobby staff will maintain Parking Validation tickets to be used in conjunction with the ticket issued at the parking structure. They will only be issued to visitors participating in correctional programs services.

b) Procedure for using Parking Validation tickets:
   1. Properly identify the volunteer as a member of a recognized group.
   2. The parking validation ticket will only be issued to members of recognized volunteer groups.

3. The parking validation ticket will not be issued to employees, official visitors, or the general public.
4. The parking validation tickets will be secured in a drawer within the Lobby guard station and inaccessible to the public.

7008.10 - Clothing/Property Releases

a) Clothing exchanges may take place between 0700 and 2100 daily.
b) The Lobby staff will require the person with the exchange item to identify themselves with a picture ID.
c) Form J-025 (Property Release Authorization Form) will be filled out in triplicate by the Lobby staff.
    1. The Lobby staff will then notify the Clothing/Property CST of the impending release. The inmate's signature/approval must be obtained before the exchange can take place.
d) Clothing Exchanges will only occur at the direction of a court order:
    1. All exchanges will be done on an item for item basis, i.e., shirt for shirt, pants for pants.
    2. Items may be added to the inmate's personal clothes only if they do not amount to more than one total set of clothes in storage.
    3. Each inmate must retain one set of personal clothes in storage. At no time will all their personal clothing be released leaving none in storage.
e) The Lobby staff will request that the stored items be brought to the desk by the Clothing/Property CST or a Prowler Deputy with the Clothing Inventory Card.
    1. A line will be drawn through the items that are being released on the old Inventory Card. The new items will be listed on the old card, or onto a new card if the old card is full, by the Clothing/Property CST or Prowler Deputy.
    2. The card will be dated and signed by the exchanging CST/Deputy. The new Inventory Card will be attached to the old Inventory Card and re-filed in the Clothing/Property Room Office.
    3. The Property Release Authorization Form will be distributed as follows:
        i. One (1) copy to Inmate Records
        ii. One (1) copy to the person exchanging the clothing
        iii. One (1) copy to the Clothing/Property Room to be attached to the Inventory Cards.
    4. The new garments will be thoroughly searched by both the Lobby staff and the Clothing/Property CST. Contraband found in the clothing will be brought to the Operations Sergeant's immediate attention.
    5. Items brought in for storage must be clean and ready to hang in storage.
f) Inmate Personnel Property Release: Property releases may take place between the hours of 0700-2100 daily.
    1. The Lobby staff will require the requesting person to identify themselves with a picture ID.
    2. Form J-025 (Property Release Authorization) will be filled out by the staff member. The inmate's signature must be obtained on the form prior to releasing any items.
    3. The Lobby staff will sign the form at the bottom when the release is completed.
    4. The Lobby staff will request that the inmate's personal property bag be brought forward by the Booking/Release/Property CST or Prowler Deputy.
        i. When a property release occurs, ALL of the inmate's property will be released.
        ii. The person receiving the items must sign the form where indicated, including their address.

iii. One copy of the Release Authorization Form will be placed in the property bag before it is resealed and replaced in storage. The person requesting the items gets one copy and one copy is placed in the inmate's record file.

7008.11 - CWP Workers

a) The Lobby Staff will be responsible for the issuance of the CWP Identification Vests to all CWP workers assigned to the Theo Lacy Facility.
b) Orange vests, with black letters "TLF" on the left front side, a vest number on the bottom right hand corner of the back side, and "CWP" on the back will be issued to Lobby CWP workers.
c) The Lobby Staff will verify via proper identification and Work Assignment Card that the CWP worker is assigned to the Theo Lacy Facility. The inmate's personal identification will be retained at the Reception Desk until the identification vest is returned.
d) The Lobby Staff will sign in the CWP worker using the Work Assignment Card as daily attendance record and record the number of the identification vest.
e) The Lobby Staff will advise the CWP worker that the identification vest will be issued at the beginning of each work day. The identification vest will be worn visibly at all times while working on this facility and will be returned to the Lobby Staff at the end of each work day.
f) Whenever CWP workers of mixed gender are assigned to the same crew and/or work area, they must be visually supervised at all times by the assigned CST of his designee.

7010 - Programs Deputy

7010.1 - Building Security

a) The Programs Security Deputy will provide an escort for all non- facility staff to and from the Program and Chapel areas. The deputies will inspect materials that non-facility staff members are bringing to and removing from the Programs and Chapel areas.
b) The deputy in the Inmate Programs Building will make periodic checks on inmates' behavior and the security of the staff in each classroom, chapel and the library. Deputies will periodically check all fences, gates, doors, closets and storage rooms and safety and security devices in the Programs areas.
c) The Programs Security Deputies are responsible for all inmate supervision and security in the Inmate Programs Building.

7010.2 - Location(s)

a) The Programs Security Deputies will be responsible for providing security in the Inmate Programs Building, including, but not limited to:
    1. Classrooms
    2. Chapel
    3. Library
    4. All Storage Rooms
    5. Closets
    6. Inmate Restrooms

7010.3 - Door Checks

a) The Programs Security Deputies will make periodic checks of all doors in the Inmate Programs Building to ensure they are working properly and have not been damaged.

b) All closet and restroom doors will remain locked at all times. If an inmate must use the restroom it will be unlocked by the Programs Deputy and then re-locked when the inmate is finished.

7010.4 - Equipment Checks

a) The Programs Security Deputy will check all emergency equipment (i.e., fire hoses and extinguishers, SCBA, intercoms, lights).

7010.5 - Inmate Movement

a) The Prowler will regulate the movement of all inmates in the Inmate Programs Building corridors to ensure proper jail security.
b) It will be the responsibility of the Programs Deputy to confirm the inmate entering the Programs Building is actually the inmate listed on the Programs pass.
c) If at any time, due to staffing levels, a Barracks Prowler is not able to issue inmates their programs from the barracks, the Programs Deputy will assist with the issuing of the passes to the inmates at their housing location.

7010.6 - Inmate Evacuation

a) Procedures:
    1. The Programs Security Deputies will read and understand evacuation procedures for the Inmate Programs Building and Field Area.
    2. Should an evacuation or mass movement take place for any reason, it will only be done under the direction of the Housing Sergeant. No movement of inmates is to occur without the Sergeant's order.

7012 - Recreation Deputy

7012.1 - Supervision and Security

a) The Recreation Deputies will provide supervision and security for barracks inmates recreating in the outdoor recreation field behind A/E Barracks. This area is commonly referred to as "Green Sector".
b) The Deputies will work with the Programs Coaches who provide various recreation activities.

7012.2 - Procedure(s)

a) The Deputies will supervise all inmate movement to and from Green Sector.
b) Prior to inmates attending outdoor recreation, a security check of the field and fence line shall be conducted to maintain the integrity of security and thwarting any attempts of passing contraband. Inmates shall be searched before and after entering Green Sector.
c) The Recreation Deputies shall make a call to the designated housing areas, based on a pre-determined recreation schedule, to have the inmates "get on-line for outdoor recreation". The Housing Guard Station Deputies will then make an all call over the PA system to the inmates, and then respond to the Recreation Deputy with the number of inmates that will be attending.

7014 - Medical Prowler

7014.1 - Primary Responsibilities

a) The Medical Prowler Deputy will provide security for the Medical, Mental Health and Dental Staff. Inmates from various housing units at the facility who may be classified differently may be present in the waiting lobby or any of the three medical specialty areas. The deputy will maintain

separations between the inmates as required. The deputy will make frequent checks of all Correctional Health Services spaces, including the restrooms and closets and inspect security devices and security items (medical equipment, keys, etc.). The deputy will be assigned to work with medical staff who will have the responsibility of medical observation of the inmates. The Medical Prowler Deputy may assist in other areas as directed by the Operations Sergeant when there are no inmates present in the Correctional Health Services area.

1. Medical Prowler - will check entire primary and secondary evacuation stairwells on the second floor of the Cell/Admin. Building and a notation made in the 24-hour log with name of deputy completing the checks.
2. At no time will the Medical Prowler position be run vacant. Main Control will assign a Shift Relief Deputy or other position as needed to staff the Medical Prowler position.

b) Span of Control: The Medical Prowler Deputy is responsible for all inmate supervision and security in all Correctional Health Services spaces. Correctional Health Services employees will drop off inmate passes at the First Floor Guard Station or at the Mod/Barracks.

c) Direction and Supervision: The Medical Prowler Deputy will receive supervision from the Operations Sergeant and directions from the Main Control Deputy.

d) Extensive Emergencies: If an extensive emergency exists, the Medical Prowler Deputy will summon assistance through Main Control.

e) Patient Waiting Rooms: The Medical Prowler Deputy will periodically check the patient waiting rooms to ensure security and compliance with jail rules and regulations applicable to that location.

7014.2 - Inmate Movement

a) The Medical Prowler Deputy may be required to escort inmates from various housing locations throughout the facility to the medical area.

7016 - Medical Housing - Module O

7016.1 - Supervision

a) Treatment and care for inmates with health care needs will be provided in the Medical Module by trained medical personnel. Deputies will provide the security necessary to ensure the protection of staff and inmates. The housing design of the module allows for the full range of inmate services to be brought to the inmate in the module. All civilian access to the Medical Module and Medical Administration Offices will be controlled and supervised by the Module O Guard Station Deputy.

7016.2 - Module/Staffing Responsibilities

a) Module O will be staffed with a guard station Deputy/SSO/CSA, two prowler deputies, and Medical Personnel, 24 hours a day, 7 days a week. The guard station position is a fixed post and the assigned Deputy/SSO/CSA may only leave their post when properly relieved.

b) The guard station Deputy/SSO/CSA will be responsible for coordinating the activities of the prowler deputies and the CST in carrying out the module operations. The guard station Deputy/SSO/CSA will ensure that the module log is complete by the end of the shift. Module logs will be electronically archived on the facility share drive.

c) The prowler deputies will be responsible for picking up/dropping off paperwork at the First Floor Guard Station as necessary throughout their shift. The prowler deputies will perform safety checks

pursuant to CCOM Policy 1716 - Safety Checks. All checks will be logged in the module log. The CSA will ensure the completeness of the log.

d) Supervision of the employees in the module will be the responsibility of the Module Sergeant.
e) Security and medical responsibilities in the module are specifically spelled out in the Memorandum of Understanding effective January 26, 2012 between the Sheriff-Coroner Department and the Health Care Agency and includes the following:
    1. Matters of judgment regarding health care services will be the sole province of the Correctional Health Services (CHS) staff.
    2. OCSD staff will retain control over and set policies for maintaining security within the jail premises. This shall include the identification of proper housing for inmates.
    3. OCSD staff will provide security for those inmates confined in the medical areas in order to ensure the safety of the inmates and all staff.
    4. OCSD will maintain necessary communications with CHS staff in order to be aware of the general health condition of inmates.
f) CHS staff will not open cell or sector doors; this is a security function and a deputy will accompany the nurse anytime a door needs opening.
g) CHS staff must notify OCSD staff before sending any inmate off compound.
h) CHS staff will notify OCSD staff of any housing change requests. OCSD staff will then coordinate the change with the Classification Team.
i) Module O Staff will keep a separate daily activity log for all Americans with Disabilities Act (ADA) inmates. It is the duty of staff members working in Module O (Deputy, SSO, CSA) to keep the activity logs updated at all times. The Shift Sergeant will review and sign the tracking logs once per shift. ADA inmate activity will also be logged in the guard station 24-hour log.

7016.3 - Receiving Inmates

a) The Medical Module in the Theo Lacy Facility houses male inmates only. If a female requires medical housing, she will be transferred to the Women's Jail Medical Ward.
b) Cell and bunk assignment will be made by the nurse in collaboration with Classification, taking the inmate's medical condition into consideration. The assignment will be written on the mod card where indicated. The sector, cell and bunk assignment will then be entered into SDS. The mod card is then placed into the module cardholder. The Deputy will also record the inmate's name, booking number, date, where he was transferred from, what housing location he is going to, the new module number count, and the Deputy's initials in the movement log book. All restrictions on the inmate's movement should be noted on a form attached to the module card (form J-119).
    1. Prior to the inmate going into his cell, ascertain from the nurse if a J- 105 has been written on the inmate. The J-105 is written for any special needs; safety gown, no shoelaces, hepatitis, etc.
    2. If while dressed in a safety gown the inmate must be taken out of Module O, a wristband will be placed on the inmate for identification purposes and removed upon return to the module.

7016.4 - Court Preparation

a) The medical staff will notify Inmate Records of any inmate that is too ill to go to court. The Module Deputy will notify the Court Deputy.
b) Refer to Court Preparation procedures in Housing Operations.

7016.5 - Meals

a) Special diets and the serving sequence will be verified before the CST leaves for the kitchen. (Special diets will be approved by the Medical Staff prior to informing the kitchen to prepare them).
b) Refer to Inmate Meals procedures in Housing Operations.

7016.6 - Inmate Sick Call and Medication Administration

a) Inmates housed in the Medical Module will be seen regularly by the medical staff. The Prowler Deputy will accompany the medical staff on rounds or anytime a cell door needs to be opened. Inmates needing to see the nurse between rounds can talk to the Deputy station via the intercom in their cell.
b) New Bookings
    1. The processing and property record of each inmate will be checked by the Module Deputy to ensure those stamped "Medical Attention" have been seen by the Medical Staff. The Medical Staff will sign the processing form of those inmates they have seen. If the processing form is stamped and has not been signed off by the Medical Staff the inmate will be directed, at once, to the Medical Staff assigned to Module O. The Medical Staff will examine the inmate in the medical examination area prior to assigning the inmate to a cell.
c) Inmates in the housing unit requesting routine medical attention will be required to submit an Inmate Medical Message Slip directed to the nurse. The message slip should be placed inside the box located in the indoor recreation area of the module. The medical clerk will prepare a roster of inmates to be seen in the Module Examination Room during sick call. The nurse will call for the inmates during sick call hours.
d) Except for emergency situations, inmates other than those on the scheduled sick call list will not be sent to the exam room; they must first submit an Inmate Medical Message Slip to the nurse so they can be placed on scheduled sick call.
e) It will be the responsibility of the nurse to give prompt attention to all medical requests made by an inmate through the Inmate Medical Message Slip. The medical staff will retain each message slip as a permanent record.
f) Obviously ill or injured inmates in the housing areas will be brought to the attention of the medical staff immediately. If the illness or injury appears to be of an emergency nature, the inmate may be removed from the housing unit prior to the arrival of the nurse.
g) When an inmate cannot or should not be moved due to an injury or illness, the nurse will be called to the inmate's location. Escort Deputies will assist in moving the inmate to either the Medical Module Examination Room or Triage Area for transport to the hospital.
h) Nothing in this section relieves a Deputy, or other employee, of the responsibility to provide for the health and safety of an inmate. If at any time an inmate expresses the need for medical attention, the medical staff will be informed immediately. However, when dealing with inmates that are known to be contagious, it is reasonable for a deputy to protect his health by donning protective items and/or clothing (i.e., NIOSH mask, latex gloves, gown, etc.).
i) Periodically throughout the day, medical staff will deliver medication packets to inmates in the module who have been approved to receive it. The medical staff member will personally hand the medication to the correct inmate and witness their swallowing it. The date and time the medication was given will be recorded by the medical staff in the inmate's file.

7016.7 - Negative Airflow Cells

a) General
   1. Module "O" has four (4) cells designed for Negative Airflow. These cells are designed for atmospheric isolation of inmates that have contagious diseases, which can be transmitted through the transfer of airborne pathogens.
   2. Whenever an inmate is not in atmospheric isolation, the inmate will wear a surgical mask.
   3. Negative airflow cells are used to continuously confine inmates who have an airborne disease, such as tuberculosis, until the inmate is determined to be non-infectious by the Correctional Health Services (CHS) staff.
   4. Inmates in negative airflow cells will be the security responsibility of the Module "O" Deputy.
   5. No staff member will enter any negative airflow cell that has been occupied by an inmate that is infected with an airborne disease within one (1) hour after it is vacated without a NIOSH-approved mask and protective gloves.

b) Placement
   1. No inmate will be housed in a negative airflow cell with medical restrictions without a written order (J-105) from a medical doctor or qualified medical professional.

c) Emergency Procedures
   1. No staff member will enter any negative airflow cell without a NIOSH-approved mask and protective gloves.
   2. In no circumstances will personnel enter a negative airflow cell occupied by a contagious inmate until it is determined to be safe to do so unless wearing personal protective attire (i.e., NIOSH respirator)
   3. In the event of a medical response (i.e., injury, performing CPR, etc.), and because of the nature of the inmate's illness, the CHS staff will administer any such care.
   4. In no circumstance should a contagious inmate who is combative or uncooperative be allowed the opportunity to exit his cell, nor should the door be opened for staff to enter and confront him.

d) Security
   1. Policies and procedures regarding security concerns or security risks will be followed while the inmate is confined to a negative airflow cell. For example, High Security inmates will still be chained and leg-ironed in the event they are removed from their cell.

e) Cleaning Procedures
   1. An inmate housed in a negative airflow cell is responsible for maintaining and cleaning his cell.
   2. Separate cleaning equipment and a hospital approved germicidal disinfectant will be used to clean atmospheric isolation cells.
   3. Upon release of an inmate from an isolation cell, the cell will be cleaned by inmate workers under the supervision of the CST using the following procedures:
      i. The cell must be vacant for a period of no less than one (1) hour prior to entering the cell to clean.
      ii. Inmate workers and the CST should wear gloves and may wear a mask.
      iii. Any blood, stool, urine, vomit, sputum, and/or other bodily fluids will have undiluted household bleach poured over it and wiped up before proceeding with routine

cleaning. It is important that all beach residue is removed prior to cleaning with the germicidal solution.

iv. The bed area and mattress will be wiped down with a cloth dampened with germicidal solution.

v. The toilet and sink will be cleaned using disinfectant solution or other hospital approved germicidal disinfectant.

vi. The floor will be mopped using a disinfectant solution, starting at the far corner and moving out of the cell, mopping in "S" strokes.

vii. Any blood, stool, urine, vomit, sputum, and/or other bodily fluids observed on the walls will be wiped off using bleach, then a disinfectant solution.

viii. After exiting the isolation cell, the inmate worker and CST will remove his gloves and mask and deposit them into an infectious waste container. The worker and CST will then wash their hands using disinfectant soap.

ix. All cleaning materials must be disinfected and the mop water changed prior to cleaning any other isolation cell.

x. The nurse will check each cell after it is cleaned to certify that it is ready for occupancy.

xi. The Module Deputy will log the name of the nurse and the date and time the cell was inspected and approved for occupancy.

f) Inmate Housing and Movement

1. An infectious inmate will wear a surgical mask whenever he is outside of the atmospheric isolation cell.
2. Whenever a deputy is escorting or transporting an inmate who is suspected to be contagious or known to contagious the deputy will wear a NIOSH mask and latex gloves.
3. In no instance will safety and security be jeopardized due to the inmate's medical condition.
4. No inmate will be housed in an atmospheric isolation cell that is not operating properly.
    i. In the event that the airflow system fails, the Module Deputy should refer to the TB Cell Operations Manual. Copies are located in the Module "O" guard station, Main Control, and the Watch Commanders office.
    ii. If the airflow system fails and cannot be restarted, the medical staff should be notified immediately and alternative measures taken to quarantine the inmate.
5. In the event that the atmospheric isolation cells are not being utilized by contagious inmates, the cells may be used as overflow to house non-infected inmates as deemed necessary by Facility Commander.
    i. Under no circumstances will a non-infected inmate be housed in a cell that shares a common anteroom with a contagious inmate.

7018 - Main Control Guard Station

7018.1 - Main Control Staffing

a) Staffing for Main Control will consist of one (1) Deputy Sheriff II and one (1) CSA.
b) Each employee must be relieved by another employee before leaving the Guard Station.
c) Assigned Deputies will not leave the Guard Station to attend to emergencies unless directed to do so by the Operations Sergeant or Shift Commander.

1. Prowler Deputies will be directed to attend to activity around the outside of the Guard Station.

d) During a complete facility evacuation, the Main Control Deputy will be last to leave unless the Guard Station becomes previously uninhabitable.

e) During shift change each off-going Deputy and CSA will remain in the Guard Station until:
   1. All Main Control logs are complete and updated.
   2. All keys are accounted for.
   3. The condition of all security equipment is verified.
   4. Oncoming shift deputy is fully briefed.

7018.2 - Equipment and Controls Function

a) Main Control First Floor Emergency Communications Control Panel
   1. At the North side of the Guard Station, the first panel on the left is the Emergency Communications Control Panel for the first floor of the Cells/Administration Building.
   2. The panel displays the schematic design of the Module I housing area, processing, kitchen and inter-connecting corridor areas.
   3. When a remote intercom button is pressed, the corresponding "IC" button will blink and an audible signal will sound. Depressing the "IC" button will open the intercom link for communication.
   4. At the lower left side of the control panel is an intercom sub- panel. This panel displays the speaker, microphone, volume and talk functions. Depress the talk button to communicate through the intercom system, release to listen.
   5. The top right corner of the panel contains an operable door button. This allows the Main Control Guard Station staff to open this door in the event the Receiving Guard Station is unmanned.
   6. Another door control is at the lower right side of the panel. This door leads to the elevator #2 vestibule.
   7. Various exterior doors on this panel are monitored with red (open) or green (closed) led type lights.
   8. Other red led type lights, not associated with door functions, indicate smoke alarms.
   9. The yellow led type lights indicate the emergency intercom locations.
   10. The sub-panel at the left contains the trouble light. This light will automatically activate in the event a repair to the control panel is needed.
   11. A smoke detector sub-panel provides a silence button to quiet the fire alarm when activated.
   12. An audible signal sub-panel provides a silence button to silence the intercom signal.
   13. A key switch and test button are on the power sub-panel. Depress the test button to test the control panel functions.

b) Main Control First Mezzanine and Facility Paging Control Panel
   1. The second panel at the North side of the Guard Station is the Emergency Communication Panel for the first mezzanine corridor and maintenance area. This panel also provides paging to the entire facility.
   2. The lower sub-panel on the right side is a schematic representation of the first floor mezzanine.
   3. The "IC" buttons provide communication to the areas where access is restricted.
   4. The red (open) and green (closed) led lights indicate which doors are open or closed.

5. The red led lights, not associated with door functions, indicate fire alarms in the first floor mezzanine rooms.
6. The paging sub-panel allows communication to specific areas or the entire facility.
7. The upper left sub-panel is the intercom control. Speaker, microphone, volume control and push to talk button are located here.
8. The lower sub-panel contains the trouble light. This will activate when a malfunction occurs in the control panel and a repair is necessary.
9. Below is another sub-panel containing the audible signal silence button. When an intercom, fire or door alarm is activated this button may be depressed to silence the alarm.
10. The panel power sub-panel has a test button, a power light and a power key switch.

c) CCTV Monitors
   1. The panel consists of two closed circuit television monitors. The picture will focus on designated areas. Deputies must view the monitors frequently.
   2. A specific picture will sequence from one camera to the next, automatically. To select one camera, operate the control button on the touch screen control.

d) Second Floor Emergency Communications and Door Control Panel
   1. The third panel at the North side of the Guard Station is a schematic representation of the second floor Administration, Medical, Mental Health and Module J housing area. Connecting corridor doors are controlled from this panel, as well as emergency communications to the Medical/Mental Health areas.
   2. Inter-locking sally port doors are controlled by touch screen.
      i. Identify each individual verbally and visually prior to admitting into secure areas.
   3. When a remote intercom button is pressed, the corresponding "IC" button will blink and an audible signal will sound. Depressing the "IC" button will open the intercom link for communication.
   4. The red (open) and green (closed) led lights indicate the door position.
   5. Red led lights, not associated with door functions, indicate fire alarm/smoke detectors. To silence the alarm press the "silence" button on the smoke detector sub-panel.
   6. The sally port interlock-override switch is a keyed access switch. In an emergency situation it may be necessary to open interlocking sally port doors at the same time. The key for this function will be stored in the key locker at the Main Control Guard Station.
   7. At the top left is a trouble light sub-panel. This light will automatically activate in the event a repair to the control panel is necessary.
   8. The panel power sub-panel is located to the right of the intercom sub-panel. This sub-panel has a test button, a power light and a power key switch.

e) Vehicle, pedestrian and truck delivery sally port control panel
   1. Vehicle and pedestrian movement into and out of any jail facility's outer security yard, via sally ports or manned gates, will be restricted to legitimate jail related functions.
   2. All access into and out of any maximum security jail facility and the outer security yard will be through sally ports and will be strictly controlled and monitored by deputies at the Main Control Guard Station.
   3. The right side of the panel contains a series of sub-panels.
      i. The first is the intercom sub-panel with a speaker, microphone, volume control, and push-to-talk button.

ii. The second sub-panel contains the trouble light. This light will be activated automatically when the control panel has a malfunction and needs repair.
iii. The third sub-panel contains the audible signal silence button.
iv. The fourth sub-panel contains the panel power key switch and a push button to test the panel.

f) Remote Control Panels Reset Panel
1. This panel is located at the south east corner of the Guard Station. Its function is to reset any control panel that has been shut-down in an emergency situation. This panel has reset switches for the following Guard Stations:
i. Module I
ii. Module J
iii. Module K
iv. Module L
v. Module M
vi. Module N
vii. Module O
viii. Module P
ix. Module Q
x. Module R
xi. Release Guard Station
xii. Receiving Guard Station
xiii. First Floor Guard Station
xiv. Lobby Building
xv. F Barracks
xvi. G Barracks
xvii. H Barracks
2. There are three sub-panels which include panel power, trouble light and audible signal.

g) Generator and Fire Alarm Control Panel
1. The control panel is located at the south east corner of the Guard Station, next to the tube system access door. Its function is to indicate the location of fire alarm and smoke detection zones where an emergency situation is occurring. A sub-panel is for generator control.
2. The fire alarm panel has fifty two red led type lights arranged in four panels.
3. At the sound of a smoke alarm or fire alarm the red led light that corresponds to the area of emergency will be activated.
4. To silence the alarm depress the silence button.
5. A trouble light on the panel will activate in the event a repair to the panel is necessary.
6. The fire alarm and smoke alarm detection panel displays emergency information for the following zones:
i. Barracks G Pull Station
ii. Barracks H Pull Station
iii. Inmate Programs Building Pull Station
iv. Lobby Pull Station
v. Administration Pull Station
vi. Spare

vii. Spare
viii. Spare
ix. Barracks G Water flow
x. Barracks H Water flow
xi. IPB Water flow
xii. Lobby Water flow
xiii. Barracks G Tamper
xiv. Barracks H Tamper
xv. IPB Tamper
xvi. Lobby Tamper
xvii. 1st Floor Cells Water flow
xviii. 2nd Floor Cells Water flow
xix. 1st Floor Admin. Water flow
xx. 2nd Floor Admin. Water flow
xxi. 1st Floor Cells Tamper
xxii. 2nd Floor Cells Tamper
xxiii. 1st Floor Admin. Tamper
xxiv. 2nd Floor Admin. Tamper
xxv. Ansul System-Kitchen, over grill
xxvi. Ansul System-Staff Servery, over grill
xxvii. Cells Air Handler Units 1-6
xxviii. Admin. Air Handler Units 7 & 10
xxix. Admin. AHU's 8-11 Supply
xxx. Admin. AHU's 8-11 Return
xxxi. Admin. AHU's 12,14,15 Supply
xxxii. Admin. AHU's 12,14,15 Return
xxxiii. Admin. Air Handler Unit 13
xxxiv. Spare
xxxv. Barracks G Detectors
xxxvi. Barracks H Detectors
xxxvii. IPB Detectors
xxxviii. Lobby Detectors
xxxix. 1st Floor Cells Detectors
xl. 2nd Floor Cells Detectors
xli. 1st Floor Admin. Detectors
xlii. 2nd Floor Admin. Detectors

A. Air Handler Units are plainly numbered and located on the roof of the Administration and Cells Buildings.

7. The generator control sub-panel has 10 red led type lights. These lights will activate in conjunction with the audible alarm. The lights correspond to the following generator features:
   i. Generator running
   ii. Failure to start
   iii. Trouble alarm
   iv. Day tank low fuel level

v. Day tank high fuel level
vi. Storage tank low fuel level
vii. Facility on emergency power
viii. Ground fault on main breaker
ix. Spare
x. Spare

8. The sub-panel for generator control has a button to silence the alarm sound.
9. On the east side of the Guard Station is the escalator sub-panel. This panel allows for the emergency shut-down of the escalator.
10. Below the escalator panel is a trouble light sub-panel. This light will be activated automatically in the event a repair to the panel is necessary.
11. The panel power sub-panel has a test button, a power light and a power key switch.

h) Fire Emergency Computer Monitoring System
1. The computer fire alarm monitoring system is located on the table directly in front of the alarm panel. Both work in conjunction with one another in the event of an alarm.
2. All alarms will annunciate from the computer as well as illuminate the emergency location on the panel. The computer will also automatically indicate the location of the fire or smoke detector that has activated.
3. All alarms require acknowledgment prior to silencing. Once acknowledged, and the alarm location is deemed Code-4, the computer alarm can then be silenced and reset.
4. The computer also reflects any troubles within the system. The Main Control Deputy will conduct a systems check to ensure no undetected troubles exist.
i. The systems checks will be conducted a minimum of twice daily. Each check will be documented on the 24-hour log.
ii. Any unacknowledged or non-correctable troubles within the system will be brought to the immediate attention of the Operations Sergeant.

7018.3 - Security Alarm Response Procedures

a) Main Control Deputies, or their relief, will monitor every alarm in the Guard Station at all times while they are on duty.
b) All alarms will be in the "normal" condition unless signaling or being tested.
c) Malfunctioning lights or alarms must be repaired immediately.
1. The Operations Sergeant will be notified immediately upon discovering a malfunctioning alarm/light. The Sergeant will arrange for the needed repairs.
2. A memo identifying the problem will be written by the on duty deputy discovering the malfunction. The original copy of the memo will be given to the Operations Sergeant.
i. A copy of the memo will be retained in the Guard Station near the broken device.
3. When the device is repaired the memo will be delivered to the Operations Sergeant with a notation by the on duty deputy that the device has returned to service.
d) Testing the signals/alarms will be done at least once each shift by the assigned deputies.
1. Periodically during each shift, various Prowler Deputies will check certain security doors and systems. Main Control Deputies will coordinate each check with the Prowler Deputies to prevent false alarms.
2. Fire alarm testing will only be done at the direction of the Operations Sergeant.
e) Alarm signals, other than coordinated tests, will require urgent attention in every instance.

1. Panic Alarms that signal on the panel will require a Main Control Deputy to attempt contact with the deputy via the alarm intercom or pac set radio immediately.
    i. The Main Control Deputy/SSO will make immediate notification to the nearest Prowler and Guard Station where the alarm is originating.
    ii. The activated alarm and deputy will be located and their condition verified with the Main Control Deputy in every instance.
    iii. The alarm will only be canceled/reset by the Main Control Deputy when the situation is resolved.
    iv. The Operations or Housing Sergeant will be notified in every instance where a panic alarm is activated.
2. Security door alarms may initially be checked by video and voice contact at the location of the alarm's origin, if possible.
    i. Main Control Deputies will view the person(s) and inquire of the person on the intercom until satisfied of their correct identity. When the response is unsatisfactory the nearest deputy will be directed to the location to investigate.
    ii. Perimeter door alarms will not be investigated by intercom. An immediate response by the nearest available deputy will be directed by the Main Control Deputy. Armed back-up deputies will also be dispatched to check the door from the exterior.
    iii. The CCTV system will be used when possible, to assist in investigating door alarms. The Main Control Deputy must be completely certain of the identity of every person at the point of alarm origin or send a Prowler to make an onsite investigation.
    iv. Doors not monitored by video will require a Prowler Deputy be sent to verify the person's identity when the alarm is activated.

7018.4 - Hand Held Radios

a) Hand Held Radio Issuance
    1. [redacted]
    2. [redacted] Main Control staff will log the radio serial numbers in the Main Control Radio Inventory Log.
b) Hand Held Radio Inventory
    1. Fire Life Safety Staff
        i. It is the responsibility of the Fire Life Safety Deputies to maintain an accurate and up to date hand held radio inventory.
        ii. Each morning a Shift I Main Control staff member will take radios in need of repair to the Fire Life Safety office and complete a GSA Work Order for the needed repairs.
        iii. The status of the radio will be entered into the maintenance computer program.
        iv. Fire Life Safety staff will have the radios taken to County Communications for repair.
        v. When repaired, the Fire Life Safety Staff will arrange to have the radios picked up from County Communications and returned.
        vi. The radio will be shown back in service in the computer maintenance program.
        vii. The radio will be taken to Main Control Guard Station to be put back into service.
c) New Hand Held Radios
    1. New radios will be added to the Theo Lacy Facility Inventory before being put in service.
    2. Maintenance records will be kept on all Hand Held Radios.

3. Deputy Responsibility
    i. Hand Held Radios not working properly will be returned to Main Control.
    ii. The deputy returning the radio(s) for repair will complete a repair memo obtained from Main Control.
    iii. The repair memo will be attached to the radio.

d) Hand Held Radio Assignment
1. [redacted]
2. The deputy receiving the radio will ensure it is working properly prior to leaving Main Control sally port.
3. The radio is to be returned to Main Control at the end of each shift and not given to another relieving deputy.
4. Main Control will show the radio returned on the Main Control Radio Inventory Log and either reissue with a fresh battery or replace the unit.

7018.5 - Official Facility Visitor Control

a) Visitors requesting entry to the Facility security area must stop at the Main Control sally port. Visitors will have already been pre-screened by the Lobby Guard Station staff.
1. The Lobby Guard Station staff will notify the Main Control Deputy when a visitor is proceeding past the Lobby Guard Station en route to Main Control.

b) Under no circumstances will any visitor be permitted to enter the sally port, or any other security area, without the Main Control Deputy verifying with the Lobby Guard Station staff that permission to enter was granted by the Shift Commander.
1. Off-duty employees requesting entry to the security area will be required to have the Shift Commander's approval before entry.
2. Department issued identification badges are required to be worn if not in uniform.

c) The staff member being requested may contact the visitor at the Main Control sally port in order to reduce the number of visitors entering security.

d) All visitors, other than approved off duty departmental employees, will be required to sign the Visitor Control Log and be issued a visitor's badge at the Lobby Guard Station.
1. The Visitor Control Log will be filled-out as indicated by the person requesting access.
2. Visitor badges will be worn in plain sight at all times.
3. Visitor badges will designate the requirement of an escort by staff members while inside of security.
    i. RED Visitor Escort required
    ii. ORANGE Chaplain No escort required

e) All visitors and their packages/containers may be searched prior to entry. Main Control Deputies will summon Escort or Prowler Deputies to search the visitors and/or their packages as deemed necessary.
1. Prohibited Items:
    i. Contraband of any kind.
    ii. Food or beverages of any kind.
    iii. Explosives, weapons, combustibles.
    iv. Other items not approved by the Shift Commander.

f) All visitors, other than approved off duty departmental employees, will be under escort at all times while in the security area of the facility.
    1. Jail staff will keep the visitors under observation at all times.
    2. Visitors will not be permitted to use facility equipment or keys.
g) Visitors with prior approval will be processed at Main Control as follows:
    1. Maintenance persons not regularly assigned to Theo Lacy will be escorted at all times. Tool boxes and material containers will be checked prior to entering security. Form J-037 will be filled out for those who work at the facility on a repeated basis.
h) Truck Sally Port Entrance
    1. Main Control and/or the Red Sector SSO will maintain a Visitor's Log on all delivery, repair, GSA Facility Operations or visitor vehicles entering the Truck Sally Port security yard.
        i. The Guard Station Deputy, CSA, and/or the Red Sector SSO will log the time in, time out, name of occupant and company represented of all vehicles entering the compound.
        ii. No delivery vehicle will be permitted into the Truck Sally Port or Security without a Sworn Deputy or SSO being present. The deputy or SSO will remain in the delivery area while the vehicle is entering and exiting the security yard.

7018.6 - Daily 24-hour Log

a) The Main Control Deputies will be responsible for maintaining the Facility "Daily Log - 24 Hour". This log will briefly note in chronological order all of the days noteworthy events, referencing report numbers, staff and inmates involved and time of occurrence.
b) The log will also list, by shift, the Shift Commander, Sergeants and Main Control Deputy on duty.
c) Each log may be comprised of more than one page but will consist of only those activities between 0000 hours and 2400 hours on any one day. Each page will be dated and numbered.
d) Contents of the log will be consistent with other jail facilities.
    1. Incident numbers will consist of the facility designator, date and time an incident occurred. Example: TL 8-06-91/1400.
    2. Crime report case numbers will be included with the Incident Number.
    3. Involved staff and inmate names will be included with a brief synopsis of the incident in the "Disposition" section of the log.
    4. Information on the log will be typed.
    5. A notation is made on the log for the beginning of each shift.
e) The Shift Commander for each shift will review and make an entry to the log at the end of the shift. The Shift Commander's entry will indicate knowledge and approval of the log's contents.
    1. Each Shift Commander will ensure that the log is locked at the end of each 24-hour log period.
    2. The Shift I Shift Commander will be responsible for tracking all reports listed on the 24-hour log for each day, to ensure the timely completion of each report.

7018.7 - Escalator

a) Movement
    1. The Main Control Deputy and CSA will monitor all inmate movement on the escalator.
b) Fire Control
    1. Per the Elevator Code, if due to fire or smoke the second floor fire door closes, the escalator must stop. This will be done by the Main Control Deputy or CSA manually pressing the

escalator stop button. To restart the escalator, the Main Control Deputy or CSA will manually press the start button as there is no automatic reset for the escalator.

7020 - Court Transfer

7020.1 - Movement Procedures

a) Assembly and distribution of inmates will be conducted expediently and accurately to allow a timely departure from the Theo Lacy Facility and better ensure a timely arrival at their destination. Upon return to the facility, the re-entry process will be thorough and orderly to ensure a secure return to housing. A seat for each inmate will be provided during assembly periods prior to going and upon return from court.
b) Inmates will be escorted by the Court Deputy to the Processing holding area.
c) Inmates will be grouped by court destination, utilizing the Holding Cells.
d) Deputies will ensure that all inmates are provided a seat in the assembly areas.
    1. Holding cells are marked as to capacity. The rated capacity must not be exceeded under any circumstances.
    2. Holding Cells H13 and H14 may only be used for overflow when all other cells are full. As soon as other cells become available, inmates will be transferred out of cells H13 & H14. When these cells are used for overflow, the Operations Sergeant will be notified and a deputy will remain on the floor at all times to monitor inmates in these cells. These cells may also be used for under the influence exams.

7020.2 - Transportation Procedures

a) Transportation vehicles will enter the facility through the Bus Sally Port. The Main Control Deputy/CSA/SSO will then secure the Bus Sally port. [redacted]
b) The Court Deputy will coordinate the loading and unloading of vehicles with the assigned transporting deputies.
c) The Court Deputy will ensure that all required documents are provided to the transporting deputies.
d) The Activity Roster will be used by the Court Deputy to roll call inmates for boarding transportation vehicles. A check mark will be made in the "out" column as the inmates board the vehicles.
e) Transporting deputies will be responsible for the application and removal of required restraint devices to inmates going to court.

7020.3 - Inmates Returned From Court

a) The court deputy will check off the inmates as having returned from court. A check mark will be made in the "in" column on the activity roster upon the verification of an inmate's return. The deputy will maintain a running total of inmates in the holding area.
b) Inmates will be searched prior to being placed into the holding cells. Deputies will ensure that no inmate is required to sit on the ground and that adequate seating is provided.
    1. The capacity of each holding cell is marked on the door. The rated capacity must not be exceeded under any circumstances.

2. The transportation deputies will off-load all inmates and uncuff them inside the receiving sally port. These inmates will then be allowed to pass through the inner sally port door into the booking loop, where they will be checked in by the court deputy.

c) All inmates will be thoroughly searched prior to being escorted to their housing locations or placed in a holding cell. Searches and the handling of any contraband shall be in accordance with policy.
d) After the search, inmates will remain in the holding area or be escorted to their housing unit.
e) The Clothing/Property Room CST will supervise the exchange of personal clothes for jail issue.
   1. The CST shall re-inventory all personal clothing prior to returning it to storage.
   2. Any discrepancies will be brought to the immediate attention of the Operations Sergeant.
f) The deputy checking in the inmates returning from court will ensure that all court documents are retrieved from the transporting deputies and forwarded to Theo Lacy inmate records staff.
g) Inmates who return from court prior to their housing unit being fed will be allowed to eat with their unit. Inmates whose housing unit has already eaten shall be given a sack lunch after they are returned to their housing location.
h) Inmates who are housed in the modules and return from court after the evening meal has been delivered to their housing units shall be given a sack lunch in a reasonable amount of time upon their return from court.

7022 - Parking Lot, Vehicle, Truck and Pedestrian Sallyports

Vehicle and pedestrian movement into and out of the facility will be restricted to legitimate facility related functions.

7022.1 - Visitor and Staff Parking Lots

a) Disabled Person Parking
   1. Parking for visitors with a valid disabled person parking placard or license plate is available in the designated spaces located in the front parking lot and the designated spaces in front of the Research and Development building.
b) Visitor Parking
   1. Visitor parking is available in the parking structure located northwest of the facility. The structure has entrances on the west side of Hospital Frontage Road and the south side of Dawn Way. This non-secure structure is not owned or operated by the Sheriff's Department.
c) Staff Parking
   1. [redacted]
      Any vehicle without an appropriate pass will be issued a written warning, or be cited or towed in accordance with 7022.1(g).
   2. [redacted] This lot is shared with Research and Development and is restricted to parking passes which specifically authorize parking in the administrative parking lot. Vehicles assigned to the facility are to be parked in either the marked stalls within the administrative parking lot or the Main Security Sallyport west of the receiving guard station when not in use.
   3. [redacted]
d) Temporary Parking Passes

1. Pre-printed temporary parking passes will be kept in the lobby for issuance to official visitors conducting Departmental business. To issue a temporary parking pass, staff will:
    i. Confirm the visitor's identity and the reason for the visit.
    ii. Complete a temporary parking pass by filling in the boxes for initial and PID number, date, and time. The pass will expire 24 hours from the date and time on the pass. If the visitor will need a pass for more than 24 hours, an additional pass must be issued for each day. The additional pass(es) may be issued in advance.

e) Lacy Way
    1. Lacy Way borders the facility on the north side. It runs from the lobby to the east staff parking lot. Transportation, maintenance, delivery, and emergency vehicles must have clear passage to the facility at all times. Vehicles that obstruct passage along Lacy Way must be removed by the driver or be towed away. Main Control and First Floor Guard Station staff will periodically check the closed circuit television cameras to make sure Lacy Way remains clear. Lobby staff will also periodically check Lacy Way for obstructions. All obstructions will be reported to the lobby staff and the Operations Sergeant, or other available sergeant if the Operations Sergeant is not available. Lobby staff will attempt to locate the driver to move the vehicle. If the driver cannot be located, the vehicle may be towed in accordance with 7022.1(g).

f) Security and Enforcement
    1. All police services, including suspicious activity or crimes occurring in the parking lots, are the responsibility of the Orange Police Department.

g) Citations and Towing
    1. The assigned lobby deputy or SSO will enforce parking regulations in the two staff parking lots and on Lacy Way. Citing and towing of vehicles will follow the policies and procedures established by the Department and detailed in the following sections of the Field Operations Manual (FOM):
        i. Section 9 – Citations
        ii. Section 47 – 72 Hour Towing Authority
        iii. Section 48 – Vehicle Removal Authority
    2. The Field Operations Manual can be found at http://intranet/EmployeeCenter/Manuals/. Printed copies of these sections are also maintained in the "Theo Lacy Facility Vehicle Citation Overview" notebook. A copy of this notebook is kept in the lobby and another copy is kept in the watch commander's office.
    3. At least once per shift the lobby deputy or SSO will check each vehicle in the staff lots for an appropriate pass. If no pass is displayed, the deputy or SSO will take the appropriate parking enforcement action (warn, cite, or tow).
        i. Warnings
            A. Staff may warn vehicles not displaying an appropriate pass using an official Orange County Sheriff's Department warning notice (Form F0680-1.3 (R8/80). The warning will be filled out as completely as possible and must include the violation for which the vehicle could have been cited or towed. The larger portion of the warning will be affixed to the vehicle on the antennae or under the windshield wiper. The smaller portion will be filed in the lobby for future reference.
        ii. Citations

A. Deputies or SSOs may issue an Orange County Sheriff's Department Notice of Parking Violation to any vehicle not displaying an appropriate pass or that is improperly parked. The citation will be filled out completely including the correct violation. The card stock copy will be affixed to the vehicle under the windshield wiper or between the driver's side window and the weather stripping at the base. The other two copies will be forwarded to the Operations Sergeant's office, to be collected by the Administration Sergeant.

iii. Vehicle Tows/Impounds

A. A sergeant or above must give verbal approval prior to a vehicle being towed. A CHP180 form must be completely filled out, including obtaining a File Control Number (FCN) from Sheriff's Teletype, before a vehicle is towed. See FOM Section 48 for full details on completing the CHP180 form. After the tow truck operator signs for the car, the deputy or SSO will give the last sheet to him or her. The first three sheets will be forwarded to the Operations Sergeant's office, to be collected by the Administration Sergeant.

4. If the lobby deputy or SSO cannot leave the lobby due to staffing, he or she will notify the Operations Sergeant, who will attempt to provide a staff member so the check can be completed. If the check cannot be completed, the lobby deputy or SSO will contact Main Control and have them note it in the facility 24-Hour Log. At the end of the shift, lobby staff shall take all citations issued during the shift to the Operations Sergeant's office. The Operations Sergeant will review all citations for accuracy and completeness, including the correct violation, description, court of jurisdiction, and appearance date.

7022.2 - Vehicle and Bus Sallyport

a) This Sallyport is located at the northeast corner of the Cells/Admin. Building near the warehouse driveway. Vehicles will enter off of The City Drive onto Justice Center Drive and proceed between the warehouse and Cells/Admin building. The main security Sallyport is the primary vehicle entrance to the facility for vehicles transporting inmates and is to be used by authorized vehicles only. The Sallyport gates are controlled by the Main Control Guard Station. Identification of vehicle and driver are made using CCTV and the intercom system.

b) Jail Transportation vehicles will use the Main Sallyport to deliver and pick up inmates. Transportation deputies will maintain control of inmates within the vehicle Sallyport. [redacted] The inmates will then be removed from the bus and escorted into the Receiving Sallyport. When all inmates are inside the receiving area and the inner Sallyport Door is secured, [redacted]

c) The main security pedestrian Sallyport may be used by authorized personnel to enter the vehicle Sallyport security yard. The Main Control Guard Station will open the gates once proper identification of the pedestrian is made, using a CCTV and intercom system. This gate is not to be used to walk inmates in or out of the facility.

7022.3 - Truck Sallyport

a) This Sallyport is located east of modules K & L. Like the main security Sallyport, vehicles will enter off of The City Drive onto Justice Center Drive and proceed between the warehouse and Cells/Admin building.
b) Food, trash pickup, service and material delivery vehicles will use the truck Sallyport only after properly identifying themselves to the Main Control Guard Station. The Main Control Guard Station Deputy/S SO will allow access to the facility after proper identification is made using CCTV and intercom system.
    1. The Main Control Deputy/SSO will notify the appropriate staff member when the trucks arrive.
c) For service and maintenance trucks the Main Control Deputy/SSO will provide an escort for the workers to the repair site.
d) The Main Control Guard Station Deputy/SSO will log in all delivery and service vehicles.
e) An alternate route to gain access to the main security Sallyport and service delivery Sallyport is for vehicles to enter off of The City Drive onto Justice Center Drive and then proceed straight back toward the Santa Ana riverbed and circle around entering at the rear of the facility and proceeding back up toward The City Drive.

7024 - Control of Weapons and Security Equipment

a) The Facility Armory
    1. Armory Locations
        i. [redacted]

7026 - Disturbance/Riot Response

a) Staff Procedures
    1. [redacted]
        ii. All fixed-post guard stations.
        iii. Main Control Personnel
        iv. Module R Guard Station Personnel
        v. A-H Barracks Guard Station Personnel
        vi. First Floor Guard Station Personnel
    2. [redacted]
        i. Booking/Release Deputy
        ii. Programs Deputy
        iii. Recreation Deputy
        iv. Visiting Deputy
        v. Deputies supervising inmate meal service in the chow hall
    3. [redacted]

7028 - Attorney, Bondsman, Official and Intra-Facility Visiting

7028.1 - Attorney, Bondsman and Official Visitors

a) Location of visits:

1. Attorneys, Bondsmen, Social Service Employees and other official visitors for inmates at the Theo Lacy Facility shall check in at the Lobby Desk.
2. Official visitors requesting a visit with an inmate housed in the barracks will be directed to the non-contact side of public visiting in the Inmate Programs Building, at a table set aside for that purpose. Official visitors requesting a visit with inmates housed in the modules will be directed to that module's respective non-contact visiting area.
    i. If more privacy is requested, the official visitor will be directed to the enclosed booths on the non-contact side of visiting.
    ii. Official visitors may only visit one inmate at a time unless approved by the Shift Commander.
    iii. Use of cell phones is prohibited while inside the Theo Lacy Facility. Laptop computers will be authorized for attorneys in an official capacity; however electrical outlets are not available within the visiting area. Computers and related accessories are subject to search at any time.
3. An attorney, including Public Defenders, may visit on the contact side of visiting, unless legitimate security or operational concerns exist. The official visitor will be advised of the lack of privacy afforded on the contact side.

b) Search of Laptop Computers
1. Laptop computers are subject to search if an attorney wishes to possess it during a contact visit. The scope of the search will be limited to:
    i. Powering on and off the laptop computer.
    ii. Verifying the battery compartment and disc drives have not been altered for the purpose of hiding weapons or contraband.
2. Records stored on the computer will not be read.
3. The purpose of the search is to detect and prevent the introduction of weapons or other contraband within the facility.

7028.2 - Intra-Custody Visiting (In-Custody Visits)

a) Schedule and Location: Relatives who are in custody in the Theo Lacy Facility and who have been approved for In-Custody visits will be permitted to visit their family member within one week from the approval date on the assigned form. Visits will be a minimum of 30 minutes in length but no longer than 60 minutes. For inmates housed in the barracks, visits will take place in the visiting building unless security concerns require the visit to be conducted in one of the Modules. Visits for inmates housed in the Modules will occur in the Modules unless other security concerns are noted, which would require a safer location within the facility.

b) Inmates who wish to visit a relative in custody must first submit an "Inmate Message slip" requesting the visit. An "In-Custody Visitation Request" form will then be given to the inmate to complete.
1. Once the inmate has completed the "In-Custody Visitation Request" form, it will be reviewed and signed by the appropriate Housing or Module Sergeant. The original inmate message slip will be attached to the "In-Custody Visitation Request" form. A sergeant will then verbally confirm the information provided on the form with the inmate to be visited.
2. The inmate to be visited will be asked the same questions on the form by a sergeant for verification purposes. If the inmate has answered the questions satisfactorily, the sergeant will sign the form where indicated. If the inmate has not answered satisfactorily, the incorrect

answers will be circled in red and the reasons for denial of the visit will be written at the bottom of the form.

3. The completed form will be forwarded to Classification who will review the form for any security concerns.
4. The Watch Commander will have the final approval for all In-Custody visits.
5. The completed form will then be forwarded to the Visiting Guard Station for final processing. The names of the approved inmates will be added to the "In-Custody Visit List".
    i. Inmates, who have been denied an In-Custody visit, will be notified of the reason or reasons for denial. Inmates who can furnish proof of a relationship as defined under "In-Custody Visits" may be allowed to visit following an initial denial of the visit.
    ii. Copies of approved/denied requests will remain on file for three years. Records will be forwarded and stored in the Administrative area.
    iii. All inmates will be checked in the SDS system prior to their scheduled visit to be sure they are available (e.g. court, dentist, etc.).

c) In-Custody List: The Module Deputy, CSA or CST who collects the initial request form from the requesting inmate will ensure that all "In-Custody Visitation" request forms have been processed. A list will be prepared of all approved In-Custody visits by Classification.
    1. Before the end of shift, the Module Deputy, CSA or CST will give the signed inmate "In-Custody Visits" request form(s) to Classification to begin the approval process.
    2. If either of the two inmates involved in a single visit is housed in any of the modules, the visit must take place in the module. If both inmates are housed in the modules, the visit may occur in either of the two modules, unless other safety concerns are noted. Inmates housed in the barracks will be sent to visiting at 1330 hours to conduct their visit.
d) Preparing for the Visit: The manning of the Visiting Guard Station will be the responsibility of the Visiting and Prowler Deputies. The security of the Guard Station and the operation of the visit will be handled in the same manner as any other visit. The Visiting Deputy shall call each of the barracks prior to 1330 to confirm they are preparing to send any inmates on the In-Custody Visit list.
    1. Barrack Inmates: 10-15 minutes prior to the visit, the In-Custody visit inmates will be sent on movement pass to Visiting.
    2. Module inmates: The Module deputy upon receiving the In-Custody List will verify, by the entries on the Mod Cards, on the attached J-119 form, or through Classification, any special security concerns.
    3. All visits involving at least one inmate housed in a module will be conducted in the module. If a visit involves one inmate housed in the barracks and one inmate house in a module, the inmate housed in the barracks will be escorted to the module for the visit.
    4. Visits may be conducted in the multipurpose room, or any other classroom the Deputies feel will provide a secure environment for the visit. It will not be conducted in the pass through attorney-client visiting booth.
e) Two Period Visits: If there are more inmates than the visiting area can reasonably accommodate, the visits can be set up in two periods. The distribution of the inmates in the two visits will be at the convenience of the Shift Commander or Housing Sergeant.

7028.3 - Western Medical Custody Ward/Hospital Visits

a) All visitors for inmates confined in the custody ward must check in with the Hospital Deputy prior to the visit.
b) Public visiting at the hospital ward will be conducted in accordance with Theo Lacy visiting regulations. Hospital visiting hours are:
    1. Friday through Sunday 0800 – 1700
c) There will be no contact between visitors and inmates confined in locked cells. Visiting for these inmates will be permitted in the designated visitation room. Inmates are allowed one visit each day, lasting a minimum of 30 minutes.
    1. Hospital staff may establish restrictions for medical reasons.
d) No visits outside of the custody ward will be allowed. However, if the inmate's medical condition warrants a visit, it can be allowed with the Watch Commander's prior approval.
e) Sheriff's personnel will not regulate the length or frequency of visits an inmate has with their attorney. Hospital staff, however, may establish restrictions for medical reasons.
    1. The Hospital Deputy will determine that the requesting party is a licensed attorney.
    2. Persons accompanying attorneys will not be permitted to be present during visitation, unless they have obtained a court order and it has been reviewed by the TLF Watch Commander.
    3. An attorney will be afforded as much privacy as possible without removing other inmates from the room.
        i. A deputy will always remain present in the room whenever an inmate is considered a security risk or other special circumstances are involved. The Theo Lacy Facility Shift Commander should be advised of these situations, prior to the visit. The deputy will not monitor the conversation.
f) Sheriff's personnel will not regulate the length or frequency of visits an inmate has with their religious representatives, unless legitimate security or operational concerns exist. Hospital staff however, may establish restrictions for medical reasons.
    1. The Hospital Deputy will determine that the requesting party is eligible for religious visitation.
g) The proper Visitation Request Form must be completed prior to the visit.
    1. The Request Forms will be forwarded to the Theo Lacy Facility for delivery to the IRC for inclusion in the inmates' file.

7028.4 - Scheduled Attorney and Official Agency Visitation

a) Official Visitor's requesting appointments should be referred to the Shift Commander for approval.
b) Appointments must be adhered to within a reasonable amount of time or the appointment shall be cancelled by the Lobby Deputy or SSO.

7030 - Health Care Facilities and Equipment

a) Medical Observation Area - Processing: A medical screening area is located in the processing area of the first floor Receiving/Release area (Booking Loop). Correctional Nurses will staff on an as needed basis, with the exception of Friday nights when assigned to work between the hours of 1900 and 2300 hours, to triage Scheduled New Bookings.
b) Medical Clinic Area: Housing a substantially equipped clinic and treatment facility for medical, dental and mental health service is provided on the second floor of the Cells/Admin. Building.

c) Medical Exam Rooms: Each module in the Theo Lacy Facility (I thru R) contains a fully equipped medical exam room. The module exam rooms will be used by the Physician and/or Registered Nurse to conduct daily sick call.

7032 – Anaheim Global Medical Center Hospital Jail Ward

7032.1 - Policy

a) The Orange County Sheriff's Department maintains a Security Ward at Anaheim Global Medical Center for the purpose of housing and treating inmates that require specialized treatment not available in the jail complex.

7032.2 - Staffing Plan

a) The Correctional Health Services (CHS) Deputies are assigned to the Theo Lacy Facility.
   1. The CHS Deputies will receive direction and supervision from the Theo Lacy Facility Operations Sergeant.

b) The hospital radio procedures must be followed by all shifts to ensure the integrity of communications with ECB.

7032.3 - Correctional Health Services (CHS) Deputy Responsibilities

a) The primary responsibility is that of maintaining custody of persons in the hospital who are charged with a crime and have been committed to the custody of the Orange County Sheriff.

b) CHS shall be staffed by two (2) deputies at all times. The CHS Deputy shall have charge of the inmates booked into the hospital and of any inmates transferred to the hospital from the Men's or Women's Central Jail, the Intake Release Center (IRC), or the Theo Lacy Facility. All prisoners that have not been booked into the IRC are the responsibility of the arresting officer.

c) Any questions regarding the security status of an inmate shall be referred to the Theo Lacy Operations Sergeant.

d) CHS Deputies will be responsible for performing safety checks randomly at least every 60 minutes, and logging the safety checks in the Daily Activity Report. More frequent safety checks are encouraged. All checks shall be logged upon completion.

7032.4 - Daily Activity Report

a) The Correctional Health Services (CHS) Deputies will maintain a Hospital Ward Daily Activity Report and will keep a record of all activity or movement from the beginning to end of each shift.

b) Each activity report entry will include the time each activity began, the nature of the activity and the name of the deputy making the entry.

c) The completed activity report shall be made available for review by the shift two Sergeant conducting the daily hospital check.

d) Shift one CHS Deputy will be responsible for the activation of a new daily activity report at 0000 hours.

e) The CHS Deputy will annotate all movement per the following example:
   1. 1630 RECEIVED 1 FROM E.R.: SMITH #2176345. NOTIFIED THEO LACY CLASSIFICATION DEPUTY BROWN. COUNT AT 4 (NUMBER OF BODIES CURRENTLY IN CHS) + 5 (TOTAL NUMBER OF BODIES EITHER IN OTHER UNITS OF AGM OR IN OTHER HOSPITALS).

f) The CHS Deputy will maintain a hospital security roster showing the name, admit date and time, booking number, sex, D.O.B, charge, location and status of each inmate in his charge for each twenty-four hour period.
g) The Shift 2 CHS Deputies will be responsible for the activation of a new Hospital Security Roster at the beginning of their shift.
h) The Shift 2 deputies will be responsible for saving the current day's security roster and the activity report to the computer's hard drive.

7032.5 - Counts

a) The Correctional Health Services (CHS) Deputy shall physically count each inmate as listed on the Hospital Security Roster. Inmate counts will be conducted according to CCOM Policy Section 1719 - Inmate Counts.
b) The CHS Deputy will report the count number to the Theo Lacy Mod O deputy at the conclusion of each count.

7032.6 - Reporting for Duty

a) The Correctional Health Services (CHS) Deputies are required to sign in on the daily sign-in sheet at the Theo Lacy Facility and obtain any special instructions from the Operations Sergeant. The deputies shall then proceed to the hospital jail ward to relieve the deputies on duty.
b) The deputies going off duty will pass on all information concerning the ward and relinquish possession of the [redacted]
c) [redacted]
d) Upon assuming their duty station, the CHS Deputies will check all cells and account for every inmate on the hospital security roster.
e) The CHS Deputies assuming duty will check all inmates to ensure that they are properly restrained at the beginning of their shift.

7032.7 - Security and Individual Assessment Regarding Use of Security Restraints

a) When security restraints are utilized, inmates will be physically restrained to their hospital bed by use of at least one ankle restraint or wrist restraint. Additional restraints may be deemed necessary due to an inmate's propensity to be violent, disruptive towards hospital staff or a danger to themselves.
b) The utilization of security restraint devices to include leg restraints and/or handcuffs, will be based on an individual assessment of the inmate by the deputy on duty. Classification status, staff safety, physical security of the facility where the inmate is receiving treatment, and input from medical staff regarding the medical/mental condition of the inmate will be taken into consideration prior to the application of security restraint(s), if any, or continuous application of a security restraint. The individual assessment and resulting determination regarding the utilization of security restraints will be documented on the Inmate Security Restraint Log by the deputy conducting the assessment. See CCOM 1800.3(d) - Pregnant Inmates for information on restraint of pregnant inmates.

   The least restrictive security restraint(s) will be used as needed to maintain security. If it is determined that security restraint(s) will be used, the below will be followed:

1. The leg restraints and/or handcuffs will be attached to a fixed object on the bed.
2. If medical attention is needed in the area of a restrained limb, another limb may be restrained prior to the restraint being removed.
3. If the inmate needs to use the restroom, he/she may be restrained by leg restraints and waist restraints with one hand free.
4. During meals, the inmate may be restrained by leg restraints and/or handcuffs with one arm restrained.
5. Hospital procedures and protocol shall not jeopardize security or supersede department policy. Deputies will contact a supervisor if requests by medical staff contradict department policy.
6. Deputies shall remain available to remove a restraint device in the event of a medical emergency.

c) The Deputy on duty shall reassess the utilization of security restraint devices on an individual inmate each time there is a significant change in the inmate's behavior, medical or mental health condition that would warrant a change in the use of security restraints (For example, the inmate is sedated or no longer exhibits a propensity to be violent, disruptive towards staff or a danger to themselves). The reassessment and resulting determination shall be documented by the deputy on the Inmate Security Restraint Log.

d) The application or removal of clinical restraints on an inmate will be at the sole discretion of medical professionals providing treatment to the inmate. The use of clinical restraints will be taken into consideration when evaluating whether security restraint devices, if any, will be utilized.

e) Additional restraints (leg restraints, handcuffs and waist restraints) will be maintained at the Deputy's station for such use. Additional sets are in inventory at the Theo Lacy Facility armory. These sets may be issued, as necessary, with prior knowledge and approval of the Shift Commander and must be returned to the armory when no longer needed.

f) At no time will an inmate leave the custody of the Correctional Health Services (CHS) Deputy wearing a pair of Facility/Hospital leg restraints. If leg restraints are to be worn, they will be supplied by the transporting officer.

g) Four point soft restraints are for medical use only and are not to be applied to inmates unless directed by medical staff. Soft restraints are not to be applied to inmates being held solely for the collection of ingested evidence. Deputies will refrain from requesting or suggesting soft restraints be applied to an inmate.

h) Any questions regarding the physical restraining of inmates will be referred to the Theo Lacy Operations Sergeant.

i) Physical Lay Out of Security Cells.
   1. There are five (5) hospital rooms, with a total of 11 beds.
   2. Three (3) holding cells
   3. Two (2) exam rooms
   4. One (1) visiting room

j) Locked Security
   1. All security cells will be maintained in a locked position unless it is necessary for either the hospital staff or the deputy to enter the room.
   2. Whenever it is necessary for hospital personnel to enter a security cell, the CHS Deputy will open the door, stand by until the transaction is completed, then secure the door.
   3. [redacted]

k) Personnel Access
    1. All personnel, including Sheriff's and hospital employees, will access the hospital jail ward only through the main sally port.
    2. All personnel will refrain from using the double doors leading from the jail ward to the hospital psychiatric ward 6, except in the event of a life threatening emergency.
        i. Inmates going to or returning from surgery may be transported through the ward 6 doors in the event of inclement weather. Hospital staff will need to schedule this movement with a CHS deputy so he/she can take over the escort from the armed deputy through Ward Six.
l) Classification of Inmates
    1. All inmates housed in a CHS facility will be classified as to their security status. For more information, reference CCOM Policy Section 1200 – Inmate Classification Procedures.
    2. New Bookings:
        i. All inmates being booked into the medical facility will receive preliminary screening by Intake/Release Center Classification. It will be the CHS Deputy's responsibility to gain necessary information regarding the inmate's description, charges, prior arrests, ties to the community etc., to ensure that an accurate preliminary appraisal is completed. Theo Lacy Classification shall advise the CHS Deputy of the inmate's status as soon as practical. This information will be noted on the daily activity report.
    3. Inmates Transferred From Other Jail Facilities:
        i. When inmates are housed at the hospital from other facilities, the CHS Deputy will contact IRC Classification to determine the inmate's current custody status. In general, the inmate's classification will not change during hospitalization. In the event of unusual circumstances, or information which might change the inmate's security status, the CHS Deputy will notify the Theo Lacy Facility Operations Sergeant or Shift Commander for final determination. This information will be noted on the daily activity report.
m) Inmates Out Of Security Areas:
    1. Inmate Housed In Non-Secured Hospital areas:
        i. Inmates housed in areas other than the security cells shall be advised by the CHS Deputy that they are at all times still in the custody of the Sheriff and if they leave their assigned location without prior authority, it will constitute an escape. For security reasons, all inmates housed outside of the hospital ward, (CHS), will be secured to their bed with at least one ankle or wrist restraint. For more information. Reference CCOM Policy Section 2200 – Hospital Deputy.
n) Female Inmates
    1. Separation of Female Inmates:
        i. Per the provisions of Penal Code section 4002, female inmates shall not be kept or put into the same room for the purposes of sleeping, dressing, or performing eliminatory functions.
    2. New Bookings:
        i. Female inmates being booked into the medical facility will receive preliminary screening from IRC Classification. It is the CHS Deputy's responsibility to gain necessary information for an accurate preliminary appraisal to be made.

o) Movement of Inmates
    1. Deputy Supervision:
        i. The assigned CHS Deputies will not leave the jail ward while any of the cells are occupied, except when relieved by another deputy. If it becomes necessary to move an inmate within the hospital it shall be done under the direct supervision of a deputy, who will decide what types of restraint, if any are warranted. The escorting deputy may be assigned to transportation, if available, or a second deputy assigned to the hospital ward if appropriate. If this assistance is not available or any questions arise, the CHS Deputy should contact the Theo Lacy Operations Sergeant for direction.
    2. Emergency Movement of Inmate:
        i. If the circumstance arises where the CHS Deputy is alone in the jail ward and a life or death emergency exists, the CHS Deputy will allow hospital staff to move an inmate out of the jail ward for treatment, without the immediate supervision of a Deputy. The CHS Deputy will contact the Operations Sergeant, or if unavailable, the Shift Commander or other Theo Lacy Facility Sergeant to relay the circumstances of the movement and to request needed assistance and direction.

7032.8 - Mail

a) Mail Inspection Authorization:
    1. Incoming Mail:
        i. All incoming mail shall be inspected by the Mailroom CST. Mail will be inspected according to jail procedure.
    2. Questionable Contents:
        i. Any question which arises concerning the content of a letter will be discussed with the Theo Lacy Operations Sergeant to determine proper disposition.
b) Outgoing Mail:
    1. All outgoing mail will be inspected by the deputy on duty at the time the letter is received from the inmate and forwarded to the Theo Lacy Mailroom for processing.
    2. Questionable Contents:
        i. Any question which arises concerning the content of a letter will be discussed with the Theo Lacy Operations Sergeant to determine proper disposition.
c) Mail for Inmates No Longer in the Hospital:
    1. When mail is received for inmates who are no longer at the hospital, the CHS Deputy will ascertain whether the inmate is still in jail custody.
    2. Transfer to another Facility:
        i. If the inmate is still in custody of the Sheriff, the mail will be marked with the new location and forwarded to the Theo Lacy Mailroom for distribution.
    3. Out of Custody:
        i. If the inmate is no longer in custody, the CHS Deputy will mark the envelope "Undeliverable, Addressee Not Here" and forward to the Theo Lacy Mailroom for return to the post office.

7032.9 - Visiting

a) Public Visits
    1. Visiting Hours:

i. Public visiting at the hospital ward will be conducted in accordance with Theo Lacy visiting regulations. Hospital visiting hours are:
    A. Friday through Sunday 0800 - 1700

2. Visiting Request:
    i. If the inmate is housed at Anaheim Global Medical Center's Custody Ward, the visitor will go through the same visiting process as other visitors at the Theo Lacy Lobby prior to the visit. The only exception is that the visitor going to the hospital ward will be given the computer printout from the lobby as proof of checking in.
3. Inmates Housed in Locked Cells:
    i. There will be no contact between visitors and the inmates confined in the locked cells. Visiting for these inmates will be permitted in the designated visitation room. Inmates are allowed one 1/2-hour visit during Theo Lacy's scheduled visiting hours.
4. Inmates in Unsecured Areas:
    i. No visits outside of the custody ward will be allowed. However, if the inmate's medical condition warrants a visit, it can be allowed with the Watch Commander's prior approval.

b) Attorney Visitation
1. Visitation Hours:
    i. The jail will not regulate the length or the number of visits an inmate may have with his attorney. The hospital however, may make whatever restrictions they feel necessary for medical reasons.
2. Identification of Attorney:
    i. The Correctional Health Services (CHS) Deputy will determine that the requesting party is an attorney licensed to practice law in the State of California.
    ii. Additional Parties: Persons accompanying attorneys will not be permitted to be present during the attorney visitation, unless the attorney has obtained a court order indicating that person shall be permitted to visit the inmate. Such a court order must be signed by the Theo Lacy Watch Commander.
3. Visitation request:
    i. An official "Agency Visitation Request" form must be completed prior to the attorney's visit.
    ii. Visitation Request to Theo Lacy: The Attorney Visitation Request form will be forwarded to Theo Lacy where it will be filed in the inmate's file.
4. Privacy:
    i. The attorney will be afforded as much privacy as possible without removing other inmates from the room.
    ii. Deputy Present: A deputy will always remain present in the room whenever an inmate is considered a security risk or other special circumstances are involved. However, this must be cleared by the Theo Lacy Facility Shift Commander. The deputy will not monitor the conversation.
    iii. Any legal papers will be left with the CHS Deputy, who will check the papers for contraband and then forward them to the inmate.

c) Official Visiting

1. Attorneys, Bondsmen and other official visitors for inmates housed at the hospital ward shall check in at the Theo Lacy Facility's Lobby prior to visiting.
2. The same requirements for visitors of inmates housed at Theo Lacy Facility will apply to inmates housed at the hospital ward, except that the visitor will be given the computer printout from the Lobby to take to the hospital ward as proof of checking in.

7032.10 - Inmate Needs

a) Inmate needs Inmate feeding/Medical Treatment:
   1. Hospital Staff :
      i. The hospital staff is responsible for all feeding, distribution of medication and medical treatment of inmates confined at the hospital.
   2. Equipment and Utensils Permitted Into Locked Cells:
      i. The Correctional Health Services (CHS) Deputy will observe any equipment or utensils entering the locked cells. Upon removal, he will verify that all the equipment or utensils were retrieved and none were left in the security area.
      ii. The personal property of all new booking inmates will be booked into the Intake Release Center. This will be done by the arresting agency or those deputies affecting the transfer.
      iii. The personal property of inmates transferred to the Jail Ward from the Intake Release Center, or Central Jail Complex will be sent to the Theo Lacy Property Room.

7032.11 - Money

a) Money left for Inmates:
   1. Any person desiring to leave money for an inmate will be directed to the nearest Orange County Jail Facility Cashier where the money will be accepted and placed in the inmate's account.
   2. Money Received by Mail:
      i. Monies received through the mail for an inmate will be delivered to the Theo Lacy Facility Cashier by the Mailroom CST.
   3. Money orders:
      i. Money orders will be signed by the inmate and delivered to the Theo Lacy Facility Cashier.
      ii. If an inmate does not wish to have a money order placed on his account, it will be delivered to Theo Lacy where it will be placed in his personal property.

7032.12 - Commissary Purchases

a) Inmates who desire to purchase items from the commissary while housed at the hospital will follow the same commissary procedures as the Theo Lacy Facility.
   1. Orders for Commissary Items:
      i. The Correctional Health Services (CHS) Deputy will distribute commissary slips to those inmates wishing to make a commissary purchase. The nursing staff will screen the commissary slip to determine if the requested items conflict with the treatment/recovery of the inmate. Inmates will be notified of any items removed from their order. At the end of his shift, the deputy will return the completed commissary slips to the Theo Lacy Facility Cashier to be picked up by Centralized

Commissary staff. The filled order will be delivered to the inmate housed at the hospital by the Centralized Commissary staff.

7032.13 - Housing

a) Completion of Initial Medical Treatment:
   1. On completion of the initial medical treatment, the Nursing Administrator will assign the inmate to a cell or housing location depending on the available space, medical necessity and the classification of the inmate.
   2. Unavailable Cells:
      i. If all cells are full and it is necessary to confine another inmate, it will require reassignment of inmates or obtaining an additional deputy to supervise the inmates. In most cases, unit 4 or ICU is used to house inmates outside the Correctional Health Services (CHS) Unit.
      ii. Reassignment: In the event a high risk inmate is housed outside the CHS unit, whenever security permits, and with permission of the Theo Lacy Facility Shift Commander or Operations Sergeant, an inmate with a lesser offense shall be moved to another area of the hospital to make room for the high risk inmate in the hospital ward.
      iii. Additional Deputy: If it is not permissible to reassign inmates due to security or medical reasons, the CHS Deputy will contact the Theo Lacy Facility Shift Commander or Operations Sergeant and request an additional deputy.

7032.14 - Transfer of Inmates from Other Jail Facilities

a) Pre-receiving
   1. Advise Correctional Health Services (CHS) Deputy of pending transfer:
      i. If for any reason it is necessary for an inmate to be transferred from one of the Sheriff's detention facilities to the hospital, the medical personnel on duty there will advise the CHS Deputy of the pending transfer along with the inmate's name, booking number, charges and any other pertinent information.
   2. In the absence of medical personnel on duty, the appropriate facility Operations Sergeant or Shift Commander will notify the CHS Deputy of the pending transfer.
b) Transporting Officer:
   1. The transporting officer will retain custody of the inmate during any examination/treatment prior to admittance to the hospital.
c) Establishing Custody:
   1. In the event the inmate requires intensive care or other treatment not available within CHS and/or CHS has no available beds, custody of inmates at Anaheim Global Medical Center will be established as follows:
      i. All jail facilities will be responsible for custody of an inmate, housed at their facility, who is being treated outside CHS, Anaheim Global Medical Center for the first 24 hours.
      ii. After the first 24 hours the inmate will become the custody responsibility of the Theo Lacy Facility. The CHS Deputy will be informed of the transfer by Anaheim Global Medical Center’s medical staff or the Theo Lacy Operations Sergeant or Shift Commander.

iii. The inmate's file, paperwork, and property will be retained at or forwarded to the IRC. The inmates will be carried on the Theo Lacy Mod O count.

7032.15 - Receiving

a) Admitting Inmates:
   1. The Correctional Health Services (CHS) Deputy will take custody of all inmates who are admitted into CHS, or undergoing treatment in other Anaheim Global Medical Center wards after the initial 24 hours.

7032.16 - Hospital Discharge

a) Discharging In-Custody Inmates
   1. Notification of medical release:
      i. The hospital staff will notify the Correctional Health Services (CHS) Deputy that the inmate is ready for discharge from CHS.

b) Transportation:
   1. When an inmate is ready to be discharged from the hospital, the CHS Deputy will contact Sheriff's Transportation and arrange for the inmate to be transported to the IRC for triage. Once the arrangements have been made, the CHS Deputy will notify the Theo Lacy Classification Deputy and Operations Sergeant of the pending transfer.
   2. If available, the inmate will change into their jail issue before being transferred to their appropriate facility. If this is unfeasible, the inmate will remain in hospital clothing. The appropriate facility's medical personnel will be responsible for returning the hospital clothing to the hospital.
   3. If Sheriff's Transportation will be delayed for an extended period of time, the CHS Deputy will notify the Theo Lacy Operations Sergeant, who may make other arrangements for transportation of the inmate.

c) Hospital Discharge Notification:
   1. When the discharged inmate is en route to the jail, the CHS Deputy will notify Theo Lacy Classification to update the inmate's housing location.
   2. Notifications will also be made to the Theo Lacy Operations Sergeant and Main Control.

d) Hospital Security Roster:
   1. The CHS Deputy shall annotate the date/time of release, the type of release (i.e., RT/IRC, Release) and his name under the column "released by."
   2. When the new security roster is generated at 0000 hours, by the Shift 2 CHS Deputy, all inmates released on the previous day will be deleted from the roster.

7032.17 - Sentence Expiration of Hospital Inmates

a) Release:
   1. The Theo Lacy Facility will send a Deputy to the hospital to contact the Correctional Health Services (CHS) Deputy, who will identify the inmate. The TLF releasing Deputy will obtain his/her fingerprints on the release form and have the inmate sign for his/her property and money.

b) Removal From Security Ward:
   1. Upon completion of the inmate release procedure by the CHS and Theo Lacy Deputy, arrangements will be made by the hospital staff for transfer of the subject from the security

ward to another part of the hospital. If the inmate is not staying in the hospital, he/she will be released through the pedestrian sally port.

c) Removal From Hospital Security Roster:
    1. The CHS Deputy shall annotate the date/time of release, the type of release (i.e., RT/IRC, Release) and add his name under the column "released by".
    2. When the new security roster is generated, by the Shift 2 CHS Deputy, all inmates released on the previous day will be deleted from the roster.

7032.18 - Unshackling of Inmate(s) Imminent Death

a) Notification Procedure:
    1. When an in-custody inmate is terminally ill and the Anaheim Global Medical Center physician(s) have determined the inmate's death is imminent, the Correctional Health Services (CHS) Deputy will notify the Theo Lacy Facility Operations Sergeant or Shift Commander immediately.
b) Shift Commander's Responsibilities:
    1. Upon notification, the Shift Commander will send the Operations Sergeant or designee to Anaheim Global Medical Center to interview the medical staff declaring the inmate's death as imminent. The following information will be gathered and relayed to the Shift Commander:
        i. What are the inmate's charges?
        ii. What illness or injury is the inmate suffering from?
        iii. If the prognosis is imminent death, how soon will the inmate die?
        iv. Is there a possibility of remission or recovery?
        v. What is the name of the physician declaring the inevitable death?
        vi. How weakened is the inmate i.e., able to walk, bedridden, or comatose?
c) Unshackling procedures:
    1. After the Theo Lacy Facility Shift Commander has determined that the inmate's death is inevitable and imminent within hours, the following unshackling procedures will be followed:
        i. The inmate will be unshackled of all restraints.
        ii. During the interim, pending release, the inmate will be granted reasonable visits for next of kin or relatives by the CHS Deputy.
        iii. Visitors will be allowed to remain with the dying inmate during his last few hours unless the Anaheim Global Medical Center staff advises against it for medical reasons.
        iv. If the inmate is in a multiple bed lock ward, the CHS Deputy will transfer the inmate to one of the more private overflow rooms, if available.
d) Hospital log:
    1. Immediately after the inmate is unshackled, the CHS Deputy will log, in chronological order, all visits, movement and activity connected with that inmate.

7032.19 - Fire Safety and Emergency Procedures

a) The Correctional Health Services (CHS) Unit will be periodically searched for contraband. Excess clothing, paper materials or other flammable articles will be removed from the rooms and storage areas to reduce fire hazard potential.
b) Authority and Responsibility during a Fire

1. Authority and responsibility during a fire will be vested in the on duty Theo Lacy Facility Watch Commander or designee for decisions affecting the security of the CHS Unit and during any emergency.
2. Upon arrival, the Fire Officer in charge will be delegated sufficient authority to perform his functions. Fire department personnel will be under the supervision of the Fire Officer in charge.
3. In the event of an emergency situation or subsequent evacuation, the Deputy will act only under the direction and supervision of the Theo Lacy Operations Sergeant, even though deputies from other divisions or officers from outside agencies have been called for assistance.

c) General Information
   1. All deputies will be instructed on the use, types and location of firefighting equipment on the CHS Unit. Deputies are responsible to know the location and function of equipment located in their assigned work area.
   2. Fire incidents will be described in Jail Incident Reports. Copies of the reports will be sent to the Fire Department as required.
   3. There are three designated evacuation routes from the CHS Unit to permit prompt evacuation of visitors, inmates and staff in the event of an emergency.
   4. All fire exit doors will be clearly marked, kept clear of obstructions and be tested periodically for proper operation.

d) Discovering a Fire in Progress
   1. Discovering a fire on the CHS Unit will require immediate, positive action on the part of the deputy.
   2. No fire will be left to burn itself out. Small fires must be extinguished by the deputy if possible.
   3. Remove all persons from immediate danger. If there is no one in the room close the door as you leave.

e) Reporting a Fire
   1. Pull down on the nearest fire alarm box.
   2. Call the hospital operator by dialing [redacted] and advise of the location of the fire, what is burning, your name and the extension you are calling from. Ask the operator to repeat the information back to you so that there is no misunderstanding.
   3. Advise the Theo Lacy Operations Sergeant of the circumstances and extent of the fire.
   4. The Operations Sergeant will respond to the fire location and direct appropriate action to preserve life and minimize property damage.
   5. The Watch Commander will notify the Sheriff's Patrol Watch Commander of the situation. He will request the response of an appropriate number of patrol units, if necessary.
   6. In this situation, Anaheim Police Department units may be dispatched to assist with security or with an evacuation, if necessary. Sheriff's Patrol or transportation Deputies will either supplement or replace Anaheim units. All personnel at the scene who have responded to assist with inmate security shall receive direction from the Theo Lacy Operations Sergeant, until the situation has stabilized. The Shift Commander will notify the Facility Commander as soon as possible.

7. The Correctional Health Services (CHS) Deputy will log the times when notifications were made, the times of arrival and the names of personnel who responded. This information will be included in subsequent reports on the incident.

f) Assistance From Hospital Personnel
   1. During fire or other emergency, the CHS Deputy will not allow hospital staff into the CHS Unit, unless he requires their assistance. The hospital will however, assign members of their staff to stand-by in the area to assist with extinguishing small fires or moving inmates.
   2. All responding hospital personnel should identify themselves with their Anaheim Global Medical Center I.D., prior to being admitted into the area, so the possibility of an unauthorized entry is minimized.

g) Notification of Fire in Other Area of Hospital
   1. The hospital code word for a fire is [redacted]
   2. If the fire is in an area of the hospital other than the custody unit and there is no immediate danger, the CHS Deputy will contact the Theo Lacy Facility Operations Sergeant and advise him of the situation. The deputy should be prepared to update the Sergeant if the situation changes and/or if further action is required.
   3. If the "Code Red" is at a location that poses a threat to the custody unit, the previously discussed emergency procedures will be implemented.

h) Fire Drills
   1. As per hospital policy, Anaheim Global Medical Center personnel shall conduct fire drills at least once quarterly on each shift. During these drills no involvement or movement of custody patients will be permitted.

i) Evacuation of Inmates
   1. During a fire or other emergency only the Theo Lacy Watch Commander or Operations Sergeant will order the CHS Unit to be evacuated.
   2. The preservation of human life and the welfare of inmates takes precedence over security and control. If the danger of injury or loss of life is imminent, the inmates shall be moved to a safe area, even outside the building, in the most expeditious manner.
   3. Moving inmates away from a burning area will be done by deputies. Except in cases where injury or loss of life is imminent, the movement of inmates from the CHS Facility may only be done with a Sergeant present.
   4. The Sergeant will personally supervise the evacuation to ensure that it is complete and instructions are followed.
   5. In the case of an inmate evacuation, the CHS Deputy will take the Security Roster with him so all inmates may be accurately accounted for.
   6. The Sergeant will instruct the CHS Deputy which evacuation route will be used and establish a pre-planned assembly site for the evacuated inmates.
   7. The Sergeant will direct sufficient personnel to keep the inmates in the assembly area to prevent escape or interference with the fire equipment and personnel.
   8. The Sergeant may utilize patrol units, transportation vehicles or ambulances as temporary holding facilities for custody patients. This decision will be made based on the availability of these vehicles, the medical condition and the classification of the inmate.
   9. The Sergeant will confer with the Watch Commander on any alternate housing location for evacuated inmates at the conclusion of the incident.

10. Evacuation cables are located in a locked box mounted over the CHS crash-cart. Before evacuating inmates, ensure the cables are attached to the inmates using handcuffs.

j) Evacuation Routes
   1. There are three evacuation routes from the CHS Unit.
   2. Primary Route: Custody patients will be moved into the vestibule on the east side of the unit. This area which lies between the inner and outer security doors can be utilized as a temporary holding area until a total evacuation is necessary. If an evacuation is required, the inmates will be directed through the outer security doors into the [redacted]
   3. Secondary Route: Movement of custody patients can also be accomplished in the manner described in the primary route, utilizing the doors on the [redacted]. The [redacted] as well as the outside caged area can be utilized as a temporary holding area until a total evacuation is necessary.
   4. Alternate Route: If neither the primary nor secondary routes are available, custody patients can be evacuated through the double doors at the south end of the [redacted], into [redacted] If possible, advise the [redacted] staff of the situation and pending inmate movement.
   5. [redacted] is an adult psychiatric unit with direct access to the remainder of the hospital via a secured door. Custody patients will be directed into the dining room located on the east side of the unit. In the east side of the dining room there is a door which allows access to a caged-in patio area. From this patio area, inmates can be moved through a locked gate, into the [redacted]
   6. This route should be utilized only as a last resort.

7034 - Chow Hall Security Procedures

Security in the Chow hall is a major concern. The maintenance of order is of paramount importance for the safety of staff and inmates.

7034.1 - Staffing

a) Sergeant Responsibilities
   1. [redacted] The sergeant may designate a deputy to complete these duties.

b) Assigned Deputies and Positions
   1. [redacted]
   2. Inside the Chow hall
      i. Tray Receiving Window Deputy: Observe inmates for potential problems. Check meals for short or extra rations. Check seats available and stop the serving line as needed or directed.
      ii. Prowler Deputies: Seat inmates in order, making certain that every seat at each table is occupied. Observe inmates for potential problems. Dismiss inmates once they have completed their meals and have requested to return to their housing area. Allow those wishing longer to complete their meals a full fifteen minutes in which to eat.

iii. [redacted] throughout the meal to aid in keeping deputies alert.

3. Outside the Chow hall

   i. Hallway Prowlers: Visually inspects all incoming inmates to make certain that they are complying with all jail rules and are behaving in an orderly manner. Moves about the inmate corridor maintaining order. Visually inspect each inmate prior to entering the Chow hall to ensure they are dressed in full jail issue. Assure inmates exiting the Chow hall do not have food items or utensils in their possession.

   ii. Position 10-North: Assigned Deputies will take up a position at the entrance to the Chow hall hallway at the Northwest corner of H Barracks. The Deputies will visually inspect all inmates to make certain that they are complying with all jail rules and are behaving in an orderly manner. The Deputies will move about 10-North, maintaining order. Visually inspects each inmate prior to entering the hallway to ensure they are dressed in full jail issue. Assures inmates exiting the hallway do not have food items or utensils.

   iii. Position 10-South: Assigned Deputies will take up a position in the grass areas between F, G, and H Barracks and the Programs building. The Deputies will visually inspect all inmates to make certain that they are complying with all jail rules and are behaving in an orderly manner. The Deputies will move about 10-South, maintaining order. Visually inspects each inmate prior to entering 10-North to ensure they are dressed in full jail issue. Assures inmates coming from 10-North do not have food items or utensils. Also, assures inmates are checking back into their housing location by properly using the Jail Management System by swiping their Identification card.

7034.2 - General Guidelines

a) Inspecting the Mess hall

1. Prior to starting the meal, the deputies will enter the Mess hall and check for contraband.
   i. Check the following:
      A. Under Seats and Tables
      B. Scullery and Chow Line
      C. Appropriate Doors are Locked
   ii. When deputies have thoroughly inspected the Mess hall, they will advise the Sergeant or Deputy assigned to the "Crow's Nest" and the meal can begin.
2. Deputies should maintain a low profile during the feeding process. Any inmates creating disturbances or violating rules should be segregated and removed from the Mess hall as rapidly and with as little notice as possible.
3. Inmates are not to converse or communicate with workers assigned to the Mess hall work crew. Inmates entering or leaving the Mess hall are not to converse with inmates seated at tables.
4. The following guidelines will be followed for inmates who refuse to comply with any jail rule regarding Mess hall procedures:
   i. Sack lunches will not be used in lieu of hot meals. Meals are never to be used as a form of discipline.

ii. Inmates accused of minor infractions either en route to or while in the Mess hall will be allowed to complete their meals. Disciplinary procedures will be initiated after the meal has been completed.

iii. Inmates accused of violations which disrupt or may likely disrupt the Mess hall if allowed to continue will immediately be removed. These inmates will be escorted to a secure location and fed a hot meal. If a hot meal is not possible, a sack lunch may be offered at the discretion of the Sergeant.

7036 - Community Work Program

See section 1204 for Community Work Program details.

7038 - Classification

Reference CCOM Policy Section 1200 – Inmate Classification Procedures.

7040 - Operations Sergeant Procedures

7040.1 - Primary Responsibilities

a) Job Description: The Operations Sergeant will conduct pre-shift briefings, assist with training subordinates, prepare the Theo Lacy Facility watch list, conduct employee inspections, review reports, assign equipment, visiting staff, supervise Lobby security and staff. At the beginning of each new shift, the Operations Sergeant will begin a new Supervisor's Log, noting the Watch Commander and Supervisors on duty. While checking the Lobby area, the Operations Sergeant will ensure all facility vehicles are accounted for and secure prior to reviewing the vehicle log on the computer. The Sergeant will supervise posting of the shift, issuance of keys and equipment, and make periodic checks of the operations areas for sanitation, security conditions, efficient operations and inmate movement. The Operations Sergeant will conduct a daily inspection of the handgun stored in the gun locker located near the Operations Sergeant's office. The Sergeant will respond to unusual situations at work sites and monitor employee work performance. The Sergeant evaluates subordinates, conducts preliminary investigations into complaints of misconduct, checks on ill or injured employees, performs Shift Commander duties as assigned and communicates with the other Facility Sergeants on inmate movement.

b) Span of control: The Operations Sergeant will be responsible to supervise all employees and inmate activity in the public side of Visiting areas, Lobby building, Facility perimeters and gates, grounds keeping, the Main Control Guard Station, Correctional Health Services (CHS) and any additional staff members at hospitals outside of CHS who are assigned to the Theo Lacy Facility. The Sergeant coordinates the entry to the facility of all emergency response vehicles and staff. The Operations Sergeant will also be responsible for the proper function and repair of all equipment at the facility.

c) Direction and Supervision: The Operations Sergeant will receive direction and supervision from the Shift Commander.

d) Extensive Emergency: The Operations Sergeant will ensure that notifications of emergency conditions are made immediately to the Shift Commander. The Sergeant will receive instructions from the Shift Commander and be required to take the correct steps to quickly resolve emergencies.

7040.2 - Office Duties

a) Watch List: The Sergeant will review the current schedule prior to the beginning of the shift. The Sergeant will take a blank schedule for the shift and fill in the names of Deputies scheduled to work for that shift. Copies of the Watch List will be made in preparation for distribution at briefing. The Sergeant will confer with other staff members of the off-going shift to become aware of any existing problems for which the on-coming shift should prepare with staffing changes.

b) Briefing: The Operations Sergeant will begin the briefing by calling roll from the Watch List. Absences must be resolved as soon as possible to ensure coverage of all positions and to determine the location of anyone scheduled to be present in briefing.

c) Training Materials: Training bulletins, films, updates on new law procedures, and other materials assigned by the Training Sergeant will be presented by the Operations Sergeant or assigned person. The Sergeant will also canvas those in briefing to discover any other related interests or problems that should be resolved at that briefing.

d) Special Instructions: The Shift Commander or Housing Sergeants may contribute to the briefing. Also, special tours, problem inmates, or current trends in custody environments may be discussed.

e) Employee Inspections: Operation, Housing and Module Sergeants will conduct informal inspections of subordinates on duty at all times. The Facility Commander will periodically require a formal inspection of Deputies and their equipment.
   1. Inspection Notice: The planned formal inspection will be announced to the employees sufficiently in advance to allow adequate preparation.
   2. Notice Deficiencies: Unserviceable uniforms and equipment will be brought to the Deputies attention and a repair/replacement date set. Re-inspections will be conducted to ensure conformance with established standards.

f) Report Review: The Operations Sergeant will constantly review the work of subordinates. When reports are required to be written the Sergeant will assist the Deputy as needed and ensure that the report is completed on time. When Jail Incident Reports and DR Reports are completed, the Sergeant approves the report with a signature. The report is then forwarded to the Shift Commander by the Sergeant for review and distribution.

g) Report Forms and Uses: Various forms are used to report different types of incidents that occur within the Theo Lacy Facility. They are:
   1. Major Incident Staff Report (J-149A)
      i. This form is used to report incidents of an unusual nature such as escapes, major disturbances, felony crimes, accidents with injuries, or riots.
   2. Claims of Missing property Report (J-156)
      i. This form is used to report an inmate's claim of missing money or property that was in their possession upon entrance into the Orange County Jail.
   3. Jail Incident Report (j-049)
      i. This form is used to report the bulk of incidents that occur within the jail including violations of jail rules, non-critical medical aids and combative inmates.
      ii. Any suspects, victims or witnesses should be interviewed. Any admissions, denials, statements or the lack of it should be included in the report.
   4. Notice of Minor Disciplinary Violation (J-131)

i. This is basically a check-off type form to report an incident not deemed serious enough to require a Jail Incident Report.

5. Daily Area Check Log (J-103)
    i. This form is used to document the starting and ending times of checks made of specific areas and perimeter fences. The condition of the area checked will be written in the comment section as well as any reasons a check may have been missed. Each entry will end with the signature of the Deputy making the entry.
    ii. It will be the responsibility of the Operations Sergeant on each shift to make regular checks (of areas which require logs) of the log and note any discrepancies on the log. When the log is completed, it will be turned in to the Operations Sergeant, who will review the log, sign it and process it for filing. The logs will be stored for a period of five years.
6. Cash verification Record (J-003A) and Cash Verification Log (3-1-96)
    i. These forms are used at the time of initial booking. They are to document monies taken from the inmate. Operations Sergeant will sign-off the Cash Verification Log when emptying the drop box kept in the Booking Loop.
    ii. Money in excess of $500.00 or if the inmate is disputing the amount will also be counted by the Operations Sergeant. The Sergeant will initial the correct amount on the Cash Verification Record.
7. Initial Crime Report
    i. Although the form and format are somewhat different, the basic principles of report writing apply here, too, and the report will be evaluated by the same criteria as is a Jail Incident Report.
    ii. When it appears that an incident should be most properly reported as a crime, Deputies should seek the advice of their immediate supervisor prior to writing the report or interviewing any suspects. The supervisor will then aid the Deputy in fulfilling all requirements about advisement of rights, obtaining a DR number.
8. Use of Force
    i. Any incident requiring the use of force by a Deputy against an inmate must be documented by a Sergeant on a follow-up report entitled "Use of Force." The Sergeant will detail the incident by naming all parties and witnesses involved along with their statements. The Sergeant will videotape all statements and interviews with inmates who are involved in any use of force.

h) Disciplinary Violation: The Operations Sergeant will conduct disciplinary proceedings as follows:
1. Major Violations
    i. Fighting
    ii. Creating a disturbance
    iii. Failure to obey a directive
    iv. Insubordination or disrespect
    v. Possession of contraband which would pose a security threat
    vi. Theft
    vii. Destruction of jail property
    viii. Unauthorized movement
    ix. Tampering with a security device

x. Habitual violations of jail rules

2. The above list is intended as a guideline, not as a complete listing, of all possible major violations. Many incidents will require a judgment as to whether a violation is involved. Questions should be resolved with the Deputy's supervisor.
3. Notice of Disciplinary Violation: This form will be completed whenever an inmate violates a jail rule that will result in a disciplinary hearing. The reporting Deputy will complete two copies per inmate, indicating if the inmate waived the 24-hour delay or not, then give the original to the inmate (s) involved and the copy to the Sergeant. A Jail Incident Report will be written and submitted along with the copy of the Notice of Disciplinary Violation to the Operations Sergeant.
4. The complete report should be submitted to the supervisor for approval. Reports may be typed or handwritten. The original and two copies are required if one inmate is involved. Each additional suspect named in the report requires an additional copy of report.
    i. Completing the Jail Incident Report: All spaces provided for specific information should be completed as fully as possible. The narrative portion of the report should be complete, concise and contain all elements and pertinent details of the incident. The complete report should be submitted to the supervisor for approval. Reports may be typed or handwritten. The original and two copies are required if one inmate is involved. Each additional suspect named in the report requires an additional copy of the report.
5. Controlling the Suspect(s) and/or Witness: The Deputy observing the offense will segregate the inmate(s) involved as soon as possible. The Deputy will notify their supervisor of the incident as soon as possible.
6. Disciplinary Hearing: The Operations Sergeant will review the Notice of Disciplinary Violation form and discuss the facts with the Deputy. The Sergeant will then conduct a disciplinary hearing with the inmate(s) present. The reporting Deputy may also be present. The inmate(s) will be advised of the charges against them and will be provided an opportunity to speak in their own behalf. The Sergeant will prepare a Disciplinary Hearing Report which together with the Jail Incident Report and Notice of Disciplinary Housing is forwarded to the Disciplinary Officer for final disposition.
    i. Note: If the supervisor is also a witness to the violation, another supervisor must conduct the disciplinary hearing. Except as required for inmate or staff safety or facility security any charges pending against an inmate shall be acted on no sooner than 24 hours and no later than 72 hours after the report is filed. The inmate may waive the 24-hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.
7. Punishment: Punishment for major violations of jail rules may consist of one or any combination of the following: (reference; Board of Correction, Title 15 guidelines)
    i. Loss of visiting privileges
    ii. Loss of recreation privileges
    iii. Loss of commissary privileges
    iv. Loss of good time
    v. Loss of work time
    vi. Removal from work status

vii. Assignment to limited privilege status.
viii. Assignment to disciplinary housing.
ix. Any of those punishments listed under minor violations.
x. A combination of any of the above.

8. Disciplinary Housing: An inmate may be assigned to Disciplinary Housing as a result of jail discipline. In addition, they will be housed away from all contact with other inmates in a Disciplinary Housing Cell and will be fed in cell. Final disposition will be made by the Disciplinary Officer and be reviewed by the Facility Commander.
    i. Personal Hygiene Articles in Disciplinary Housing: Inmates confined in Disciplinary Housing shall be permitted to have in their possession one toothbrush, dentifrice, comb and soap, as well as normal bedding and a towel. Inmates will not be permitted to keep a shaving razor in their cell, however, they will be permitted to shave daily per Minimum Jail Standard 1267. Deputies will furnish a safety razor to inmates requesting to shave, supervise the inmate use of the razor and then retrieve the razor.
9. Violations of Law: Whenever it is determined that an inmate's actions constitute a violation of law and the circumstances warrant prosecution, the incident will be referred to the District Attorney for a criminal complaint. In such instances, the incident will be documented on an Initial Crime Report under a DR number. This may be done in addition to discipline being administered by the jail staff.

i) Training materials: The Training Sergeant will provide most of the material for formal training sessions. When formal Training is not planned for briefing, the Operations Sergeant will discuss training bulletins, job descriptions and excerpts from the Policy and Procedures manual.

j) Service Calls: Memos from various locations in the facility will report needs for repairs and be directed to the Shift II Operations Sergeant. The Sergeant will call those who make repairs during the day shift and schedule repairs. The Operations Sergeant will call for emergency repairs at any time.
1. New Equipment Maintenance: The Shift II Operations Sergeant will keep the Facility Commander appraised of any irregularities in service response and contracts.
2. PAC Set Radio File: The Shift II Operations Sergeant will maintain the Facility PAC set radio maintenance and inventory file. Quarterly inventories will be performed at the direction of the Sergeant. A Lost Property report will be completed, after a thorough search, for all PAC set radios not accounted for. The quarterly inventory report will be forwarded to Sheriff's Transportation.
    i. The inventory program is on the Operations Sergeants computer.
        A. Each morning the shift two operations sergeant will take radios in need of repair to his office and complete a GSA Work Order for the needed repairs.
        B. The status of the radio will be entered into the maintenance computer program.
        C. The operations Sergeant will have the radios taken to County Communications for repair.
        D. When repaired, the operations sergeant will arrange to have the radios picked up from County Communications and returned.
        E. The radio will be shown back in service in the computer maintenance program.

F. The radio will be taken to Main Control Guard Station to be put back into service.

ii. New Hand Held Radios
   A. New radios will be added to the Theo Lacy Facility Inventory before being put into use.

iii. Maintenance
   A. Maintenance records will be kept on all Hand Held Radios.

iv. Deputy Responsibility
   A. Hand Held radios not working properly will be returned to Main Control.
   B. The deputy returning the radio(s) for repair will complete a repair memo obtained from Main Control.

v. Hand Held Radio Assignment

vi. [redacted]
   A. The deputy receiving the radio will ensure it is working properly prior to leaving Main Control sally port.
   B. [redacted]
   C. Main Control will show the radio returned on his check out list and either reissue with a fresh battery or replace the unit.

7040.3 - Floor Duties

a) Posting the Shift: The Operations Sergeant will announce the end of briefing and direct on-coming employees to proceed directly to their workstation.

b) Conclusion of Briefing: At the conclusion of briefing the Operations Sergeant will ensure that shift relief is taking place correctly. Each employee of the on-coming shift should be at the work site exchanging information with the off-going shift employees.

c) [redacted]
   1. Keys Not Returned: The Operation Sergeant will follow up on each key not returned at the end of shift. Calls to an employee residence may be necessary to locate key sets. The employee may be ordered to return with the keys if in their possession.
   2. Lost Keys: The Operation Sergeant will cause an immediate search to be conducted for lost keys. Failure to find a key set quickly may result in calling the County locksmith to change the security area locks that can be opened by the missing keys.
   3. [redacted]

d) Area Checks: While posting the oncoming shift, and throughout the shift, the Operations Sergeant will inspect the areas for which they are responsible.
   1. Locations: The Sergeant will inspect each guard station and lobby area for correct conditions and security concerns.

2. Functions: The Sergeant will also inspect and view the way employees perform their duties. This will ensure a smoother flow of work, ensure compliance with policy and procedures, and provide a firsthand impression of employee's abilities and level of training.
3. Problems: The Sergeant will move the operations staff into areas where additional assistance is needed on a temporary basis. When problem areas are noted on a recurring basis, the Sergeant will submit written suggestions for resolution to the Shift Commander.
4. Additional Resources: The Operations Sergeant may request more assistance from the Housing Sergeant and Module Sergeants.

e) Site Security: The Sergeant will visit each site security post as frequently as necessary to ensure the integrity of security in the post area.

f) Lobby: The Sergeant will inspect the Lobby on a periodic basis and respond to the Lobby as necessary to resolve inquiries or to coordinate control of large number of visitors and/or self-commitment inmates. The Sergeant will direct a Deputy to the area in front of the Lobby to meet and direct all emergency response vehicles and staff.

g) Hospital Post: The Operations Sergeant will personally inspect the hospital jail ward Correctional Health Services (CHS) at Anaheim Global Medical Center, as well as the locations of any additional staff members at other hospitals who are assigned to the Theo Lacy Facility, a minimum of once per week.
1. The Operations Sergeant will also be responsible for conducting a daily check of staff assigned to CHS (Anaheim Global Medical Center) and any other additional staff members located at other hospitals who are assigned to the Theo Lacy Facility.
2. The Sergeant will maintain telephone contact with the hospital Deputy as necessary throughout the shift.
3. The Sergeant will ensure the changing of staff each shift occurs as planned.
4. The Sergeant will ensure that additional assistance is available to the hospital Deputy when advance planning is possible.

h) Supervise Delivery of Inmate Services: The Operations Sergeant will make certain that inmate services are provided as required in the Cells Building.
1. Meals: The Sergeant will ensure each inmate is presented a meal at each meal time, that the food is served at the proper temperature and follows the menu provided by the kitchen. The Sergeant will make sure that the meals are served quickly and the utensils are returned to the kitchen as scheduled.
2. Clothing Changes: The Operations Sergeant will check the process of exchanging bedding and clothes and be certain that the correct number of changes take place weekly. The Sergeants will also periodically inspect clothing items fresh from the laundry to be certain of proper cleaning.

i) Recreation: Each day the Sergeant is to check each housing area to determine the length of indoor and outdoor recreation available to the inmates. Each inmate will be offered a minimum of three hours of outdoor recreation each week. The Sergeant must also check to be sure books, newspapers and game materials are available to inmates.
1. Phones and Visiting: The Sergeant must ensure that the inmates have reasonable access to telephones.

j) Inmate Work Assignments: The Sergeant will monitor inmate work crews to ensure an adequate number of workers are assigned. Frequent contact with the Classification Sergeant may be necessary to accomplish this task.

k) Accessibility to Inmates: The Sergeant will be reasonably available to talk with inmates. As time is available the Sergeant will walk through the housing areas in order to be seen by the inmates, thus presenting an opportunity to converse with them.
    1. Access to Official Visitors: The Sergeant will make sure that church, counselors and other approved services are available to inmates in the facility according to schedules or needs.

l) Housing Area Searches: A Sergeant will supervise all searches in Operational Areas.
    1. Daily Searching: The Sergeant will instruct housing Deputies to continually check inmate housing areas for contraband, planned escapes and malfunctioning equipment.
    2. Scheduled Searches: Periodically the Sergeant will gather several Deputies from throughout the facility and conduct a methodical, detailed search of selected housing areas. The Sergeant will be present during these searches of the building, inmates or both. Personal property of any inmate that is seized during a search must be accounted for as follows:
        i. Contraband (illegal) - Placed into evidence with a DR number written.
        ii. Excess Personal Property - Placed in the inmate's bulk or stored personal property.
        iii. Excess Jail Property - Items are returned to the correct location such as the Clothing Room or Kitchen.
        iv. Search results will be documented in the Theo Lacy Facility Search Log, which will be maintained in the “FAST Search Log” computer file on the facility Share Drive.

m) Response to Emergency Situations: The Operations Sergeant will be familiar with each emergency plan and the location and operation of all security equipment. When notified of an emergency, or unusual condition in Operations, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in Operations. The Sergeant will notify the Shift Commander and Main Control of unusual and emergency situations. The Sergeant will gather all available information, preferably at the emergency site. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.

n) Response to Unusual Situations: The Operations Sergeant will be familiar with each emergency plan and the location and operation of all security equipment. When notified of an emergency, or unusual condition in Operations, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in Operations. The Sergeant will notify the Shift Commander and Main Control of unusual and emergency situations. The Sergeant will gather all available information, preferably at the emergency site. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.
    1. Theo Lacy facility will not house or accept inmates under the age of 18.
    2. When it is determined an inmate currently in custody is juvenile, the Operations Sergeant and the Shift Commander will be notified.
    3. Pre-trial juvenile inmates will be returned directly to the arresting agency.
    4. The Shift Commander will call the arresting agency's Watch Commander, advise him of the circumstances and have them respond to the Theo Lacy Facility to pick up the juvenile.
    5. If the juvenile is a self-booking or sentenced inmate, he will be returned to the court of jurisdiction for disposition.

i. The juvenile will be kept separate from adult inmates. The juvenile will have an escort any time it is necessary to move him while at the facility.
ii. The Shift Commander will contact the Intake Release Center Watch Commander and advise him of the juvenile.
iii. The inmate will be transported to the Intake Release Center via Sheriff's Transportation.

6. A jail incident report will be written.
    i. The report will include all available information that led to the discovery of the juvenile, any information regarding steps taken to protect the juvenile and any contacts made with parents, guardians or probation officers. A copy of the Jail Incident report must accompany the juvenile to the Intake Release Center

7040.4 - Shift Commander Assignment

a) Sergeants Assigned: Sergeants who are occasionally assigned to the Shift Commander position because of the unavailability of a Lieutenant have the full authority and responsibility of the position.
    1. The off-going Lieutenant will be responsible to verbally assign a Sergeant as Shift Commander.
    2. The Sergeant will make entries as necessary and complete the "Shift Commander's Log".
    3. The Sergeant will complete all other duties of the shift assigned and sign the Facility 24 hour log at the conclusion of his shift.
    4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Facility Commander should be contacted.

7040.5 - Shift Commander Assignment

a) Operations Sergeant
    1. Hours of Duty: 2200-1030 (Shift I) 1000-2230 (Shift III)
b) Days of Operation:
    1. Monday - Sunday
c) Equipment:
    1. Badge, nameplate, uniform, keys, pencil/pen, and notebook/paper.
d) General Instructions:
    1. Be on time and in uniform as scheduled. Check bulletin board, mailbox, schedule, and logs. Maintain contact with Shift Commander, Housing and Module Sergeants. Read/understand and carry out facility policies and procedures. Supervise Facility operations staff.
e) Scheduled Duties:
    1. 2200: Shift I Sergeant is dressed and in the briefing Sergeant office. Shift III Sergeant exchanges information with oncoming Shift I Sergeant.
    2. 2230: Conduct briefing. Dismiss Shift I personnel and direct them to assume their posts and relieve Shift III. Review timesheets and key issuance roster for accuracy and accountability of staff and key sets.
    3. 0100: Conduct a walking inspection of the Operational areas including the Facility parking lot and site security posts. Personally visit each site security post. Check and not staffing, security, safety and sanitation.

4. 0000-1030: Personally supervise busy areas or those in need of reinforcements. Personally visit Receiving Guard Station, Release Guard Station and other Operational Areas. Perform office duties as required.
5. 0430: Conduct briefing for oncoming Shift II deputies.
6. 0530: Supervise the staging of inmates for court in the court transfer area. Monitor court vehicle departures and sally port operations.
7. 0600-1000: Prepare Shift III watch list, make sick replacements and mark schedule accordingly.
8. 1000: Shift change. Shift III Sergeant is dressed and in the briefing Sergeant office. Shift I Sergeant exchanges information with oncoming Shift III Sergeant.
9. 1030: Conduct briefing. Dismiss Shift III personnel and direct them to assume their posts and relieve Shift I. Review timesheets and key issuance roster for accuracy and accountability of staff and keys.
10. 1200-2000: Conduct a walking inspection of the Operational areas including the Facility parking lot and site security posts. Personally visit each site security post. Check and note staffing, security and sanitation. Personally supervise busy areas or those in need of reinforcements. Personally inspect programs classrooms and library. Perform office duties as required, call in service requests. Review grounds keeping activities.
11. 1430: Conduct briefing for oncoming Shift IV deputies.
12. 1500-2000: Re-inspect entire Operations areas including the transfer area, visiting lobby, the Facility parking lot and programs areas. Check and note staffing, security, safety and sanitation. Personally supervise busy areas or those in need of reinforcements. Perform office duties as required.
13. 2000-2200: Prepare Shift I watch list, make sick replacements and mark schedule accordingly

f) Non-scheduled Duties:
1. Review and submit reports to Shift Commander.
2. Inspect shift personnel.
3. Receive sick calls and follow up as appropriate. Make minor, expedient adjustments to equipment.
4. Train staff in their duties.
5. Complete performance evaluations for subordinates.
6. Supervise inmate feeding when necessary.
7. Carry out emergency procedures as necessary.
8. Act as Shift Commander as assigned.
9. Monitor official visitor sign up and screening.
10. Coordinate unit work flow with Housing Sergeants, Medical and Kitchen staffs, and supervisory staff of other jail facilities.
11. Visit and inspect the hospital post as time permits on each shift.

7042 - Housing Sergeant Procedures

7042.1 - Primary Responsibilities

a) Job Description: The Housing Sergeant will conduct pre-shift briefings, assist with training subordinates, inspect housing Deputies, review reports, arrange for servicing of inmate television sets, review housing changes and pass on suggestions to the Classification Sergeant. The Sergeant

also supervises the inmate counts in Housing, conducts disciplinary hearings, regulates inmate television usage, directs searches of housing areas, reallocates manpower as needed, posts housing personnel, supervises delivery of inmate services and recreation, clothing exchanges and meals, and inspects housing areas for sanitation and operations. The Sergeant will review and sign the Guard Station logs, ensuring the logs are current and include all necessary information. Sergeants will check the module Safety Check Logs to verify the housing safety checks are performed at least once every 60 minutes and documented properly on the Guard Station log. The Sergeant evaluates subordinates, conducts preliminary investigations into complaints of misconduct, checks on ill or injured employees, performs Shift Commander duties as assigned and communicates with the other Facility Sergeants on inmate movement.

b) Span of Control: The Housing Sergeant is responsible for supervising the employees, inmates, functions and equipment on the recreation field, and Theo Lacy Facility housing units A-H. The Housing Sergeant will also supervise and perform routine daily administrative duties for all staff assigned to mod "I" to include "I" Disciplinary Housing cells. The Sergeant will be extra sensitive to inmate movement around the A-E Barracks due to the exit and entry doors being unsecured.
c) Direction and Supervision: The Housing Sergeant will receive direction and supervision from the Shift Commander.
d) Extensive Emergency: The Housing Sergeant will ensure that notification of emergency conditions are made immediately to the Shift Commander. The Sergeant will receive instructions from the Shift Commander and be required to take the correct steps to quickly resolve emergencies.

7042.2 - Office Duties

a) Briefing: The Housing Sergeant will confer with the Operations Sergeants prior to briefing on staff assignments and briefing format.
    1. Informal Training: When housing topics are covered in briefing, the Housing Sergeants will normally make the presentation. When no formal presentations are scheduled, the Sergeants may alternate conducting briefing.
b) Employee Inspections: Operation and Housing Sergeants will conduct informal inspections of subordinates on duty at all times. The Facility Commander will periodically require a formal inspection of Deputies and their equipment.
    1. Inspection Notice: The planned formal inspection will be announced to the employees sufficiently in advance to allow adequate preparation.
    2. Notice Deficiencies: Unserviceable uniforms and equipment will be brought to the Deputies attention and a repair/replacement date set. Re-inspections will be conducted to ensure conformance with established standards.
c) Report Review: The Housing Sergeant will make checks of all paperwork submitted by subordinates. The Sergeant will constantly review the work of subordinates. When reports are required to be written the Sergeant will assist the Deputy as needed and ensure that the report is completed on time. When Jail Incident Reports and DR Reports are completed, the Sergeant approves the report with a signature. The report is then forwarded to the Shift Commander by the Sergeant for review and distribution.
    1. Report Forms and Uses: Various forms are used to report different types of incidents that occur within the Theo Lacy Facility. They are:

i. Major Incident Staff Report (J-149A): This form is used to report incidents of an unusual nature such as escapes, major disturbances, felony crimes, accidents with injuries, or riots.
ii. Claims of Missing Property (J-156): This form is used to report an inmate's claim of missing money or property that was in their possession upon entrance into the Orange County Jail.
iii. Jail Incident Report (J-049): This form is used to report the bulk of incidents that occur within the jail including violations of jail rules, non-critical medical aids and combative inmates. Any suspects, victims or witnesses should be interviewed. Any admissions, denials, statements or the lack of it should be included in the report.
iv. Notice of Minor Disciplinary Violation (J-131): This form is used to report a minor violation of the jail rules deemed not serious enough to require a Jail Incident Report.
v. Daily Area Check Log (J-103): This form is used to document the starting and ending times of checks made of specific areas and perimeter fences. The condition of the area checked will be written in the comment section as well as any reasons a check may have been missed. Each entry will end with the signature of the Deputy making the entry. It will be the responsibility of the Housing Sergeant on each shift to make regular checks of the log and note any discrepancies on the log. When the log is completed, it will be turned in to the Housing Sergeant, who will review the log, sign it and process it for filing. The logs will be stored for a period of five years.
vi. Initial Crime Report: Although the form and format are somewhat different, the basic principles of report writing apply here too, and the report will be evaluated by the same criteria as a Jail Incident Report. When it appears that an incident should be most properly reported as a crime, Deputies should seek the advice of their immediate supervisor prior to writing the report or interviewing any suspects. The supervisor will then aid the Deputy in fulfilling all requirements about advisement of rights and obtaining a DR number.
vii. Use of Force: Any incident requiring the use of force by a Deputy against an inmate must be documented by a Sergeant on a follow-up report entitled "Use of Force." The Sergeant will detail the incident by naming all parties and witnesses involved along with their statements. The Sergeant will videotape all statements and interviews with inmates who are involved in any use of force.

d) Review Housing Changes: The Housing Sergeant will review housing changes to ensure that the Classification Plan is not compromised.
1. Deputy Information: The Sergeant will solicit information from Housing Deputies constantly in order to keep fully aware of inmate compatibility.
2. Post Disciplinary Hearing Changes: The Sergeant may make an actual change in an emergency or communicate with the classification Deputy in order to make a housing change for an inmate.
3. Record Changes Immediately: The Sergeant will be constantly alert to ensure that all housing changes are first approved and then correctly input into the automated jail system. Due to the potential of inmate movement through the Facility, the Sergeant must make tracking inmate movement a priority function.

4. Medical Movement: Inmates moving between the Barracks and the Medical Area will be logged by the housing Guard Station. The Housing Sergeant will check frequently with the housing Guard Station, to ensure accountability for inmates assigned to the Barracks.
5. Liaison: The Housing Sergeant on each shift will keep in frequent contact with the Operations Sergeant to maximize control of inmate movement.

7042.3 - Floor Duties

a) Inmate Counts: The Sergeant will supervise the barracks body counts. A series of inmate body counts will be made daily. The First Floor Guard Station Deputy will be responsible for informing the Barracks and Module Deputies of the counts and for supplying the count statistics to the Housing Sergeant.
b) Emergency counts may be conducted at any time.
c) Reports: The Sergeant will cause inmate movement to be frozen in the SDS computer system and cause the Inmate Housing Roster and Master Reconciliation Sheet to be printed at their respective locations.
d) Reconcile: The Sergeant will review the completed Housing Unit "Inmate Housing Record's" and compare discrepancies with the Master Reconciliation Sheet. All absent or present inmates not correctly accounted for will be resolved. The Sergeant will inform the Operations Sergeant when the Barracks count is cleared.
e) Area Checks: While posting the oncoming shift, and throughout the shift, the Housing Sergeant will inspect the areas for which they are responsible.
    1. Locations: The Sergeant will inspect each housing unit and recreation field for correct conditions and security concerns.
    2. Functions: The Sergeant will also inspect and view the way employees perform their duties. This will ensure a smoother flow of work, ensure compliance with policy and procedures, and provide a firsthand impression of employee's abilities and level of training.
    3. Problems: The Sergeant will move the housing staff into areas where additional assistance is needed on a temporary basis. When problem areas are noted on a recurring basis, the Sergeant will submit written suggestions for resolution to the Shift Commander.
f) Site Security: The Sergeant will visit each site security post as frequently as necessary to ensure the integrity of security in the post area.
g) Disciplinary Violation: The Housing Sergeant will conduct disciplinary proceedings as follows:
    1. Major Violations
        i. Fighting
        ii. Creating a disturbance
        iii. Failure to obey a directive
        iv. Insubordination or disrespect
        v. Possession of contraband which would pose a security threat
        vi. Theft
        vii. Destruction of jail property
        viii. Unauthorized movement
        ix. Tampering with a security device
        x. Habitual violations of jail rules

xi. The above list is intended as a guideline, not as a complete listing, of all possible major violations. Many incidents will require a judgment as to whether a violation is involved. Questions should be resolved with the Deputy's supervisor.

2. Notice of Disciplinary Violation: This form will be completed whenever an inmate violates a jail rule that will result in a disciplinary hearing.
    i. The reporting Deputy will complete two copies per inmate, indicating if the inmate waived the 24-hour delay or not, then give the original to the inmate (s) involved and the copy to the Housing Sergeant.
3. A Jail Incident Report will be written and submitted along with the copy of the Notice of Disciplinary Violation to the Housing Sergeant.

h) Jail Incident Report: This form will be used to report a major violation of jail rules. It is not to be used in place of the Minor Disciplinary Report form and should not be used to report minor violations.
    1. Completing the Jail Incident Report: All spaces provided for specific information should be completed as fully as possible. The narrative portion of the report should be complete, concise and contain all elements and pertinent details of the incident.
        i. The complete report should be submitted to the supervisor for approval. Reports may be typed or handwritten. The original and two copies are required if one inmate is involved. Each additional suspect named in the report requires an additional copy of report.

i) Controlling the Suspect(s) and/or Witness: The Deputy observing the offense will segregate the inmate(s) involved as soon as possible. The Deputy will notify their supervisor of the incident as soon as possible.

j) Disciplinary Hearing: The Housing Sergeant will review the Notice of Disciplinary Violation form and discuss the facts with the Deputy. The Sergeant will then conduct a disciplinary hearing with the inmate(s) present. The reporting Deputy may also be present. The inmate (s) will be advised of the charges against them and will be provided an opportunity to speak in their own behalf. The Sergeant will prepare a Disciplinary Hearing Report which together with the Jail Incident Report and Notice of Disciplinary Housing is forwarded to the Disciplinary Officer for final disposition.
    1. Note: If the supervisor is also a witness to the violation, another supervisor must conduct the disciplinary hearing. Except as required for inmate or staff safety or facility security any charges pending against an inmate shall be acted on no sooner than 24 hours and no later than 72 hours after the report is filed. The inmate may waive the 24-hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.

k) Punishment: Punishment for major violations of jail rules may consist of one or any combination of the following: (reference; Board of Correction, Title 15 guidelines)
    1. Loss of visiting privileges
    2. Loss of recreation privileges
    3. Loss of commissary privileges
    4. Loss of good time
    5. Loss of work time
    6. Removal from work status
    7. Assignment to limited privilege status.

8. Assignment to Disciplinary Housing.
9. Any of those punishments listed under minor violations.
10. A combination of any of the above.

l) Disciplinary Housing: An inmate may be assigned to Disciplinary Housing as a result of jail discipline for a period of one to thirty days. In addition, they will be housed away from all contact with other inmates in a Disciplinary Housing Cell and will be fed in cell. Final disposition will be made by the Disciplinary Officer and be reviewed by the Facility Commander.

m) Disciplinary Housing: An inmate may be assigned to Disciplinary Housing as a result of jail discipline for a period of one to thirty days. In addition, they will be housed away from all contact with other inmates in a Disciplinary Housing Cell and will be fed in cell. Final disposition will be made by the Disciplinary Officer and be reviewed by the Facility Commander.

n) Violations of Law: Whenever it is determined that an inmate's actions constitute a violation of law and the circumstances warrant prosecution, the incident will be referred to the District Attorney for a criminal complaint. In such instances, the incident will be documented on an Initial Crime Report under a DR number. This may be done in addition to discipline being administered by the jail staff.

o) Housing Area Searches: The Sergeant will supervise all searches in the barracks housing areas.
   1. Daily Searching: The Sergeant will instruct housing Deputies to continually check inmate housing areas for contraband, planned escapes and malfunctioning equipment.
   2. Scheduled Searches: Periodically the Sergeant will gather several Deputies from throughout the facility and conduct a methodical, detailed search of selected housing areas. The Sergeant will be present during these searches of the building, inmates or both. Personal property of any inmate that is seized during a search must be accounted for as follows:
      i. Contraband (illegal) - Placed into evidence with a DR number written.
      ii. Excess Personal Property - Placed in the inmate's bulk or stored personal property
      iii. Excess Jail Property - Items are returned to the correct location such as the Clothing Room or Kitchen.
   3. Search results will be noted in the shakedown logbook, which will be maintained in the Housing Sergeant's office.

p) Posting the Shift: When briefing has concluded, the employees are instructed to go directly to their post, relieve the off-going shift and assume their duties. The Housing Sergeant will go to each post in housing right after briefing and check to be certain that the relief is progressing as planned.
   1. Busy Areas: The Sergeant will move available manpower into areas where the work load is heaviest and time frames are being exceeded causing the flow of inmates to interfere with other functions or exceed reasonable time limits.
   2. Additional Resources: The Housing Sergeant may request more assistance from the Module Sergeant or Operations Sergeant.

q) Supervise Delivery of Inmate Services: The Housing Sergeant will make certain that inmate services are provided as required.
   1. Meals: The Sergeant will ensure each inmate is presented a meal at each meal time, that the food is served at the proper temperature and follows the menu provided by the kitchen. The Sergeant will make sure that the meals are served quickly and the utensils are returned to the kitchen as scheduled.

2. Clothing Changes: The Housing Sergeant will check the process of exchanging bedding and clothes and be certain that the correct number of changes take place weekly. The Sergeants will also periodically inspect clothing items fresh from the laundry to be certain of proper cleaning.

r) Recreation: Each day the Sergeant is to check each housing area to determine the length of indoor and outdoor recreation available to the inmates. Each inmate will be offered a minimum of three hours of outdoor recreation each week. The Sergeant must also check to be sure books, newspapers and game materials are available to inmates. The Housing Sergeant will be responsible for the supervision of staff on the recreation field.
   1. Phones and Visiting: The Sergeant must ensure that the inmates have reasonable access to telephones.

s) Inmate Work Assignment: The Sergeant will keep a large enough number of inmate workers in housing to complete the routine tasks assigned to inmate workers in a reasonable amount of time. Frequent contact with the Classification Sergeant may be necessary to accomplish this task.

t) Accessibility to Inmates: The Sergeant will be reasonably available to talk with inmates. As time is available the Sergeant will walk through the housing areas in order to be seen by the inmates, thus presenting an opportunity to converse with them.
   1. Access to Official Visitor: The Sergeant will make sure that church, counselors and other approved services are available to inmates in the facility according to schedules or needs.

u) Housing Sanitation: All housing areas will be kept clean and orderly at all times. The Sergeant will inspect the areas for cleanliness daily. Special attention will be devoted to showers and to dayrooms. Unsanitary conditions or accumulations of trash will be brought to the barracks or module Guard Station Deputies attention for immediate cleaning.

v) Environment: The Housing Sergeant must be constantly aware of the air temperature and purity in the housing area. The supply of hot and cold water, as well as the illumination provided by lighting are also to be closely regulated. Correct operation of the toilets and showers must also be assured in all operational areas.

w) Security Checks: The Housing Sergeant will make certain that stairs, security doors and the rooftop are checked at least once each shift. Security alarms on all doors must be kept in working order at all times. Requests for repairs will be coordinated with Facility Maintenance.

x) Response to Emergency Situations: The Housing Sergeant will be familiar with each emergency plan and the location and operation of all security equipment. When notified of an emergency or unusual condition in Housing, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in Housing. The Sergeant will notify the Shift Commander and Main Control of unusual and emergency situations. The Sergeant will gather all available information, preferably at the emergency site. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.

y) Response to Unusual Situations: The Housing Sergeant will be familiar with each emergency plan and the location and operation of all security equipment. When notified of an emergency or unusual condition in Housing, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in Housing. The Sergeant will notify the Shift Commander and Main Control of unusual and emergency situations. The Sergeant will gather all available information, preferably at the emergency site. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.

1. Theo Lacy facility will not house or accept inmates under the age of 18.
2. When it is determined an inmate currently in custody is juvenile, the Operations Sergeant and the Shift Commander will be notified.
3. Pre-trial juvenile inmates will be returned directly to the arresting agency.
    i. The Shift Commander will call the arresting agency's Watch Commander, advise him of the circumstances and have them respond to the Theo Lacy Facility to pick up the juvenile.
4. If the juvenile is a self-booking or sentenced inmate, he will be returned to the court of jurisdiction for disposition.
    i. The juvenile will be kept separate from adult inmates. The juvenile will have an escort any time it is necessary to move him while at the facility.
    ii. The Shift Commander will contact the IRC Watch Commander and advise him of the juvenile.
    iii. The inmate will be transported to the Intake Release Center via Sheriff's Transportation.
5. A jail incident report will be written.
    i. The report will include all available information that led to the discovery of the juvenile, any information regarding steps taken to protect the juvenile and any contacts made with parents, guardians or probation officers.
    ii. A copy of the Jail Incident report must accompany the juvenile to the Intake Release Center.

7042.4 - Shift Commander Assignment

a) Sergeants Assigned: Sergeants who are occasionally assigned to the Shift Commander position because of the unavailability of a Lieutenant have the full authority and responsibility of the position.
    1. The off-going Lieutenant will be responsible to verbally assign a Sergeant as Shift Commander.
    2. The Sergeant will make entries as necessary and complete the "Shift Commander's Log."
    3. The Sergeant will complete all other duties of the shift assigned and sign the Facility 24 hour log at the conclusion of his shift.
    4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Division Commander should be contacted.

7044 - CCC Sergeant Procedures

7044.1 - Primary Responsibilities

a) Job Description: The Classification/CWP Sergeant will perform a daily review of inmate assignments made by the Classification Deputies. The Classification/CWP Sergeant will ensure proper housing classifications and custody retention for all inmates at the Theo Lacy Facility. He will be responsible for assigning all personnel assigned to the Classification and CWP positions.
b) Span of Control: The Sergeant will supervise the staff assigned to the Classification and CWP positions.
c) Direction and Supervision: The Classification/CWP Sergeant will receive direction and supervision from the Theo Lacy Facility Vacation Relief/ Administrative Lieutenant.

7044.2 - Office Duties

a) Briefings: The Sergeant will conduct briefing for the Shift II Correctional Services Technicians and Sheriff's Special Officers.
b) Review the Unit Work Schedule: The Classification/CWP Sergeant will examine the schedule daily to ensure the required staffing coverage.
c) Work Product Review: The Classification/CWP Sergeant will review selected classifications and CWP assignments from the list of daily bookings. He will ensure thoroughness and compliance with established guidelines by his subordinates. Needed corrections will be made immediately.
d) Housing Designation Changes: When classification criteria or a Facility's housing designation is changed, the Classification/CWP Sergeant will make notification to team members. He will notify all staff members affected by the changes.
    1. When CWP criteria or CWP guidelines change, the Classification/CWP Sergeant will notify all CWP staff.
    2. When CST criteria or guidelines change, the CCC Sergeant will notify all CST staff.
e) Daily review: The Classification/CWP Sergeant will conduct a daily review of paperwork on those inmates accepted or rejected for the CWP program. Once each week, he will conduct a check of selected files of inmates on the program to ensure conformity to guidelines and develop statistics.
f) CWP Eligibility: The Classification/CWP Sergeant will frequently check reports of subordinate staff on inmate program selection.
    1. He will review selected screening reports to ensure conformity and accuracy to eligibility criteria.
    2. He will review Return to Custody documentation prior to the revocation of an inmate program status.
    3. He will maintain a statistical record of the program's activities and present summaries when directed by the Facility Commander.
g) “Networking” Gangs: In conjunction with assigning housing locations to inmates, the Sergeant will liaison each local law enforcement agency.
    1. Local Agencies: City and county law enforcement agencies study information about local gangs, their members and their relationships. This information is important when assigning housing locations and reviewing existing assignments of known gang members. The Classification/CWP Sergeant will inform each team member of new information and keep gang files updated.
    2. The Classification/CWP Sergeant will keep in frequent contact with the IRC Classification Sergeants in order to ensure continuity.

7044.3 - Floor Duties

a) Warehouse - the CCC Sergeant will supervise the Senior CST in charge of the Facility Warehouse. He will keep in daily contact with the CST in order to assure the Facility is constantly supplied with materials.
b) Maintenance - The CCC Sergeant will supply the Maintenance CST with a daily work roster to ensure the repair needs of the Facility are met.
    1. Requests for repair will be submitted to the CCC Sergeant by staff. The sergeant will prioritize these requests and construct a daily work roster.

c) Laundry - The CCC Sergeant will provide supervision for the CST assigned to the Facility Laundry. He will ensure that an adequate supply of clean clothing and bedding is available to meet the Facility needs.
d) Midnight Cleaning Crew - The CCC Sergeant will supervise the CST in charge of the Midnight Cleaning Crew to ensure that overall Facility cleanliness is maintained.
e) Contract Services - i.e. Orangewood laundry duties. The CCC Sergeant will oversee the operation of the service and provide a liaison between the Facility and the contract facility

7044.4 - Shift Commander Assignment

a) Sergeants Assigned: Sergeants who are occasionally assigned to the Shift Commander position because of the unavailability of a Lieutenant have the full authority and responsibility of the position.
    1. The off-going Lieutenant will be responsible to verbally assign a Sergeant as Shift Commander.
    2. The Sergeant will make entries as necessary and complete the "Shift Commander's Log".
    3. The Sergeant will complete all other duties of the shift assigned and sign the Facility 24 hour log at the conclusion of his shift.
    4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Facility Commander should be contacted.

7044.5 - Classification Plan and Procedures

a) The classification plan is considered to be confidential information. Review of the plan must be arranged with approval of the Facility Commander.

7044.6 - Post Order

a) Classification/CWP Sergeant
    1. Hours of Duty: 0630-1500
b) Days of Operation:
    1. Monday - Friday
c) Equipment:
    1. Badge, nameplate, uniform or suit and tie, keys
d) General Instructions:
    1. Be on time and in proper attire at scheduled time. Check bulletin board, mailbox, schedule, and logs. Read, understand and carry out Facility and Classification/CWP procedures. Supervise Classification and CWP staff.
e) Scheduled Duties: Shift II (0630-1500)
    1. 0630-0700: Assume post, inspect work area of Classification/CWP staff. Get briefed on special problems that may have occurred during the evening and midnight shift. Monitor the jail housing status and review Screening Deputies progress. Take care of immediate needs of critical problems. Review schedule to ensure adequate staff coverage.
    2. 0830: Attend daily staff meeting.
    3. 0700-1100: Perform nonscheduled office duties. Periodically check on Classification/CWP staff progress.
    4. 1100-1130: 30 minute lunch break.
    5. 1130-1430: Perform nonscheduled office duties. Periodically check on Classification/CWP staff progress. Review and recommend updates for classification/CWP procedures. Exchange

information of mutual interest with outside agencies on all gang members entering or leaving the custody of the Sheriff. Maintain and preserve the integrity of Classification files, Disciplinary Housing and CWP files. Ensure that information on matters of mutual interest is transmitted to other jail staff, divisions, and agencies involved in the transportation and handling of inmates. Complete performance evaluations on subordinates. Read Inmate Message Slips, take appropriate action, and respond in writing to inmates. Periodically review the present housing status and check with the Screening Deputies on the availability of prospective transfers to other Sheriff's facilities.

7046 - Training Sergeant Procedures

7046.1 - Primary Responsibilities

a) Job Description: The Training Sergeant will write training bulletins and construct and update training manuals. He will keep current on mandated training, ensure that the monthly training/testing is completed and maintain training records on all Facility staff. The Training Sergeant will be responsible for maintaining the Facility's fire and safety inspection reports and ensure compliance to requirements made by fire and safety inspectors. He will make locker assignments and issues Administration Building/locker room access keys. The Training Sergeant as directed by the Facility Commander will conduct periodic audits of the armory equipment.
b) Span of Control: The Training Sergeant is responsible for continuing training of Theo Lacy Facility staff. He will supervise and coordinate the activities of the Fire/Life/Safety Deputy and the assigned Data Entry Technician.
c) Direction and Supervision: The Training Sergeant will receive direction and supervision from the Theo Lacy Facility Vacation Relief/Administrative Lieutenant.

7046.2 - Employee Training

a) Training Mandates: Each deputy must successfully complete 80 hours of Basic Jail Training as described in Title 15 Section 179. Each supervisory employee must successfully complete 80 hours of Jail training by participating in the above-described training or that outlined in Title 15 Section 1023. Each manager must complete 40 hours of Jail Management training as described in Title 15 Section 1023. These training requirements must be completed within 12 months of assignment to the jail.
    1. The Sergeant will schedule newly promoted and assigned Sergeants to the 80 hour supervisory training course.
b) New Employees: The Training Sergeant will provide the assigned jail training officer with a training packet for each new Deputy and SSO assigned to the Facility.
    1. Failed employees will be reviewed by their Shift Commander and then the Facility Commander. Short-term performance evaluations may be necessary to document employee deficiencies or suitability for the position.
c) Refresher Training: Each CST, SSO, Deputy, Sergeant, Lieutenant and Captain must successfully complete 24 hours of annual update training.
d) Equipment Training: Specialized equipment in the Theo Lacy Facility will require specialized training. The Training Sergeant will obtain operation instructions for the Fire Alarm system, intercoms, CCTV's cameras and monitors, control panels, door locks and computer terminals. Training bulletins and training sessions will be prepared by the Training Sergeant for presentation to Theo Lacy Facility staff. Instruction manuals on equipment stored in the armory and safety

equipment room will be closely regulated by the Theo Lacy Facility Commander. The Training Sergeant will keep records on all training by employees'' name, date and subject matter.

e) Procedures Training: The Sergeant will be responsible for keeping the Policy and Procedures Manual up to date. From the manual, the Training Sergeant will prepare training materials to be presented as in-service training. The Training Sergeant will schedule training in one topic for each training period. The training will be presented on twice weekly in order to be presented to personnel on days off at the previous session. Either the Training Sergeant or Briefing Sergeant will present the material at briefing.

f) Legislative Reviews: When assigned, the Training Sergeant will write proposed departmental responses to pending legislation. The proposals will be submitted to the Theo Lacy Facility Vacation Relief/Administrative Lieutenant, who will then forward it to the Facility Commander.

7046.3 - Locker Room Assignments

a) The Training Sergeant will assign male and female staff locker room keys and a numbered wall locker in the respective locker room.
   1. Only males will have lockers in the male locker room.
   2. Only females will have lockers in the female locker room.

b) The Training Sergeant will keep an up to date list of locker and key assignments.
   1. As employees transfer or terminate the Sergeant will retrieve the locker room key and check to ensure that the assigned wall locker is vacated.
   2. Periodically he will compare the locker assignments list with the wall lockers.
   3. Occupied unassigned lockers will be posted with a warning notice that the lock will be removed. A list of the occupied unassigned lockers will be posted in briefing. The posted warnings will remain in effect for one week before the locks are removed.
   4. Contents of the locker will be accounted for as in any found property incident.

7046.4 - Shift Commander Assignment

a) Sergeants Assigned: Sergeants who are occasionally assigned to the Shift Commander position because of the unavailability of a Lieutenant have the full authority and responsibility of the position.
   1. The off-going Lieutenant will be responsible to verbally assign a Sergeant as Shift Commander.
   2. The Sergeant will make entries as necessary and complete the "Shift Commander's Log".
   3. The Sergeant will complete all other duties of the shift assigned and sign the Facility 24 hour log at the conclusion of his shift.
   4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Facility Commander should be contacted.

7046.5 - Armory Inventory

a) Periodically the Training Sergeant will be directed to inventory all items in the Armory. When the inventory is completed he will submit a written report to the Facility Commander on the results.

7046.6 - Post Order

a) Training Sergeant
   1. Hours of Duty: 0830-1700

b) Days of Operation:
   1. Monday - Friday

c) Equipment:
   1. Badge, nameplate, uniform, pencil/pen, notebook/paper
d) General Instructions:
   1. Be on time and in proper attire at scheduled time. Check bulletin board, mailbox, schedule, logs. Maintain contact with all Theo Lacy Facility Staff and Training Facility Staff.
e) Scheduled Duties:
   1. 0830-1100: Dressed in uniform. Attend daily staff meeting. Perform non-scheduled office duties.
   2. 1100-1130: 30 minute lunch break.
   3. 1130-1700: Perform non-scheduled office duties.
f) Non-Scheduled Duties:
   1. Construct training schedules. Construct or arrange in-service training/testing. Maintain training records. Submit training records as required. Update training manuals. Write training material. Notify staff of training requirements. Conduct Armory inventory. Review Facility Policy and Procedures manual, making changes as needed. All proposed changes must be submitted to the Facility Commander via the Administrative Lieutenant. Review and report on new legislation. Supervise and write performance evaluations on the Fire/Life/Safety Deputy and assigned Data Entry Technician.

7048 - Module Sergeant Procedures

7048.1 - Primary Responsibilities

a) Job Description: The Module Sergeant will conduct pre-shift briefings, assist with training subordinates, prepare the Theo Lacy Facility watch list, conduct employee inspections, review reports, assign equipment, supervise Modules I, J, K, L, M, N, O, P, Q and R staff and related housing functions. The Sergeants will supervise posting of the shift, issuance of keys and equipment, and make periodic checks of the Module areas for sanitation, security conditions, efficient operations and inmate movement. The Sergeant will review the guard station logs, ensuring the logs are current and include all necessary information. Sergeants will check the Module Safety Check logs to verify the housing safety checks are performed at least once every 60 minutes and documented properly on the guard station log. Module Sergeants will perform checks of the Module N and K Disciplinary Housing cells at least twice during their shift. They will document their checks on the Disciplinary Housing cell entry logs and verify safety checks are being performed and documented every 30 minutes by Module Deputies and/or CSA's. The Sergeant will respond to unusual situations at work sites and monitor employee work performance. The Sergeant evaluates subordinates, conducts preliminary investigations into complaints of misconduct, checks on ill or injured employees, performs Shift Commander duties as assigned and communicates with the other Facility Sergeants on inmate movement.
b) Span of Control:
   1. Days – Shift II (5 Sergeant Staffing)
      i. Module 1 Sergeant will be responsible to supervise all employees and inmate activity in Modules I and J, the first floor guard station, the booking loop area, kitchen, medical, release and receiving area. The Module 1 Sergeant will make daily inspection of the handgun stored in the gun locked outside of the Receiving Guard Station. The Module 1 Sergeant will review and approve the daily inmate population counts.

ii. Module 2 Sergeant will be responsible to supervise all employees and activity in Modules L, N, O, M, and N Disciplinary Housing.

iii. Module 3 Sergeant will be responsible to supervise all employees and inmate activity in Modules K, P, Q, R and K Disciplinary Housing.

2. Nights – Shift IV (4 Sergeant Staffing)

i. Module 1 Sergeant will be responsible to supervise all employees and inmate activity in Modules I, K, M, P, I & K Disciplinary Housings the first floor guard station, the booking loop area, kitchen, release and receiving area. [redacted] The Module 1 Sergeant will review and approve the daily inmate population counts.

ii. Module 2 Sergeant will be responsible to supervise all employees and activity in Module J, L, N, O, Q, R, N, Disciplinary Housing and medical.

c) Direction and Supervision: The Module Sergeants will receive direction and supervision from the Shift Commander.

d) Extensive Emergency: The Module Sergeant will ensure that notifications of emergency conditions are made immediately to the Shift Commander. The Sergeant will receive instructions from the Shift Commander and be required to take the correct steps to quickly resolve emergencies.

7048.2 - Office Duties

a) Watch List: The Sergeant will review the current schedule prior to the beginning of the shift. Copies of the Watch List will be made in preparation for distribution at briefing. The Sergeant will confer with other staff members of the off-going shift to become aware of any existing problems for which the on-coming shift should prepare with staffing changes.

b) Briefing: The Module Sergeants will assist the Operations Sergeant with briefing. Absences must be resolved as soon as possible to ensure coverage of all positions and to determine the location of anyone scheduled to be present in briefing.

c) Training Materials: Training bulletins, films, updates on new law procedures, and other materials assigned by the Training Sergeant will be presented by the Module Sergeant or assigned person. The Sergeant will also canvas those in briefing to discover any other related interests or problems that should be resolved at that briefing.

d) Special Instructions: The Shift Commander, Housing Sergeants, Module Sergeants or the Operations Sergeants may contribute to the briefing. Also, special tours, problem inmates, or current trends in custody environments may be discussed.

e) Employee Inspections: Operation, Housing, and Module Sergeants will conduct informal inspections of subordinates on duty at all times. The Facility Commander may periodically require a formal inspection of Deputies and their equipment.

1. Inspection Notice: The planned formal inspection will be announced to the employees sufficiently in advance to allow adequate preparation.
2. Notice Deficiencies: Unserviceable uniforms and equipment will be brought to the Deputies attention and a repair/replacement date set. Re-inspections will be conducted to ensure conformance with established standards.

f) Report Review: The Module Sergeant will review the work of subordinates. The Sergeant will respond to each guard station during his shift and check for disciplinary hearing reports. When reports are required to be written the Sergeant will assist the Deputy as needed and ensure that the report is completed on time. When Jail Incident Reports and DR Reports are completed, the Sergeant will approve the report with a signature. The report will then be forwarded to the Shift Commander by the Sergeant for review and distribution.
    1. Report Forms and Uses: Various forms are used to report different types of incidents that occur within the Theo Lacy Facility. They are:
        i. Major Incident Staff report (J-149A): This form is used to report incidents of an unusual nature such as escapes, major disturbances, felony crimes, accidents with injuries, or riots.
        ii. Claims of Missing Property Report (J-156): This form is used to report an inmate's claim of missing money or property that was in their possession upon entrance into the Orange County Jail.
        iii. Jail Incident Report (J-049): This form is used to report the bulk of incidents that occur within the jail including violations of jail rules, non-critical medical aids and combative inmates. Any suspects, victims or witnesses should be interviewed. Any admissions, denials, statements or the lack of it should be included in the report.
        iv. Notice of Minor Disciplinary Violation (J-131): This form is used to report a minor violation of the jail rules deemed not serious enough to require a Jail Incident Report.
        v. Daily Area Check log (J-103): This form is used to document the starting and ending times of checks made of the Modules and all Disciplinary Housing cells. The condition of the area checked will be written in the comment section as well as any reasons a check may have been missed. Each entry will end with the signature of the Deputy making the entry. It will be the responsibility of the Module Sergeant on each shift to make regular checks of the log and note any discrepancies on the log. When the log is completed it will be turned into the appropriate Module Sergeant, who will review the log, sign it and process it for filing. The logs will be stored and maintained for a period of five years.
        vi. Initial Crime Report: Although the form and format are somewhat different, the basic principles of report writing apply here, too, and the report will be evaluated by the same criteria as is a Jail Incident Report. When it appears that an incident should be most properly reported as a crime, Deputies should seek the advice of their immediate supervisor prior to writing the report or interviewing any suspects. The supervisor will then aid the Deputy in fulfilling all requirements regarding the advisement of rights and obtaining a DR number.
        vii. Use of Force: Any incident requiring the use of force by a Deputy against an inmate must be documented by a Sergeant on a follow-up report entitled "Use of Force". The Sergeant will detail the incident by naming all parties and witnesses involved along with their statements. The Sergeant will videotape all statements and interviews with inmates who are involved in any use of force.

g) Disciplinary Violation: The Module Sergeants will conduct disciplinary Proceedings as follows:
    1. MAJOR VIOLATIONS
        i. Fighting

ii. Creating a disturbance
iii. Failure to obey a directive
iv. Insubordination or disrespect
v. Possession of contraband which would pose a security threat
vi. Theft
vii. Destruction of jail property
viii. Unauthorized movement
ix. Tampering with a security device
x. Habitual violations of jail rules
xi. The above list is intended as a guideline, not as a complete listing, of all possible major violations. Many incidents will require a judgment as to whether a violation is involved. Questions should be resolved with the Deputy's supervisor.

h) Notice of Disciplinary Violation: This form will be completed whenever an inmate violates a jail rule that will result in a disciplinary hearing. The reporting Deputy will complete two copies per inmate, indicating if the inmate waived the 24-hour delay or not, then give the original to the inmate (s) involved and the copy to the Module Sergeant. A Jail Incident Report will be written and submitted along with the copy of the Notice of Disciplinary Violation to the Module Sergeant.
   1. The complete report should be submitted to the supervisor for approval. Reports may be typed or handwritten. The original and two copies are required if one inmate is involved. Each additional suspect named in the report requires an additional copy of report.

i) Completing the jail Incident Report: All spaces provided for specific information should be completed as fully as possible. The narrative portion of the report should be complete, concise and contain all elements and pertinent details of the incident

j) Controlling the Suspect(s) and/or Witness: The Deputy observing the offense will segregate the inmate(s) involved as soon as possible. The Deputy will notify a Sergeant of the incident as soon as possible.

k) Disciplinary Hearing: The Module Sergeant will review the Notice of Disciplinary Violation form and discuss the facts with the Deputy. The Sergeant will then conduct a disciplinary hearing with the inmate(s) present. The reporting Deputy may also be present. The inmate(s) will be advised of the charges against them and will be provided an opportunity to speak in their own behalf. The Sergeant will prepare a Disciplinary Hearing Report, which together with the Jail Incident Report and Notice of Disciplinary Housing, is forwarded to the Disciplinary Officer for final disposition.
   1. Note: If the supervisor is also a witness to the violation, another supervisor must conduct the disciplinary hearing. Except as required for inmate or staff safety or facility security any charges pending against an inmate shall be acted on no sooner than 24 hours and no later than 72 hours after the report is filed. The inmate may waive the 24 -hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.

l) Discipline: Discipline for major violations of jail rules may consist of one or any combination of the following: (reference; Board of Correction, Title 15 guidelines)
   1. Loss of visiting privileges
   2. Loss of recreation privileges
   3. Loss of commissary privileges
   4. Loss of good time

5. Loss of work time
6. Removal from work status
7. Assignment to limited privilege status.
8. Assignment to Disciplinary Housing.
9. Any of those punishments listed under minor violations.
10. A combination of any of the above.

m) Disciplinary Housing: An inmate may be assigned to Disciplinary Housing as a result of jail discipline. In addition, they will be housed away from all contact with other inmates in a Disciplinary Housing Cell and will be fed in cell. Final disposition will be made by the Disciplinary Officer and be reviewed by the Facility Commander.
    1. Personal Hygiene Articles in Disciplinary Housing: Inmates confined in Disciplinary Housing shall be permitted to have in their possession one toothbrush, dentifrice, comb and soap, as well as normal bedding and a towel. Inmates will not be permitted to keep a shaving razor in their cell, however, they will be permitted to shave daily per Minimum Jail Standard 1267. Deputies will furnish a safety razor to inmates requesting to shave, supervise the inmate use of the razor and then retrieve the razor.
n) Violations of Law: Whenever it is determined that an inmate's actions constitute a violation of law and the circumstances warrant prosecution, the incident will be referred to the District Attorney for a criminal complaint. In such instances, the incident will be documented on an Initial Crime Report under a DR number. This may be done in addition to discipline being administered by the jail staff.
o) Training Materials: The Training Sergeant will provide most of the material for formal training sessions. When formal training is not planned for briefing, the Module Sergeant will discuss training bulletins, job descriptions and excerpts from the Policy and Procedures manual.
p) Service Calls: Memos from the various modules in the facility, to report routine needs for repair, will be placed in the FMS basket in the CST Sergeants office and scheduled for repair through Facility Maintenance. Emergency repairs, during business hours, will be reported directly to Facility Maintenance via telephone (935-6606), after hours (935-7022).
    1. New Equipment maintenance: The Module Sergeants will keep the Facility Commander apprised of any irregularities in service response and contracts regarding the modules.

7048.3 - Floor Duties

a) Posting the Shift: The Module Sergeant will announce the end of briefing and direct oncoming employees to proceed directly to their workstation.
b) Conclusion of Briefing: At the conclusion of briefing the Module Sergeant will go to each work site within the module section to ensure that the shift relief is taking place correctly. Each employee of the on-coming shift should be at the work site exchanging information with the off-going shift employees.
c) Area Checks: While posting the oncoming shift, and throughout the shift, the Module Sergeants will inspect the areas for which they are responsible.
    1. Locations: The Sergeant will inspect each guard station, module area, and all Disciplinary Housing cells for correct conditions and security concerns.
    2. Functions: The Sergeant will also inspect and view the way employees perform their duties. This will ensure a smoother flow of work, ensure compliance with policy and procedures, and provide a firsthand impression of employee’s abilities and level of training.

3. Problems: The Sergeant will move the module staff into areas where additional assistance is needed on a temporary basis. When problem areas are noted on a recurring basis, the Sergeant will submit written suggestions for resolution to the Shift Commander.
4. Additional Resources: The Module Sergeant may request more assistance from the Operations Sergeant or the Housing Sergeant.

d) Monitor Visiting: The Sergeant will be responsible to inspect the visiting seating areas in the module buildings and supervise the activities therein.

e) Programs Areas: The Sergeant will inspect each module programs classrooms during each shift for security conditions and adherence to approved Facility activities.

f) Supervise Delivery of Inmate Services: The Module Sergeant will make certain that inmate services are provided as required in the module buildings.
1. Meals: The Sergeant will ensure each inmate is presented a meal at each meal time, that the food is served at the proper temperature and follows the menu provided by the kitchen. The Sergeant will make sure that the meals are served quickly and the utensils are returned to the kitchen as scheduled.
2. Clothing Changes: The Module Sergeant will check the process of exchanging bedding and clothes and be certain that the correct number of changes take place weekly. The Sergeants will also periodically inspect clothing items fresh from the laundry to be certain of proper cleaning.

g) Recreation: Each day the Sergeant is to check each housing area to determine the length of indoor and outdoor recreation available to the inmates. Each inmate will be offered a minimum of three hours of outdoor recreation each week. The Sergeant must also check to be sure books, newspapers and game materials are available to inmates.
1. Phones: The Sergeant must ensure that the inmates have reasonable access to telephones.

h) Accessibility to Inmates: The Sergeant will be reasonably available to talk with inmates. As time is available the Sergeant will walk through the housing areas in order to be seen by the inmates, thus presenting an opportunity to converse with them.
1. Access to Official Visitors: The Sergeant will make sure that church, counselors and other approved services are available to inmates in the facility according to schedules or needs.

i) Module Area Searches: The Sergeant will supervise all searches in the module buildings housing areas.
1. Daily Searching: The Sergeant will instruct Module Deputies to continually check inmate housing areas for contraband, planned escapes and malfunctioning equipment.
2. Scheduled Searches: Periodically the Sergeant will gather several Deputies from throughout the facility and conduct a methodical, detailed search of selected housing areas. The Sergeant will be present during these searches of the building, inmates or both. Personal property of any inmate that is seized during a search must be accounted for as follows:
    i. Contraband (illegal) - Placed into evidence with a DR number written.
    ii. Excess Personal Property - Placed in the inmate's bulk or stored personal property.
    iii. Excess Jail Property - Items are returned to the correct location such as the Clothing Room or Kitchen.
3. Search results will be documented in the search logbook, which will be maintained in the Module Sergeants office.

j) Response to Emergency Situations: The Module Sergeant will be familiar with each emergency plan and the location and operation of all security equipment. When notified of an emergency in the modules, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in the modules. The Sergeant will gather all available information, preferably at the emergency site. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.

k) Response to Unusual Situations: When notified of an unusual condition in modules, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in the modules. The Sergeant will gather all available information, preferably at the location of the unusual situation. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.

7048.4 - Shift Commander Assignment

a) Sergeants Assigned: Sergeants who are occasionally assigned to the Shift Commander position because of the unavailability of a Lieutenant have the full authority and responsibility of the position.
   1. The off going Lieutenant will be responsible to verbally assign a Sergeant as Shift Commander, usually the Operations Sergeant.
   2. The Sergeant will make entries as necessary and complete the "Shift Commander's Log."
   3. The Sergeant will complete all other duties of the shift assigned and sign the Facility 24 hour log at the conclusion of his shift.
   4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Facility Commander should be contacted.

7048.5 - Post Order

a) Module Sergeant
   1. Hours of Duty: 2200-1030 (Shift I) 0600-1630 (Shift II) 1000-2230 (Shift III)

b) Days of Operation:
   1. Monday - Sunday

c) Equipment:
   1. Badge, nameplate, uniform, keys, pencil/pen, and notebook/paper

d) General Instructions:
   1. Be on time and in uniform as scheduled. Check bulletin board, mailbox, schedule, and logs. Maintain contact with Shift Commander, Operations Sergeant and Housing Sergeant. Read/understand and carry out facility policies and procedures. Supervise Facility module housing staff.

e) Scheduled Duties:
   1. 2200: Shift I Module Sergeants are dressed and in the briefing sergeant’s office. Shift III Sergeants exchange information with oncoming Shift I Sergeants.
   2. 2230: Assist Operations Sergeant with conducting briefing. Dismiss staff from briefing and direct Shift I staff to assume their posts and relieve Shift III deputies. Review timesheets for accountability of staff.
   3. 2230-0430: Personally visit each module guard station. Personally supervise busy areas. Perform office duties as required.
   4. 0515: Supervise the staging of inmates for court in the module areas.

5. 0530: Supervise the breakfast meal.
6. 1000: Shift III Module Sergeants are dressed and in the briefing Sergeants office. Shift I Sergeants exchange information with oncoming Shift III Sergeants. Shift III Module Sergeants assist with preparing watch list, make sick call replacements and mark schedule accordingly. Assist with briefing for Shift III. Direct Shift III staff to assume their posts and relieve Shift I staff. Shift I Module Sergeants off duty.
7. 1100: Assist Operations Sergeant with reviewing timesheets for accuracy and accountability of staff.
8. 1130-2200: Personally visit each module guard station. Personally supervise busy areas. Conduct walking inspection of entire Module areas including all Disciplinary Housing cells and programs areas. Check and note staffing, security, safety and sanitation. Perform office duties as required. Review module guard station logs. Check visiting areas.
9. 2130: Assist Operations Sergeant in preparing Shift I watch list, make sick replacements and mark schedule accordingly.
10. 2200: Shift I Module Sergeant is dressed and in the Briefing Sergeant's office. Shift III Sergeants exchange information with oncoming Module Sergeant. Conduct briefing.
11. 2230: Shift Conduct Shift I briefing. Shift III Module Sergeants off duty.

f) Non-scheduled Duties:
1. Review and submit reports to Shift Commander.
2. Inspect shift personnel.
3. Receive sick calls and follow up as appropriate.
4. Make minor, expedient adjustments to equipment.
5. Train staff in their duties.
6. Complete performance evaluations for subordinates.
7. Supervise inmate feeding when necessary.
8. Carry out emergency procedures as necessary.
9. Act as Shift Commander as assigned.
10. Monitor official visitor sign up and screening.
11. Coordinate unit workflow with Operations Sergeants, Housing Sergeants, Medical and Kitchen staffs, and supervisory staff of other jail facilities.

7050 - CST Sergeant Procedures

7050.1 - Primary Responsibilities

a) Job Descriptions: The CST Sergeant will perform a daily review of Correctional Service Technicians. He will be responsible for assigning all personnel assigned to the Correctional Service Technician positions. The CST Sergeant will act as the liaison for the facility with Facilities Operations.
b) Span of Control: The Sergeant will supervise the Correctional Service Technicians assigned to shift II.
c) Direction and Supervision: The CST Sergeant will receive direction and supervision from the Theo Lacy Facility Administrative Lieutenant.

7050.2 - Office Duties

a) Briefings: The Sergeant will conduct additional briefings as needed for Correctional Service Technicians apart from the daily shift briefings.
b) Review the Unit Work Schedule: The CST Sergeant will examine the schedule daily to ensure the required staffing coverage.

c) Work Product Review: The CST will ensure thoroughness and compliance with established guidelines by his subordinates. Needed corrections will be made immediately.
d) Designation Changes: When a Facility's housing designation is changed, the CST Sergeant will make notification to all Correctional Service Technicians staff members affected by the changes.
    1. When CST criteria or guidelines change, the CST Sergeant will notify all CST staff.
e) Daily Review: The CST Sergeant will conduct a daily review of paperwork on accepted or rejected work requests. Once each week, he will conduct a check files of Work Requests to ensure conformity to guidelines and develop statistics.

7050.3 - Floor Duties

a) Warehouse: the CST Sergeant will supervise the Senior CST in charge of the Facility Warehouse. He will keep in daily contact with the CST in order to assure the Facility is constantly supplied with materials.
b) Maintenance: The CST Sergeant will supply the Maintenance CST with a daily work roster to ensure the repair needs of the Facility are met.
    1. Requests for repair will be submitted to the CST Sergeant by staff. The sergeant will prioritize these requests and construct a daily work roster.
c) Contract Services: i.e. Orangewood laundry duties. The CST Sergeant will oversee the operation of the service and provide a liaison between the Facility and the contract facility.

7050.4 - Post Order

a) CST Sergeant
    1. Hours of Duty: 0600-1530
b) Days of Operation:
    1. Monday - Friday
c) Equipment:
    1. Badge, nameplate, uniform, pencil/pen, notebook/paper
d) General Instructions:
    1. Be on time and in proper attire at scheduled time. Check bulletin board, mailbox, schedule, logs. Maintain contact with all Theo Lacy Facility Staff and CSTs.
e) Scheduled Duties:
    1. 0600-1100: Assume post, inspect work areas of CST staff. Get briefed on special problems that may have occurred during the evening and midnight shift. Take care of immediate needs of critical problems. Perform nonscheduled office duties. Periodically check on CST staff progress.
    2. 1100-1130: 30 minute lunch break.
    3. 1130-1530: Perform non-scheduled office duties. Periodically check on CST staff progress. Review and recommend updates for CST procedures. Perform performance evaluations on subordinates.

7052 - Fire Safety and Evacuation Procedures

7052.1 - General Information for Employees

a) Every Housing Unit Guard Station and the Shift Commander's Office will have a copy of the evacuation routes for the area.

b) Automatic closing fire doors and curtains will not be blocked or tied open. Fire doors may be opened to go through but must then be closed immediately. No unauthorized tampering of automatic fire equipment is allowed.
c) All employees will be instructed on the use, types and locations of facility firefighting equipment inside and outside the facility. Employees are responsible to know the location and function of equipment in their assigned work area.
d) No employee shall enter an occupied housing unit or cell alone during a fire.
e) Fire hoses and deluge systems will only be used with the permission of the Shift Commander.
f) Fire incidents will be described in Jail Incident or Crime Reports. Copies of the reports will be sent to the Fire Department as required.
g) Summoning the Fire Department's response shall only be done at the Shift Commander's direction.
h) Fire drills will be conducted periodically. Actual movement of inmates during fire drills will only occur with the Facility Commander's approval.
i) All proposed facility-purchased furnishings must meet or exceed all facility fire safety material requirements prior to purchase.
j) There are designated primary (red) and secondary (green) exit routes throughout the facility to permit prompt evacuation of visitors, inmates and staff during an emergency.
k) All fire exit doors will be clearly marked, kept clear of obstructions and be tested frequently for proper operation.
l) Effective 04-13-92 and thereafter, the Theo Lacy Facility will be a smoke free environment. As of this date smoking anywhere on the facility will be prohibited. All smoking materials including matches are considered contraband and will be handled as a violation of jail rules.
m) Combustible materials will not be stored in plumbing chases or any other room not specifically designated as a combustible materials storage room.

7052.2 - Use of Self Contained Breathing Apparatus (SCBA)

a) Theo Lacy Facility Self-Contained Breathing Apparatus Locations:
    1. A/E Guard Station - (4) Maintenance Office / (1) Sergeant's Office
    2. F Barracks - (2) Guard Station
    3. G Barracks - (2) Guard Station
    4. H Barracks - (2) Guard Station
    5. Module I - (2) Guard Station
    6. Module J - (2) Guard Station
    7. Module K - (2) Guard Station
    8. Module L - (2) Guard Station
    9. Module M - (2) Guard Station
    10. Module N - (2) Guard Station / (1) Sergeant's Office
    11. Module O - (2) Guard Station
    12. Module P - (2) Guard Station
    13. Module Q - (2) Guard Station / (1) Sergeant's Office
    14. Module R - (2) Guard Station
    15. Main Control - (3) Wall Mounted
    16. Kitchen - (1) Cooks Office, wall mounted
    17. 1st Floor Guard Station- (2) Wall mounted in crow's nest

18. Clothing Property - (2) Wall mounted on property side
19. Processing - (3) Wall mounted in s/w corner by Classification
20. Receiving - (3) Wall mounted
21. Visiting - (2) Stored under counter top
22. Safety Equipment Room- (5) Spares/Replacement/Training

7052.3 - Evacuation of Visitors

a) During an emergency, visitors will be evacuated from the facility before inmates and staff. The Shift Commander will direct a primary or secondary route of evacuation. Doors are marked at the base for directions, red for primary routes and green for secondary routes.

b) When a fire alarm signals and the Shift Commander orders an evacuation, the Main Control Deputy will notify the Sergeants and all Guard Stations.
   1. The Classification Sergeant or Operations Sergeant will assign a Classification Deputy to secure the bus sally port area and unlock the evacuation stairway door at the south end of the parking lot. The assigned Classification Deputy will respond to Main Control and [redacted] The Classification Deputy will assist other assigned Deputies, ensuring all visitors are evacuated through the pedestrian sally port.

c) [redacted]

d) The assigned Deputy will proceed outside security to the two-mezzanine floor areas to begin the evacuation of visitors.

e) An assigned Deputy will announce that visiting has ended and will direct the visitors to walk through the designated visiting corridors. The assigned Deputy will caution visitors to be alert for the possibility of arriving fire vehicles.

f) The Lobby SSO will use the PA system to direct all persons in the Visitor's Lobby to leave through the double doors on the north side.

g) Mod “I” Visitor Evacuation
   1. Primary Evacuation Route - RED: visitors will exit from the visiting booths south, through the visitor corridor until they reach the third single door on their right, stairwell #1. The elevator double doors will be closed, they are fire doors. Proceed through the single door, with the red stripe at base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #1 to the 2nd floor mezzanine area.
   2. Secondary Evacuation Route - GREEN: Visitors will exit from the booths and into the visiting corridor. Turn left and proceed North through the door with a Green stripe at the base to the end of the corridor. Go through the door, with the Green stripe at the base, at the end of the corridor and turn left to go down stairwell #4. Continue down the stairs until you reach the bottom door with a Green stripe at the base. Proceed through the door into the landscape area between the outdoor release walkway and the North side of the building. Turn left and walk around the cell's portion of the building to the rear of the Lobby. The Lobby SSO will unlock the chain link fence gate at the rear South door of the lobby. The SSO and assigned Deputy will escort the visitors out to the street. The assigned Deputy will then immediately return to assist the second floor mezzanine visitor evacuation by retracing the steps to the second floor mezzanine level.

h) Mod “J” Visitor Evacuation
    1. Primary Evacuation Route - RED: Visitors will exit from the visiting booths south, down the corridor to stairwell #1. Do not attempt to use the elevator, fire doors will be closed. Proceed through the door with the red stripe at base and continue down the stairs to the bottom door with a red stripe at base. Exit the door, turn right and follow the sidewalk around until you reach the Lobby. The Lobby Guard Station SSO must immediately notify Main Control when the visitors are evacuated from the building. The assigned Deputy will return to the Main Control Guard Station for further directions.
    2. Secondary Evacuation Route - GREEN: Visitors will exit from the booths and into the visiting corridor. Turn left and proceed North through the door with a Green stripe at the base. Proceed through the door, with the Green stripe at the base, at the end of the corridor and turn left to go down stairwell #4. Continue down the stair until you reach the bottom door with a Green stripe at the base. Proceed through the door into the landscape area between the outdoor release walkway and the North side of the building. Turn left and walk around the cell's portion of the building to the rear of the Lobby. The Lobby SSO will unlock the chain-link gate at the rear South door of the lobby. The SSO and assigned Deputy will escort the visitors out to the street. The Lobby Guard Station SSO must immediately notify Main Control when the visitors are evacuated from the facility. The assigned Deputy will return to the Main Control Guard Station for further directions.

i) Mod “K” Visitor Evacuation
    1. Primary Evacuation Route - RED: Visitors will exit from the visiting booths west, continue down the visiting corridor to stairwell #1. Proceed through the single door, with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #1 to the 2nd floor mezzanine area.
    2. Secondary Evacuation Route - GREEN: Visitors will exit from the visiting booths east, through the single door, with the green stripe at base and enter the stairwell #12 corridor. Continue downstairs to the door with a green stripe at base on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #12 to the 2nd floor mezzanine level.

j) Mod “L” Visitor Evacuation
    1. Primary Evacuation Route - RED: Visitors will exit from the visiting booths west, through the door with a red stripe at the base. Proceed down the walkway to stairwell #9 corridor. Continue downstairs to the 1st floor mezzanine door with a red stripe at the base. Enter the 1st floor mezzanine corridor and continue west down the visiting corridor to stairwell #1. Proceed through the single door, with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street.
    2. Secondary Evacuation Route - GREEN: Visitors will exit from the visiting booths east, through the single door, with the green stripe at base and enter the stairwell #12 corridor. Continue

downstairs to the door with a green stripe at base on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building.

k) Mod "M" Visitor Evacuation
    1. Primary Evacuation Route - RED: Visitors will exit from the visiting booths west, continue down the visiting corridor to stairwell #1. Proceed through the single door, with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at the base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #1 to the 2nd floor mezzanine area.
    2. Secondary Evacuation Route - GREEN: Visitors will exit from the visiting booths east, through the single door, with the green stripe at base and enter the stairwell #12 corridor. Continue downstairs to the door with a green stripe at base on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #12 to the 2nd floor mezzanine level.

l) Mod "N" Visitor Evacuation
    1. Primary Evacuation Route - RED: Visitors will exit from the visiting booths west, proceed down the walkway to stairwell #9 corridor. Continue downstairs to the 1st floor mezzanine door with a red stripe at the base. Enter the 1st floor mezzanine corridor and continue west down the visiting corridor to stairwell #1. Proceed through the single door with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street.
    2. Secondary Evacuation Route - GREEN: Visitors will exit from the visiting booths east through the single door with the green stripe at base and enter the stairwell #12 corridor. Continue downstairs to the door with a green stripe at base, exiting on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building.

m) Mod "O" Visitor Evacuation
    1. Primary Evacuation Route - RED: Visitors will exit from the visiting booths west, through the door with a red stripe at the base. Proceed down the walkway to stairwell #9 corridor. Continue downstairs to the first floor mezzanine door with a red stripe at the base. Enter the first floor mezzanine corridor and continue west down the visiting corridor to stairwell #1. Proceed through the single door, with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street.
    2. Secondary Evacuation Route - GREEN: Visitors will exit the visiting booths east, through the door with a green stripe at the base. Proceed down the walkway to stairwell #15 corridor. Continue downstairs to the door at the base of the stairwell, on the south side of the building, go through the door and continue east to stairwell #12. Enter stairwell #12 corridor, proceed downstairs to the door at the base on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building. The Lobby Guard Station Deputy/SSO must immediately notify Main Control when the visitors have evacuated

the building. The assigned Deputy will contact Main Control in person or by radio for further directions.

n) Mod "P" Visitor Evacuation
    1. Primary Evacuation Route – RED: Visitors will exit from the visiting booths west, continue down the visiting corridor to stairwell #1. Proceed through the single door, with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at the base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #1 to the 2nd floor mezzanine area.
    2. Secondary Evacuation Route – GREEN: Visitors will exit from the visiting booths east, through the single door, with the green stripe at base and enter the stairwell #12 corridor. Continue downstairs to the door with a green stripe at base on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #12 to the 2nd floor mezzanine level.

o) Mod "Q" Visitor Evacuation
    1. Primary Evacuation Route – RED: Visitors will exit from the visiting booths west, proceed down the walkway to stairwell #9 corridor. Continue downstairs to the 1st floor mezzanine door with a red stripe at the base. Enter the 1st floor mezzanine corridor and continue west down the visiting corridor to stairwell #1. Proceed through the single door with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street.
    2. Secondary Evacuation Route – GREEN: Visitors will exit from the visiting booths west through the single door with the green stripe at base and enter the stairwell #12 corridor. Continue downstairs to the door with a green stripe at base, exiting on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building.

p) Mod "R" Visitor Evacuation
    1. Primary Evacuation Route – RED: Visitors will exit from the visiting booths west, through the door labeled RV-06AA (with a Fire Exit Placard) and into stairwell #32. Proceed to the bottom of this stairwell and through the door labeled QV-04AA into the visitor corridor. Turn left and follow this corridor past Module "L" visiting and module "N" visiting to the end of this corridor. On the right hand side of the corridor, go through the door labeled VS9-3 (with a Fire Exit Placard) and enter stairwell #9. Go down the stairs to the door labeled VS9-2. Go through this door and go right into this corridor past Module "I" visiting to the single door leading to stairwell #1. Go through this door, proceed down the stairs and exit the door at the bottom of the stairwell. Turn right, follow the sidewalk to the public visiting lobby and exit the visiting lobby to the street. The Lobby Guard Station Deputy/ SSO must immediately notify Main Control when the visitors have evacuated the facility. The assigned Deputy will contact Main Control in person or by radio for further directions.
    2. Secondary Evacuation Route – GREEN: Visitors will exit from the visiting booths and go through door labeled RV-06AA (with a Fire Exit Placard) and into stairwell #32. Proceed to the

bottom of this stairwell and through the opening into stairwell #12 (Do not enter door labeled QV-04AA). Go down the stairs to the bottom of the stairwell and exit through the door labeled STR12-1 (with a Fire Exit Placard) to outside the building. Once outside, direct visitors around the building to the front of the lobby. The Lobby Guard Station Deputy/SSO must immediately notify Main Control when the visitors have evacuated the building. The assigned Deputy will contact Main Control in person or by radio for further directions.

q) It is imperative that each door is re-secured and checked after evacuation of the visitors, in preparation for an inmate evacuation. Certain corridors may overlap during evacuation procedures for visitors and inmates, but stairwells #1, #4, #9, #12 and #15 will be utilized only for non-secure, visitor and/or Administrative personnel. The assigned Deputy and SSO will immediately inform Main Control when the visitor evacuation is completed. The SSO will return to his/her regularly assigned locations in the Lobby to await further instructions. The assigned Deputy will contact the Main Control Guard Station in person or by radio for further directions.

7052.4 - Evacuation of Inmates

a) Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location. All inmate movement outside the housing areas will be done under the immediate supervision of a Sergeant and assigned Deputies at the direction of the Shift Commander.

[redacted]

3. When moving inmates to internal locations away from the housing sector, separate them into groups that can be controlled by the available deputies.
4. When moving inmates outside the facility, separate them into groups that can be controlled by the available deputies.
5. Housing areas that are uninhabitable due to fire or smoke will be vacated at the direction of the first deputy on scene.
6. When the Shift Commander orders a building evacuated, all inmates will be directed by Deputies to leave the building immediately.
7. When an evacuation is ordered, the first deputy on the scene will give inmates directions on how to leave the building and where to assemble outside.

b) The Sergeant will respond to any site where an evacuation is imminent.
1. The Sergeant will personally supervise the evacuation to ensure it is complete and instructions are followed.
2. The Sergeant will instruct the Deputies to use the primary or secondary exit route of any housing unit.
3. The Sergeant will direct assigned Deputies to move the evacuated inmates to the preplanned assembly site.
4. The Sergeant will assign enough Deputies to keep control of the inmates in the assigned assembly area. The inmates must be kept clear of the fire scene and away from fire equipment and personnel.
5. The Shift Commander will determine if any alternate housing locations for evacuated inmates is needed at the conclusion of the incident.

c) Inmate evacuation routes for all Theo Lacy Facility Buildings are as follows:

1. A/E Barracks
    i. [redacted] and begin evacuation procedures if a secondary evacuation is necessary. The secured doors located at the rear of barracks [redacted]
    ii. A Barrack – Primary Evacuation Route – RED: through the south glass doors, southwest past the A-E Guard Station, along the west side of D Barrack to the [redacted] or as otherwise directed by staff.
    iii. Secondary Evacuation Route – GREEN: through the north doors, east around behind "B" and "C" barrack to the [redacted]
    iv. B Barrack – Primary Evacuation Route – RED: through the southwest glass doors, around the north side of the A-E Guard Station, south along the west side of D Barrack to the [redacted] or as otherwise directed by staff.
    v. Secondary Evacuation Route – GREEN: through the northeast doors, right and south behind C Barrack to the [redacted]
    vi. C Barrack – Primary Evacuation Route – RED: through the northwest glass doors, around the north side the A-E Guard Station, south along the west side of D barrack to the [redacted] or as otherwise directed by staff.
    vii. Secondary Evacuation Route – GREEN: through the southeast doors directly out to the [redacted]
    viii. D Barrack - Primary Evacuation Route – RED: through the north glass doors, around the north side of the A-E Guard Station, south along the west side of the D Barrack and southward to the [redacted] or as otherwise directed by staff.
    ix. Secondary Evacuation Route – GREEN: through the south doors directly to the [redacted]
    x. E Law Library – Primary Evacuation Route – RED: through the west glass door, around the north side of the A-E Guard Station, along the west wall of D Barrack, southward to the [redacted] or as otherwise directed by staff.
    xi. Secondary Evacuation Route – GREEN: through the east doors, right, and southward behind C Barrack to the [redacted]
2. F Barracks
    i. F Barrack - Primary Evacuation Route – RED: for both sides will out of the main entrance, adjacent to the security corridor at the Northeast corner of the building, with the inmates on the affected side being evacuated first. If the conditions do not allow the safe use of this route, the inmates housed on the affected side will be moved to and evacuated from the other side by moving through the door in the Barrack dividing wall located at the front of the Guard Station. Another available option is moving the inmates in the same manner, through the doors of the Mattress Room.
    ii. Once outside, the inmates will turn right towards the A-E Guard Station and will walk along the sidewalk, turn right in front of the A-E Guard Station and walk South alongside D Barracks to the [redacted]
    iii. Secondary Evacuation Route – GREEN: for both sides will be out either door located on the first level at the Southeast corner of the building. Follow the security fence

East out to the [redacted] An A-E assigned Deputy will open the two security gates at the Southeast corner of G Barracks.

3. G Barracks
    i. G Barracks - Primary Evacuation Route – RED: for both sides will out of the main entrance, adjacent to the security corridor at the Northeast corner of the building, with the inmates on the affected side being evacuated first. If the conditions do not allow the safe use of this route, the inmates housed on the affected side will be moved to and evacuated from the other side by moving through the door in the Barrack dividing wall located at the front of the Guard Station. Another available option is moving the inmates in the same manner, though the doors of the Mattress Room.
    ii. Once outside, the inmates will turn right towards the A-E Guard Station and will walk along the sidewalk, turn right in front of the A-E Guard Station and walk South alongside D Barracks to the [redacted]
    iii. Secondary Evacuation Route – GREEN: for both sides will be out either door located on the first level at the Southeast or Southwest corner of the building. Follow the security fence East out to the [redacted] An A-E assigned Deputy will open the two security gates at the Southeast corner of G Barracks.
4. H Barrack
    i. Primary Evacuation Route – RED: for both sides will out of the main entrance, adjacent to the security corridor at the Northeast corner of the building, with the inmates on the affected side being evacuated first. If the conditions do not allow the safe use of this route, the inmates housed on the affected side will be moved to and evacuated from the other side by moving through the door in the Barracks' dividing wall located at the front of the Guard Station. Another available option is moving the inmates in the same manner, though the doors of the Mattress Room.
    ii. Once outside, the inmates will turn left towards the A-E Guard Station and will walk along the sidewalk, turn right in front of the A-E Guard Station and walk alongside D Barracks to the [redacted]
    iii. Secondary Evacuation Route – GREEN: for both sides will be out either door located on the first level at the Northeast or Southeast corner of the building. Follow the Primary evacuation route out to the [redacted]
5. Module I and Module I Disciplinary Housing
    i. Inmates will be moved with the assistance of assigned Deputies.
    ii. When moving Module "I" inmates to internal locations away from the module, separate them into groups that can be controlled by available Deputies. Module "I" inmates can be temporarily moved.
    iii. Through first floor corridors to the Booking and/or Court Transfer Holding Cells.
    iv. Through first floor corridors to Mod "K" on the first floor or Mod J & L on the second floor.
    v. Mod "I" inmates in Disciplinary Housing should be escorted from their cells to the Booking and/or Court Transfer Holding Cells.
    vi. When it is necessary to evacuate Module "I" inmates outside the housing area, they shall be moved as follows:

vii. Primary Evacuation Route - RED: Proceed from the south indoor recreation area on the first floor through the far east door with a red stripe at base and enter the outdoor recreation area. Proceed to the single door with a red stripe at base to the inmate dining corridor. Turn right to the end of the corridor and proceed outside. Inmates will then be walked to the [redacted] Deputies will position themselves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.

viii. Secondary Evacuation Route - GREEN: Proceed from the North indoor recreation area to the North-East corner, through the door with a green stripe at the base leading to the evacuation corridor. Proceed down the corridor and follow the green arrows to the left, continue to the single door on the right with a green stripe at the base. Go through this door to the first door on the right with the green stripe at the base. (This door is the rear door to the Disciplinary Housing area). Proceed through this door and stop at the Disciplinary Housing entrance door. Contact the First Floor Guard Station via the Intercom or the radio. The First Floor Guard Station will confirm the Deputies presence and open the slider door. The Deputies will then proceed straight down the corridor outside. Inmates will then be walked to the [redacted] Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.

6. Mod "I" Disciplinary Housing Evacuation
   i. Primary Evacuation Route - RED: Mod "I" Disciplinary Housing inmates will be escorted from their cells into the corridor and turn south to the slide door. Go through the south slide door to Disciplinary Housing with the red stripe at base, cross the main corridor, and through the chow hall corridor out to the [redacted] and join the rest of the Mod "I" inmates.
   ii. Secondary Evacuation Route - GREEN: Mod "I" Disciplinary Housing inmates will be escorted from their cells into the corridor and turn north. Go through the north door with the green stripe at base into the outside release corridor. Turn right to the first door on the right with a green stripe at base. Continue through that door and proceed left to Holding Cell #16. Continue through Holding Cell #16 with green stripe at base and around to the Receiving Guard Station Sally Port with a green stripe at base.
7. Module J
   i. Inmates will be moved with the assistance of assigned Deputies.
   ii. When moving inmates to an internal location away from the module, separate the inmates into groups that can be controlled by the available Deputies. Module "J" inmates can be moved to temporary housing.
   iii. Through the module vestibule past the Main Control Guard Station, down the main escalator to the first floor and into Booking and/or Court Transfer Holding Cells, or into available cells in Module "I & K" or on the second floor mod "L".
   iv. When it is necessary to evacuate Module "J" inmates outside the housing area, they shall be moved as follows:
   v. Primary Evacuation Route - RED: Proceed from the south indoor recreation area to the southeast corner, through the door with the red stripe at base leading to the evacuation corridor. Continue down the corridor to the single door at the end with

the red stripe at base. Go through this door and proceed down the stairs to the single door with the red stripe at base. Open and go through the door into the inmate-dining corridor and out to the recreation field. Walk the inmates straight to the [redacted] Deputies will station themselves between the inmates and the rest of the lot. The inmates will be directed to keep their talking to a minimum and to remain in their seated positions.

vi. Secondary Evacuation Route - GREEN: All inmates will be moved from the beach area into the outdoor recreation area. Unlock and go through the door with the green stripe at base and turn left to the second single door on your left with the green stripe at base. Unlock that door and proceed down stairwell #3 to the ground level door with the green stripe at base. Go straight to the single door with the green stripe at base and continue to the second door on the right with the green stripe at base, (This door is the rear door to the release area). Proceed through this door and continue through the release holding area door with a green stripe at the base. Continue straight to the 1st floor corridor slider. Go through the slider door, turn left and follow green arrows down the 1st floor corridor door. Continue to follow the green arrows down the 1st floor corridor to the K-17 corridor with the green stripe at the base. Go through both doors in the K-17 corridor outside to a fenced in area beside the [redacted] Inmates will then be walked to the recreation field.

8. Module K and Module K Disciplinary Housing
   i. Inmates will be moved with the assistance of assigned Deputies.
   ii. When moving Module "K" inmates to internal locations away from the module, separate them into groups that can be controlled by available Deputies. Module "K" inmates can be temporarily moved:
   iii. Through first floor corridors to the Booking and/or Court Transfer Holding Cells.
   iv. Through first floor corridors, to Mod "I" on the first floor, or Mod J & L on the second floor.
   v. Mod "K" inmates in Disciplinary Housing should be escorted from their cells to the Booking and/or Court Transfer Holding Cells.
   vi. When it is necessary to evacuate Module "K" inmates outside the housing area they shall be moved as follows:
   vii. Primary Evacuation Route – RED: Proceed from the indoor recreation area on the first floor through the module vestibule. Turn west and follow the first floor corridors past the First Floor Guard Station. Proceed to the slider door to the chow hall hallway corridor. Turn left to the end of the corridor and proceed outside. Inmates will then be walked to the recreation field. Deputies will position themselves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions. Secondary Evacuation Route - GREEN: Proceed from the indoor recreation area on the first floor through the module vestibule. Turn east to the first floor evacuation corridor door with the green stripe at the base. Proceed through the door and straight down the corridor following the green arrows to the single door on the right with a green stripe at the base. Go through this door to the outer evacuation corridor door straight ahead, with the green stripe at the base. The Deputies will then proceed outside to a fenced in area beside the truck sally port. Inmates will then be

walked to the [redacted] Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.

viii. Primary Evacuation Route - RED: Mod "K" Disciplinary Housing inmates will be escorted from their cells to the west door with a red stripe at the base of the door. Go through that door, turn right and go through the second door with a red stripe at the base of door. Proceed west down the first floor corridors past the First Floor Guard Station and through the chow hall corridor out to the [redacted] and join the rest of the Mod "K" inmates.

ix. Secondary Evacuation Route - GREEN: Mod "K" Disciplinary Housing inmates will be escorted from their cells to the east Disciplinary Housing slider door. Go through the east slider door, turn north through the door with the green stripe at the base and into the first floor corridors. Proceed east down the first floor corridors to the first floor evacuation corridor door, with a green stripe at the base of the door. Proceed through the door and straight down the corridor following the green arrows to the single door on the right with a green stripe at the base. Go through this door to the outer evacuation corridor door straight ahead, with the green stripe at the base. The Deputies will then proceed outside to a fenced in area beside the truck sally port. Inmates will then be walked to the [redacted] and join the rest of the Mod "K" inmates.

9. Module L

i. Inmates will be moved with the assistance of assigned Deputies.

ii. When moving inmates to an internal location away from the module, separate the inmates into groups that can be controlled by the available Deputies. Module "L" inmates can be moved to temporary housing.

iii. Through the module vestibule, down the main escalator to the first floor and into Booking and/or Court Transfer Holding Cells, or into available cells in Modules "I", "K" & "M" on the first floor, or Modules "J" and "N" on the second floor.

iv. When it is necessary to evacuate Module "L" inmates outside the housing area, they shall be moved as follows:

v. Primary Evacuation Route - RED: Proceed from the indoor recreation area on the second floor through the module vestibule. Turn west and follow the second floor corridors and down the main escalator past the First Floor Guard Station. Proceed to the slider door to the chow hall hallway corridor. Turn left to the end of the corridor and proceed outside. Inmates will then be walked to the [redacted] Deputies will position them-selves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.

vi. Secondary Evacuation Route - GREEN: Proceed from the east side of the indoor recreation area through the east door with the green stripe at the base of the door. Follow the green arrows to the stairwell #11 door, with a green stripe at the base. Proceed through the door and down stairwell # 11, following the green arrows and through the first floor evacuation corridor door, with a green stripe at the base. Turn east down the first floor evacuation corridor and follow the green arrows to a single door on the right, with a green stripe at the base. Go through this door to the outer evacuation corridor door straight ahead, with the green stripe at the base. The

Deputies will then proceed outside to a fenced in area beside the truck sally port. Inmates will then be walked to the [redacted] Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.

10. Module M
    i. Inmates will be moved with the assistance of assigned Deputies.
    ii. When moving Module "M" inmates to internal locations away from the module, separate them into groups that can be controlled by available Deputies. Module "M" inmates can be temporarily moved.
    iii. Through first floor corridors to the Booking/Court Transfer Holding Cells.
    iv. Through first floor corridors, to Mod "I" and "K" on the first floor, or Modules J, L and N on the second floor.
    v. When it is necessary to evacuate Module "M" inmates outside the housing area, they shall be moved as follows:
    vi. Primary Evacuation Route - RED: Proceed from the low side indoor recreation area on the first floor through the module vestibule. Turn west down corridor #13a, through the slider with a red stripe at the base, into the elevator vestibule. Go through the hallway slider with a red stripe at the base into the first floor corridor. Follow the first floor corridors past the First Floor Guard Station. Proceed to the slider door to the chow hall hallway corridor. Turn left to the end of the corridor and proceed outside. Inmates will then be walked to the [redacted] Deputies will position them-selves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.
    vii. Secondary Evacuation Route - GREEN: Proceed from the indoor recreation area on the first floor through the module vestibule. Turn east to the first floor evacuation corridor door with the green stripe at the base. Proceed through the door and straight down the corridor following the green arrows to the single door on the right with a green stripe at the base. Go through this door to the outer evacuation corridor door straight ahead, with the green stripe at the base. The Deputies will then proceed outside to a fenced in area beside the truck sally port. Inmates will then be walked to the [redacted] Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.
11. Module N and Module N Disciplinary Housing
    i. Inmates will be moved with the assistance of assigned Deputies.
    ii. When moving inmates to an internal location away from the module, separate the inmates into groups that can be controlled by the available deputies. Module "N" inmates can be moved to temporary housing.
    iii. Through the module vestibule, down the main escalator to the first floor and into Booking and/or Court Transfer Holding Cells, or into available cells in Modules "I", J K", "L" or "M".
    iv. When it is necessary to evacuate Module "N" inmates outside the housing area they shall be moved as follows:
    v. Primary Evacuation Route - RED: Proceed from the low side indoor recreation area on the second floor through the module vestibule. Turn west down corridor N-13,

through the slider with the red stripe at the base, into the module N elevator vestibule. Exit the vestibule slider into the second floor corridor. Go west and follow the second floor corridors down the main escalator past the First Floor Guard Station. Proceed to the slider door to the chow hall hallway corridor. Turn left to the end of the corridor and proceed outside. Inmates will then be walked to the [redacted] Deputies will position them-selves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.

vi. Secondary Evacuation Route - GREEN: Proceed from the west side of the outdoor recreation area through the west door with the green stripe at the base of the door. Follow the green arrows to the stairwell #11 door, with a green stripe at the base. Proceed through the door and down stairwell # 11, following the green arrows through the first floor evacuation corridor door, with a green stripe at the base. Turn east down the first floor evacuation corridor and follow the green arrows to a single door on the right, with a green stripe at the base. Go through this door to the outer evacuation corridor door straight ahead, with the green stripe at the base. The Deputies will then proceed outside to a fenced in area beside the truck sally port. Inmates will then be walked to the [redacted] Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.

vii. Primary Evacuation Route - RED: Mod "N" Disciplinary Housing inmates will be escorted from their cells to the north Disciplinary Housing door. Go through the north door and continue north through the door with the red stripe at the base and into the second floor corridors. Proceed west down the second floor corridors to the escalators. Go down the escalators past the First Floor Guard Station and through the chow hall corridor out to the [redacted] and join the rest of the Mod "N" inmates.

viii. Secondary Evacuation Route - GREEN: Mod "N" Disciplinary Housing inmates will be escorted from their cells to the north Disciplinary Housing door. Go through the north door, continue north through the door and into the second floor corridors. Proceed east down the corridors to the second floor evacuation corridor door, with a green stripe at the base of the door. Proceed through the door and straight down the corridor following the green arrows to stairwell #11. Enter stairwell #11 and proceed down stairs to the door with a green stripe at the base. Exit into first floor corridor and go east, following the arrows to the door with a green stripe at the base. Go through the door to the exterior evacuation door. The Deputies will then proceed outside to a fenced in area beside the truck sally port. Inmates will then walk to the [redacted] and join the rest of the Mod "N" inmates

12. Module O

i. Inmates will be moved with the assistance of assigned Deputies.

ii. When moving inmates to an internal location away from the module, separate the inmates into groups that can be managed by the available Deputies.

iii. Through the module vestibule, into the inmate elevator and down to the module "M" elevator vestibule. Exit module M to the first floor corridor and into the Booking/Court Transfer Holding Cells, or into available cells in Module "I & K" on the first floor.

iv. When it is necessary to evacuate Module "N" inmates outside the housing area they shall be moved as follows:

v. Primary Evacuation Route - RED: Proceed through the slider-door to the elevator vestibule, through the door with a red stripe at the base. Enter into the Administration hallway, go right to the stairwell #13 door with a red stripe at the base. Enter stairwell #13, go down to the bottom of the stairwell and exit through the door with the red stripe at the base and into the module "M" elevator vestibule. Proceed through the vestibule into the first floor hallway corridor. Go west down the corridor past the First Floor Guard Station. Proceed to the slider door to the chow hall hallway corridor. Turn left to the end of the corridor and proceed outside. Inmates will then be walked to the [redacted] Deputies will position them-selves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.

vi. Secondary Evacuation Route - GREEN: Proceed through the door in the medical waiting area, with a green stripe at the base, into the east administration hallway. Proceed east down the hallway following the green arrows to the stairwell #14 door, with a green stripe at the base. Go through the door and continue down the stairwell to the bottom. Exit the stairwell door, with a green stripe at the base, into the first floor corridor. Proceed east through the evacuation door with a green stripe at the base. Follow the green arrows to the last door on the right with a green stripe at the base. Go through the door to the exterior evacuation door with a green stripe at the base. The Deputies will then proceed outside to a fenced in area beside the truck sally port. Inmates will then walk to the [redacted] and join the rest of the inmates.

13. Module P

i. Inmates will be moved with the assistance of assigned Deputies.

ii. When moving Module “P” inmates to internal locations away from the module, separate them into groups that can be controlled by available Deputies. Module "P" inmates can be temporarily moved:

iii. Through first floor corridors to the Booking/Court Transfer Holding Cells.

iv. Through first floor corridors, to Mod “I” and “K” on the first floor, or Modules J, L and N on the second floor.

v. When it is necessary to evacuate Module "P" inmates outside the housing area, they shall be moved as follows:

vi. Primary Evacuation Route – RED: Proceed from the low side indoor recreation area on the first floor through the module vestibule. Turn down corridor P-10 and through the hallway slider with a red stripe at the base into the first floor corridor. Follow the first floor corridors past the First Floor Guard Station. Proceed to the slider door to the chow hall hallway corridor. Turn left to the end of the corridor and proceed outside. Inmates will then be walked to the [redacted] Deputies will position themselves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.

vii. Secondary Evacuation Route - GREEN: Proceed from the indoor recreation area on the first floor through the module vestibule. Turn east to the first floor evacuation corridor door with the green stripe at the base. Proceed through the door and straight

down the corridor following the green arrows to the single door on the right with a green stripe at the base. Go through this door to the outer evacuation corridor door straight ahead, with the green stripe at the base. The Deputies will then proceed outside to a fenced in area beside the truck sally port. Inmates will then be walked to the [redacted] Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.

14. Module Q
    i. Inmates will be moved with the assistance of assigned Deputies.
    ii. When moving inmates to an internal location away from the module, separate the inmates into groups that can be controlled by the available Deputies. Module "Q" inmates can be moved to temporary housing.
    iii. Through the module vestibule, down the main escalator to the first floor and into Booking and/or Court Transfer Holding Cells, or into available cells in Modules "I", "J" "K", "L" or "M".
    iv. When it is necessary to evacuate Module "Q" inmates outside the housing area, the shall be moved as follows:
    v. Primary Evacuation Route - RED: Proceed from the low side indoor recreation area on the second floor through the module vestibule. Turn down corridor Q-03 and through slider into the second floor corridor. Go west and follow the second floor corridors down the main escalator past the First Floor Guard Station. Proceed to the slider door to the chow hall hallway corridor. Turn left to the end of the corridor and proceed outside. Inmates will then be walked to the [redacted] Deputies will position them-selves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.
    vi. Secondary Evacuation Route - GREEN: Proceed west through the module vestibule and through the west door with the green stripe at the base of the door. Follow the green arrows to the stairwell #10 door, with a green stripe at the base. Proceed through the door and down stairwell # 10, following the green arrows through the first floor evacuation corridor door, with a green stripe at the base. Turn east down the first floor evacuation corridor and follow the green arrows to a single door on the right, with a green stripe at the base. Go through this door to the outer evacuation corridor door straight ahead, with the green stripe at the base. The Deputies will then proceed outside to a fenced in area beside the truck sally port. Inmates will then be walked to the [redacted] Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.
15. Module R
    i. Inmates will be moved with the assistance of assigned Deputies.
    ii. Inmates will be moved with the assistance of the designated Emergency Response Team (ERT).
    iii. When moving inmates away from the module, separate them into groups that can be controlled by the emergency response team. Module "R" inmates can be moved to temporary housing through the main vestibule corridor to the elevator, down to the first floor, through the first floor corridor to the Booking/Court Transfer Holding Cells or into available cells in Modules "I", "J", "K", "L", "M", "N", "P", or "Q".

iv. When it is necessary to evacuate Module "R" inmates outside the housing area they shall be moved as follows:

v. Primary Evacuation Route - RED: Proceed through the door at the back of outdoor recreation with a red stripe at the base of door (RV-05D). Proceed straight through to the door labeled RV-06BA with a red stripe at the base of the door. Proceed into stairwell #31 and go left, down stairwell to first floor. Proceed right, through door #PV-01DB with a red stripe at the base of door. Proceed into Module “P” outdoor recreation door to vestibule area next to the guard station. Exit Module “P” through the corridor (door #PC-01BA) to the Module “P” sliding door with a red stripe at the base of door. Exit sliding door and proceed right. Follow the first floor corridor passing the First Floor Guard Station. Go left at the chow hall hallway sliding door and proceed outside. Inmates will then be walked to the [redacted]

vi. Secondary Evacuation Route - GREEN: Exit vestibule area, right towards corridor door with a green stripe at the base of the door labeled RC-05A. Proceed through corridor to stairwell #14. Go through the door with a green stripe at the base of the door labeled #RC-05. Go right, down the stairwell to the first floor main corridor door with a green stripe at the base of the door. Go through the door and turn left in the first floor corridor following the green arrows along the wall to a single door on the right side of the corridor with a green stripe at the base labeled #K-17A. Go through this door (#K-17A) to the door with a green stripe at the base at the end of the corridor labeled #K-17B. Go through this door (K-17B) and outside into fenced in area beside the truck sally port. Inmates will then be walked across the asphalt area to the [redacted]

16. Receiving Area

i. Receiving area movement will be accomplished with the assistance of assigned Deputies.

ii. From an affected cell move the inmate(s) into another cell a safe distance from the danger.

iii. From an affected area, move the inmates through internal corridors to other available housing areas.

iv. When moving the inmates to an internal location away from the danger area, separate the inmates into groups that can be controlled by available deputies. From the first floor move the inmates up the escalator to available housing or areas on the second floor.

v. When evacuating inmates outside of the building: A Deputy must obtain the appropriate evacuation keys from Main Control.

vi. Primary Evacuation Route - RED: The primary evacuation route will be to walk all inmates from the Clothing and Property Room, Identification, Processing, Search and Medical Triage areas through the main inmate processing corridor to the sally port door adjacent to Holding Cell #18 with the red stripe at base. Proceed west down the first floor corridor and south through the chow hall corridor out to the [redacted] Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.

vii. Secondary Evacuation Route – GREEN: The secondary evacuation route will be to walk all inmates from the Clothing/Property Room, Identification, Processing, Search and Medical Triage areas through the Receiving Guard Station sally port into the Bus sally port security parking lot. Turn right and go through the single door, with a green stripe at the base and into the north-south corridor. Proceed to the slider and exit straight into the first 1st floor corridor. Follow the green arrows down the 1st floor corridor to the K-17 corridor door with a green stripe at the base. Proceed through the door to the exterior evacuation door with a green stripe at the base. Exit outside to the fenced area beside the Truck Sally Port. Inmates will then be walked to the [redacted]

17. Release/Transfer Area
    i. Release/Transfer area movement will be accomplished with the assistance of assigned Deputies.
    ii. In the event of an uninhabitable cell, move the inmate(s) to another cell a safe distance from danger.
    iii. In the event of an uninhabitable area, move the inmates through interior corridors to Processing area holding cells.
    iv. When moving the inmates to an internal location away from the danger area, separate the inmates into groups that can be controlled by available deputies. From the first floor move inmates up the escalator to available housing areas on the second floor.
    v. When evacuating inmates outside of the building: [redacted]
    vi. Primary Evacuation Route – RED: Inmates will be taken through the Release Corridor to the marked door with the red stripe at the base at the south end of the corridor. Proceed west down the first floor corridor and south through the chow hall corridor out to the [redacted] Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.
    vii. Secondary Evacuation Route: GREEN: The secondary evacuation route will be to move all inmates from the Release/Transfer area out of the building through the Receiving Guard Station sally port to the Bus sally port security parking lot. Turn right and go through the single door, with a green stripe at the base and into the north-south corridor to the 1st floor main corridor. Exit the slider and go straight into the 1st floor corridor. Follow the green arrows down the 1st floor corridor to the K-17 corridor door with a green stripe at the base. Proceed through the door to the exterior evacuation door with a green stripe at the base. Exit outside to the fenced in area beside the Truck Sally Port. Inmates will then be walked to the [redacted]
18. Inmate Program Building
    i. Visitors will exit the Inmate Programs Building through the visitor entrance located on the north side of the building. Visitors will proceed along the walkway and exit the facility through the Lobby.
    ii. Assigned Deputies will assist in the evacuation process to ensure all visitors exit the building safely.

iii. Programs Staff and Instructors will exit the Inmate Programs Building through the doors located on the South side of the building. Staff will proceed around H barracks to the A-E Guard Station.

iv. Inmates will exit the Inmate Programs Building through the doors located on the South side of the building. The inmates will proceed around H Barracks to the A-E Guard Station, turn right and proceed South alongside D Barracks to the [redacted] or as directed by Staff.

7052.5 - Evacuation Security

a) Evacuation security will be accomplished by armed Sheriff's Deputies and City of Orange Police Officers surrounding the exterior walls of the bus sally port and service/delivery parking lots. These Deputies and Officers will be requested by the Facility Shift Commander. [redacted]

7052.6 - Remote Evacuation Site

a) Remote evacuation sites will be selected by the Shift Commander or Facility Commander if the Facility Site must be vacated. Remote locations may include:
   1. Theo Lacy Facility Recreation Field
   2. Sheriff's Transportation will transfer inmates to other jail facilities.
   3. Sheriff's Transportation vehicles and/or Orange County Transit Authority buses may be used to temporarily hold inmates. The Facility Shift Commander will request the North Patrol Watch Commander to make the OCTA contacts.
   4. City Jails within Orange County may be used. The Facility Commander must have prior arrangements confirmed before moving inmates to city jails. Cities with jails and their approximate capacities are:
      i. Anaheim Male=[redacted] Female=[redacted]
      ii. Fountain Valley Male=[redacted] Female=[redacted]
      iii. Fullerton Male=[redacted] Female=[redacted]
      iv. Huntington Beach Male=[redacted] Female=[redacted]
      v. Santa Ana Male=[redacted] Female=[redacted]
      vi. Seal Beach Male=[redacted] Female=[redacted]

7052.7 - Staff Evacuation

a) In the event of an emergency requiring evacuation, assigned Deputies will participate in moving inmates and controlling them at the evacuation site.

b) In the event of an emergency requiring evacuation, non-sworn staff will report to their supervisor for instructions. They will assist evacuating inmates, treating injuries or evacuating as a group as directed by the Shift Commander.

c) Before leaving an assigned work station, staff members must wait for directions from a Supervisor, Sergeant, or Shift Commander.

d) All inmate work crews will be relinquished to Deputies prior to staff members evacuating their areas.

e) Jail Records/Cashier's Office Evacuation:
   1. The Records Supervisor will receive evacuation instructions from the Shift Commander or Operations Sergeant. An assigned Deputy will lead the Records staff evacuation.

2. Primary Evacuation Route – RED: out the door on the north east side of Processing to the Receiving sally port. Proceed through the sally port to the fenced corridor leading to the lobby area. Once in the lobby area, staff members will form for accountability in the adjacent Research & Development Building parking lot.
3. The Secondary Evacuation Route – GREEN: go right down the first floor corridor past the First Floor Guard Station, then south through the chow hall corridor. Once outside the Administration Building, proceed south around the Inmate Programs Building to the Chapel. Proceed from the Chapel through visiting and to the lobby area. Once in the lobby area, staff members will form for accountability in the adjacent Research & Development Building parking lot.
4. The Cashier's staff will exit the Lobby either into the street area or into the Visiting or Self Booking outside corridors, in the company of the Lobby Security Staff. When exiting into the street area, staff members will form for accountability in the adjacent Research & Development Building parking lot.

f) Kitchen Staff
1. The Kitchen staff will receive evacuation instructions from the Operations Sergeant and be led out by an assigned Deputy. When the Kitchen Staff Supervisor is on duty he will assist the cooking staff in evacuating the facility.
2. Primary Evacuation Route - RED: The Primary Red evacuation route for the Kitchen Staff will be out of the kitchen through the east double doors, with a red stripe at the base and into the kitchen dock area. Once in the kitchen dock area, staff members will form for accountability.
3. Secondary Evacuation Route - GREEN: The secondary evacuation route for the Kitchen staff and Staff dining will be out through the Staff dining area. Unlock the single door on the West wall with Green stripe at the base and turn left proceeding around the Inmate Programs Building to the Chapel. Proceed from the Chapel through visiting and to the lobby area. Once in the lobby area, staff members will form for accountability in the adjacent Research & Development Building parking lot.

g) Medical Staff
1. The Medical Staff will receive evacuation instructions from the Operations Sergeant in their work area. Medical Staff will report to the Main Control Guard Station if assigned on the second floor, or to Medical Triage if assigned to the first floor.
2. Medical Staff will accompany Guard Station Deputies as they evacuate the facility after all other staff have evacuated. The Shift Commander will specifically order this phase of the evacuation.

h) Administrative Offices
1. Administration area non-sworn staff will be assisted in evacuating by the Facility Commander's Secretary.
2. Primary Evacuation Route – RED: west through the main entrance door with the red stripe at base and into the corridor. Proceed to the single door with a red stripe at base leading to stairwell #1 and go down to the ground level and exit the building to the lobby area. Once in the lobby area, staff members will form for accountability in the adjacent Research & Development Building parking lot.
3. Secondary Evacuation Route – GREEN: out through the staff corridor east to the stairwell #7 and down to the first mezzanine visitor corridor. Proceed east through the corridor and down

stairwell # 12 to the ground level. Proceed west around the facility to the adjacent Research & Development Building parking lot for accountability.

i) Male and Female Locker Rooms
   1. Evacuation of staff from the employee locker rooms is accomplished by Main Control Deputies using the public address system to direct the evacuation. The entry doors to the locker rooms will also serve as the exits. Employees will follow "Exit" sign arrows in the corridor to stair #7 and down to the first mezzanine visitor corridor. Proceed east through the corridor and down stairwell # 12 to the ground level. Proceed west around the facility to the adjacent Research & Development Building parking lot for accountability.
   2. When the staff corridor door is not usable, staff will be directed to exit through the Administration area, down stair #1 to the Lobby Area.

7052.8 - Fire Pull Box Alarm Locations

a) Pull boxes are printed red and located as follows:
   1. 2nd FLR MOD L GUARD STATION
   2. 2ND FLR CORRIDOR EAST
   3. 2ND FLR CORRIDOR EAST END
   4. 2ND FLR MEZZANINE CORRIDOR EAST
   5. 2ND FLR MEZZANINE CORRIDOR EAST
   6. 2ND FLR MEZZANINE CORRIDOR EAST
   7. 1ST FLR MEZZANINE STAIR #12
   8. 1ST FLR STAIR #10
   9. 1ST FLR MEZZANINE MOD K GUARD STATION
   10. 1ST FLR STAIR #9
   11. 4TH FLR ELEVATOR #2 VESTIBULE
   12. 3RD FLR MEZZANINE ELEVATOR #2 VESTIBULE
   13. 3RD FLR ELEVATOR #2 VESTIBULE
   14. 2ND FLR MEZZANINE ELEVATOR #2 VESTIBULE
   15. 2ND FLOOR ELEVATOR #2 VESTIBULE
   16. 1ST FLR MEZZANINE ELEVATOR #2 VESTIBULE
   17. 1ST FLOOR MEZZANINE VISIT CORRIDOR EAST
   18. 1ST FLR IN CORRIDOR EAST OF K
   19. 1ST FLR STAIR #12
   20. 1ST FLR MEZZANINE VISIT CORRIDOR EAST (06)
   21. 1ST FLR EVAC CORRIDOR EAST OF K
   22. 3RD FLR MEZZANINE MOD O GUARD STATION
   23. 2ND FLR MEZZANINE MOD N GUARD STATION
   24. 3RD FLR MEZZANINE AT STAIR #31
   25. 3RD FLR AT STAIR #31
   26. 3RD FLR CORRIDOR TO STAIR #14
   27. 3RD FLR MEZZANINE CORRIDOR TO STAIR #14
   28. 3RD FLR MOD R GUARD STATION
   29. ROOF MECHANICAL ROOM
   30. 2ND FLR MEZZANINE AT STAIR #31
   31. 2ND FLR AT STAIR #31

32. 2ND FLR CORRIDOR TO STAIR #14
33. 2ND FLR MEZZANINE CORRIDOR TO STAIR #14
34. 2ND FLR MOD Q GUARD STATION
35. 1ST FLR AT STAIR #31
36. 1ST FLR ELEVATOR #3 VESTIBULE
37. 1ST FLR MEZZANINE AT STAIR #31
38. 1ST FLR CORRIDOR TO STAIR #14
39. 1ST FLR MOD P GUARD STATION
40. 1ST FLR MEZZANINE CORR TO STAIR #14
41. 1ST FLR WAREHOUSE CORRIDOR
42. 1ST FLR WAREHOUSE STORAGE ROOM
43. 1ST FLR AT WAREHOUSE OFFICE
44. 1ST FLR CENTRAL PLANT/CHILLERS
45. 1ST FLR CENTRAL PLANT
46. 1ST FLR CORR TO CP WAREHOUSE
47. 1ST FLR MOD M GUARD STATION
48. H BARRACKS GUARD STATION
49. G BARRACKS GUARD STATION
50. F BARRACKS LOWER LEVEL CONTROL ROOM M1-27
51. THEO LACY PUBLIC LOBBY/CASHIER
52. IPB BUILDING GUARD STATION
53. IPB BUILDING IN MAIN ELECTRICAL ROOM
54. ADMINISTRATION LOADING DOCK
55. ADMINISTRATION MAIL RM AT BUS SALLY PORT
56. ADMINISTRATION KITCHEN CORRIDOR TO LOAD DOCK

b) When activated, each pull box will send an alarm signal to the Main Control enunciator panel. The appropriate light will illuminate and the printer will record the exact location and type of alarm.
c) When a fire pull box is activated, an alarm will sound in the Main Control Guard Station.

7052.9 - Fire Extinguisher Types and Locations

Locations	Specific Locations	Type
A/E	Center of Main Hallway	Dry Chemical
F Barracks	1st Floor Guard Station	Dry Chemical
F Barracks	1st Floor Closet NE Corner	Dry Chemical
F Barracks	1st Mezzanine SW Corner	Dry Chemical
F Barracks	1st Mezzanine SE Corner	Dry Chemical
F Barracks	1st Mezzanine NE Corner	Dry Chemical

F Barracks	1st Mezzanine NW Corner	Dry Chemical
G Barracks	G Barracks 1st Floor Guard Station	Dry Chemical
G Barracks	G Barracks 1st Floor SW Corner	Dry Chemical
G Barracks	G Barracks 1st Floor NE Corner	Dry Chemical
G Barracks	G Barracks Mezzanine SW Corner	Dry Chemical
G Barracks	G Barracks Mezzanine SE Corner	Dry Chemical
G Barracks	G Barracks Mezzanine NW Corner	Dry Chemical
G Barracks	G Barracks Mezzanine NE Corner	Dry Chemical
H Barracks	H Barracks 1st Floor Guard Station	Dry Chemical
H Barracks	1st Floor Closet NW Corner	Dry Chemical
H Barracks	H Barracks 1st Floor Entrance SE	Dry Chemical
H Barracks	H Barracks 1st Floor Entrance NE	Dry Chemical
H Barracks	H Barracks Mezzanine SW Corner	Dry Chemical
H Barracks	H Barracks Mezzanine NW Corner	Dry Chemical
H Barracks	H Barracks Mezzanine SE Corner	Dry Chemical
H Barracks	H Barracks Mezzanine NE Corner	Dry Chemical
Module I	Stair #1 Elevator Mechanical Room	Dry Chemical
Module I	Plumbing Chase Behind Disciplinary Housing	Dry Chemical
Module I	Storage Room off of North South Corridor (ICE)	Dry Chemical

Module I	Pipe Chase First Floor Behind Sectors 1&2	Dry Chemical
Module I	Pipe Chase First Floor Behind Sectors 2&3	Dry Chemical
Module I	Pipe Chase First Floor Behind Sectors 3&4	Dry Chemical
Module I	Pipe Chase First Floor Behind Sectors 4&5	Dry Chemical
Module I	Pipe Chase First Floor Behind Sectors 5&6	Dry Chemical
Module I	"S" Electrical vault off the Pipe Chase near Stair #2	Dry Chemical
Module I	Mechanical Room North of Public Visiting	Dry Chemical
Module I	Mod "I" Guard Station	Dry Chemical
Module I	"N" Electrical vault next to the North Mechanical Room	Dry Chemical
Module I	Pipe Chase 1st Mezzanine Behind Sectors 1&2	Dry Chemical
Module I	Pipe Chase 1st Mezzanine Behind Sectors 2&3	Dry Chemical
Module I	Pipe Chase 1st Mezzanine Behind Sectors 3&4	Dry Chemical
Module I	Pipe Chase 1st Mezzanine Behind Sectors 4&5	Dry Chemical
Module I	Pipe Chase 1st Mezzanine Behind Sectors 5&6	Dry Chemical
Module J	N-S Corridor outside Room J17	Dry Chemical

Module J	Electrical Room JSC 2-1 South end of Pipe Chase	Dry Chemical
Module J	North Entrance of the Pipe Chase	Dry Chemical
Module J	Pipe Chase 2nd Floor Behind Sectors 7&8	Dry Chemical
Module J	Pipe Chase 2nd Floor Behind Sectors 8&9	Dry Chemical
Module J	Pipe Chase 2nd Floor Behind Sectors 9&10	Dry Chemical
Module J	Pipe Chase 2nd Floor Behind Sectors 10&11	Dry Chemical
Module J	Pipe Chase 2nd Floor Behind Sectors 11&12	Dry Chemical
Module J	Mod "J" Guard Station	Dry Chemical
Module J	South Mechanical Room	Dry Chemical
Module J	North Mechanical Room	Dry Chemical
Module J	Corridor outside of the North Mechanical Room	Dry Chemical
Module J	Boiler/Compressor Room	Dry Chemical
Module J	Electrical Room South East end of Pipe Chase	Dry Chemical
Module J	Pipe Chase 2nd Mezzanine behind Sectors 7&8	Dry Chemical
Module J	Pipe Chase 2nd Mezzanine behind Sectors 8&9	Dry Chemical
Module J	Pipe Chase 2nd Mezzanine behind Sectors 9&10	Dry Chemical
Module J	Pipe Chase 2nd Mezzanine behind Sectors 10& 11	Dry Chemical

Module J	Pipe Chase 2nd Mezzanine behind Sectors 11&12	Dry Chemical
Module K	Disciplinary Housing Pipe Chase	Dry Chemical
Module K	Pipe Chase First Floor behind Sectors 13&14	Dry Chemical
Module K	Pipe Chase First Floor behind Sectors 14&15	Dry Chemical
Module K	Pipe Chase First Floor behind Sectors 15&16	Dry Chemical
Module K	Pipe Chase First Floor behind Sectors 16&17	Dry Chemical
Module K	Pipe Chase First Floor behind Sectors 17&18	Dry Chemical
Module K	1st Mezzanine Mechanical Room HVAC West	Dry Chemical
Module K	1st Mezzanine Mechanical Room HVAC East	Dry Chemical
Module K	1st Mezzanine Mechanical Room Boiler Equipment	Dry Chemical
Module K	1st Mezzanine Electrical Vault near Boiler Room	Dry Chemical
Module K	Mod "K" Guard Station	Dry Chemical
Module K	Pipe Chase 1st Mezzanine behind Sectors 13&14	Dry Chemical
Module K	Pipe Chase 1st Mezzanine behind Sectors 14&15	Dry Chemical
Module K	Pipe Chase 1st Mezzanine behind Sectors 15&16	Dry Chemical

Module K	Pipe Chase 1st Mezzanine behind Sectors 16&17	Dry Chemical
Module K	Pipe Chase 1st Mezzanine behind Sectors 17&18	Dry Chemical
Module L	Maintenance Supervisor Office L10A	Dry Chemical
Module L	Maintenance Shop L10B West	Dry Chemical
Module L	Maintenance Shop L10B East	Dry Chemical
Module L	Electrical Vault Room L16	Dry Chemical
Module L	Storage Room L17	Dry Chemical
Module L	Pipe Chase behind Sectors 19&20	Dry Chemical
Module L	Pipe Chase behind Sectors 20&21	Dry Chemical
Module L	Pipe Chase behind Sectors 21&22	Dry Chemical
Module L	Pipe Chase behind Sectors 22&23	Dry Chemical
Module L	Pipe Chase behind Sectors 23&24	Dry Chemical
Module L	Storage Room L2M-3	Dry Chemical
Module L	Electrical Room L2M-4	Dry Chemical
Module L	Mechanical Room L2M-7	Dry Chemical
Module L	Mod L Guard Station	Dry Chemical
Module L	Mezzanine Pipe Chase behind Sectors 19&20	Dry Chemical
Module L	Mezzanine Pipe Chase behind Sectors 20&21	Dry Chemical
Module L	Mezzanine Pipe Chase behind Sectors 21&22	Dry Chemical

Module L	Mezzanine Pipe Chase behind Sectors 22&23	Dry Chemical
Module L	Mezzanine Pipe Chase behind Sectors 23&24	Dry Chemical
Module M	Pipe Chase behind Sectors 25&26	Dry Chemical
Module M	Pipe Chase behind Sectors 26&27	Dry Chemical
Module M	Pipe Chase behind Sectors 27&28	Dry Chemical
Module M	Pipe Chase behind Sectors 28&29	Dry Chemical
Module M	Pipe Chase behind Sectors 29&30	Dry Chemical
Module M	Boiler Mechanical Room #CP-1 for HVAC	Dry Chemical
Module M	Warehouse #S01	Dry Chemical
Module M	Mod M 1st Floor Guard Station	Dry Chemical
Module M	Electrical Room #M-18	Dry Chemical
Module M	Storage Room #M-21	Dry Chemical
Module M	Mechanical Room #M-22	Dry Chemical
Module M	Mezzanine Pipe Chase behind Sectors 25&26	Dry Chemical
Module M	Mezzanine Pipe Chase behind Sectors 26&27	Dry Chemical
Module M	Mezzanine Pipe Chase behind Sectors 27&28	Dry Chemical
Module M	Mezzanine Pipe Chase behind Sectors 28&29	Dry Chemical
Module M	Mezzanine Pipe Chase behind Sectors 29&30	Dry Chemical
Module M	Mechanical/Electrical Room #1M-4 Near Stairs #11	Dry Chemical
Module M	Electrical Vault Room #1M-3 Near Stairs #9	Dry Chemical

Module N	Electrical Room #N18	Dry Chemical
Module N	Equipment Room #NC4	Dry Chemical
Module N	Mod N Guard Station	Dry Chemical
Module N	Pipe Chase 2nd Floor behind Sectors 31&32	Dry Chemical
Module N	Pipe Chase 2nd Floor behind Sectors 32&33	Dry Chemical
Module N	Pipe Chase 2nd Floor behind Sectors 33&34	Dry Chemical
Module N	Pipe Chase 2nd Floor behind Sectors 34&35	Dry Chemical
Module N	Pipe Chase 2nd Floor behind Sectors 35&36	Dry Chemical
Module N	Pipe Chase 2nd Mezzanine behind Sectors 31&32	Dry Chemical
Module N	Pipe Chase 2nd Mezzanine behind Sectors 32&33	Dry Chemical
Module N	Pipe Chase 2nd Mezzanine behind Sectors 33&34	Dry Chemical
Module N	Pipe Chase 2nd Mezzanine behind Sectors 34&35	Dry Chemical
Module N	Pipe Chase 2nd Mezzanine behind Sectors 35&36	Dry Chemical
Module N	Mod N Light Control Room East #2M-4	Dry Chemical
Module N	Mod N Light Control Room West 2M-4	Dry Chemical
Module O	Pipe Chase 3rd Floor behind Sectors 37&38	Dry Chemical
Module O	Pipe Chase 3rd Floor behind Sectors 38&39	Dry Chemical
Module O	Pipe Chase 3rd Floor behind Sectors 39&40	Dry Chemical

Module O	Pipe Chase 3rd Floor behind Sectors 40&41	Dry Chemical
Module O	Pipe Chase 3rd Floor behind Sectors 41&42	Dry Chemical
Module O	EW Corridor 033 across from Elevator Corridor	Dry Chemical
Module O	Mechanical Room #0-43	Dry Chemical
Module O	Storage Room #0-42	Dry Chemical
Module O	Pipe Chase 3rd Mezzanine behind Sectors 37&38	Dry Chemical
Module O	Pipe Chase 3rd Mezzanine behind Sectors 38&39	Dry Chemical
Module O	Pipe Chase 3rd Mezzanine behind Sectors 39&40	Dry Chemical
Module O	Pipe Chase 3rd Mezzanine behind Sectors 40&41	Dry Chemical
Module O	Pipe Chase 3rd Mezzanine behind Sectors 41&42	Dry Chemical
Module O	Electrical Room #3M-13 Near Stairs #9	Dry Chemical
Module O	Storage Room #3M-9 Across From Visiting	Dry Chemical
Module O	Mechanical/Electrical Rm #3m-6 Near Stairs # 10	Dry Chemical
Module O	Roof Hatch in Mod O	Dry Chemical
Module O	Elevator Tower (4th Floor Mezzanine) Maintenance Room	Dry Chemical
Module O	Elevator Tower Mod O Maintenance Room	Dry Chemical
Module P	Electrical Vault "PEO1" SW end of Pipe Chase	Dry Chemical

Module P	Pipe Chase 1st Floor behind Sectors 43&44	Dry Chemical
Module P	Pipe Chase 1st Floor behind Sectors 44&45	Dry Chemical
Module P	Pipe Chase 1st Floor behind Sectors 45&46	Dry Chemical
Module P	Pipe Chase 1st Floor behind Sectors 46&47	Dry Chemical
Module P	Pipe Chase 1st Floor behind Sectors 47&48	Dry Chemical
Module P	Pipe Chase 1st Mezzanine behind Sectors 43&44	Dry Chemical
Module P	Pipe Chase 1st Mezzanine behind Sectors 44&45	Dry Chemical
Module P	Pipe Chase 1st Mezzanine behind Sectors 45&46	Dry Chemical
Module P	Pipe Chase 1st Mezzanine behind Sectors 46&47	Dry Chemical
Module P """	Pipe Chase 1st Mezzanine behind Sectors 47&48	Dry Chemical
Module P	Mod P Guard Station	Dry Chemical
Module P	Storage Space #PE-02 behind Sector 43	Dry Chemical
Module P	Storage Space #PS-02A	Dry Chemical
Module P	Storage Space #PS-02A	Dry Chemical
Module P	Storage Space #PS-02C Corridor to Visiting	
Module Q	Electrical Vault Room QE03	Dry Chemical
Module Q	Pipe Chase 2nd Floor behind Sectors 49&50	Dry Chemical
Module Q	Pipe Chase 2nd Floor behind Sectors 50&51	Dry Chemical

Module Q	Pipe Chase 2nd Floor behind Sectors 51&52	Dry Chemical
Module Q	Pipe Chase 2nd Floor behind Sectors 52&53	Dry Chemical
Module Q	Pipe Chase 2nd Floor behind Sectors 53&54	Dry Chemical
Module Q	Pipe Chase 2nd Mezzanine behind Sectors 49&50	Dry Chemical
Module Q	Pipe Chase 2nd Mezzanine behind Sectors 50&51	Dry Chemical
Module Q	Pipe Chase 2nd Mezzanine behind Sectors 51&52	Dry Chemical
Module Q	Pipe Chase 2nd Mezzanine behind Sectors 52&53	Dry Chemical
Module Q	Pipe Chase 2nd Mezzanine behind Sectors 53&54	Dry Chemical
Module Q	Electrical Vault Room #QE04 behind Sector 49	Dry Chemical
Module Q	Mod Q Guard Station #QE04	Dry Chemical
Module Q	Storage Room #QS-04A Near Stairs #14	Dry Chemical
Module Q	Storage Space #QS-04C Near Visiting	Dry Chemical
Module R	Electrical Vault Room RE05	Dry Chemical
Module R	Pipe Chase 3rd Floor behind Sectors 55&56	Dry Chemical
Module R	Pipe Chase 3rd Floor behind Sectors 56&57	Dry Chemical
Module R	Pipe Chase 3rd Floor behind Sectors 57&58	Dry Chemical
Module R	Pipe Chase 3rd Floor behind Sectors 58&59	Dry Chemical
Module R	Pipe Chase 3rd Floor behinds Sectors 59&60	Dry Chemical

Module R	Pipe Chase 3rd Mezzanine behind Sectors 55&56	Dry Chemical
Module R	Pipe Chase 3rd Mezzanine behind Sectors 56&57	Dry Chemical
Module R	Pipe Chase 3rd Mezzanine behind Sectors 57&58	Dry Chemical
Module R	Pipe Chase 3rd Mezzanine behind Sectors 58&59	Dry Chemical
Module R	Pipe Chase 3rd Mezzanine behind Sectors 60&61	Dry Chemical
Module R	Electrical Vault Room #RE-06	Dry Chemical
Module R	Storage Space #RS-06A	Dry Chemical
Module R	Storage Space #RS-06C Near Visiting Area	Dry Chemical
Module R	Mod R 3rd Mezzanine Guard Station	Dry Chemical
Module R	Elevator Tower Maintenance Room (2)	Dry Chemical
Programs & Visiting	Inmate Visiting Guard Station	Dry Chemical
Programs & Visiting	Inmate Programs Library Office	Dry Chemical
Programs & Visiting	Program Receiving	Dry Chemical
Programs & Visiting	Office Space SE Corner of Chapel	Dry Chemical
Programs & Visiting	Behind IPB at 10 North	Dry Chemical
Administration	Staff Dining Serving Line Behind Grill	Dry Chemical
Administration	Kitchen Dry Goods Warehouse	Dry Chemical
Administration	Kitchen Floor Dividing Wall Near Steam Kettles, West	Dry Chemical

Administration	Kitchen Floor Dividing Wall Near Steam Kettles, East	Dry Chemical
Administration	Kitchen Cooks' Office	Dry Chemical
Administration	Kitchen Senior Cook's Office	Dry Chemical
Administration	First Floor Stairwell #6	Dry Chemical
Administration	First Floor Guard Station	Dry Chemical
Administration	First Floor Elevator "B" Mechanical Room	Dry Chemical
Administration	First Floor Records Office	Dry Chemical
Administration	First Floor Mail Room	Dry Chemical
Administration	First Floor Plumbing Chase behind holding cells	Dry Chemical
Administration	Booking Loop Plumbing Chase for Cells West End	Dry Chemical
Administration	First Floor Booking Loop Release Guard Station	Dry Chemical
Administration	E-W Corridor off Module I Visiting Center South Wall	Dry Chemical
Administration	Boiler Room for Hot Water Near Stair #8	Dry Chemical
Administration	Corridor Outside Boiler Room for HVAC	Dry Chemical
Administration	Foyer to Administration Office	Dry Chemical
Administration	East End of Corridor Outside Briefing Room	Dry Chemical
Administration	Center of Corridor Outside Briefing Room	Dry Chemical
Administration	Corridor Outside Female Locker Room	Dry Chemical

Administration	Storage Room Next to Operations Sgt.'s Office	Dry Chemical
Administration	Reception Area of Dental Area	Dry Chemical
Administration	Corridor in Medical area	Dry Chemical
Administration	Fire Life Safety Office	Dry Chemical
Warehouse	Warehouse Office	Dry Chemical
Warehouse	Laundry Room "WL103"	Dry Chemical
Warehouse	Electrical Room "WE108"	Dry Chemical
Warehouse	Warehouse Storage Area "WST109" East (Gym)	Dry Chemical
ICE Offices	Ice Office (Room 4)	Dry Chemical
Lobby	Waiting Area	Dry Chemical
Lobby	Cashier's Office	Dry Chemical

7052.10 - Fire Hose Locations

Locations	Specific Locations
A/E Guard Station	Center of main Hallway
A Barracks	Interior wall between shower and bed space
B Barracks	Interior wall between shower and bed space
C Barracks	Interior wall between shower and bed space
D Barracks	Interior wall between shower and bed space
Law Library	Interior wall left side upon entrance

F Barracks	Northeast corner equipment rooms, 1st and 2nd floor
F Barracks	Northwest corner storage rooms 1st and 2nd floor
F Barracks	Southwest corner storage rooms, 1st and 2nd floor
F Barracks	Southeast corner storage rooms, 1st and 2nd floor
G Barracks	Guard Station Corridor near Guard Station
G Barracks	Southeast corner, 1st and 2nd floor
G Barracks	Southwest corner, 1st and 2nd floor
G Barracks	Northeast corner, 1st and 2nd floor
G Barracks	Northwest corner 2nd floor
H Barracks	Guard Station Corridor near guard Station
H Barracks	Southeast corner, 1st and 2nd floor
H Barracks	Southwest corner, 1st and 2nd floor
H Barracks	Northeast corner, 1st and 2nd floor
Module I (2)	Below Guard Station, Left and Right Beach Area
Module J (2)	Below Guard Station, Left and Right Beach Area
Module K (2)	Below Guard Station, Left and Right Beach Area
Module L (2)	Below Guard Station, Left and Right Beach Area
Module M (2)	Below Guard Station, Left and Right Beach Area
Module N (2)	Below Guard Station, Left and Right Beach Area
Module O (2)	Below Guard Station, Left and Right Beach Area

Module P (2)	Below Guard Station, Left and Right Beach Area
Module Q (2)	Below Guard Station, Left and Right Beach Area
Module R (2)	Below Guard Station, Left and Right Beach Area

7052.11 - Emergency Electricity Operations

a) During an interruption of electric power, a battery powered lighting system will immediately activate. (No time delay.)
b) During an interruption of electric power, the diesel generator (900 KW) located at ground level in the programs utility yard (east end) will activate within ten (10) seconds of a power interruption.
c) The emergency lighting system will supply 10% of all lights in the facility initially.
d) The emergency power system in the 30% stand-by power mode will supply:
    1. 30% facility lighting (includes all EXIT signs).
    2. All three elevators.
    3. All air handlers on the roof will operate at reduced volume. If a smoke alarm activates then only the affected air handler will continue to work while the other three stop.

7052.12 - Emergency Utilities Shutoff

a) In the event of an emergency requiring the shutoff of one or all of the facility's utilities, Main Control will notify the Shift Commander. When directed by the Shift Commander, the Main Control SSO/Deputy, and the First Floor Deputies/Kitchen Deputy will perform the following emergency procedures.
    1. Water shutoff will be performed by the City of Orange Water District. For service 24 hours a day refer to the posted phone numbers in Main Control.
    2. Gas shutoff may be turned off at the gas main located just outside the Lobby. A pipe wrench will be maintained in Main Control for this specific purpose.
    3. The main electrical supply to the facility cannot be turned off. Individual locations within the facility may be turned off at the appropriate electrical panel boxes.
    4. Steam shutoff will be performed by Facility Operations. For 24 hours a day assistance, refer to the afterhours Facility Operations phone number in Main Control.

7052.13 - Food Rationing

a) Food supplies are stored in the kitchen storage rooms. (The following presumes the stored food is not damaged and is accessible).
b) Sufficient food, that does not require cooking, is on hand at any time to feed a subsistence ration to inmates for a maximum of one day (24 hours).
c) Cold cut meats, bread, fruit, milk, cold cereals and assorted canned foods will be rationed by the highest ranking cook on duty at the Facility Shift Commander's direction.

7052.14 - Water Supply

a) The Theo Lacy Facility emergency water supply consists of water stored in storage tanks and hot water heaters located throughout the facility.

1. Building ‘A’ mechanical plant (1)1500 gallon storage tank, (4) 80 gallon hot water tanks
2. Building ‘C’ 2nd Mezzanine Mod. L (1)300 gallon storage tank, (2) 80 gallon hot water tanks
3. Admin. Building 2nd Mezzanine Mod. J (2)75 gallon tanks
4. A/B Barracks Plumbing Tunnel (1)100 gallon and (1) 65 gallon hot water tank
5. C/D Barracks Plumbing Tunnel (2)75 gallon hot water tanks
6. Lobby (1)40 gallon tank
7. A/D Guard Station (1) 30 gallon hot water tank
8. F Barracks (2) 80 gallon hot water tanks
9. G Barracks (2) 80 gallon hot water tanks
10. H Barracks (2) 80 gallon hot water tanks
11. Inmate Programs Building (1) 40 gallon hot water tank
12. Central Plant (6) 80 gallon storage tanks
13. TOTAL GALLONS AVAILABLE 3815 gallons

b) These hot water heaters are located in the following areas:
c) The assigned CST's will distribute the emergency water supply in containers, supplied by the kitchen, to the facility for staff and inmate drinking water after a disaster as follows:
    1. This water supply will provide the following ration for 3111 inmates over one 24 hour period:
        i. STAFF - At 1 qt. each = 53 gallons
        ii. INMATES - At 1 pint each = 389 gallons
d) Water containers will be placed in the facility kitchen. Rations will be measured by use of kitchen measuring and serving containers. The water will only be used for drinking and will be issued only at the direction of the Shift Commander.

7052.15 - Sprinkler System Operation

a) Manual and automatic safety features are installed at the Theo Lacy Facility that will reduce fire and smoke damage and facilitate continued operation of necessary equipment.
b) G and H Barracks have sprinkler systems that will extinguish fires. The sprinkler system is ceiling mounted over the dayroom areas and is activated by fire/heat. There are no manual controls over this system.
c) The deluge system is a series of pipes leading to two flush mounted nozzles on the open side of each bunk area. This is a dry system that can only be filled with water when switches in the F Barrack Guard Station are turned on.
d) The deluge system will only be charged (activated) at the direction of the Shift Commander. When informing the Lieutenant of the need for the system, the deputy will explain the location, nature and extent of the fire.
e) The barracks deputies will immediately notify the Main Control Deputy upon charging the deluge system. The Main Control Deputy will establish telephone contact with the City of Orange Fire Department.
f) Water sprinklers to extinguish or limit fires are located throughout the facility except in housing cells.
g) The sprinkler system will meet all code requirements for activation and volume.
h) Sprinkler alarm enunciator panels are located in each Module office, Main Control Guard Station and Lobby Room L-A7.

i) Water flowing through the sprinkler system pipes will activate a light on the enunciator panel in the Primary Guard Station in the affected area. The light will also illuminate on the Main Control enunciator panel.

j) A tamper alarm is also a part of the sprinkler system. When a valve is closed on the sprinkler pipes that would interfere with the flow of water, an alarm will light up on the enunciator panel in the Guard Station in the affected area. This alarm will also light up on the Main Control enunciator panel.

k) The Module and Guard Station alarm panels will identify the exact location of the alarm's origin. The panel in Main Control will give an "area" indicator:
   1. Mod I
   2. Mod J
   3. Mod K
   4. Mod L
   5. Mod M
   6. Mod N
   7. Mod O
   8. Mod P
   9. Mod Q
   10. Mod R
   11. Barracks A-E
   12. Barracks F, G & H
   13. 2nd Floor Main Control Guard Station Area
   14. First Floor Guard Station Area
   15. First Floor Receiving Area
   16. First Floor Release Area
   17. Administrative Quadrant
       i. The Main Control Guard Station will also receive a paper printout of the alarm which will give exact point of origin of the alarm.

l) These alarms will also signal on the panel in the Lobby Fire Control Room.

m) Sprinkler and fire hose shut-off valves are located at the following places in the facility:
   1. At F, G and H Barracks the shut-off valve is located at the janitor closet room #107. The valve will be tagged.
   2. At the Inmate Programs Building the shut-off valve is located at the utility yard west wall.
   3. At the Lobby Building the shut-off valve is located in the southeast wall janitor closet.
   4. At the Administration Building and Module areas the shut-off valves for the area sprinklers are in the following locations:
      i. Stair #1 1st Floor Mezzanine
      ii. Stair #1 2nd Floor
      iii. Stair #3 1st Floor Mezzanine
      iv. Stair #3 2nd Floor Mezzanine
      v. Stair #4 1st Floor
      vi. Stair #4 1st Floor Mezzanine
      vii. Stair #5 1st Floor Mezzanine
      viii. Stair #5 2nd Floor

ix. Stair #7 1st Floor Mezzanine
x. Stair #7 2nd Floor
xi. Stair #8 1st Floor
xii. Stair #10 1st Floor
xiii. Stair #10 1st Floor Mezzanine
xiv. Stair #10 2nd Floor
xv. Stair #10 2nd Floor Mezzanine
xvi. Stair #11 1st Floor
xvii. Stair #11 1st Floor Mezzanine
xviii. Stair #11 2nd Floor
xix. Stair #11 2nd Floor Mezzanine
xx. Stair #13 1st Floor
xxi. Stair #13 1st Floor Mezzanine
xxii. Stair #13 2nd Floor
xxiii. Stair #13 2nd Floor Mezzanine
xxiv. Stair #13 3rd Floor
xxv. Stair #13 3rd Floor Mezzanine
xxvi. Module I & J Guard Station

A. See emergency evacuation & equipment book located in each Guard Station to identify the exact areas the sprinkler valves shut off.

5. Authorization to operate these shut-off valves must be received from a Sergeant (or higher rank) at the facility before operating the valve. Operating these valves will activate an alarm in Main Control.

n) When the sprinkler system has been activated and the emergency situation is resolved, repairs to activated sprinklers will be made by Facility Operations Maintenance Staff. An emergency repair call must be made according to established procedure.

7052.16 - Smoke Alarm System Operation/ Smoke Venting Operation

a) Smoke sensors are located in the roof mounted air handlers and on the ceiling in the inmate housing areas in F, G and H Barracks only.
b) When smoke sensors are activated, a horn will sound and a light will illuminate in the Guard Stations panels.
c) The rooftop air handlers will stop when the smoke alarm activates.
d) The smoke alarms near the inmate housing areas have a red light on the bottom which when illuminated will indicate the smoke alarm is malfunctioning.
e) A Sergeant must be notified immediately if a smoke alarm activates.
f) The horn can be silenced by use of the "horn silence" switch on the fire detection system box located on the west wall in the second floor corner power supply room. The reset button must also be used to reactivate the system.
g) The rooftop air handlers can be reactivated to vent smoke. A supervisor will use the assigned key to reset the switch in the Guard Station corridor near the northeast door.
h) Smoke Alarm sensors are located in the ceilings of dayrooms, vestibules, indoor recreation areas, and plumbing chases behind the cells on the first and second floors and inside the air handlers on the roof of the Administration Building.

i) Smoke alarm enunciator panels are located in each Module Guard Station and the Main Control Guard Station. All alarms will also light up on the Main Control enunciator panel.
j) Smoke alarms in the air handlers on the roof will cause an automatic venting of smoke to begin. Normally, air is mixed with 50% fresh, 50% recycled in the air handlers. When an alarm is activated return air (smoke) is vented out of the building. The air supply then becomes 100% fresh air.
k) The smoke venting system can only be manually operated by controls on the panel located in the "Fire Control Room" in the self-commitment area of the Lobby. Manual operation will send a signal to the Main Control Guard Station panel and printer. Tests of the system should only be conducted after notifying Main Control, Facility Operations and the Fire Department.

7052.17 - Automatic Closing Fire Doors and Curtains

a) An activated fire alarm will cause certain doors and metal fire curtains to be released from their mechanical hold in the "open" position and close. These doors/curtains are designed to restrict the spread of fire.
b) These doors/curtains will be identified either by the mechanical devices holding them open or instructional stickers on them warning of their function.
c) No person will be permitted to block or tie any fire door or curtain. Employees may use the fire doors for passage, if necessary, but must allow the door to close immediately thereafter.
d) Automatically Closing Fire Door Locations:
    1. 1st floor corridor to Mod I & K and 2nd floor corridor to Mod J & L
    2. At kitchen entry from corridor.
    3. All elevator entrances on all floors.
    4. 1st and 2nd floor corridors at the entrance to the hallway of the new expansion.
    5. Entrance to Module I, J, K, & L public visiting areas
    6. Corridors to Modules M, N and O
    7. Entrance to Modules M and N public visiting areas
e) Fire Curtain Locations:
    1. Property Room to Receiving G/S window and Records window.
    2. Medical Screening counter, 1st floor.
    3. Main escalator, 1st and 2nd floor.
    4. 1st floor elevator at corridor.
    5. 1st floor kitchen slider at corridor
    6. Service elevators in building ‘A’

7054 - Flood Procedures

7054.1 Notification of a Flood Condition

a) Reports on flood conditions will be periodically made to the Patrol and Jail Watch Commanders.
    1. Existing flood damage estimates
        i. A part of Central Orange County that is subject to inundation during dam burst or severe rain conditions. The Theo Lacy Facility is located in a portion of the flood plain that may be exposed to a five to nine foot level of flood water.
b) Notification of Prado or Villa Park Dam burst.
    1. The Army Corps of Engineers has an employee on duty at all times during rain or water accumulation at Prado Dam and at Villa Park or Santiago Dam.

2. Maximum controlled water release from either or all dams will not cause the Santa Ana River to overflow its banks onto the facility grounds.
3. When any threat of dam burst is present, the Orange County Emergency Operations Center (EOC) will become activated.
4. The EOC can be staffed within minutes during normal work week hours. An hour may be required at other times.
5. Staffing of the EOC includes an Executive Level Manager and assistants from the Sheriff-Coroner Department.
6. Updates of conditions will be made from the EOC to the Jail Watch Commanders periodically. The Theo Lacy Facility Shift Commander will contact the EOC periodically on his own initiative.
7. An actual failure/burst of one or all of the dams will be reported immediately to the ECB and Jail Watch Commanders.
    i. The dam burst warning will allow an estimated 40 to 45 minutes for the flood waters to reach the facility.
    ii. The flood water is expected to reach a depth of five to nine feet with a velocity of two to four feet per second at the Theo Lacy Facility.

7056 - Fire Safety and Evacuation Procedures

7056.1 - Policy

a) An emergency supply of food and water has been established at the Theo Lacy Facility by the Fire/Life/Safety Office. These supplies were established to allow personnel to continue operating in the event of a disaster or major emergency. They are to be used during major emergencies or disasters such as a major earthquake where damage to the infrastructure (water, power, etc.) of the county precludes the use of commercially available supplies.

7056.2 - Storage

a) Facility emergency food and water supplies will be stored in accordance with Title 10 Chapter 4. It will remain in compliance at all times and all personnel will be aware of its existence.

7056.3 - Maintenance

a) The Fire/Life/Safety Office will be responsible for maintaining compliance with Title 10 Chapter 4. The Fire/Life/Safety Office will be responsible for the following:
    1. Perform an inspection every six months to ascertain that the emergency supply remains intact and in the designated location.
    2. Submit inspection results, in writing, to the Training Sergeant.
    3. Immediately notify the Training Sergeant of any changes, i.e., change in custodian or location, damage to the emergency supply, missing (consumed) supplies, etc.
b) The emergency supplies are unaffected by time. The emergency food supply is part of the normal food preparation cycle. These supplies are renewed on a daily basis, as is the water supply.
    1. Items expended/expired/consumed from the kit will be replaced by the department.
c) During May and November of each year, the Fire/Life/Safety Deputy will provide a completed inspection checklist to the Training Sergeant. The Fire/Life/Safety Deputy will complete and return the inspection checklist to the Training Sergeant within a reasonable amount of time.

7056.4 - Utilization

a) During an emergency, the use of any items in the emergency food and water supplies will be at the discretion of the Senior Ranking Officer on the facility.

7058 - Air Pollution Emergency Episode Plan

7058.1 - Policy

a) This Air Pollution Emergency Plan has been adopted by the Orange County Board of Supervisors for implementation by all Agencies and Departments of the County. The Plan provides the basis for taking action to prevent air pollution concentrations from reaching levels which could endanger or cause significant harm to the public health, or to abate such concentrations should they occur.

7058.2 - Facility Operational Plan

a) When notified by either the County Communications Center or the County Administration Office of a first, second, or third stage air pollution episode alert, the Sheriff-Coroner Department heads shall implement the provisions of the plan as specified in their respective Divisional Policy and Procedures Manual.
b) This policy is applicable to all employees under the jurisdiction of the Sheriff's Department.

7058.3 - Plan Requirements

a) Stage I Actions: All County Agencies, Departments and Districts shall direct those County Facilities within a declared Stage I episode source/receptor area to:
    1. Curtail non-emergency travel, (This includes the use of private and county vehicles). Emergency travel is defined as: fire, safety, security, ambulance and vehicles which must deliver perishable goods.
    2. Conduct business by telephone as is practical.
    3. Assist and encourage employee carpooling.
    4. Testing of gasoline or oil driven engines shall not be for more than five minutes.
    5. Review actions to be taken for a Stage II alert.

7058.4 - Stage II Actions

a) All County Agencies, Departments and Districts shall direct those County Facilities within a declared Stage II episode source/receptor area to:
    1. Continue the actions outlined for Stage I.
    2. Fleet vehicles are to be used with the written authorization of a supervisor. Authorization shall be written on Standard County Memo Form.
    3. Place signs within their facilities indicating there is a Stage II condition.
    4. Non-emergency appointments with other governmental employees requiring the use of transportation are to be canceled.
    5. Review actions to be taken for Stage III alert.

7058.5 - Stage III Actions

a) All County Agencies, Departments and Districts shall direct those County Facilities within a declared Stage III episode source/receptor area to:
    1. Close all facilities to the public.
    2. Stop testing all equipment and generators.

3. Instruct all personnel to stay home, employees designated as required to maintain critical services will report to work as usual.
4. Place a sign at the entrance of their facilities indicating there is a Stage III condition and the office is closed to the public.
5. If the weather and pollution conditions are such that a Stage III alert does not develop the following day, the entire work force shall report back to work. Employees shall monitor local radio stations for announcements of episode alert stage predictions.

7058.6 - Implementation

a) Abatement Procedures: The steps outlined in the aforementioned County Plan requirement will be taken within the affected source/receptor area to abate the emission of pollutants.
b) Dissemination of Information: Once the Sheriff has received notification of a first, second or third stage episode alert from the Facility Operations, the following steps will be taken:
    1. The Sheriff will advise the Assistant Sheriff(s) of the affected source/receptor area(s) of the episode alert.
    2. The Assistant Sheriff will initiate the appropriate actions as directed by this plan.
c) Carpooling: The Sheriff's Department will annually complete a list of employees participating in the County Commuter Carpooling Program.
d) Private Transportation Requirements: The number of employees in the department who, because of their job requirements, are required to use private transportation are listed in Attachment I to this plan.
e) Agency Work locations: The number and location of facilities within the six source/receptor areas and the number of agency personnel located at each facility are listed in Attachment II to this plan.
f) Critical Operations Staff: The number of employees at each work location required to maintain critical services are listed in Attachment III to this plan.

Policy 9000 - Transportation

9000 - Introduction

The Orange County Transportation Bureau (OCTB) provides care and custody of inmates who require transportation among the Orange County Jail facilities. The OCTB also maintains the Orange County Sheriff's Department Command Vehicles (Samantha I & II as well as the Mobile Command Vehicles and their supporting service vehicles). The OCTB is under the direction and control of the Central Jail Complex Captain.

9000.1 - Personnel Duties

a) The OCTB is commanded by a lieutenant and two sergeants who are responsible for the administration of the bureau. The lieutenant and two sergeants also supervise the dispatch services operators and personnel assigned to the OCTB.

b) The duties of the OCTB, when closed to normal business and weekends, will be directed by the Intake Release Center (IRC) Operations Sergeant [redacted]. If the IRC Operations Sergeant is not available, the CJX Watch Commander [redacted] is responsible for the bureau. In the event either the W/C or IRC Ops Sergeant is unavailable, transportation personnel shall contact the ECB Department Commander [redacted].

   1. Unusual Transportation problems may be referred to an off-duty OCTB Sergeant.
      i. A.M. Operations: [redacted]
      ii. P.M. Operations: [redacted]

c) Duties of OCTB Personnel:

   1. The primary duty of personnel assigned to the OCTB is the inter-facility movement of inmates in the custody of the Orange County Sheriff's Department. This duty includes:
      i. Transportation of inmates and to and from courts, hospitals, health departments and other facilities within Orange County.
      ii. Transportation of inmates to and from detention facilities, medical facilities and other facilities throughout California.
      iii. Transportation of inmates to events such as: funerals, doctor appointments and inmate court ordered events.
      iv. Maintenance, operation, periodic road testing of the department's vehicle fleet; as well as, evaluation, testing and purchase of new fleet-related product.
      v. Maintain compliance with California Motor Vehicle Code (CFR 34501 / 34501.2) and Department of Transportation Regulations (CFR Title 49 395.8 and CCR Title 13 1201-1213). Transportation personnel will follow the following requirements:
         A. Limit driving time to 10 hours in any 15-hour period.
         B. Drive only after 8 consecutive off-duty hours.
         C. Personnel may drive as long as necessary in an emergency situation to reach a safe area.

d) Duties of OCTB Sergeants:

   1. Supervise the day-to-day operation of the OCTB and the personnel assigned
   2. Ensure all personnel who drive commercial vehicles possess a valid California Driver's License. A California Department of Motor Vehicle form DL414 will be included in every personnel's personnel file.

3. Compile and record monthly and annual OCTB statistical reports
4. Coordinate the movement of inmates among various agencies throughout Orange County and California
5. Supervise the Statewide Dispatch Coordinator's day-to-day assignment of personnel

e) Duties of Transportation Dispatch Service Operators:
   1. Assign personnel and equipment to complete daily operation of the OCTB. Dispatchers will consult a sergeant regarding unusual situations prior to making decisions or assignments.
   2. Maintain the Transportation Trip Logs and dispatch assignments
   3. Maintain the following key control precautions
      i. Prepare a Daily Key Control Log for all OCTB vehicles that includes date and shift
      ii. Storage lockers for keys not checked out will be secured in the appropriate facility location behind the [redacted].
      iii. Key locker doors will remain closed and locked when keys are not being issued, returned or inventoried.
      iv. Each key locker will have numbered pegs on which correspondingly numbered key sets will hang when not in use.
      v. Each key locker will contain an inventory of all key sets assigned to that locker.
         A. The key inventory will be dated and signed by the Division Commander's designee.
         B. Changes to the inventory will be made by the Division Commander's designee.
   4. Distribution of correspondence received from courts or other sources
   5. Ensure compliance:
      i. With all court orders
      ii. Civil remands will be separated from all other inmates (per Penal Code 4002), and IRC personnel shall be notified immediately upon entering the Intake Release Center.
   6. Assign and direct local inmate pickups and deliveries.
   7. Provide information in response to inquiries concerning the operation of the OCTB
   8. Verify the accuracy of the daily court list with Jail Records Department personnel every morning to assign transportation personnel. This ensures that inmates arrive at the proper destinations on schedule.
   9. Supervise the work crews that clean the OCTB administrative office and wash the transportation vehicles.

9000.2 - Transportation of Inmates

County inmates may be transported by one (1) or more transportation personnel after consideration has been given to the inmate's classification and security concerns. All personnel shall wear their required uniform per OCSD Departmental policies including their departmental issued and/or personal body armor when transporting inmates.

a) Restraint Requirements During Transportation
   1. Inmates transported to or from any of the Department's jail or court facilities shall be restrained using an approved restraint device.

2. Generally, waist restraints with handcuffs shall be the standard restraint device used when transporting inmates. A handcuff cover Restraint-Box may be applied when an inmate has bypassed or attempted to bypass a waist and/or leg restraint lock.
3. Transportation staff has the discretion to use any of the approved restraint devices with proper approval (refer to CCOM section 1800.4 – Handcuff Cover Restraint System).
4. See CCOM section 1800.3(b) for a list of approved restraint devices.
5. See CCOM section 1800.4 for information regarding the handcuff cover restraint system (Restraint-Box).
6. See CCOM section 1800.3(d) for restrictions on using restraints on pregnant inmates.

b) Receiving Inmates

1. Prior to receiving any inmate, OCTB personnel must verify the existence of a legal order to accept custody and transport.
    i. The order should include the inmate's name, assigned facility, and destination, return time and return date.
    ii. The order must contain direction to the Sheriff of Orange County to return the subject to their assigned facility.
2. No verbal orders should be considered valid unless confirmed by an OCTB Sergeant.
3. The inmate will be searched.
4. The custody of the inmate is the responsibility of the transporting personnel until relieved or the prisoner has been secured.
    i. If an OCTB personnel find it necessary to temporarily leave an inmate to conduct official business, they shall solicit the assistance of other sheriff personnel to provide inmate security. The personnel must have verbal acceptance from the assisting officer before leaving the inmate.
5. It is the responsibility of OCTB personnel to have access to the name of every inmate they transport.
    i. The transporting personnel will ensure that the number of inmates transported does not exceed the vehicle manufacture's maximum occupancy level.
    ii. Transporting personnel will count every inmate who enters and exits a transportation vehicle. The count will be confirmed by a roll call of the inmates' names.
    iii. As an inmate's name is called, their name and face will be compared to their Identification Card or Module Card to verify their identity prior to entering the transportation vehicle.
    iv. The transporting personnel will conduct a visual count after all inmates are aboard and seated.
    v. The roll call list will remain on the vehicle with the inmates.
    vi. When the inmates reach their destinations, a count will conducted at each stop as they exit the vehicle. The count(s) must match roll call.
    vii. The roll call list and inmates will be transferred to the accepting authority only after both personnel are certain there are no discrepancies. Inmates going to court will be provided sack lunches supplied by OCSD Food Services. The transporting personnel will assess all Food Service meals prior to accepting delivery to determine the general condition and quantity of meals. These lunches will be transported in the bottom

storage compartment of the bus after concerns or discrepancies have been resolved with a Food Service representative.

viii. At the completion of each and every transportation assignment, personnel shall "walk the bus" to ensure no inmates were left onboard or had secreted themselves for the purpose of escape and search for weapons and/or contraband.

A. A Transportation assignment is considered completed when all inmates transported, have been secured.

c) Selection of Restraints

1. According to Use of Force Standard, vehicle equipment boxes should contain the following items:
   i. Buses: 5 sets of waist restraints, 5 pairs of leg restraints and evacuation cables (a 50 foot plastic covered wire cable, which is threaded through the attached links of the inmate's handcuffs allowing the mass movement of inmate in the event of an emergency).
   ii. Vans: 5 sets of waist restraints, 5 pairs of leg restraints and evacuation cables
2. Generally, the type of restraint device will be determined by the inmate's classification level. However, Transportation staff has the discretion to use any of the approved restraint devices.
3. Inmates may remain in restraints when placed into court facility holding cells.
4. All equipment will be returned in good condition to the OCTB office after use. If any equipment needs repair, it will be called to the supervisor's attention in writing upon return to the OCTB office.
5. Alternative restraints may be authorized by the Transportation Bureau Commander or Watch Commander in circumstances where approved restraint devices are unable to safely and effectively secure an inmate.

d) Handling Inmates During Transportation

1. In vehicles:
   i. Prior to loading and after unloading inmates in a vehicle, an OCTB personnel will search the vehicle for weapons and contraband.
   ii. When inmates are loaded aboard a transporting vehicle, they will be seated to allow those that require the most security to be observed by the transporting personnel.
   iii. No inmate is permitted to stand or exchange seats while the vehicle is in motion.
   iv. Male and female inmates will not have contact when transported on the same vehicle. Each gender will be transported in separate, lockable compartments.
   v. It is a violation of law to restrain any person by the use of chains, handcuffs or leg restraints when such restraint is fastened to any common carrier or vehicle while in motion.
   vi. All inmates will remain seated after the transporting vehicle arrives at its destination until directed otherwise by authorized personnel.
   vii. Smoking is not allowed in any in any OCSD Transportation Bureau vehicle.
   viii. A count will be conducted after a transportation vehicle receives or unloads inmates.

e) Transportation of Inmates In County

1. The security and welfare of each inmate transported to a hospital is the responsibility of the transporting personnel.

2. Inmates will not be released from their restraints unless necessary to provide medical treatment.
3. An inmate will not be left unguarded by the transporting personnel at any time.
4. When a jail facility requires an ambulance to provide emergency transport of an inmate to a hospital, the facility will notify the OCTB. If no OCTB personnel are available for escort, the facility will assign personnel to escort the inmate in the responding ambulance. The OCTB will provide relief personnel and return transportation for the inmate as soon as possible.
5. Wheelchair vans will be used to transport inmates with physical disabilities. (CCOM Policy 1606.4 – ADA Procedures)
6. Transport of an inmate shall be non-stop absent an exigent circumstance or prior approval from a supervisor.

f) Transportation of Inmates to State Mental Institutions
   1. OCTB personnel will obtain the appropriate documents prior to transporting an inmate to a state mental institution. The inmate will be picked-up from the Court Transfer Guard Station.
   2. Upon arrival to an institution, the transporting personnel will remain with the inmate until cleared by institution medical staff.

g) Transportation of Inmates Out of County
   1. Transferee Clothing:
      i. All inmates will be transported to state prison in OCSD jail issue clothing. Jail issue clothing will be returned to OCJ on the day of transport.
      ii. All other inmates will be dressed in civilian clothing during transport.
   2. Transferee Property:
      i. Property belonging to inmates being transferred to state prison will be transferred on the same vehicle as the inmate. The property will be inventoried, packaged for transport and placed in the Court Transfer Area by jail staff by 0300 hours on the day of transfer. Court transfers usually occur on Wednesdays.
      ii. Property belonging to all other transferees will be transferred on the same vehicle as the inmate.
   3. Upon arrival to a state prison, transporting personnel will check-in with gate guard(s) and leave their weapons, ammunition, gun belts and batons in the facility's designated area. This will be done prior to proceeding to the facility's reception center with the inmate(s).
   4. Prison correctional officers will review all transfer documents prior to unloading inmates.
   5. Inmates will be unloaded and directed to a holding cell by the facility's correctional officers.
   6. Restraints will be removed and returned to OCSD personnel at the direction of facility's correctional officers.
   7. Inmates requiring return to Orange County Jail will be picked-up from the prison's reception center.
      i. A copy of the court order requesting an inmate's removal from state prison will be given to the facility's correctional officers by OCSD personnel.
      ii. A "Warden's Check Out Order" must be obtained from a correctional officer assigned to the transferring facility before an inmate can be removed from the facility.

h) Transportation of Juveniles
   1. Transportation to Court:

i. Juveniles being held at OCSD or Juvenile Hall are transported in the same manner as adults.
ii. Juveniles will be physically separated from adults during transportation.

2. Juvenile Court Orders:
   i. Juvenile court orders are handled in the same manner as adult court orders.
3. Out of County Juvenile Pickups
   i. Juveniles picked-up or delivered out of Orange County can be handled as adults during transportation as necessary (PC 273b).

i) Transportation of Females
1. Female inmate will be searched by female personnel. If female personnel are not available and in extreme circumstances, male personnel may search a female inmate. The circumstances of the search will be documented in an Information Report.
2. When transporting female inmates, transporting personnel will notify the OCTB of departure time and odometer reading at both the start and end of trip.
3. Females will be seated in the front of a transportation bus and separate from male inmates. Females will be seated in the rear seat of a transportation automobile with no male inmates.
4. Females may be transported by bus for no longer than ten hours. Use of an automobile or van is required for trips longer than ten hours. Breaks will be provided to female inmates for trips longer than ten hours.

j) Transportation of Pregnant Inmates
1. Refer to 1800.3(d) - Pregnant Inmates for restrictions on using restraints on pregnant inmates.

k) Transportation of Females Wearing Religious Head Coverings
1. The Watch Commander or his/her designee shall be notified whenever a female arrestee wearing a religious head covering is being transported by OCSD personnel.
2. Female inmates who wear religious head coverings will be searched by female personnel only.
3. If the religious head covering has to be removed by a staff member for any reason, it shall be done out of the view of men.
4. Additional procedures regarding females who wear religious head coverings can be found in section 2015 - Religious Head Coverings

9000.3 - Out of County Pickups and Deliveries

a) Travel Accommodations and Expenses
1. The most direct route to the intended destination will be taken with consideration to safety.
2. CFN credit cards will be used for fuel purposes and minor vehicle repairs. A Voyager credit card will be kept as an alternative.
3. Personnel will requisition funds from OCSD Fiscal for expenses normally incurred during a trip. The amounts are $600 for a two-day trip, $800 for a three-day trip and $900 for a three-day coastal trip.

b) Authorized Expenditures
1. Maximum meal allowance for each transportation personnel as of 04/27/2010 is as follows:
   i. Breakfast.....10.00
   ii. Lunch..... 15.00
   iii. Dinner..... 20.00
   iv. Total Per Day 50.00
   v. The County of Orange does not reimburse for tips or gratuities.

2. Personnel will make arrangements for their hotel rooms under normal conditions. The normal hotel expenditure (government rate) is approximately $125.00 per night.
3. Incidentals which include: parking fees, bridge/road tolls and snacks for inmates should be limited to $10.00 per day under normal circumstances.
4. Meals for inmates will be purchased by the transporting personnel.
5. Each inmate in custody is allowed $5.00 per meal.
    i. No provision has been established to feed inmates transported a distance of less than 200 miles and/or four hours. No provision has been made to feed inmates transported within Orange County.
6. Meal receipts will be completed.
7. At the end of an out of county trip, the CFN and Voyager cards will remain in the assigned Statewide Team's vehicle. All receipts will be totaled and turned in to the Statewide Coordinator within 24 hours from the termination of the trip. The receipts will be reviewed by the OCTB Sergeant, who will verify expenditures. The receipts will then be reviewed and approved by the Division Commander. The OCTB Sergeant will return the receipts and trip log to the Statewide Coordinator who will contact OCSD Fiscal to return any unused funds with the receipts.
8. Most county jails in California are overcrowded and are under court orders restricting the number of inmates allowed. Orange County has agreements with Alameda, Kern and Sacramento Counties to accept our inmates on a temporary basis (en route bookings). There is a possibility that other counties may accept small numbers of inmates for en route bookings, but those counties will have to be contacted on an individual basis during the trip.

c) En route Communications
    1. Each vehicle assigned to a statewide trip is equipped with a mobile telephone. Transporting personnel will contact the Statewide Desk a minimum of three times per day; once in the morning when starting that day's work, once approximately half way through the day and again after the inmates have been booked en route.
    2. Personnel on a statewide trip must contact the OCTB and inform of where they will be spending the night.

d) Aircraft Transportation
    1. Aircraft assigned to the OCSD Aero Squadron are used extensively in the movement of inmates. For the sake of clarity in this procedure, the reserve personnel sheriff who owns or is operating the aircraft will be referred to as the "pilot" and the OCTB personnel will be referred to as "personnel."
    2. Pre-Flight:
        i. Transporting personnel will verify with the Statewide Dispatcher that the intended inmate is in custody at the outside agency prior to meeting the pilot at the designated location.
        ii. The transporting personnel will check out an aircraft fuel credit card from the Statewide Dispatcher. All fuel purchased will clearly have the tail number of the aircraft and a legible signature recorded on the credit card receipt. These receipts will be submitted to an OCTB Sergeant by the transporting personnel within 24 hours from the termination of the trip.

iii. The transporting personnel will have knowledge of the pilot carrying a firearm. Carrying a firearm is discretionary for the pilot.
iv. The pilot is responsible for briefing the transportation personnel regarding the proper method of entry into the aircraft and use of safety equipment. The transportation personnel should be aware that a light aircraft has surfaces on which a person must not step.
v. Personnel and pilots are encouraged to use the pre-flight period and flight time en route to the inmate pickup to develop plans for loading, seating, security and emergency procedures.

3. Loading and return flight:
   i. It is advisable for the transporting personnel to remove their weapon while loading and securing the inmate in the aircraft.
   ii. The pilot will decide where the inmate and transporting personnel will sit. It is usually preferable that the inmate be seated in an area where the least opportunity exists for interference with the pilot.
   iii. All inmates will be searched when received from transferring facility and again prior to entry into aircraft.
   iv. Some pilots may request that the inmate wear coveralls to protect the cleanliness of the aircraft. The inmate should be outfitted in the coveralls when the transporting personnel is searching the inmate prior to the flight.
   v. The transporting personnel will devote their full attention to the inmate while the inmate is aboard an aircraft.
   vi. The transporting personnel is responsible for completing and returning all paperwork involving inmate transportation.
   vii. Under most circumstances, the Aero Squadron aircraft will be refueled at the completion of the flight. The transporting personnel will remain with the pilot until this process is completed in order to return the credit card and receipts to the OCTB.

9000.4 - Vehicle Maintenance

a) Daily Responsibility
   1. It is the responsibility of all personnel who operate OCTB equipment to ensure the equipment is properly maintained. This includes interior and exterior cleanliness.
   2. At the beginning of each detail, transportation personnel will inspect their assigned vehicle and equipment.
   3. The Vehicle Log Book is located in its holder in the passenger area and contains the bus driver's Vehicle Inspection Report.
   4. The equipment check will include, but is not limited to:
      i. Oil, fuel and coolant levels
      ii. Fluid leaks
      iii. Batteries
      iv. Tire pressure and condition
      v. Gauges and warning lights
      vi. Interior and exterior lights
      vii. Vehicle security and cage locks
      viii. Inventory of vehicle tools and restraint devices

5. Vehicles are not stored with less than a half-tank of fuel. If the fuel level of a vehicle being returned is between ½ and ¾ full, fill the tank with the proper fuel.
6. In the event anything is found that cannot be corrected by the inspecting personnel, it will be reported to the OCTB Sergeant and noted in the vehicle log book.

b) Service of OCTB Vehicles
   1. The Fruit Street Maintenance Yard Supervisor will maintain all documentation regarding vehicle operation, servicing of vehicles and state mandated tests of vehicles.
      i. The following records are stored on-site in the Maintenance Supervisor's Office:
         A. 30-Day Safety Inspection Checklists
         B. P.M. Services (7,500 miles or twelve months)
         C. Opacity Tests (Mandated annually by state regulations)
      ii. Documentation indicating necessary safety repairs will be completed immediately by a mechanic. Vehicles are not to be used until such repairs have been completed, inspected and are available for review.

9000.5 - Weapons and Deadly Force Applications

a) Weapon Safety
   1. Keep weapon securely holstered
   2. Keep inmates away from your weapon
   3. Do not enter the caged area of a bus with your weapon
   4. Weapon must be stored securely when cuffing or uncuffing inmates
   5. Keep inmates at a safe distance when securing weapons
   6. Weapons will be secured by:
      i. [redacted]
      ii. [redacted]
      iii. [redacted]

b) Deadly Force Application (OCSD Policy Manual 300.4.2)
   1. While the use of a firearm is expressly considered deadly force, other force might also be considered deadly force if the personnel reasonably anticipates and intends that the force applied will create a substantial risk of serious physical injury or death. Use of deadly force is justified in the following circumstances:
      i. Personnel may use deadly force to protect themselves or others from what they reasonably believes would be an imminent threat of death or serious bodily injury.
      ii. Personnel may use deadly force to stop a fleeing suspect when the personnel has probable cause to believe that the suspect has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the personnel reasonably believes that there is an imminent or future potential risk of serious bodily injury or death to any other person if the suspect is not immediately apprehended. In this case, personnel shall give some warning, if feasible, prior to the use of deadly force. (Example: "Police/Sheriff's Department! Stop or I'll shoot!)

9000.6 - Court Orders

a) Use of Court Orders
   1. Court orders are used to return inmates from state institutions for further court proceedings. Court orders are also used to take inmates to hospitals, doctors' appointments, weddings, funerals, and other locations considered necessary by the court system.
   2. Court orders must be signed by the ordering judge or certified by the County Clerk before they can be executed by the OCTB.
   3. Court orders will be returned to the Transportation Dispatcher after execution to be endorsed and filed in the OCTB office.
   4. All court orders will be verified for accuracy by the Transportation Dispatcher. In the event of a problem or need for clarification, the court order and a description of the problem will be forwarded to an OCTB Sergeant.

b) Routing of Court Orders
   1. Court orders from the District Attorney or Public Defender's Office regarding the movement of inmates received in triplicate and are filed in the County Clerk's Office.
   2. Distribution:
      i. The original copy will be retained by the OCTB desk until executed. The Transportation Dispatcher will verify that the order is properly endorsed.
      ii. The second copy will be given to the agency or institution from which the inmate is removed.
      iii. The third copy will be given to that agency or institution to which the inmate is delivered.
      iv. Transportation orders that cannot be executed because of extenuating or a change in circumstances, including orders made in error or with errors, will be given to the sergeant who will return them to their place of origin with an explanation as to why they were not served.

9000.7 - Warrants

a) Out of County
   1. When performing out of county pickups of inmates, OCTB personnel will have a copy of the warrant or abstract in their possession prior to leaving Orange County.
      i. In the case of add-ons during a trip, the personnel will be advised of the inmate's name, DOB, charges and bail. A copy of the abstract will be picked up at the facility where the inmate is held.
   2. When transporting personnel arrive at the OCSD Intake Release Center with the inmates, they will pick up the actual warrants from the Statewide Desk for booking purposes.
   3. The amount of time an inmate may be held on a "foreign" warrant is outlined in:
      i. CPC 82l: "Persons being held on our FELONY warrants must be picked up within five (5) days, unless they are more than 400 miles from the originating agency, in which case they must be picked up within five (5) court days."
      ii. CPC 822: "Persons being held on our MISDEMEANOR warrants must be picked up within five (5) days, regardless of distance from the originating agency."
      iii. CPC 4755: "Persons being held in state prisons and who have had a detainer (warrant of arrest) lodged against them, may be released to the outside agency in one of two ways:"

A. "Release the inmate to the agency lodging the detainer within five days, or five court days if the law enforcement agency lodging the detainer is more than 400 miles from the county in which the institution is located, prior to the scheduled release date provided the inmate is kept in custody until the scheduled release date". (In these cases, the prison will give the officers a state detainer reflecting the scheduled release date of the inmate.)
B. "Retain the inmate in custody up to five days, or five court days if the law enforcement agency lodging the detainer is more than 400 miles from the county in which the institution is located, after the scheduled release date to facilitate pickup by the agency lodging the detainer."

b) Warrants for Investigators
   1. Investigators for the Orange County Sheriff's Department may surrender a complaint with reports and dispositions to the OCTB requesting a warrant of arrest be obtained for the appropriate court.
   2. These reports will be taken to the courts by the personnel making the court assignment and delivered to the court personnel on duty at the respective court.
   3. Any warrants issued as a result of these reports are brought back to the Orange County Sheriff's Department Headquarters by the OCTB utility drivers at a later date.

9000.8 - Communication with Inmates

a) Authority
   1. Penal Code section 4570.1 makes it illegal for any person to communicate with any inmate during transportation without permission from the officer in charge of any vehicle, bus, van or automobile.
      i. "During transportation" includes when the inmate is detained in any vehicle or while the inmate is being escorted either to or from said vehicle.
      ii. No inmate will be allowed visits from any person while being transported or in any court unless ordered by the court hearing their case, by court order, or when the personnel having custody of the inmate believes there is a definite need for such communication.
      iii. Unlawful communication can consist of verbal or written words, sign language or the passing of contraband.
      iv. Each inmate should be kept separated from the public as much as possible, especially from persons known to the inmate.
      v. Persons who violate CPC 4570.1 should be warned of the violation. If violations continue, the personnel should write a report listing all names of suspects, witnesses and inmates. The personnel should exhaust all possible means of ending the situation before an arrest is made. An arrest should be effected only as a last resort if the violations are flagrant and there is potential danger.

b) Attorneys
   1. Attorneys can arrange with OCSD personnel to visit with inmates while at a court facility. While this is at the discretion of the Court Operations Division, the practice can favorably affect the workload within the jail system. The personnel must use appropriate judgment if an inmate is visiting with an attorney. The personnel should advise the attorney that the inmate is being returned to jail. If the attorney refuses to end the conversation and DOES NOT

HAVE A COURT ORDER FOR THE VISIT, the OCTB personnel should remove the inmate from the area and transport them to their assigned jail.

2. If an attorney attempts to give money or other item of value to an inmate without a court order, the personnel will have the inmate return the item.
3. If an attorney gives property to an inmate without a court order, a report may be written and submitted to the Deputy District Attorney.
4. It is the responsibility of the transportation or court personnel to maintain custody and security of inmates at all times.

9000.9 – Inmate Classification Levels

a) See CCOM section 1201 for information regarding inmate classification levels, security procedures by classification level, inmate clothing and identification cards.

9000.10 - Communications

a) Vehicle Radios
   1. All OCTB vehicles are equipped with radio equipment for use by transporting personnel.
   2. Vehicle radio equipment will be turned on during all assignments and travel to and from assignments.
   3. In the event a vehicle's radio equipment becomes inoperative, the vehicle will be "tagged" for repair as soon as possible.
      i. If a vehicle's radio equipment is inoperable, the OCTB personnel will check out a pac set from the OCTB to maintain communication.
      ii. Personnel may use personal cellular telephones if all other communication options are unavailable.

9000.11 - Transportation Emergency Procedures

9000.11.1 Emergency Procedures

a) In the event of an emergency incident while transporting inmates, use the following contact information to obtain assistance and provide notifications. The following contacts should be made for all types of emergency incidents. Contacts specific to each emergency are included in the individual plans.
   1. OCSD Transportation Bureau Sergeant, [redacted], during 0600-1600 hours or call the CJX Watch Commander, [redacted], if OCTB Sergeant is unavailable
   2. CJX Division Commander [redacted]
   3. Area Commander of Custody Operations, [redacted]
   4. Assistant Sheriff of Custody Operations, [redacted]
   5. Receiving Facility Watch Commander:
      i. Theo Lacy Facility Main Control: [redacted]
      ii. Intake Release Center Main Control: [redacted]
      iii. James A. Musick Facility Main Control: [redacted]

b) Medical Assistance
   1. If an inmate or staff member is ill or injured, emergency medical assistance will be requested through the OCSD Emergency Communications Bureau via radio communications or by phone [redacted]

c) Media Relations:

1. Media relations are performed by the OCSD Media Relations Officer. They will make releases to the media.

9000.11.2 Facility Evacuation

a) Each individual OCSD facility maintains a site-specific evacuation plan and will coordinate the evacuation of inmates and staff. OCTB will be instructed regarding the destination of evacuees by OCSD Custody Operations staff. OCSD Food Services Unit maintains an emergency plan to prepare and deliver food for inmates and staff to an evacuation site(s). OCSD Custody Operations will provide additional security staff for an evacuation site(s).
   1. Provide Transportation:
      i. In the event of an emergency incident that requires evacuation of inmates, and staff from an OCSD facility, the OCTB will provide personnel and vehicles as requested. The requesting facility will provide inmate population and staff counts. The OCTB will provide department buses, vans or automobiles to provide transportation of entire inmate population and facility security staff. If OCTB vehicles are not sufficient to provide transportation, the OCTB Sergeant will request supplemental vehicles from the Orange County Transportation Authority (OCTA) by contacting the OCSD Emergency Communications Bureau Commander, [redacted]
   2. Additional Personnel:
      i. Patrol Operations Mobile Field Force squads are available to provide additional personnel by contacting OCSD Emergency Communications Bureau Commander, [redacted]. These staff members may be used as escort personnel aboard vehicles to allow OCTB personnel to operate transportation vehicles.
      ii. Available on-duty staff working in OCSD's Theo Lacy Facility, Central Men's Jail, Intake Release Center and James A. Musick Facility may be requested for assistance.

9000.11.3 Fire

a) Initial Response:
   1. In the event of a fire on a transportation vehicle, the driver will stop the vehicle and park it in a location that will avoid injury to the public. The Transportation personnel will immediately notify OCSD Emergency Communications Bureau via radio or telephone of the emergency. The Transportation personnel will request ECB contact local fire department authority and local law enforcement to respond for added safety and security. If necessary, request medical response for injured inmates or staff. The escort personnel will extinguish the fire using the fire-fighting equipment assigned to the vehicle. If the fire is beyond the abilities of the personnel or equipment, the vehicle will be evacuated. Inmates will be removed from the vehicle in an orderly fashion. If possible, transporting personnel will ensure the roster of inmates is removed from the vehicle. The inmates will be directed to a safe location. The environment will be used to minimize escape opportunities. The Transportation Bureau personnel will provide security to the inmates and public until assistance arrives. If an escape occurs during the incident, activate the escape plan included in this procedure manual.
   2. The Transportation personnel will request a replacement Transportation Bureau vehicle to respond to transport inmates. Also, they will request that the receiving facility be notified of the incident to allow staffing and operational schedules to be adjusted

b) Fire Specific Notifications:

1. When the escapee's(s') last address is outside Orange County, Fugitive Investigators will notify the agency having jurisdiction.

9000.11.4 Escape

a) Initial Response:
   1. If an inmate escape occurs during transportation, do not jeopardize the security of the remaining inmates. [redacted]. For multiple inmate transportation, an escort personnel will verify identity of the escapee(s) by comparing the remaining inmates to the transportation roster. Upon confirmation of an escapee's(s') identity, the personnel will contact OCSD Control One, [redacted], and request a broadcast. They will provide a description and direction of travel for the escapee(s). They will contact OCSD Transportation Bureau Sergeant, [redacted], to report the incident. The escort personnel will not leave the scene until assistance arrives. While waiting for assistance, the personnel will make notes of the incident and individuals involved for report writing.

b) Escape by Aircraft:
   1. If an escape involves an aircraft, make note of the color, style, tail number and direction of travel. Notify the Federal Aviation Administration Western Pacific Regional Operations Center. The FAA's 24-Hour Incident Response phone number is [redacted]

c) Escape Specific Notifications:
   1. OCSD Forensic Science Services, [redacted]
   2. The Watch Commander(s) for the jurisdiction where the escapee was arrested and home of record will be notified.

9000.11.5 Hostage

a) Initial Response:
   1. If a hostage situation occurs during transportation of inmates, the driver will park the vehicle in an area least likely to involve the public and minimize contact with bystanders. Transporting personnel will contact OCSD Emergency Communications Bureau via radio or phone [redacted] to request OCSD Crisis Negotiations Team (CNT), OCSD SWAT and local law enforcement to respond. The escorting personnel will remove staff members and non-participating inmates from the vehicle. The driver will remove the [redacted] to prevent use. The inmates will be directed to a safe location. The environment will be used to minimize escape opportunities. The transporting personnel will direct the public away from the vehicle and create a perimeter around the vehicle.
   2. Transportation personnel will request a replacement Transportation Bureau vehicle to respond to transport inmates. Also, request that the receiving facility be notified of the incident.

b) Hostage Scene:
   1. The incident scene will be supervised by the transporting personnel until OCSD Crisis Negotiations Team (CNT) assumes control. OCSD personnel will not act or speak in any manner that may influence the thoughts or actions of the hostage taker(s). OCSD staff members do not have rank or authority while being held hostage.

c) Obtain Translation Services:

1. If translation services are necessary, a transporting personnel will contact OCSD Dispatch, [redacted], to request translation services. OCSD Dispatch will connect you to a telephonic translation service.

d) When Negotiations Fail:
   1. A hostage situation will be terminated by force when:
      i. [redacted]
      ii.
      iii.

9000.11.6 Attack

a) Initial Response:
   1. If a transportation vehicle is attacked while transporting inmates, the driver will continue to drive the vehicle and attempt to choose an advantageous route to avoid further attack. The escort personnel will use necessary force to repel the attacker(s). As soon as possible, personnel will use the unit radio or a cellular telephone to notify the OCSD Emergency Communications Department Commander, [redacted], to request local law enforcement to provide support. If the vehicle becomes incapacitated, personnel will request a replacement vehicle to transport inmates during this notification.

9000.11.7 Illness

a) Initial Response:
   1. If an inmate becomes ill during transportation and the illness is not life-threatening, the escorting personnel will notify the receiving facility of the inmate's condition. The receiving facility will provide medical assistance or request a transportation vehicle to transport the inmate to the Intake and Release Center or Theo Lacy Facility for treatment. If the illness requires immediate medical assistance (e.g., heart attack, stroke), transportation personnel will request emergency medical assistance through the OCSD Emergency Communications Department Commander via unit radio or [redacted]. The transportation personnel will provide life-saving procedures within training limits. Security of inmates and staff will be maintained at all times.

9000.11.8 Death

a) Initial Response:
   1. If an inmate dies during transportation, the escorting personnel will notify the receiving facility of the death and provide name, A-Number/Booking Number, location of death, time of death and circumstances of death. If death was caused by violence or was associated with unusual or suspicious circumstances, the transportation vehicle will be treated as a crime scene.
   2. Transportation escort personnel will interview inmates for witness statements to include on reports.
   3. Inmate's bunk property, booked property, money and medical items will be taken to receiving facility's Watch Commander's Office.
   4. Facility Watch Commander will complete "Watch Commander's Inmate Death Worksheet." This form describes data to collect and people/departments to notify.

b) Notifications:

9000.11.9 Riot (Disturbance)

a) Initial Response:
   1. If a riot occurs aboard a transportation vehicle, the transportation personnel will attempt to gain control of inmates involved. Inmates will be given a verbal warning to cease disturbance prior to using necessary force. The driver of the vehicle will park the vehicle in an area least likely to involve the public and minimize contact with bystanders. The transporting personnel will contact OCSD Emergency Communications Bureau via unit radio or [redacted], to request local law enforcement to respond. If a hostage situation occurs, activate hostage plan included in these emergency procedures plans. The personnel will remove non-participating inmates from the vehicle. The driver will [redacted] to prevent use. The inmates will be directed to a safe location. The environment will be used to minimize escape opportunities. The transporting personnel will direct the public away from the vehicle and create a perimeter around the vehicle. Using a cellular telephone, transporting personnel will contact the OCSD Transportation Bureau Sergeant, [redacted], to report the incident. They will request a Transportation Bureau vehicle to respond to transport inmates.

b) Additional Personnel:
   1. Patrol Operations Mobile Field Force squads are available to provide additional personnel by contacting OCSD Emergency Communications Bureau Commander at [redacted].

9000.11.10 Natural Disaster

a) Initial Response:
   1. In the event of flood or other environmental incident that obstructs transportation of inmates, the transportation vehicle personnel will notify OCSD Transportation Bureau Sergeant, [redacted], to receive alternative route to intended destination. The California Department of Transportation will be consulted for safe route selection. The personnel will also request Transportation Bureau dispatch notify intended destination facility of transfer vehicle's delay. If no alternative route is possible, the vehicle will return to the originating facility or the nearest OCSD facility until environmental conditions improve. If the vehicle is unable to proceed in any direction, the escorting personnel will park the vehicle in a safe location and await assistance.
   2. If an environmental incident incapacitates a transportation vehicle, the personnel will notify OCSD Transportation Bureau Sergeant, [redacted], to request a replacement vehicle to transport inmates. The personnel will also request Transportation Bureau dispatch notify intended destination facility of transfer vehicle's delay. The transportation personnel will maintain control of inmates until assistance arrives.

b) Vehicle Evacuation:
   1. If vehicle's condition requires evacuation, inmates will be removed from the vehicle in an orderly fashion. If possible, transporting personnel will ensure the roster of inmates is removed from the vehicle. The inmates will be directed to a safe location. The environment will be used to minimize escape opportunities.

c) Additional Personnel:
   1. Patrol Operations Mobile Field Force squads are available to provide additional personnel by contacting OCSD Emergency Communications Bureau Commander at [redacted]

9000.11.11 Traffic Collision

a) Employee Initial Response
   1. In the event of a traffic collision involving a transportation employee, any vehicle assigned to Transportation, or any vehicle transporting inmates, the personnel will verify all inmates and staff members aboard are not injured. If anyone is injured, the transporting personnel will contact OCSD Emergency Communications Bureau (ECB) via unit radio or [redacted] and request emergency medical assistance.
   2. The personnel will also request local law enforcement to assist and document the collision with a traffic collision report. The on-scene personnel will provide medical attention within training limits. After the welfare of inmates and staff are verified, personnel will verify the welfare of others involved in incident. Medical assistance will be requested if necessary. The transporting personnel will secure the area and maintain control of the inmates at all times.
   3. Vehicle Evacuation
      i. If vehicle's condition requires evacuation, inmates will be removed from the vehicle in an orderly fashion. If possible, transporting personnel will ensure the roster of inmates is removed from the vehicle. The inmates will be directed to a safe location. The environment will be used to minimize escape opportunities.
   4. The employee shall immediately notify the transportation supervisor. In this notification the employee will inform the supervisor of the following:
      i. Date, time, and location of collision
      ii. Type of collision (e.g. Fatal, Injury, Property Damage)
      iii. Damage description (e.g. Minor, Moderate, Major)
      iv. Parties involved/OCSD Operator
      v. If inmates were onboard
         A. Date, time, and location of collision
         B. Type of collision (e.g. Fatal, Injury, Property Damage)
         C. Damage description (e.g. Minor, Moderate, Major)
         D. Parties involved/OCSD Operator
         E. If inmates were onboard
   5. The employees shall request a D.R. from ECB titled "Damage to County Property." ECB should identify the incident as such for tracking purposes later by the Traffic Collision Review Board - TCRB. The employee will write this Damage to County Property D.R. using the "County of Orange Operators and Vehicle Collision" report form (F-293 rev. 3/11). If an additional narrative is needed, the employee will use a "Report Continuation" form. This report shall be turned into the transportation supervisor as soon as possible.
   6. The employee will also call Sheriff's Identification [redacted] to respond and photograph the damage.

b) Supervisor Responsibilities
   1. The employees' supervisor will be required to respond to the collision if it occurs within the County of Orange. (If the collision occurs outside this county's jurisdiction, the Transportation Lieutenant or the CJX's on duty Watch Commander will determine if or which supervisor will respond).

2. All supervisors investigating an OCSD related collision shall notify the CJX Captain, Transportation Lieutenant, and the on-duty Watch Commander and ensure the following information is given for the Department Commander's log:
    i. DR Number
    ii. Outside Agency DR (if applicable)
    iii. Type of Collision (e.g. Fatal, Injury, Property Damage)
    iv. Date & Time of Incident
    v. Parties Involved
    vi. Unit Number
    vii. Damage Description (e.g. Minor, Moderate, Major)
    viii. Disposition of Vehicle
    ix. Summary of Incident
    x. Handling Deputy/Agency
    xi. If inmates were onboard
        A. What type of inmates
            1. If the transportation vehicle was transporting federal inmates, contact the Federal Marshall's Office [redacted].
        B. Classification of inmates
        C. How many inmates were onboard
        D. Injuries (how many and what type)
3. All supervisors will email the following information to the Risk Management office [redacted]:
    i. Date & Time
    ii. Case Number - OCSD and outside agency (if applicable)
    iii. City of Occurrence
    iv. County Employee Name
    v. Whether the Collision occurred on or off duty
4. After receiving the "County of Orange Operators and Vehicle Collision" report (F-293 rev. 3/11) documenting the damage to county property from the employee involved in the collision, the transportation supervisor will submit the report "Supervisor Synopsis for Employee Involved Collision" (on the department intranet, document center) along with the original "County of Orange Operators and Vehicle Collision" report to the CJX Captain and Transportation Lieutenant.

9000.11.12 Vehicle Failure

a) Initial Response:
    1. In the event of a transportation vehicle failure, inmates will remain on the vehicle until operational again or a replacement vehicle arrives.
    2. If repair of a transportation vehicle requires movement or will take a long period of time, a transporting personnel will contact the OCTB, [redacted], and request a replacement vehicle.
b) Additional Personnel:
    1. If additional personnel are required to maintain security of inmates, transporting personnel will contact OCSD Emergency Communications Bureau, [redacted], and request local law enforcement assistance.

i. Minor Repairs or Replacement of Defective Parts
    A. If a transportation vehicle breakdown occurs in Orange County, the Sheriff's Desk will be notified via radio or cellular phone. If immediate repair is impossible or inconvenient, a county tow service will be requested.
    B. If a breakdown occurs outside Orange County, but within an approximate 80-l00 mile area, the guidelines are:
        1. If parts are of a minor nature (fan belts, headlight bulbs, tire repairs, heater hose, etc.), purchase items at a service station and charge to the county on the credit card.
        2. If parts are of a more costly nature (purchase of a new tire, transmission adjustment, etc.), notify an OCTB Sergeant by telephone and they will advise whether to:
            I. Return the vehicle to Orange County
            II. Wait for county tow service
            III. Purchase the necessary items or service and have the amount charged to Orange County
    C. If the OCTB Sergeant is not available, notify the Jail Watch Commander.
    D. If at a distance greater than 80-l00 miles from Orange County, purchase any necessary item(s). Have mechanical service performed as necessary (ex: installing points, flushing radiators, etc.). Both parts and services can be paid for by using the Chevron credit card.
    E. If unable to pay for any of the above parts or services on the Chevron credit card, pay for the parts or services by using the allocated money for the trip.

i. Major Repairs
    A. The OCTB will not pay for major repairs without prior authorization. It is extremely important that personnel do not contract for repairs until authorization is received.
    B. If in Orange County, notify the OCTB by radio or cellular phone and provide location and nature of trouble. Remain with the vehicle until assistance arrives.
    C. If outside Orange County, but within a distance of approximately 80-l00 miles, notify an OCTB Sergeant. Describe the extent of repair or service needed to the sergeant and wait for instructions.
    D. If outside Orange County at a distance farther than 80-l00 miles and a breakdown occurs which renders a vehicle inoperable, have the vehicle towed to the nearest authorized car dealer servicing the same make of vehicle. Determine the extent of repairs needed and receive an estimate of the total cost of repairs. Contact an OCTB Sergeant by telephone to provide information and request instructions.
        1. The OCTB Sergeant will make arrangements with County Transportation to authorize the repairs or have the disabled vehicle returned to Orange County. The OCTB Sergeant will notify the transporting personnel of the decision.

i. Return of Replaced Parts
    A. All parts which have been replaced, no matter how small or inexpensive, MUST be returned to an OCTB Sergeant.

ii. Purchase of New Parts
   A. Purchase only original equipment manufacturer parts. Do not trade-in old parts.

9000.12 - Drug and Alcohol Testing

As required by the Federal Department of Transportation Federal Register 49CFR382 and the County of Orange Anti-Drug and Alcohol Misuse Prevention Program, certain classes of employees shall be subject to alcohol and drug testing within certain time frames after an accident involving a commercial motor vehicle. The Patrol Watch Commander or CJX Watch Commander shall notify the county-designated contract provider and make arrangements for testing.

a) These specific employees are:
   1. Deputy Sheriffs assigned to the OCTB. For purposes of this section, the commercial vehicle must be designed to carry more than 16 people and weigh more than 26,000 pounds gross vehicle weight.
   2. Deputy Sheriffs and Sheriff's Special Officers assigned to OCTA Transit Police Services Bureau.
b) Alcohol and drug testing is required if the accident involves a fatality or a situation in which the OCSD employee (driver) is cited for a moving violation.
c) The OCSD employee must be tested within two hours of the accident for alcohol and within 32 hours for controlled substances.
d) The following contractors will be used for testing purposes:
   1. [redacted]
   2.
   3.
   4.
   5. RMG is to be used if test can be conducted during business hours and does not require a mobile response. RMG will test for random post-traffic accident and "for cause."
      i. Emergency Medical Systems, Inc.
      ii. [redacted] During normal business hours 0800-1800
      iii. During non-business hours
      iv. Mobile unit
      v. Operator's pager
   6. EMSI is to be used for testing requiring a mobile response any time of the day or night. EMSI is equipped to test for random post-traffic accident and "for cause."
e) The driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the OCSD to have refused to submit to testing.
f) Any refusal by an OCSD driver within the above time frames shall be directed to the Patrol Watch Commander. The Watch Commander shall cause the driver to be relieved of any driving of an OCSD vehicle and notify the division commander immediately. If an OCSD driver is impaired in the ability to safely operate a motor vehicle, arrangements will be made to safely transport the driver to an OCSD facility or their residence.
g) Any refusal will be treated as a positive test and may result in disciplinary action.
h) If an OCSD driver is not a designated employee for purposes of the federal law and alcohol and/or drug influence of the OCSD driver exists, normal OCSD procedures shall apply.
i) Return to duty of any driver testing positive for alcohol or drugs shall not occur until the driver has undergone evaluation and, where necessary, successfully completed rehabilitation and tested

negative for alcohol and/or drugs. Additionally, the member may be required to participate in the disciplinary process as required by the OCSD.

Policy 10000 - Bailiff Procedures

10000 – Introduction

Bailiffs are an integral part of the court team. They are the primary person for maintaining law and order within the courtroom and by their actions can greatly influence the efficiency and effective-ness of court operations. For that reason, the impression a bailiff creates in the minds of court officers and members of the public must be that of an objective, unbiased professional. Generally, the duties of the bailiff include providing security for the judge and court staff, escorting inmates, affecting the arrest of specified individuals and making appropriate contributions toward the court's work product. Included in that list, of course, is the bailiff's responsibility to assist in the organization and control of court operations.

The information in this policy will address all aspects of the bailiff's involvement in court and inmate procedures, and will state the department's operating policies in those areas. This policy shall be made available to all new sworn employees and made available, upon request, to all sworn employees of the department who are assigned to a court facility.

10001 – Court Terminology and Definitions

10001.1 - Court Terminology

a) Arraignment: When a person is accused of committing a crime, appears in court, advised of the charges and asked to plead “guilty or “not guilty.”
b) Commissioner: A person chosen by the court and given the power to hear and make decisions in certain kinds of legal matters. Commissioners cannot sign search warrants and have limited power as opposed to a judge.
c) Hearsay: A statement made out of court that is offered in court as evidence to prove the truth of the matter asserted.
d) In Camera: A hearing in the judge’s chambers or in court with all spectators (including the jury) excluded.
e) Jury Instructions: The guidelines given by the judge at the beginning and end of a trial that explain what the law in the case is and how the jurors should evaluate the evidence.
f) Polling The Jury: A practice in which jurors are asked individually whether they agree with the verdict.
g) Panel Attorneys: A group of private attorneys that are willing to provide services at a lower cost to criminal defendants who don’t qualify for a public defender.
h) Preliminary Hearing: A proceeding in a criminal case before a judicial officer in which evidence is presented so that the court can determine whether there is probable cause to hold the accused for trial on a felony charge.
i) Pre-Trail (D&R): A meeting between the judge and attorneys or a deputy district attorney and a public defender to review proposed evidence and talk about the possibility of settling the case.
j) Pro-Per: A short form of the Latin “in propria persona,” meaning “in one’s own proper person.” Refers to persons that represent themselves in court without lawyers.
k) Pro-Tem Judge: See CCOM section 10003.4 for definition.
l) Voir Dire: The process by which judges and lawyers select members of the jury by questioning them to make sure they can fairly decide the case.

m) Emergency: Refers to any significant disruption of normal facility procedures, policies, or activities caused by a riot, fire, earthquake, attack, strike, or other emergent condition.
n) Security Tunnel: Refers to the secured corridors of a facility where inmates move from a cell or area to another cell or area.
o) Security Hallway: Refers to the hallways to the rear of the courtrooms that provide access to the judges' chambers and jury deliberation rooms, and to the non-public access areas.
p) Custody Box: Refers to the area of a courtroom, whether or not it is enclosed, used for holding inmates.
q) Inmate: Refers to a person in custody who has completed a formal booking process at a city or county detention facility.
r) New Booking: Refers to an arrestee who is to be pre-booked by our Department and subsequently transported to, and formally booked at, the Orange County Jail.
s) Pre- Booking: Refers to the processing of a new booking and includes a thorough search of the arrestee and inventory of the arrestee's property, the use of the telephone by the arrestee and the completion of booking records/documents.
t) Calendar: Refers to the particular portion of a court's caseload that is pre- scheduled and of a specific nature (i.e., Small Claims, Traffic, Master, and Order to Show Cause [OSC]).
u) Private Attorney: Someone that is obtained by a client, with a retainer fee, and qualified to represent them in court and to give legal advice.
v) Public Defender: A lawyer appointed by the court, usually to represent a defendant in a criminal case that can't afford to hire a lawyer.
w) ALT. Public Defender: A subsection of the public defender's office that represents criminal defendants whereas the case involves more than one defendant. (It is a conflict of interest for the public defender's office to represent two or more defendants that are charged with the same offense.)
x) Conflict Attorney: An attorney appointed by the court to represent a person who is accused of a criminal charge where the criminal charge involves more than two defendants.

10001.2 - Division Authority

a) Except as otherwise provided by law, whenever required, the sheriff shall attend all superior courts held within his/her county provided, however, that a sheriff shall attend a civil action only if the presiding judge or his/her designee makes a determination that the attendance of the sheriff at such action is necessary for reasons of public safety. The sheriff shall obey all lawful orders and directions of all courts held within his/her county. (Government Code section 26603)
b) The deputy sheriff in attendance upon court shall act as the crier thereof. He/she shall call the parties and witnesses and all other persons bound to appear at the court and make proclamation of the opening and adjournment of the court and of any other matter under its direction. (Government Code section 26611)

10001.3 - Magistrates Order to Arrest

a) "A magistrate may orally order a peace officer or private person to arrest anyone committing or attempting to commit a public offense in the presence of such magistrate..." (Section 838 Penal Code)[1].
b) "There shall be no civil liability on the part of, and no cause of action shall arise against, any peace officer . . . acting within the scope of his or her authority, for false arrest or false imprisonment arising out of any arrest under any of the following circumstances: . . . (3) The

arrest was made pursuant to the requirements of [Penal Code] Section..., 838....” (Section 847(b) Penal Code [2]).

c) “Any person making an arrest may orally summon as many persons as he deems necessary to aid him therein. “(Section 839 Penal Code [3]).

10002 – Purpose and Responsibilities

10002.1 - Purpose and Responsibilities

a) The purpose of this manual is to provide a basic knowledge of the duties of a bailiff, a standardized approach to application of that knowledge, to acquaint the Deputy/SSO with courtroom procedures and court related activities, and to assist in understanding and performing the duties of a court officer.
b) The bailiff functions of the Court Operations Division consist of courtroom Deputy and Sheriff’s Special Officer (SSO).
c) The primary function of the bailiff is to provide security and maintain order in the courtroom, thereby ensuring the protection of the court and facilitation of the proper administration of justice.
d) Bailiffs are an integral part of the court team. For that reason, the impression a bailiff creates in the minds of court officers and members of the public must be that of an objective, unbiased professional.
e) Generally, the duties of the bailiff include providing security for the judge and court staff, escorting inmates, affecting the arrest of specified individuals and making appropriate contributions toward the court's work product. Included in that list, of course, is the bailiff's responsibility to assist in the organization and control of court operations.
f) The primary function of the Sheriff’s Special Officer is to provide additional security in the courtroom when a need has been identified and safe and secure transportation of custodies within courtrooms and secure hallways.

10002.2 - Additional Duties - Bailiff

a) Assist in the morning search of all inmates entering the facility.
b) Act as a back-up deputy in courtrooms requiring additional security.
c) Patrol the building’s interior and exterior as directed by the Sergeant.
d) Assist in the unloading and loading of all inmates being picked up by sheriff’s transportation.
e) Conduct a search of the facility prior to closing.

10003 – Court and Media Relationship

10003.1 - General Duties

The following are general procedures for Justice Center Bailiffs of the Court Operations Division. Any conflict with these directives and any other Departmental Policy and/or Procedures shall be brought to the attention of the Justice Center Sergeant.

a) The area between the counsel tables and the judge's bench is called the “well” and is considered “no man's land.” Unless the judge directs otherwise, only the court staff may enter this area while the judge is on the bench.
b) SSOs and deputies have the responsibility for ensuring that court participants comply with County of Orange Ordinance # 4-7-11 wherein smoking is prohibited “in buildings owned or leased by the County of Orange and in County of Orange spaces in buildings partially leased by the County of Orange.”

c) Bailiffs shall adhere to the policies and procedures of the CCOM. However, the operation of individual judge's courtrooms may vary. Bailiffs should ensure that all court participants comply with the following rules of the court:
    1. No food or drinks are allowed in the courtroom, except water pitchers in selected areas.
    2. The wearing of hats and sunglasses is not permitted in the courtroom.
    3. Have everyone turn off their cellular phones.
    4. Silence will be maintained at all times while court is in session, except by those persons involved in the case presently before the court. Anyone else talking while court is in session should be politely asked to be quiet or to leave the courtroom.
    5. No persons will be admitted to, or permitted to remain in, the courtroom unless properly attired in accordance with court rules.
    6. Sheriff personnel assisting a bailiff in a courtroom will be guided by the bailiff's instructions and will remain in the courtroom until properly relieved or excused by the bailiff.
    7. Before each court session, the bailiff will do a security check of the courtroom, and custody box. The bailiff should test all equipment and ensure that necessary supplies have been replenished.
    8. Bailiffs are particularly susceptible to questioning by litigants and attorneys. In all such instances bailiffs should remain courteous, but not give legal advice or offer personal comments on any court action.
    9. Telephone calls should be brief and sufficiently quiet so as not to disturb the court or court participants. Bailiffs with outside private businesses shall not make or receive business telephone calls on court or Department telephones.
d) Bailiffs shall not take enforcement action pertaining to "rules of the court" unless directed by the judge.

10003.2 - Bailiff Conduct

Each bailiff’s conduct and demeanor in the presence of the general public, other public employees, and court attachés is representative of the degree of professionalism of the entire Sheriff's Department. Proper and professional conduct not only reflects favorably upon the department, but upon the entire judicial system.

10003.3 - Bailiff Judge Relationship

a) Judges have individual preferences with respect to the procedures in their courtroom. It is imperative that the bailiff discuss with the judge the preferences to be followed upon the initial assignment and periodically thereafter.
    1. If a discrepancy arises between the judge’s preference and the Custody and Court Operations Manual, the discrepancy will be immediately reported to the Justice Center Sergeant.
    2. Regardless of how long a bailiff has served a particular judge, it is to their mutual advantage to discuss the bailiff‘s duties and responsibilities in determining if any changes or additions are necessary.
b) After a prolonged period of service with an individual judge, it is not unusual for a close relationship to develop. Under these circumstances, the bailiff should be extremely careful not to take advantage of the relationship. The bailiff must never, under any circumstances, refer to the judge by his/her given name when on duty or in the presence of the public. The judge is normally addressed as “Judge” or “Your Honor.”

c) The bailiff shall always knock on the chambers door before entering. After concluding the business at hand, the bailiff should leave the chambers unless requested to stay. A bailiff must regard the judge's confidence as a trust never to be broken.

10003.4 - Pro-Tem Judges

a) The Presiding Judge of a court may appoint a Pro-Tem (from the Latin phrase “pro tempore”, meaning “temporarily”) to hear cases when the court has a case overload, or if, for any reason, there are insufficient judges to hear the trials.
b) Pro-Tem judges are selected from qualified, volunteer attorneys, and may be utilized as long as the court has the need and the Pro-Tem judge is willing.
c) Parties have the right to have their cases heard by a regular judge and must sign a written stipulation to have their cases heard by a Pro-Tem judge. If all parties to a case do not sign the stipulation, the case must be transferred to a regular judge to be heard.
d) In any case, Pro-Tem judges should be treated as if they were a sitting judge.

10003.5 - Court Staff Relationship

a) To maximize efficiency of a courtroom, the bailiff should maintain a good working relationship with all court staff members.
b) Bailiffs should brief the staff on any unusual circumstances or security problems that may occur on a daily basis.
c) The clerk or court reporter is often the first line of communication in an emergency situation.

10003.6 - Public Relations

a) While complying with the department objectives, bailiffs shall:
    1. Be informative, courteous, and maintain an impartial attitude toward all parties.
    2. Not give legal advice or discuss the relative merits of any case pending before the court.
    3. Not voice opinions in the presence of jurors or witnesses to avoid jeopardizing or influencing the outcome of a case.
    4. Not recommend or refer persons appearing in court to any attorney.
    5. In the performance of their duties, bailiffs shall appear, behave, and relate with the public and the press in a manner consistent with professionalism, proper decorum, and dignity.
    6. If there is a children’s waiting room in the courthouse, inform parents of small children of its availability. Immediately advise parents with small children to remove the children from the courtroom if they become restless or noisy.

10003.7 - Press Relations

Refer to OCSD Policy Manual Section 346 (Lexipol [1]) for detailed information.

10004 – Bailiff Overview

10004.1 - General Duties

a) The following are general duties of a bailiff. Specific courts and individual judges may have different requirements.
    1. The security and protection of the judge and any persons in court.
    2. The security and care of juries.
    3. Ordering, transporting and security of custodies.
    4. Maintaining order during court sessions.
    5. Opening and adjourning court.
    6. Serving process when required.

7. Inspecting courtroom and jury room for proper and necessary equipment.
8. Responding to emergencies in court and within the courthouse.
9. Rendering assistance to the public, court employees, court attachés, and co-workers.

10004.2 - Case Assessment

a) A bailiff shall be familiar with the type of case before the court, the type of crime and/or circumstances and the individuals involved.
b) Bailiffs working in courts handling criminal defendants should be aware of any case that would require additional security.
    1. Sources of information might include the investigating officer, prosecutor, or defense counsel.
    2. While there may be no immediate threat or problem, the bailiff should be alert for a potential problem during or after the case.
    3. Such awareness will assist in deciding the need for additional security for returning cases.
c) The bailiff shall advise a supervisor of possible future high security cases.
    1. The notation should include the defendant's name, charges, prosecutor's name, return date, and a brief description of the potential situation (e.g., witness problems, intimidation, gang related, emotionally charged, etc.).

10004.3 - Supervisor Notification

a) A bailiff shall notify his/her supervisor when:
    1. Any unusual or hazardous situations or any potential problems exist.
    2. There is an emergency or unusual incident.
    3. When available for reassignment.
    4. When their assigned court will be out of session at any time.

10004.4 - Prohibitions

a) Bailiffs are prohibited from:
    1. Reading newspapers, magazines, working crossword or other puzzles or engaging in personal activities (using personal electronics, etc.) or other non-court related material when in view of the public.
    2. Eating food or drinking beverages in a courtroom when it is open to the public.
    3. Using county communications equipment for personal, social, or unofficial business. This includes telephones, computers, fax machines and radios.

10004.5 - Control of Spectators and Audience

a) The bailiff is responsible for the control of all spectators in the courtroom.
b) All spectators entering the courtroom shall do so in a quiet, orderly fashion.
c) Before opening court, bailiffs will advise all spectators that there shall be no talking, eating, drinking, chewing gum or tobacco, smoking, or reading while court is in session (unless the judge directs otherwise).
    1. Anyone who is disruptive, disrespectful to the court, or fails to follow the direction of the bailiff shall be removed from the courtroom in lieu of arrest for C.P.C. 166 (a) [1] and not allowed to reenter without the permission of the judge.
d) Attorneys should interview their clients and witnesses outside of the courtroom unless there is a designated interview area in the courtroom.

e) A bailiff has the right to perform a pat-down search of any individual or group who wishes to enter the courtroom.
    1. If a search is to be performed, it is advisable to obtain back up officers.
    2. Searches should be conducted by a person who is the same sex as the person being searched.
    3. Call for a supervisor's assistance if a spectator refuses to comply.
f) The bailiff shall immediately advise parents or custodians of small children to remove the children from the courtroom if they become restless or noisy.
    1. If the parent or custodian of the child must be present in the courtroom and cannot take the child into the hallway, the bailiff shall confer with the judge as to his/her preference, keeping the security needs for the court in mind.
        I. Options may include; obtaining assistance from the prosecuting or defense attorney's staff; or utilizing the on-site child care facility at the courthouse.
        II. All minor children are excluded from family law courtrooms when court is in session (unless a particular judge makes an exception).
g) Bailiffs shall discuss individual public dress code wishes with their judge.
    1. Clothing that may be of special note, such as gang "colors" or clothing that could easily conceal a weapon should be of concern to the bailiff.

10005 – Courtroom Security

10005.1 - General Duties - Security

Security within the Orange County Court System is the primary responsibility of the Orange County Sheriff's Department, Court Operations Division.

a) Bailiffs shall comprehend and develop expertise in performing their duties and responsibilities to ensure effective security and responses to particular security hazards, such as prisoner escape, bomb threats, courtroom disruption, or tactical situations.
b) Although each court's emergency equipment and procedures may vary, bailiffs have the primary responsibility for working with their courtroom staff and instructing them on how to respond to various emergencies, including how to activate the court's emergency system and how to request assistance.
c) [redacted]
d) If an inmate appears to have medical problems (e.g., heart attack, stroke, seizure, etc.) Bailiffs should:
    1. Ask the judge for a recess.
    2. Notify the bailiffs in adjacent courts and a supervisor.
    3. Direct court staff to call paramedics (in all, except very minor, medical occurrences).
    4. If possible, have all other inmates returned to detention.

5. Maintain security of the other inmates inside the custody cage until deputy assistance arrives and assist the victim if possible. (Bailiffs should always remove and secure their weapons prior to entering the custody cage.)
6. If the inmate is to be transported to the hospital a deputy will go with the inmate inside the ambulance.

NOTE: Bailiffs shall write casualty reports for all medical emergencies occurring within their courtrooms. The report will be submitted to their supervisor by the end of their shift unless directed otherwise by the supervisor.

10005.2 - Daily Security Routine

a) When en route to an assigned area or courtroom, bailiffs should be alert and observant for anything that is unusual or out of place.
   1. Report anything of concern to your supervisor (e.g., an unlocked door that should be locked, a suspicious package).
b) Allow sufficient time to conduct a thorough and complete courtroom search.
c) Test all emergency equipment, alarm systems, and communication devices.
   1. See the Court Security Plan for your facility for a detailed description and operating procedures of the alarm system.
d) Check adjacent holding areas/cells, test doors, lights, plumbing, etc...
e) Communicate with the courtroom staff about any situations that may be different or unusual.
f) Communicate with the judge regarding anything special that may be happening (e.g., dignitaries expected, ad-cases, attorney problems).

Note:
For information on Security Inspections for individual Justice Centers refer to CCOM Section 15003.1

Note:
For information on Facility Alarms for individual Justice Centers refer to CCOM Section 15003.3

10005.3 - Courtroom Inspection

a) Before court begins the bailiff shall check the courtroom, judge's chambers (with the judge's permission), adjacent jury rooms, detention facilities, and other areas within their assigned area.
   1. If this search uncovers any suspicious article, the deputy shall not touch or move the article but shall immediately notify their supervisor.
b) All persons not known to the deputy found in the private hallways, judge's chambers, jury rooms and other private areas shall be questioned as to their identity and the reason for their presence in the area.
   1. If no logical explanation is given, the deputy shall immediately notify their supervisor and detain said person for further investigation.
c) At the noon recess the bailiff shall make sure the courtroom is locked. Deputies assigned to courtrooms near or adjacent to private corridors, stairwells, emergency exits, etc. shall periodically check these areas in order to assure that everything is safe and proper.
d) At the end of the court day all deputies shall make sure their area of responsibility including the jury room and holding area is secure before leaving.
   1. The deputies shall inspect for court documents, exhibits, and personal property that may have been left.

10005.4 - Supervisor Notification - Security

a) The bailiff shall notify a supervisor immediately of any unusual situation, circumstance, or hazardous situation, reported or observed crimes, and of any potential problems observed or anticipated in the courtroom or adjacent areas.
    1. The supervisor shall evaluate and determine a course of action and direct the preparation of any needed reports.
b) A supervisor will immediately respond to the scene in any of the following situations:
    1. A barricaded suspect
    2. A hostage is taken at the courthouse
    3. Shots are fired at or by deputy/SSO on duty in the courthouse
    4. Death or serious injury to court personnel, a custody, or the public
    5. Any use of force.

10005.5 - High Profile / High Risk Trial and Defendants

This section contains guidelines regarding the advanced planning for preparing for a High Risk / High Profile Trials and Defendants at the various Justice Centers.

Officer Awareness

[redacted]

Primary Objectives

a) Provide for the safety and security of all in attendance.
b) Deter criminal activity.
c) Allow all persons to exercise their right to free speech.

High Profile / High Risk Defendants

a) Well known individuals or incidents that have had a high level of media coverage that appear in court as defendants may necessitate the use of additional personnel for security and crowd control.
    1. The bailiff should notify his/her supervisor when it is learned that a high profile defendant has a trial or hearing so that a plan may be developed to secure adequate personnel.
b) Cases involving murder, three-strike defendants, state prisoners, death row inmates, and persons on parole are among those considered to be high-risk defendants.
    1. High-risk defendants feel that the courtroom is the weakest link in prisoner security.
    2. Additional personnel should be considered in any of these cases.
c) Do not assume that an inmate is not a high-risk defendant just because they have not been categorized as one.
d) Inmates appearing on lesser charges often have extensive felony records and violent tendencies.

Tactical Considerations

a) Tactical Considerations include but are not limited to:

[redacted]

b) Location for the Incident Command Post (ICP).

Additional Considerations

a) Ground photographs of the Justice Center.
b) Photograph or layout of the courtroom.
c) Additional E.R.T activation(s).
d) Staging area for Fire/Paramedics – ambulance.
e) Locate and list all cameras within the Justice Center and note if they are DVR or analog.

Mandatory Notifications

a) Notify the Court Sergeant and Lieutenant.
b) Notify the Division Commander
c) Notify the Presiding Judge
d) Contact both the Court and Sheriff's Department Public Information Officers.
e) Court Security Services Officer
f) Notify Department Commander.
    1. Patrol resources – OCSD or outside agencies.
    2. Tactical communication needs – frequency clearance, alternate channel etc...

Outside Agencies

a) Should it be necessary to call on outside agencies, Mutual Aid will be requested through the Department Commander.
b) Additionally, should Fire/Paramedics be needed, they will also be requested through the Department Commander.

Protesters/Petitioners

a) During a High Risk / Profile trial, protesters may show-up at the Justice Center to exercise their right to free speech.
    1. Protesters will be given an area away from the entrance outside the Justice Center to peacefully protest and voice their opinion.
b) The protest area will be designated by the Incident Commander.

High Profile/High Risk Courtroom Entrance Screening

[redacted]

b) The main purpose of the courtroom entrance search is to provide additional security measures to prevent weapons, explosives, or other potentially dangerous articles from entering the courtroom.
    1. This is done by searching all persons with the possible exception of properly identified court attachés, attorneys, police officers, and members of the news media wanting access into the courtroom.
c) When a bailiff believes a courtroom entrance search may be necessary, he/she shall seek approval from the court supervisor.
    1. The Sergeant will notify the Justice Center Lieutenant
d) The sergeant/deputy will inform the judge assigned to the case of the particular circumstances of the case that establish the need for a search.
e) Courtroom entrance searching shall not be done without the judge's knowledge and permission.
    1. If possible obtain a written order from the judge authorizing the search and post it in a conspicuous place at the screening location.

f) Searches should be done in a professional, inoffensive, yet thorough manner.
    1. Persons carrying packages should be instructed to deposit them elsewhere.
    2. Those persons refusing to be searched will not be admitted into the courtroom.
    3. Arrests for minor offences detected by the search are subject to supervisory approval.
    4. Set up the screening area in such a position as to facilitate maximum control.
    5. Searches should never be conducted within sight or hearing of the prospective or impaneled jurors assigned to the case.
    6. The screening area will usually be staffed with two deputies/SSOs (preferably one male and one female).
    7. If a "pat down" search is deemed appropriate after the initial electronic screening, when possible, "pat down" search should be conducted by a person who is the same sex as the person being searched.

Enforcement

a) OCSD Court Operations will deploy a minimum of one (1) E.R.T. during the Operational Period.
    1. The Deputies will provide visible patrol, provide for the safety of all in attendance, deter criminal activity and take swift enforcement action on any violations of law.

Reference

CPC 148(a) (1)

Every person who willfully resists, delays, or obstructs any public officer, peace officer, or an emergency medical technician, as defined in Division 2.5 (commencing with Section 1797) [1] of the Health and Safety Code, in the discharge or attempt to discharge any duty of his or her office or employment, when no other punishment is prescribed, shall be punished by a fine not exceeding one thousand dollars ($1,000), or by imprisonment in a county jail not to exceed one year, or by both that fine and imprisonment.

CPC 166.(a)

Except as provided in subdivisions (b), (c), and (d), [2] a person guilty of any of the following contempt's of court is guilty of a misdemeanor:

a) Disorderly, contemptuous, or insolent behavior committed during the sitting of a court of justice, in the immediate view and presence of the court, and directly tending to interrupt its proceedings or to impair the respect due to its authority.
b) Behavior specified in paragraph (1) that is committed in the presence of a referee, while actually engaged in a trial or hearing, pursuant to the order of a court, or in the presence of any jury while actually sitting for the trial of a cause, or upon an inquest or other proceeding authorized by law.
c) A breach of the peace, noise, or other disturbance directly tending to interrupt the proceedings of the court.
d) Willful disobedience of the terms as written of any process or court order or out-of-state court order, lawfully issued by a court, including orders pending trial.
e) Resistance willfully offered by any person to the lawful order or process of a court.

Other

If additional information is needed, the Court Sergeant or his/her designee may contact the Orange County Intelligence Assessment Center (OCIAC) Analytical Unit (714-628-3024) and have them run the subject(s) through their data bases for possible additional information.

10005.6 - Dissident Groups, Passive Resistors, and Demonstrators

a) Cases based on crimes or litigation by or against individuals or groups can evolve into numerous types of demonstrations. Anytime the bailiff becomes aware of a case involving opposing factions whose participants or their following are highly emotionally charged they shall notify their supervisor who will assist in evaluating the need for additional personnel.
b) “Any person who pickets, or parades in or near a building which houses a court of this state with the intent to interfere with, obstruct, or impede the administration of justice or with the intent to influence any judge, juror, witness, or officer of the court in the discharge of his duty is guilty of a misdemeanor.” (P.C. section 169 [1])

10005.7 - Judicial Threats

a) Any member of this department who receives a threat of any kind, written, verbal, or physical against a judge, commissioner, or other court personnel, shall immediately contact a supervisor. No judicial threat shall be taken lightly.
b) If the threat is in person, the individual shall be detained and further investigation shall be conducted.
c) Any judicial threat should be reported to a sergeant immediately. The sergeant receiving the threat will make the following notifications:
    1. Justice Center Lieutenant
    2. Justice Center Supervising Judge
    3. Presiding Judge
    4. Judicial Protection Unit (JPU)

10005.8 - Emergency Procedures

For information on Safety and Emergency Procedures for individual Justice Centers refer to CCOM Section 15006

10006 – Courtroom Duties & Responsibilities

10006.1 - Calling the Court to Order

Opening Speeches

Upon the judge's appearance at the opening or re-opening of a court session, the bailiff shall open the court generally with one of the following forms, dependent upon the judge's preference. The judge will signal the bailiff when ready to take the bench.

Formal Long Form - Morning Opening

"Everyone rise, please (pause), in the presence of the flag of our country, emblem of the Constitution and remembering the principles for which it stands, Department _____ of the Superior Court, is now in session, the Honorable, _____ Judge, presiding. Please be seated and come to order."

Short Form - Morning Opening

“Everyone rise please (pause), Department _____ of the Superior Court is now in session, the Honorable _____, Judge, Presiding. Please be seated and come to order."

Afternoon Opening

Afternoon openings are usually the same as the Short Form - Morning Opening.

Openings after a Recess

a) “Everyone rise, please (pause). This court is again in session. Please be seated and come to order.”
b) Or “Remain seated and come to order. This court is again in session.”

Small Claims Department Openings

a) Everyone rise, please (pause). The Small Claims Department of the Superior Court is now in session; the Honorable _____, presiding. Please be seated and come to order."

Ceremonial Opening (Where Multiple Judges are Sitting)

a) "Everyone rise, please (pause). In the presence of the flag of our country, emblem of the Constitution, and remembering the principles for which it stands, this special session of the _____ Judicial District Superior Court, for the purpose of _____ (the installation of a new member), is now open with its judges sitting en banc (in bank), the Honorable _____. Judge Presiding. Please be seated and come to order."
b) This opening is usually preceded and followed by three raps of the gavel to gain order and signify the official opening of the proceedings.
c) A particular judge may choose to modify or customize the court opening. Be sure to consult the judge or clerk regarding the judge's preference if newly assigned or filling in for an absent bailiff.

10006.2 - Assisting the Court

a) The bailiff shall review the court calendar with the clerk to ascertain if there is any specific or unusual case that may require special handling for that day.
    1. If there is a case that requires special handling, the bailiff shall notify his/her sergeant, and the judge.
    2. The bailiff should inquire if the judge has any special requirements for that case.
b) Bailiffs may assist the court in handling/signing of papers as long as it does not diminish the bailiff's primary duty of security for the court.
c) Bailiffs may assist the court in the handling of documents and court files that must be passed to or from the bench.
    1. Remember, no one may approach the front side (the well) of the bench without the permission of the judge; therefore anything that is to be passed to the bench must be handled by the bailiff or the clerk.

10006.3 - Court Documents and Files

a) All court documents and files are the responsibility of the courtroom clerk.
    1. Files are in the custody of the clerk and shall not be removed without the clerk's knowledge and permission.
    2. Bailiffs shall not remove any document from a court file without instructions from the judge or clerk.
    3. An attorney may, with the court's permission, remove court documents or files from the courtroom for the purpose of counseling clients prior to their appearance in court.
        1. At no time shall an attorney be allowed to remove a file from the courthouse.
    4. A bailiff wishing to review a file for security purposes shall notify the clerk.
    5. Information contained in the file shall not be given to anyone in the audience by a bailiff.
b) It is the responsibility of the court clerk to prepare all custody papers (e.g., remand orders, releases, and commitments). The bailiff shall assist the clerk in ensuring that all custody papers are taken to the jail with the remanded inmate.
    1. It is imperative that the bailiff checks with the holding area, or jail (if appropriate), to ascertain that all papers for their court have been received before leaving for lunch or at the end of the day.

2. Custody paperwork should accompany the remanded inmate to the detention facility whenever possible.

10006.4 - Witnesses

Witnesses Called To Testify:

a) When called to testify in a case, the prosecutor, defense counsel or judge will call out the name of the witness in open court.
    1. The witness will proceed, as directed by the bailiff, to a predetermined location to be sworn in by the clerk.
    2. The bailiff should, whenever possible, have the witness face the clerk and raise their right hand.
    3. After being sworn, direct the witness to be seated in the witness box and adjust the microphone so the testimony of the witness can be heard by all.
    4. A witness shall not chew gum while testifying.
    5. While performing these duties, the bailiff should show the witness every courtesy to allay fears and to put the witness at ease.
        I. If needed, handicapped witnesses should be assisted to the witness stand by the bailiff.

Witnesses excluded from the Courtroom:

a) All witnesses may be excluded from the courtroom on the motion of the prosecution or the defense. If the judge grants the motion, all witnesses or potential witnesses will be asked to identify themselves and then will be asked to leave the courtroom.
    1. Witnesses shall be advised not to discuss their testimony with any other person or witness. (C.P.C. section 867 [1]).
    2. The witness shall then be called back into the court when they are to testify.
    3. It is while witnesses are excluded in a preliminary hearing or trial that there is a high potential for witness intimidation. Bailiffs, officers testifying on the case and other deputies should be vigilant trying to prevent any form of intimidation.
    4. If the defendant is in custody, the bailiff shall not leave the court to call a witness or jury, unless there is sufficient backup.

Protection of Witness(s) while at the Courthouse:

a) Sometimes it will be the bailiff's responsibility to assist in the protection of witnesses.
    1. Attempt to keep witnesses separate from any relatives or friends of opposing parties.
    2. Anyone who attempts to prevent a witness from testifying or tries to make them change their testimony is in violation of CPC section 136.1 [2].

10006.5 - Closed Sessions

a) Under certain circumstances, on motion of the defense or the prosecutor, the judge may exclude the public from a hearing (PC sections 868, 868.7 [1]). If the judge grants this motion, the bailiff shall clear the courtroom of all persons except the court staff, prosecutor, defense counsel, defendant, investigating officer, custody officer, witness, and a person chosen by the witness who is present to provide moral support to the witness (PC section 868 [2]). Upon motion of the prosecution, the judge may allow members of the alleged victim's family to be present (PC section 868 [3]). In cases involving an offense listed in Penal Code section 868.5 [4], a prosecuting witness shall be entitled, for support, to the attendance of up to two persons of his or her own choosing. Only one of those support persons may accompany the witness to the

witness stand, although the other may remain in the courtroom during the witness' testimony (PC 868.5(a) [5]).
    1. The bailiff shall post a sign on all doors entering the courtroom stating "CLOSED HEARING DO NOT ENTER".
    2. No one shall be allowed to enter the courtroom without the permission of the bailiff; anyone attempting to enter shall immediately be removed.
b) When witnesses are also excluded from the closed session, the bailiff, on order of the court, shall dismiss the witnesses from the courtroom and instruct them to remain nearby to be available when summoned to testify.
    1. The bailiff shall post a sign on all doors entering the courtroom stating "WITNESSES EXCLUDED".
    2. No witnesses shall be allowed to enter the courtroom without the permission of the court; any witness attempting to enter shall immediately be removed.

10006.6 - Recesses

a) When the court calls a recess and the judge is going to leave the bench, all parties in the court are to remain seated until the judge has departed the courtroom.
    1. In a jury trial, all parties will remain seated until the judge and jury has departed the courtroom.
b) If a lengthy recess is called during a custody case, the custody defendant shall be returned to a holding area or holding cell adjacent to the courtroom.
c) During a recess, bailiffs may leave the courtroom for a short period of time, they should however, remain in the immediate vicinity of the courtroom.
    1. The judge may require the bailiff to have all parties, attorneys, witnesses and/or jurors in the courtroom before court resumes. This should be done as expeditiously as possible.
    2. Before court resumes, the bailiff should again advise all spectators in the courtroom regarding talking, eating, drinking, etc.

10006.7 - Closing Court

a) At the close of the court's business for the day, the bailiff shall inspect all spectator areas for lost or forgotten items, contraband, and any suspicious devices.
    1. For information on suspicious device see Field Operations Manual [1] Section 21, Number 5 for details.
    2. All items located will be documented on the appropriate log or report form.
    3. The public entrance to the courtroom shall be secured and locked.
b) If the court handled any custody matters, the bailiff will ensure that all custody paperwork has been delivered to the holding or detention area (if appropriate for your work location).
    1. Normally, it is the bailiff's responsibility to transport court related paperwork to detention at the conclusion of court each day.

10006.8 - Court Calendars

Bailiffs should become familiar with the listed court calendars at their Justice Center, and should be sufficiently competent to handle them without prior notice:

a) Superior Court Calendars include the following:
    1. Civil and Criminal Master Calendars

2. Felony Trials, Motions and Sentencing (in and out of custody)
3. Civil Trials and Motions
4. Mental Health
5. Probate
6. Family Law
7. Law and Motion
8. Small Claims Appeals
9. Appellate Calendar
10. Juvenile Criminal (602 W&I)
11. Child Welfare (300 W&I)
12. Felony Arraignments and Preliminary Hearings (in and out of custody)
13. Misdemeanor Arraignments (in and out of custody);
14. Small Claims
15. Probation Violations
16. Report and Restitution
17. Traffic Arraignments
18. Presiding/Master Calendar

10006.9 - Preliminary Hearings

a) A preliminary hearing is the initial presentation of evidence by the prosecutor in a felony case, in the Superior Court, when there is no Grand Jury Indictment.
   1. Normally, the only evidence presented at this hearing is by the prosecutor.
   2. The prosecution will present a prima facie case to the Judge to bind the defendant over for a trial.
b) At the conclusion of testimony in a preliminary hearing, the judge will decide if there is sufficient evidence to bind the defendant over for a trial on the charges alleged by the prosecutor.
   1. If the Judge decides there is sufficient evidence to hold the defendant for trial, an arraignment date will be set for the defendant.
c) In the case of an "Immediate Arraignment" on a felony charge held after a preliminary hearing, the defendant's fingerprint must be taken just as it would be in Felony Arraignment (CPC 992)[1].

10006.10 - Felony and Misdemeanor Arraignments

a) The prosecutor brings the defendant(s) before a Judge to be informed of their Constitutional Rights and be advised of the charges filed against them.
   1. Defendants may be in custody or may have bailed out and walked into the courtroom. In either case the bailiff must be aware of the charges for a particular defendant.
   2. The Preliminary Hearing, being the initial appearance of the defendant on a felony charge, can be the most dangerous situation in a courtroom.
   3. The bailiff should notify their supervisor of any specific cases that may require additional security.
b) CPC section 992 [1] requires that all persons being arraigned on felony charges must be fingerprinted.

10006.11 - In-Custody / Out of Custody Defendants

a) In Custody Defendants:

1. In custody defendants shall normally be seated next to their attorney.
    1. They shall use a chair without wheels and should be secured whenever possible; (Secured generally means being handcuffed to the rear or in waist restraints, when permitted by the court).
    2. In the event the defense attorney makes a motion to remove the handcuffs, it is up to the bailiff, with the assistance of the prosecutor, to show cause why the defendant should remain handcuffed during the hearing.
    3. If the judge makes an order to remove the handcuffs, the bailiff shall comply with the order.
2. In custody defendants have a right to make notes.
    1. Any materials given to the defendant by defense counsel shall first be given to the bailiff for a visual inspection.
    2. Attorneys may only give their clients a business card or court related documents, no other items or notes may be passed directly between an in custody defendant and an attorney.
    3. Attorneys shall be advised of potential weapons at counsel table when they are dealing with custodies.
    4. Remove all paperclips, staples, etc. from materials before they are given to custodies.

b) Out of Custody Defendants:
1. While out of custody defendants do not pose the potential problems that an in custody defendant does, they may still create a problem by having large numbers of supporting friends.
2. If the defendant, the defendant's relatives or friends of the defendant inform a bailiff that someone is trying to intimidate a witness, the prosecutor shall be immediately informed.
    1. Necessary action may be taken by the investigating officer or the bailiff.

10006.12 - Defendant Remands

Court Remands

When a defendant is "remanded to the custody of the Sheriff," he or she is deemed to be in our custody from the point these words are spoken by the Judge.

Custody

a) The Court Deputy will immediately place the defendant in handcuffs and perform a pat down search for weapons and contraband.
    1. If a Prowler Deputy is present, he/she will perform these tasks and the Court Deputy will maintain the normal course of business in the Court.

Processing

Processing the remand will be as follows:

a) The Deputy will fill out the Booking Sheet, Request for Classification Form, Medical Health Questionnaire Form and ask the remanded inmate the following questions prior to escorting the remanded inmate to detention.
    1. Are you sick or injured?
    2. Have you ever attempted suicide or do you feel suicidal at this time?
    3. Are you currently taking any medications?
    4. Do you have any health problems?

5. Gang affiliation for segregation classification purposes
6. Are you a custodial parent?
7. Are you currently seeing a mental health professional?

b) All the responses made by the remand to the questioning will be documented on the Field Information Sheet.

Property

a) Upon taking a remand into custody the bailiff may ask the remand if he or she would like to give someone in the audience some or all of his/her cash or personal property. If the remand declines, or there is no one readily available to receive the cash or property the following procedure will be adhered to:

b) The Deputy will count all money and verify the amount with the remanded inmate.

c) The Deputy will write the amount collected on the Property Inventory Receipt Form and then sign the form in the appropriate section.

1. The property inventory form along with the remands property will be brought to the detention holding area.
2. Money in excess of 500.00 dollars will be counted by the Detention Sergeant, and a cash count sheet will be filled out.
3. The Deputy will place the money in a clear bag. This will be a smaller bag placed inside the larger property bag.
4. For additional information refer to CCOM Section 3000.4(d).

d) All other property will be placed into a separate (larger) Detention Property bag and be sealed. The Deputy will write the remanded inmate's name, date of birth, and charges listed on the front.

1. A Property receipt will be attached to the remanded inmate's property.
2. The Deputy will write the word Transportation in the Money/Property Transfer Record section indicating the bag/bags were picked up along with the remanded inmate by Sheriff's Transportation.
3. This process requires the use of two separate bags. The purpose is that when the property arrives at the jail, the outer bag can be opened to log and deposit money while keeping the integrity of the property bag secure.
4. In the event that property is collected that won't fit in a property bag, the Deputy will attempt to locate a relative or friend in the audience that the oversized/excess property may be turned over to.
5. If a friend or relative cannot be found, the Deputy will log the property on a safe keeping report and book the property into the Property and Evidence Lockers at the Sheriff's Department.

e) Remanded Inmates from the Court will not be housed with jail inmates if at all possible as they have not been thoroughly processed into the jail system. As soon as possible, the remanded inmate will be transported to the Intake Release Center for booking.

Releasing Personal Property

See CCOM Section 11002.7.

Communicable Diseases

In any case in which a communicable disease is suspected by the arresting Deputy, the remanded inmate shall be segregated from the general population until a qualified medical evaluation can be made.

a) Any remanded inmate that appears to be suffering any type of communicable disease will be segregated from other inmates.
    1. The remanded inmate will be immediately taken to the Intake Release Center for booking so they may be screened by medical staff who will evaluate their needs in accordance with Sec. 1206.5 of Title 15, and CCOM Section 2108.
b) Any remanded inmate that appears to be suffering any type of mental disorder will be segregated from other inmates.
    1. Remanded inmates who appear to be a danger to themselves or others, or who display violent and bizarre behavior will be immediately taken to the Intake Release Center for booking so they can be placed in an observation cell pending an evaluation by Mental Health staff.

10007 – Evidence and Exhibits

10007.1 - Weapons

Weapons Brought to the Court as Evidence

a) All persons bringing weapons as evidence into a Justice Center shall advise the Weapons Screening Deputy/SSO of the type of weapon and the courtroom the weapon will be brought to.
    1. Sworn personnel will be directed to the appropriate courtroom.
    2. Non-sworn personnel will be escorted to the appropriate courtroom.
b) Firearms introduced as evidence shall be inspected and rendered SAFE before the start of any proceedings.
    1. Gun locks or plastic/nylon tie wraps shall be used.
    2. Ammunition shall be removed and secured in an envelope and kept separate from the firearms.
    3. All firearms, ammunition, and magazines shall be secured.
c) If a gunlock is not available and a plastic/nylon tie wrap must be used to secure a revolver, leave the cylinder open.
    1. The plastic/nylon tie wraps shall be inserted through a cylinder hole and the trigger guard.
    2. The tie wrap shall then be secured thereby immobilizing the cylinder.
d) Semi-automatic pistols shall have the magazines removed; slide opened and locked, with the safety on.
    1. Ammunition shall be removed from the magazine and chamber.
    2. If using a plastic/nylon tie wrap to secure the weapon, it shall be inserted through the barrel.
    3. The tie wrap shall then be secured preventing the insertion of ammunition into the chamber and restricting the forward movement of the slide.
e) Rifles and shotguns shall have all bolts, blocks, slides, and breeches open with the safety on.
    1. The plastic/nylon tie wrap, if used, shall be wrapped around the frame and through both the ejector and loading ports.
    2. The tie wrap shall then be secured thereby preventing the forward movement of the slide.

f) Any questions or problems regarding the rendering of any firearms SAFE shall be referred to a court sergeant.
    1. Court sergeants shall ensure that an ample supply of gunlocks and/or plastic/nylon tie wraps are on hand at all times.
g) At the beginning of each continued session where firearms have been introduced as evidence, the firearm(s) shall once again be inspected, rendered SAFE and secured.
    1. Any other weapons in evidence, i.e., knives, clubs, etc., shall be kept secured.

10007.2 - Narcotics

a) Narcotics are normally secured in sealed evidence envelopes.
    1. In the event that a witness opens the envelope, the bailiff should ensure that the contents are kept intact and returned to the envelope after examination.
b) Substances that have a powder texture should not be opened in court.
    1. The judge will normally direct the prosecutor not to open the package, but to rely on the laboratory report regarding the contents.

10007.3 - Hazardous Materials

a) In the interest of public safety, no exhibit designated as hazardous waste material shall be permitted in any courtroom.
    1. All controlled substances as defined in section 11007 of the California Health and Safety Code are hazardous waste material.
    2. However, the court will accept color photographs of the object or substance in lieu thereof.
b) Counsel wishing to examine any such object or substance shall do so prior to the commencement of any courtroom proceeding.
c) Pursuant to PC section 1417.3(b) [1] and upon finding of good cause, certain toxic materials may be brought into a courtroom and introduced into evidence provided that they remain in a sealed condition at all times.
d) Unless otherwise ordered by the court, the person bringing the evidence in the courtroom shall retain it and shall be responsible for the storage of the evidence and for the substitution of a photograph, if required.

10007.4 - Handling Evidence and Exhibits

a) Items that are marked for identification and/or admitted by the judge as exhibits or evidence become part of the court's case record.
    1. Some items may be returned to the party who initially offered them, but may require a stipulation by both parties and an acceptance of the stipulation by the judge.
b) The bailiff should be aware of the exhibits used in a trial, and when it is necessary for the jury to view them shall hand them to the jury and retrieve them as directed.
c) All weapons to be handled in the courtroom shall be inspected by the bailiff before the judge takes the bench, and placed in areas inaccessible to defendants or witnesses.
d) Depending on the nature of the evidence for a given trial, it may be necessary for the bailiff to escort the court clerk to and from the evidence locker.
e) Storage and security of evidence is the responsibility of the court and not the Bailiff.
f) Bailiffs should not secure evidence or exhibits in their desk or file cabinets.

g) During the viewing of physical evidence offered during a jury trial, the bailiff must be present in the jury room.
    1. The bailiff must instruct the jury not to discuss the case and/or evidence in the bailiff's presence.

10008 - Trials

10008.1 - Bailiff Responsibilities

It is very important for the bailiff to discuss procedures with the judge in order to coordinate and be well prepared for the coming trial, some of these procedures should include:

a) The seating and handling of the jury.
b) The seating and handling of the defendant.
c) The seating and handling of spectators.
d) Any security problems.
e) The handling of evidence (weapons & narcotics).
f) Generally, any other problems that may arise during the trial.
g) The courtroom is a public place, and the bailiff's authority is limited. It may be necessary for the judge to issue a special court order to assist in controlling the activity in the courtroom.

10008.2 - Bailiff Misconduct during Trials

Bailiffs are among the most visible participants in a court proceeding. Everything a bailiff says and does represents the Sheriff and the Court, nothing less than an absolutely neutral and impartial position will be accepted. Extreme caution must be taken to avoid even the slightest perception of favoring one side or the other.

a) New trials have been granted upon motion by the defendant where it has been shown that the bailiff has, by conduct, demeanor, or statements in the presence of the jury, expressed an opinion of what verdict the jury should reach.
b) Failing to keep the jury together as charged by the oath given to the bailiff has been grounds for a new trial.
c) Misconduct could result in contempt of court charges against the bailiff as well as disciplinary action by the Sheriff's Department.

10008.3 - Trial Proceedings

Criminal Trial Proceedings

a) After the jury has been impaneled and sworn, the trial must proceed in the following order, unless otherwise directed by the court.
    1. Prior to taking of testimony, the bailiff should be familiar with the evidence in the case.
b) The bailiff shall provide jurors with notebooks and pencils and instruct them that the notes will remain in the courtroom at all times.
    1. These materials are to be secured by the bailiff at the end of each day.
    2. Jurors' notes are confidential and shall not be read.
c) The Deputy District Attorney, or other counsel for the people, must open the case and offer evidence in support of the charge.
d) The defense counsel may then open the defense and offer evidence in support of their client(s).

e) The parties may then offer rebutting testimony, unless the court permits them to offer new evidence.
f) When a witness is called to testify, the bailiff shall direct the person to come forward and be sworn, after which the bailiff will direct the person to the witness stand and adjust the microphone. The bailiff shall make sure that no witness is chewing gum or tobacco when they take the witness stand.
g) When the evidence is concluded the District Attorney, or other counsel for the people, and counsel for the defendant may argue the case to the court and jury. The District Attorney opens and closes final argument. This is avoided if the case is submitted without argument.

Court Trials

a) A court trial is heard when the defendant or litigant has waived their right to a jury trial, thus enabling the judge to hear all the evidence in the case and make a decision based on the witnesses testimony.
    1. Court trials are also used in most minor traffic infractions.
b) The order of trial is very similar to that of the jury trial. First the prosecutor or the traffic officer presents their case.
    1. The defendant then has the opportunity to cross-examine any witnesses.
    2. After the prosecution has completed their case, the defense has the opportunity to present witnesses.
    3. At this time the prosecutor has the opportunity to cross-examine the defense witnesses.
c) After both sides have completed their testimony, they have a final chance to present a summary of their individual cases to the judge for determination.
d) After the judge makes a finding of guilty or not guilty, the bailiff should be prepared to proceed if the defendant is to be remanded to custody.
    1. Bailiffs should keep in mind that although a court trial is usually a very simple matter, it may become very volatile.
    2. This is especially true in traffic matters where there is a matter of difference between the violator and the traffic officer.
    3. The key is to maintain control of your courtroom and all persons who are appearing.

Civil Trial Proceedings

a) When the jury has been sworn, the trial must proceed in the following order, unless the court, for special reasons, directs otherwise:
    1. The plaintiff (petitioner), after stating the issue(s) may produce evidence.
    2. The defendant (respondent) may then open the defense and offer evidence in support thereof.
    3. The parties may then respectively offer rebutting evidence only, unless the court, for good reason in the furtherance of justice, permits them to offer evidence upon their original case.
    4. When the evidence is concluded, unless the case is submitted to the jury on either side or on both sides without argument, the plaintiff must commence and may conclude the argument.
    5. In trials where several defendants are represented by different counsel, the court must determine their relative order in the presentation of evidence and argument phases.

10008.4 - High Risk Trials

High Risk Trials

Trials that require an increased security presence, special security preparations and/or the use of security screening devices are usually referred to as “high risk trials”.

Guidelines for High Risk Trials

The following guidelines have been developed to assist bailiff and supervisory personnel during the pre-planning and execution stages of those events:

Define known problems particular to the case

a) Inmates/ Defendants
b) How many defendants / witnesses are there (In and out of custody?)
c) What is their gang / organization affiliation and prior history?
d) Are they violent / non-violent?
e) Will they be shackled or unshackled?
f) Are they pro per, or does counsel represent them

Gallery

a) What is the number of seats available for the public?
b) How should the seats be partitioned for witnesses and supporters of the defendant(s)
c) Should the seats be numbered and assigned
d) Is it appropriate to put the press in the front row?
e) Will it be necessary to provide a deputy to monitor the gallery?

Community Interest

a) Is this a high interest trial in the community?
b) Is the community hostile to, or supportive of, the defendant?
c) Are there “special interest” groups involved? If so, who are they and what is their background

The Press

a) Will cameras be allowed in the courtroom? If so, where is the most secure place for them? If not, do we need a separate press area in or outside of the Justice Center?
b) Will audio recording devices be allowed in the courtroom?
c) Will there be a limit on the number of reporters allowed in the courtroom?
d) Is it possible to create a special section for press seating?
e) Should we provide a liaison officer for the press?

Conduct a pre-event meeting, request the following people be in attendance

a) Trial Judge
b) Prosecutor
c) Defense attorney(s)
d) Sheriff Incident Commander

Discuss the following

a) Whether the inmate(s) will be shackled / unshackled
b) The incident “Incident Action Plan”, including:
    1. The responsibilities of court participants
    2. The point at which contingency plans will be implemented
    3. Proposed security measures designed specifically for the safety / control of the defendant(s)

4. Proposed security measures designed specifically for the safety/control of the gallery and other court participants (magnetometers, searching, entry ropes, restricted seating, etc.)
5. Media coverage, including the number of reporters, cameras, recorders, etc. allowed in the court

c) Witnesses, including recommendations for their handling (both custody and non-custody) and transportation
d) The issuance of a court order granting permission for all or part of the above (offer to generate the order for the judge's signature)

NOTE For additional information see CCOM section 10005.5 High Profile / High Risk Trials and Defendants

10009 – Juries

10009.1 - Jury Selection

Jury Panel Selection

a) Once the courtroom is prepared and the trial is ready to begin, the clerk will call for a panel of jurors. The panel will be sent from the Jury Assembly Room and each panel will vary in number depending on the judge's evaluation of that particular case.
b) Prior to the arrival of the prospective jury panel, the bailiff shall reserve seats in the courtroom to accommodate the panel. Spectators will be directed to sit on one side of the courtroom so the jury panel can be kept together.
c) When the jurors first arrive, one juror will have an envelope containing a random list with the names of each juror in the panel. This envelope shall be given to the clerk.
d) The bailiff shall, prior to the judge taking the bench, ascertain if the jury panel is complete and instruct them on how to enter the jury box.
e) The defendant shall be present during these and all other proceedings of trial unless otherwise ordered by the court.
f) The court clerk will call twelve or more names from the panel of prospective jurors from the list. Each prospective juror will be assigned a seat in the jury box in the order in which their names were drawn. The clerk will continue to call names from the panel to replace any juror excused from the original twelve prospective jurors drawn.

Examination of Jurors

a) The judge will examine the prospective jurors in an attempt to select a fair and impartial jury. The judge will then permit reasonable examination of jurors by counsel for the people and counsel for the defendant. This is also known as "Voir dire."
b) Once a juror is challenged and excused, the judge will instruct the juror to return to the Jury Assembly Room.
c) Once the panel is selected and is accepted by both the court and the parties to the litigation, the clerk will swear-in the jury to try the case before the court. The remaining jurors may then be excused to return to the jury assembly room.

Alternate Jurors

a) Alternate jurors are often selected to sit with the jury. Throughout the trial, up to the time of deliberation, the alternates are treated the same and are subject to the same rules as are the members of the regular jury panel.
b) Alternate jurors are seated as closely as possible to the regular jury panel. Care should be taken to insure that they are in a position to observe the entire proceedings. Should a member of the

regular panel become ill or unable to finish the case, the alternate juror will be appointed by the court to take the excused member's place in the jury box.

c) The alternate jurors receive the same instructions as the regular jurors, but only the regular jurors go into the jury deliberation room to decide the case.

d) Until otherwise instructed by the court, the bailiff shall not speak to alternate jurors or allow anyone else to speak to them upon any matter connected with the case except by order of the court. Absent an order from the court to the contrary, any time the jury is brought back into the courtroom during their deliberations, the alternate jurors must also be present.

10009.2 - Courtroom Procedures for Jurors

a) At the first opportunity, the bailiff shall instruct the jury on the rules and procedures of that court.

b) The bailiff shall instruct the jury when to enter the courtroom upon reporting, at recesses and upon adjourning. An emergency telephone number is usually provided to prospective jurors by the Jury Commissioner's Office. The Jury Commissioner's Office phone number or the courtroom telephone number should be made available to the jury for notifying the court if for any reason they will be reporting late or unable to report at all.

10009.3 - Court Recesses

a) When court recesses during the course of a trial, normally everyone is to remain seated until the judge and jurors leave the courtroom. Defendants in custody shall be returned to the holding area or cell after the jurors have been directed to the jury room.

b) Before court is to reconvene, the bailiff shall return the in-custody defendant to the courtroom. The judge shall then be informed when all parties are ready to resume.

c) The jury must also, at each adjournment of the court, be admonished by the court that it is their duty not to converse among themselves or with anyone else on any subject connected with the trial, nor to form or express any opinion thereon until the cause is finally submitted to them Penal Code Section 1121 [1].

10009.4 - Jury Instructions

a) When the attorneys have made their final argument and the case is concluded, the judge will then instruct the jury.

b) The bailiff shall post a notice on the outside of the courtroom door, stating: "No Admittance, Jury Being Instructed." While the instructions are being given, no one is permitted to enter or leave the courtroom, unless otherwise directed by the judge.

c) At the completion of the instructions to the jury, the bailiff shall stand with right hand raised and be sworn by the Clerk of the Court to take charge of the jury.

10009.5 - Jury Deliberations

a) After being sworn to take charge of the jury, the bailiff will escort the jury to the jury deliberation room and make sure that necessary articles are furnished to them, such as pencils, paper, etc., and see that all facilities are in order.

b) The jury shall be secured in the jury room. The bailiff shall explain the use of the alarm panel or other signaling device to the jury and remain available during their deliberation to respond to the needs of the jury. If the jury room is locked, the bailiff shall be available with the key in the event of an emergency.

c) If it becomes necessary for the bailiff to assume other duties which will limit his ability to respond to a jury's call, a bailiff in an adjacent court may be sworn to handle the jury's needs.
d) "Upon retiring for deliberation, the jury may take with them all papers (except depositions) which have been received as evidence...." (California Penal Code section 113 [1]). The bailiff shall be responsible for placing exhibits into the jury room; this policy does not apply to physical evidence. For physical evidence instructions see CCOM policy 10007.4
e) When the jury leaves the jury room while deliberations are ongoing, the bailiff shall secure the jury room and its contents.

Bailiff Summoned by Jury

a) The bailiff, when summoned to the jury room by signal or alarm, shall knock before entering. When granted permission, the bailiff may enter and inquire of the reason for being summoned.
b) Any questions regarding the case shall be relayed to the judge in written form and signed by the foreperson of the jury. The bailiff shall not inform anyone except the judge of the inquiry or message from the jury except upon order of the court
c) After the jury has retired for deliberation, if there is any disagreement between them as to the testimony, if they desire to be informed on any point of law arising in the case, or request to view any evidence that was not taken into the jury room, they must summon the bailiff using the alarm panel or other signaling device, and inform the judge in writing of their request.

10009.6 - Verdict Reached by Jury

a) When the jury has agreed upon its verdict, they must be brought into court by the bailiff having charge of them.
    1. When the jury appears, the judge will ask if they have agreed upon a verdict.
    2. If the foreperson answers in the affirmative, the judge will instruct the jury foreperson to hand the verdict forms to the bailiff.
    3. The bailiff will then take all the verdict forms from the foreperson, without looking at them, and hand them to the judge.
b) After the courtroom clerk has read the verdict, the judge will discharge the jury. The defendant will remain seated until all jurors have left the courtroom, then the judge will finalize the proceedings on the record.

10009.7 - Juror Illness or Injury

a) If a juror becomes ill or is injured and paramedics or an ambulance are needed, the bailiff shall immediately activate the procedures for a medical emergency.
    1. The judge shall be informed of the extent of the illness or injury as soon as possible.
    2. The jury commissioner shall also be informed.
    3. If the juror is to be taken by ambulance to a hospital, the judge may request that a deputy accompany the juror.
    4. The bailiff shall prepare a report and submit it to their supervisor as soon as possible.
b) Jurors, whether impaneled or not, are classified as county employees. Report all juror injuries to the appropriate Jury Commissioner who will fill out the necessary reports for Industrial Injury.
c) The Jury Commissioner shall be called even if the juror declines medical treatment. In all cases where the bailiff has personal knowledge of the injury, the bailiff shall assist the Jury Commissioner in preparing the injury report.

10010 – Court Hearings

10010.1 - Court Hearings - Overview

Hearings take on many forms and situations in a courtroom. They may be a simple small claims hearing to a more serious sentencing hearing where an individual may be going to jail. The bailiff should be aware that all court proceedings have a potential for a violent outbreak.

Probation and Sentencing Hearings

a) This type of hearing is usually held after a defendant has been found guilty of committing the crime alleged by the prosecutor.
b) At the conclusion of the trial, the judge will normally request a report from the Probation Department to ascertain recommendations for sentencing.
c) When the defendant is called before the judge, if the defendant is on bail, the judge should alert the bailiff if the sentence includes a commitment to a jail facility.
    1. In this instance, the bailiff should be in a position that will block any effort by the defendant to leave the courtroom.
d) Immediately on sentencing to a jail term, the bailiff shall remove the defendant from the courtroom and immediately conduct a pat down search for weapons and contraband. For additional information on remand procedures refer to CCOM Section 10006.12
e) Defendants who are already in custody should be returned to the court holding facility for transportation back to county jail.
f) When the defendant is on bail and is released on probation without a jail sentence, the bailiff will give the defendant a copy of the terms and conditions of probation, prepared by the clerk, and release the defendant from the court.
g) In custody defendants shall not be released from the courtroom; they shall be returned to the jail for processing.

Order to Show Cause

a) An order to show cause hearing may involve a contempt matter, restraining order or a motion by an attorney to have evidence produced, etc. Since there are many types of order to show cause matters, it is imperative that a bailiff, in a courtroom that hears these types of orders, be familiar with the proceedings.
b) Restraining order hearings may involve domestic violence, harassment, and child custody or divorce hearings. All of these hearings are potentially violent. A bailiff must be aware of all persons in the courtroom and not be distracted by outside influences.

Family Law

a) Matters in this type of hearing usually involve separation, divorce, or order to show cause matters involving families. The very nature of this court involves conflict between two parties. This can create situations that will be volatile.
b) Bailiffs should be knowledgeable and vigilant of any situations of violence against either party. This knowledge can prevent a violent outbreak in court.

10010.2 - Mental Health Hearings

a) The Superior Court designates and conducts examinations and hearings for the purpose of determining a defendant's state of mental health.
b) Persons alleged to be mentally ill and who have had petitions filed on their behalf, or have had proceedings suspended in the Superior Court regarding the person's competency to stand trial

on felony criminal charges appear in these courts. Narcotic commitments to the California Rehabilitation Center, (CRC) are also heard in this court.

c) A bailiff assigned to the Mental Health Court performs a variety of duties, as follows:
    1. Prisoners held in the county jail who are involved in cases being heard in mental health cases shall be ordered for court by the bailiff on the Transportation Order form. Custodies may also be brought in from outside sources such as county, state or contract hospitals.
    2. The bailiff will escort the prisoners from the holding area. In the courtroom, the bailiff shall be as attentive as possible to the patient who appears for a hearing. Every measure of assurance should be given the patient during the proceedings. If the patient displays violent or erratic behavior, it is the duty of the bailiff to control the patient and call for assistance. Because of the type of individual in these hearings, the bailiff will generally be stationed directly behind the patient during such hearings.
d) "Bedside Court Hearings" may be conducted in the wards of the Psychiatric Unit, at County Mental Health, or at any state or county institution or any place so designated by the court. Many patients are not ambulatory due to their state of physical or mental health. These bedside hearings are lawful court sessions. Therefore, the bailiff shall abide by the rules of courtroom procedure in maintaining order and preserving the dignity of the court.

10011 – Juvenile Court

10011.1 - Juvenile Court - Overview

a) Juvenile Court proceedings require special handling due to the emotional involvement of the families of the juveniles appearing before the court.
    1. Some juveniles require extremely close supervision; particularly the older minors, who may, at any time, require physical restraint or special handling.
b) Bailiffs assigned to the Juvenile Court must be acutely alert and responsive to the needs of the court.

10011.2 - Public and Media Access

a) The Juvenile Court is statutorily responsible for protecting the confidentiality of juvenile court records and its proceedings. Of utmost confidentiality are the identities of minors under, or about to come under, its jurisdiction.
b) The Juvenile Court's duty to safeguard the confidentiality of a minor's contact with the judicial system is essential to facilitating and promoting the court's goals of treatment, rehabilitation, and protection from public scandal, curiosity and humiliation.
c) Bailiffs shall adhere to the requirements for the confidentiality of Juvenile Court proceedings. Any deviation to this requirement shall be done only by court order.
d) The media shall not directly contact a minor, the minor's family members, any juvenile detention facility, or any court ordered juvenile placement facility.

Note For additional information refer to CCOM Section 10003.7

10011.3 - Juvenile Court Procedures

Juvenile Court Calendar

a) The general public shall not view the court calendar in order to preserve the confidentiality of the proceedings.
b) Each bailiff assigned to a specific courtroom shall check the daily court calendar to be sure that all juveniles and in-custody adults scheduled to appear are present and, if not, alert the

Detention Guard Station Deputies that a party is missing so that the matter can receive immediate attention and the court be given an adequate explanation.

c) The Court Officer (Department of Social Services for Dependency matters and Department of Probation for Delinquency matters) shall ordinarily check to see which cases have all the necessary witnesses, parents, attorneys, etc., present so that priority can be given those cases where all concerned parties are assembled. If it is necessary to page participants in a juvenile proceeding in the public hallway, call out the case name using only the first name and last initial of the involved juvenile.

Juvenile Court Hearings

Bailiffs assigned to regular Juvenile Court hearings shall follow the general procedures as outlined below:

a) As in detention hearings, cases are given priority when all the parties concerned are present.

b) When a case is called, the bailiff shall notify persons having business with the court in regard to that case, direct them to the hearing room, and instruct them to be seated in a manner so as to provide the most security for the court until they are sworn.

c) If in custody, the bailiff shall escort the ward of the court from the detention corridor into the hearing room, maintaining custody of the juvenile during the hearing.

d) If an adult witness or adult defendant in a juvenile case is in custody in the county jail, the witness or defendant is ordered on an "Order to Produce" signed by the judge. This order is forwarded by the bailiff to the jail where the adult's name will be placed on the court list of prisoners for the date of the hearing.
   1. The prisoner is transported to the court by Sheriff's Transportation and turned over to the bailiffs for placing in the court holding facilities that are separate from the juveniles.
   2. The witness or defendant shall be brought into the hearing room by the bailiff when the case is called and returned to the holding facility at the conclusion of the hearing to await transportation back to the county jail.
   3. The witness or defendant should remain handcuffed or in waist restraints while appearing in court.

e) At the conclusion of a hearing, the juvenile involved is returned to the custody corridor for return to Juvenile Hall.
   1. Juveniles who had not been in custody, but are now remanded or ordered detained by the court, are taken to the custody corridor and relieved of personal property by the bailiff.
   2. The minor and his/her property shall be delivered to the Juvenile Hall ADPO.
   3. The bailiff shall notify the Juvenile Hall ADPO of the disposition of each case and provide a release or detaining order to cover each juvenile that is returned.

f) Juveniles remanded to custody are searched and placed in the holding facility by the bailiff. They are to be placed in a detention area separate from any adult prisoners. If a juvenile is ordered to be tried as an adult, the juvenile is still to be placed in a detention area separate from any adult prisoners.

g) When an individual in Juvenile Court, for any reason, is remanded to custody as an adult, they shall be processed as a regular adult court commit.

NOTE: Parents or guardians of juveniles in custody are afforded visiting privileges with the juveniles at Juvenile Hall after the hearing, if so ordered by the court, under the supervision of the Juvenile Hall staff.

Policy 11000 - Court Detention Procedures

11001 – Court Operations Detention System

11001.1 - Court Detention System

a) Local Detention System

1. The Orange County Sheriff's Department operates a local detention system with court holding facilities located at each courthouse.
   i. Inmates are received from Juvenile Hall, County and City Jails.
   ii. New bookings are received from local law enforcement agencies, the Sheriff's Department, Juvenile Hall and the Courts.
2. At the end of each day, all inmates and new bookings are transported to the County Jail and Juvenile Hall by Sheriff's Transportation.

b) Court Facility Detention Locations

Justice Center	Address	Phone
North Justice Center	1275 N. Berkeley Ave. Fullerton	(714) 773-4525
West Justice Center	8141 13th St Westminster	(714) 896-7244
Central Justice Center	700 Civic Center Dr. West Santa Ana	(714) 834-6173
Lamoreaux Justice Center	341 City Dr. Orange	(714) 935-7560
Harbor Justice Center	4601 Jamboree Blvd. Newport Beach	(949) 476-4830

11001.2 - Forms, Records and Reports

a) Forms
1. The Sheriff or the Sheriff's designee shall determine which forms are authorized for use at each facility. The Detention Supervisor shall determine the proper storage location for the forms.

b) Records
1. A detention records system shall be maintained at each facility. The system shall include the following:
   i. Daily Detention File: The Daily Detention File contains records such as Activity Reports, Court Lists, Medication Records, Court Orders, Property & Telephone Call Records, Pre Booking Records, Reports and Memos. These files will be identified by date and stored in chronological order.
   ii. Monthly Inspection File: The Monthly Inspection File contains inspection records for all forms, supplies and equipment including fire suppression equipment. This file will be identified by year and stored with other detention records of the same year.
   iii. Monthly Reception File: The Monthly Reception File contains records of the number of inmates and new bookings received at a facility. Each monthly record will be categorized by date, the booking or transporting category (Sheriff, or Police) and the gender of the inmate. This file will be identified by year and stored with other detention records of the same year. A copy of each monthly record shall also be submitted to the justice center lieutenant at the end of each month.
   NOTE: All detention records shall be maintained at the facility for a period of two (2) years.

c) Reports

1. A report shall be prepared on all incidents that result in physical harm, or serious threat of physical harm, to an employee or inmate of a detention facility or other person. Such reports shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence. Such reports shall be prepared and submitted to the justice center sergeant by the end of his/her shift unless authorized by the sergeant to submit it at a later time.
2. A report shall also be prepared on other incidents such as medical emergencies, violation of jail rules, inadvertent releases, use of force, use of defensive weapons, the taking of hostages, disturbances, escapes and inmate deaths.
3. The report format used (Jail Incident, Casualty, Initial Crime Report or Follow Up) will depend on the circumstances and, in most cases, be governed by departmental rules, regulations, procedures and memorandums.
4. A copy of each report shall be included in the Daily Detention File; the original and other copies will be distributed as required.

11002 – Detention Operations

11002.1 - Receiving City Jail Inmates

a) Receiving City Jail Inmates

1. The Sheriff's Department will receive inmates, for arraignment, from those cities operating Type I Local Detention Facilities, up to the maximum capacity of the Sheriff's court holding detention facility.
2. Inmate Searches - A search of all inmates shall be conducted upon their arrival.
3. Personal Property – See CCOM Section 10006.12 (Defendant Remands) for additional information.
4. No Smoking Policy - Smoking is strictly prohibited under Orange County Codified Ordinance 4-7
5. Inmate Clothing - City jail inmates shall be dressed appropriately for court. A top (shirt, T-shirt, blouse, sweater or sweatshirt), a bottom (pants, shorts, skirt or dress) and footwear are required; disposable paper clothing is also permitted. If the inmate lacks suitable clothing, a disposable paper jumpsuit or other available clothing will be provided by the detention deputy.
6. Medical Screening – See CCOM Section 10006.12 (Defendant Remands) for additional information.
    i. If a deputy observes a city jail inmate who seems too sick to appear in court or who is in need of medical attention, the deputy shall contact the Detention Sergeant to make a determination as to accepting or refusing the inmate.
7. Communicable Diseases See CCOM Section 10006.12 (Defendant Remands) for additional information.

b) Court List

1. City jails shall prepare a court list similar to the county jail court list. The court list shall contain information such as the name of each inmate including also known as (aka's), the number of personal property bags for each inmate, the date the inmate was booked at the city jail, the charges including additional warrants and holds, the case and warrant numbers, the gender of the inmate and classification notes. City jail transportation officers shall deliver a copy of the list to the facility and other court offices as required. (Does not apply to inmates from the Santa Ana Police Department).

c) OCJ Pre-Booking Form

1. A county jail Pre Booking Form shall be prepared for each inmate, by the city jail, prior to transporting the inmate to the facility. If the inmate was arrested on an out-of-county warrant, a written document advising the inmate as required by 821-822 CPC (1) must be attached to the Pre-Booking Record. The case/warrant number, bail amount and charge blocks will be left blank; the detention deputy will complete these blocks later to coincide with the remanding order, commitment order or any remaining warrant. (Does not apply to inmates from the Santa Ana Police Department).

11002.2 - Opening Facilities

a) Opening Facilities and Daily Inspections

Detention Deputies shall perform the following tasks prior to receiving inmates and new bookings:

1. Obtain the correct key set(s).
2. Turn on all lights, control panels and video equipment and test for operation.
3. Perform a functional check of all cell doors.
4. Ensure that the facility has been properly cleaned and the lighting, plumbing, and ventilation equipment is in working order.
5. Conduct a thorough inspection of all cells, security tunnels, stairways, elevators and other areas accessible to inmates.
    i. The inspection shall include a search for weapons, contraband and hazards.
    ii. In addition, ensure that all vents and access panels are secure.
6. Prepare restraints, defensive weapons, metal detectors and other safety equipment as required.
7. Perform a functional check of all telephones, intercoms and radios.
8. Set out toilet paper, sanitary napkins, pencils and court related forms.
9. Obtain, prepare and distribute city and county jail court lists as required.
10. Perform a functional check of all guard station doors.
11. Unsanitary or unsafe conditions and any contraband or weapons found shall be reported immediately to the Detention Sergeant.
12. The results of the daily inspection including unsanitary, unsafe conditions, contraband or weapons found will be documented on the Facility Log and reported to the Detention Sergeant.

11002.3 - Receiving County Inmates

a) Receiving County Inmates

1. The Sheriff's court holding detention facilities will receive inmates, for arraignment and other court appearances, from the county jail system. Inmates will be separated according to their classification ~~(J 119)~~ as defined in the CCOM. Inmates who are brought to court segregated shall remain so segregated until returned to the county jail.
2. Inmate Clothing - The majority of county jail inmates will be dressed in jail issued clothing. Inmates scheduled for trial are usually dressed in civilian clothing at the jail prior to coming to court. Mixing of jail issued clothing and civilian clothing is not permitted. Inmates shall be returned to the jail wearing the same clothing they arrived in.
3. Transportation List - The court transportation list is available through the Sheriff's Data System (SDS) and can be retrieved from designated computer terminals at each justice center. The court list contains information such as the name of each inmate including Aka's, the inmate's housing location and booking number, the date the inmate was booked at the county jail, the case and warrant numbers, the reason for appearance, the gender of the inmate and classification cautionary codes.
4. Inmate Searches and Control of Contraband - A morning search of all inmates shall be conducted before the inmates are placed into their holding cells.
    i. Staff will maintain the health and safety of inmates and staff, as well as the security of the Justice Centers by searching inmates to restrict the introduction, possession, and distribution of contraband substances and objects. Searches will be conducted in accordance with CCOM Section Policy 1710.
    ii. Strip/Visual Body Cavity Searches will not be conducted within the Justice Centers.
        A. In the event an inmate needs to be stripped searched the Detention Sergeant will be notified and the inmate will be transported immediately to the IRC for processing.
5. Staff conducting a Pat-Down search will be the same gender as the inmate being searched. This restriction may only be overridden:

i. In exigent circumstances
ii. Under the direct supervision of a Sergeant
iii. At the direction of the Facility Lieutenant
iv. Gender Restrictions - Staff conducting a cross gender body search must document the search in an information, jail incident, or crime report as appropriate. The report will include the circumstances which necessitated the cross gender search and the name of the authorizing supervisor.

6. Inmates going to court will not take books, combs, commissary items, etc. without a court order. Inmates may take court papers that pertain to their case or other documents requested by the court (e.g. classroom certificates to show completion of courses ordered by the judge) and authorized self-carry medications with approved documentation. Pro per inmates are authorized to bring with them required legal books, documents or papers necessary for their court action, or as may be specifically ordered by the Court.
    i. If an inmate is found to be in possession of personal property or contraband that violates the law or a jail rule, a supervisor will be notified and the appropriate reports submitted. The item(s) will be processed in accordance with departmental policy.
7. Inmates from the Theo Lacy Facility may arrive with jail issued jackets; these inmates will be allowed to retain them while at court.
8. Inmates with disabilities may arrive with an assistive device, such as a cane, crutch, walker, wheelchair, etc. Unless a Supervisor determines and documents, based on an individualized assessment, that the said device constitutes an immediate risk of bodily harm to inmates, staff or threatens the security of the facility, the inmate shall be allowed to retain the device. If there is a security issue with a specific device (e.g. metal tipped cane), the inmate will be provided a County-approved substitute device. These inmates will be permitted to possess their assistive device in a temporary holding cell at all times.
9. Deputies shall check the restraints on those inmates who have been identified as dangerous or escape risks to ensure they are secure.
10. Email shall be checked at 0930 hours to account for CJ1 Transfers. If an inmate to be transferred cannot be housed at the Justice Centers, Transportation or Court Transfer can be notified to not transport the inmate until sufficient space is available

b) Inmate Lunches
1. Lunches are prepared by county jail personnel, transported to the facility by Sheriff's Transportation, and distributed to the inmates by detention deputies.
2. Upon receipt, lunches will be counted and refrigerated immediately. If additional lunches are needed, they will be obtained by telephoning Sheriff's Transportation and notifying them of the number of additional lunches required. The ordering of additional lunches will be accomplished by 1000 hours.
3. Lunches are normally distributed between 1200 and 1300 hours. Deputies shall maintain control of the lunch detail so that each inmate is given only one lunch. Special diet lunches will be delivered to the specified inmate.
4. Extra lunches may be given to inmates who participate in cleaning details.
5. Inmate lunches shall not be eaten by Sheriff Personnel.

c) Inmate Classification
1. Male and female inmates shall be confined separately.
2. Juvenile offenders shall be kept separate from, and out of sight of, adult inmates when possible. For additional information see CCOM 11002.13
3. Protective custody inmates shall be kept separate from general population inmates.
4. Inmates and new bookings charged with civil contempt shall be kept separate from general population inmates.

5. Inmates who are witnesses in any trial involving any other inmate shall, if possible, be kept separate from general population inmates.
6. Deputies shall be aware of and adhere to specific segregation and/or separation instructions per their classification level. (Ref. CCOM Policy 1201) It shall be the responsibility of the main control deputy to ensure compliance with any segregation and/or separation order or instruction.
7. If it becomes necessary to segregate or separate county jail inmates, a Jail Incident Report shall be prepared and submitted to the Detention Sergeant. The Detention Sergeant shall review and approve the report. The report(s) will be distributed in the following manner:
    i. Original and one copy to the county jail where the inmates are housed for distribution.
    ii. Additional copies to:
        A. Justice Center Lieutenant
        B. Daily Detention File

11002.4 - New Bookings

a) New Bookings
1. A Supervisor need not be notified when an arrest has been made by Deputy Sheriffs pursuant to a court commitment or remanding order, for any other circumstance(s) a supervisor will be notified.
2. If an arrest has been made by local police pursuant to a warrant of arrest issued by a judge of the court the following schedule will be adhered to:
    i. The arrestee shall be received at the detention facility no later than 1200 hours.
    ii. No arrestee will be accepted after 1000 hours at the West Justice Center without prior approval. A call may be made to the clerk's office requesting an exception.
    iii. Any issues with warrant arrests made by local police will be referred to a supervisor.
3. A new booking shall never be left unattended, have the handcuffs removed, or be placed into a cell with other inmates until a thorough search has been conducted. See CCOM Section 10006.12 for additional information.
4. Casts and bandages on any new booking shall be thoroughly searched to the extent reasonably possible. The search shall include a visual examination, and a scan with the hand held metal detector.
5. Upon completion of the search, the new booking will be "pre booked." Pre booking shall include:
    i. Filling out the Medical Health Questionnaire Form. :*Medical Health Questionnaire
    ii. Filling out the Request for Classification Form. :*Request for Classification Review
    iii. An inventory of the new bookings cash, personal property, and number of telephone calls made on the Sheriff's Property Inventory Receipt and Pre Booking Form. For additional information see CCOM Section 3000.4 (d)
6. The Property Inventory Receipt shall be completed in detail. Entries shall be printed using black ink or typed. The gold (agency copy) will be retained and included in the Daily Detention File; the original and copies will be attached to the new bookings personal property bag. For additional information see CCOM Section 3000.4 (d)
7. The OCJ Pre Booking Record shall be completed in detail. Entries shall be printed using black ink or typed. The yellow (officer copy) of the record shall be retained and included in the Daily Detention File. The Notice to Sheriff will be attached to the original Pre-Booking Form and, if necessary, the yellow copy will be given to the booking agency.
8. New-books will be housed separately from OCJ inmates.
9. Ensure the New Book is not from the countries requiring mandatory consulate notification under Article 36 of the Vienna Convention. Refer to the current Sheriff's Training Bulletin for further information.

b) Central Justice Center-New Bookings
1. New books will be processed in the New Book room located on the 3rd floor outside of 3 West by the New Book Deputy.

i. If the new book deputy is unavailable the new books will be processed in the 2 West holding area.

2. The bailiff will escort the handcuffed new book inmate to the new book room.
3. The bailiff will contact the new book deputy by either telephone or radio prior to transporting to confirm if there is room for the new book to be processed.
4. The new book deputy will complete the booking process while the bailiff stands by.
5. Once the inmate is processed the new book will be escorted to the proper holding tank by both the bailiff and the new book deputy.
6. The holding tank deputy receiving the new book shall review all the new book paperwork and confirm it is filled out completely and correctly before accepting the inmate.

c) Harbor Justice Center, Newport Beach – New Bookings
   1. If the new booking can walk up and down stairs, they will be escorted down to detention using the detention tunnels. There are three entrances to the tunnels: between Departments H-1 and H-2; between Departments H-7 and H-8; and between Departments H-13 and H-14.
   2. If the new booking cannot walk up and down stairs, a deputy can retrieve a wheelchair from the bus bay, pick up the arrestee, and bring him/her to detention.
   3. The area used to search and finish booking paperwork inside detention is the landing area outside the female side guard station.
   4. Once the new booking is searched and the paperwork is complete, check with either the male side or female side guard station to see into which cell the arrestee should be placed.
   5. The completed paperwork and property are kept with the detention deputies working the female side guard station.

d) Lamoreaux Justice Center – New Bookings
   1. New-books (remands, warrants or street arrests) will be processed in the detention area at LJC.
   2. Completed paperwork and property are kept in the guard station.
   3. New-books will be housed separately from OCJ inmates.

e) North Justice Center- New Bookings
   1. If a New Book in unable to walk down the stairs, the wheel chair through the elevator can be used to bring the New Book to detention.
   2. In the top left corner of the Pre-Booking Record, place the department from which the new book was taken and if the new book has property.
   3. Walk the New Booking through the metal detecting tower (located in detention between doors 3 and 4) to ensure nothing has been overlooked (if functioning).
   4. Log the New Book's name, date of birth, the department the New Book was remanded from, the presence of property, amount of money and name of arresting deputy in the New Book Property Log (located at the end of the counter in detention).
   5. Give the completed paperwork to the detention deputies.
   6. Check with the detention deputies to see into which cell they want the new booking placed.

f) West Justice Center New Bookings
   1. A new booking remanded by a judge or arrested for a warrant while appearing on a WJC case may be booked into the IRC via Sheriff's Transportation.
   2. A new booking or a defendant arrested for a warrant who does not have a WJC case must be transported to the IRC by a WJC deputy.

11002.5 - Interviews and Court Ordered Visits

a) Private attorneys, public defenders, physicians, surgeons, psychologists and court attachés are permitted to interview their clients providing they log in, identify themselves and are approved by Sheriff Personnel.

1. Detention deputies will verify the identity of those visitors with whom they are unfamiliar by checking a photo I.D.
2. Visitors will not be allowed to take their briefcases into the detention facility.

b) Peace officers are permitted to interview inmates providing the inmate gives his voluntary consent.
   1. Peace officers shall log in and identify themselves.
   2. Peace officers will not be allowed to take their briefcases into the detention facility.

c) All court orders pertaining to visitation shall be checked by the Detention Supervisor or Justice Center Lieutenant prior to the start of the visit. A copy of the court order shall be attached to the visitation log. Court ordered visitors, except attorneys, peace officers and court attachés shall be searched before entering the facility and may, at the discretion of the detention deputy, be searched prior to leaving. Inmates will also be searched before and after a court ordered visit.

   NOTE: For purposes of this section, "court attachés" are defined as court interpreters, Public Defender interviewers, social workers (LJC) and other members of the court contingent as locally defined by facility managers.

d) Inmates who are out of their cell for a visit will be handcuffed at all times. Any exceptions will be made by a supervisor.

e) Inmates will not be allowed to accept any personal items from visitors.

f) Visitation logs will indicate the name of the attorney or visitor, the name of the inmate, and the date and time of the visit. Visitation logs will be included in the Daily Detention File.

g) When a detention facility has rooms designated for inmate visitation they shall be used for that purpose.

11002.6 - Inmate Movement

a) Movement within the Facility
   1. The movement of a large group of inmates shall be accomplished with an adequate number of deputies present. Deputies will ensure that all restraints are securely fastened on all inmates. Inmates directed to move through the facility shall proceed as follows:
      i. Remain along one side of the corridor;
      ii. Walk single file;
      iii. Place hands in pockets or clasp hands behind the back if there are no pockets;
      iv. Stay clear of all phones and alarms.
   2. Inmates who are out of a secure detention area will be handcuffed at all times, unless otherwise directed by a supervisor. Handcuffs will be double locked when in use.
   3. Inmates considered escape risks, especially dangerous, or physically or mentally incapacitated shall be personally escorted to and from courtrooms by deputies. When in doubt, the detention deputy shall have the inmate personally escorted.
   4. Inmates who are known or thought to be suicidal shall be personally escorted to and from court.
   5. Inmates with canes, crutches, leg restraints or wheelchairs shall be personally escorted to and from court. For additional information see CCOM Policy 1800 Section 1800.3 - Security Restraints.
   6. Inmates who are being escorted through a public or security corridor will be handcuffed together in groups. Males, females and protective custodies will be kept in separate groups. If there are 3 or more inmates in a group, a second deputy shall be present.
   7. Deputies who transport inmates to a courtroom with a SSO bailiff shall remain with the inmate and will be responsible for the inmate at all times. This responsibility shall not be delegated to a SSO bailiff.

b) Movement outside the Facility
   1. Transport to the Hospital
      i. Inmates who are being transported to an emergency medical facility will be handcuffed and in Leg restraints at all times. See CCOM Policy 2200 for additional information.

2. Viewing a Crime Scene
    i. At least two deputies shall be used to transport an inmate to the viewing of a crime scene. The inmate shall be transported in a caged vehicle and handcuffed at all times unless uncuffed as a result of a judge's order. If the inmate has been identified as dangerous or an escape risk, he will also be restrained with waist restraints and leg restraints

11002.7 - Releasing Personal Property

a) Upon taking a remand into custody the bailiff may ask the remand if he or she would like to give someone in the audience some or all of his/her cash or personal property. If the remand declines, or there is no one readily available to receive the cash or property the following procedure will be adhered to:
    1. The property shall be recorded on the Sheriff's Property Inventory Receipt and sent along with the inmate to the IRC.
    2. See CCOM Policy 1400.12 for details.
b) City Jail Inmates
    1. Property for City Jail Inmates will not be released at any Justice Center.
    2. See CCOM Policy 1400.12 for details.
c) County Jail Inmates
    1. See CCOM Policy 1400.12 for details.

11002.8 - Releasing Inmates

a) New Bookings (Remands)
    1. Prior to releasing an arrestee ensure that all fines have been paid, commitments served, bail amounts posted and release orders secured. A court order or bail receipt must be obtained for each pending case or outstanding warrant.
    2. Ensure that a warrant check (968) has been made.
    3. Ensure that you are releasing the correct person by comparing the physical description of the arrestee with the description entered on the county jail Pre Booking Record. If the arrestee has a picture identification in his property, compare it to the arrestee. Compare signatures and identification marks. In addition, ask several personal questions of the arrestee and compare his answers with the information entered on the Pre Booking Record. Examples of these questions are as follows:
        i. What is your middle name?
        ii. What is your date of birth?
        iii. What is your address?
        iv. What is your occupation?
        v. What is your social security number?
        vi. What is your home phone number?
        vii. What is the name of your next of kin?
    4. Ensure that the arrestee receives and signs for all cash and personal property. The deputy conducting the release shall record the date and time and sign name and identification number.
    5. The Property Inventory Receipt, Pre Booking Record, commitments, release orders and bail receipts will be fastened together and included in the Daily Detention File.
b) City Jail Inmates
    1. City jail inmates will be released in the same manner as new bookings.
c) County Jail Inmates
    1. County jail inmates should only be released from a county jail facility.
    2. If a judge orders the release of a county jail inmate from a Sheriff's court holding detention facility, the following steps shall be taken:
        i. Notify the Detention Supervisor.

ii. Notify Transportation
iii. If Transportation is unavailable, the inmate shall be transported to the IRC by the Detention Prowler.
iv. Notify the Jail Watch Commander

d) Inadvertent Release
1. There have been occasions in which inmates in our court detention facilities have been inadvertently released.
i. For information on inadvertent releases see CCOM: 1400.15 - Inadvertent Release

11002.9 - Closing Facilities

a) Detention deputies shall perform the following tasks prior to leaving the facility:
1. Ensure that all logs, forms, reports, records and court lists are completed and filed correctly.
2. Check all cells for remaining inmates, clothing and items of contraband.
3. Leave all cell doors open for custodians.
4. Secure all restraints, defensive weapons, metal detectors and other safety equipment.
5. Turn off lights, control panels, video equipment and heat sealers.
6. Inventory and secure all key sets.

11002.10 - Safety and Security

a) For information on Safety Checks for individual Justice Centers refer to CCOM Section 15003.11
b) For information on Searches of Detention Areas for individual Justice Centers refer to CCOM Section 15003.7(c)
c) For information on Key Control for individual Justice Centers refer to CCOM Section 15003.4
d) [redacted]
1. [redacted].
2. [redacted].
3. [redacted].
4. [redacted]
5. [redacted]

e) [redacted]
1. [redacted] shall be assigned to all Justice Center detention facilities.
2. [redacted] shall be the responsibility of the Detention Supervisor.
3. [redacted].
4. [redacted]
5. The Detention Supervisor or his designee shall conduct a monthly inspection of [redacted].
i. This inspection shall be recorded and stored along with other detention records.

f) Safety Hazards
1. Safety hazards in detention areas are to be corrected as soon as possible.
2. All safety hazards shall be reported to the Detention Sergeant immediately.
3. All safety hazards shall be documented on the Facility Log.

11002.11 - Sanitation and Maintenance

a) Justice Center Lieutenants shall develop and implement written plans for the maintenance of an acceptable level of cleanliness, repair and safety throughout each facility they manage.
1. Such plans shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.
b) A health and safety inspection, pursuant to Section 459 [1] of the Health and Safety Code, will be conducted annually by the Health Care Agency.
c) The Board of State and Community Corrections (BSCC) conducts a biennial inspection to ensure compliance with the minimum jail standards for this type of facility.
d) For additional information refer to CCOM Policy 2400.

11002.12 - Inmate Discipline and Notifications

a) Inmate Discipline

1. For Department policy on Jail Rules and Inmate Discipline refer to CCOM Policy 1600 - Orange County Jail Rules.

b) Notifications from Court Operations

This notification procedure is to be used when inmates are involved in significant events such as; medical aids, assaults, and disciplinary rules violations occurring at our Justice Centers:

1. The Justice Center Sergeant or his/her designee will call the respective jail facility where the inmate is housed.
2. The Sergeant or his/her designee will brief the Jail Operations Sergeant on the following:
    i. Name of the inmate(s) involved.
    ii. Type of illness/injuries.
    iii. Type of medical aid given/needed.
    iv. The events surrounding the incident.
    v. Crime(s) involved.
    vi. Disciplinary action requested.
3. The Justice Center Sergeant or his/her designee will notify the Transportation Sergeant and brief him/her about the incident.
4. For medical aids or injuries, the Justice Center Sergeant or his/her designee will notify the Triage Nurse and brief him/her about the incident.
5. All notifications will documented in a report or memorandum.
6. A copy of the completed/approved report will be faxed to the Watch Commander of the respective jail facility and the Transportation Sergeant.

11002.13 - Juvenile Inmates

a) Juvenile Procedures

1. Arrival
    i. Upon notification of the arrival of a juvenile, Deputies assigned to the Justice Center will assist Transportation Deputies with the movement of juveniles to their holding cell(s).
    ii. Deputies will search and secure all juveniles prior to the removal of any adult inmates from any transportation vehicle.
    iii. All juveniles will be secured and held in a court holding cell until called for court.
    iv. When female juveniles are present, a female staff member will be immediately available and accessible.
2. Responsibility
    i. It is the responsibility of the Court Services Deputy to ask the Transportation Deputy if there are any juveniles who represent a risk or hazard to self or others while being held at the Justice Center.
    i. Additionally, the Court Services Deputy will check the Temporary Custody of Minor / Classification Form provided by the Probation Department to ensure the Juvenile does not represent a risk or hazard to his/her self or others and that the Juvenile has been approved to go to Court
    ii. If the Probation Department Temporary Custody of Minor / Classification Form is incomplete, the Juvenile can be refused.
    iii. While being held at the Justice Center it shall be the responsibility of the Justice Center Sergeant to notify the Probation Department of any incident involving a juvenile including; a suicide attempt, serious illness, and injury or death.
    iv. The Juvenile along with the Temporary Custody / Classification Form will be returned to the Probation Department at the conclusion of their court hearing.
3. Supervision of Juveniles

i. Juveniles will be moved, housed and kept separate from adults and when applicable other Juvenile Inmates in accordance with Section 208 of the Welfare and Institutions Code [1], BSCC Title 15 Section 1161 and the Temporary Custody of Minor / Classification Form.
ii. While entering the court facility or being moved within the building, every effort will be made to ensure that there is no opportunity for contact or communications with adults.
iii. While being secured in a court holding cell, the prowler deputy will perform a safety check on all juveniles at least twice every 30 minutes. All safety checks will be documented on the Court Operations Log.

4. Incident Documentation
    i. Incident or crime reports Involving minors shall be completed on all incidents that occur at any Justice Center.
        A. Reports shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.
        B. A written report shall be prepared by the staff assigned to investigate the incident and submitted to the Justice Center Sergeant by the end of the work day of the incident.
            1. A copy of the report will be forwarded to the Probation Department

11002.14 - Electronic Devices

a) This policy applies to all Department personnel, to include the following individuals while working in a Court Holding Facility: maintenance staff, support staff, and vendors.
b) For current policy refer to CCOM Section Policy 1714.1

11002.15 - Personal Property

a) Any person who enters the secured area of a court holding facility is subject to a search of their personal property. These searches play an important role in the exclusion of weapons and other potentially dangerous contraband into court holding facilities. These searches may be conducted to ensure the safety and security of staff, visitors, inmates, and the facility.
b) For current policy refer to CCOM Section Policy 1718.

11002.16 - Federal/Outside Agency Inmates

From time to time inmates are brought in by federal /outside agencies to testify in existing Superior Court cases. A process has been set up to deal with these inmates who are considered “no sight no sound” inmates. They cannot be exposed to the public, or other inmates in any way. The following procedure will be adhered to:

a) Federal / outside agencies will provide the Detention Supervisor all inmate information prior to their arrival or testimony at any Justice Center.
    1. The information will include date(s), time(s), and pertinent security information.
b) Before an inmate is brought to any Justice Center, the Detention Supervisor will notify the Facility Lieutenant, who will notify the Presiding Judge.
    1. If the Facility Lieutenant is not available a Sergeant or his designee will make the notification.
    2. No inmate will enter the building without prior notification to the Presiding Judge.
c) When feasible, the inmate will be moved in the judge’s elevator to prevent the possibility of anyone but authorized personnel having contact with the inmate.
d) The inmate will be escorted by, and will be in the custody of U.S. Marshals / outside agency at all times.
    1. Sheriff’s personnel will escort the armed Marshals / outside agency personal with their inmate to the appropriate holding area associated with the courtroom where the inmate will testify.
    2. At no time will the inmate be considered to be in the custody of the Sheriff’s Department, unless the inmate is remanded to the custody of the Sheriff’s Department by Court Order.
    3. If possible, when using an elevator, a bypass key will be used to prevent unnecessary contact with bench officers or professional staff during inmate movement.

e) Once the inmate is finished in court he / she will be escorted back to the detention area where the Marshals / outside agency will remove the inmate from the building.
f) At no time will a bench officer be asked to step off the elevator in order to place an inmate on the elevator.
g) Courtesy and deference will always be in the favor of the bench officers and court staff over the inmate(s).

11002.17 - Pro-Per Inmates

a) A Pro-Per inmate is one who represents him/herself in a legal proceeding. Any inmate claiming to have Pro-Per status must furnish a court order establishing his/her Pro-Per status.
    1. All court orders will be confirmed with Inmate Records for a "Watch Commander Approved" copy.
        i. The Sheriff's Department has no part in the court order except for agreeing to allow the inmate to possess certain items and to follow the court order.
b) Supplies:
    1. Once an inmate is approved for pro-per status a packet of stationary supplies is provided by the court.
        i. These supplies have been approved by OCSD and are in compliance with jail rules.
        ii. The court monitors and pays for all supplies.
    2. If the inmate runs out of supplies, for whatever reason, they get new supplies via their court appointed investigator (if they have one) or they have to go back to court and ask the judge for more supplies.
    3. All of these processes are entered into the court minutes documenting the order and the supplies issued.
c) Grievance:
    1. If an inmate files a grievance for not getting supplies from the court, he/she should be advised that he/she needs to contact the court or issuing judge, not the Sheriff's Department.
    2. If the grievance is "OCSD" or another inmate took my supplies, this grievance will be handled by current OCSD grievance procedure.
    3. A Pro-Per's property can be searched for security purposes.
d) Reference:
    1. CCOM Section 1202.5
    2. CCOM Section 1600.2 (o)4
    3. CCOM Section 1600.5

11003 – Use of Force

11003.1 - Use of Force Policy

a) Court Operations personnel will follow the Use of Force Guidelines set forth in CCOM Policy 1800.

11003.2 - Less - Non Lethal Weapons Systems

a) Court Operations personnel will follow the Use of Force Guidelines set forth in CCOM Policy 1806.

11003.3 - Security Restraints

a) Court Operations personnel will follow the Use of Force Guidelines set forth in CCOM Policy 1800.

11003.4 - Use of Safety Cells

a) It is the policy of the Sheriff's Department that detention safety cells will not be used at any time to house inmates within Court Operations.
    1. If an inmate exhibits a mental health condition that may require housing in a safety cell he/she shall be transported as soon as possible to the IRC.
    2. All court paperwork shall be transported with the inmate to the IRC for processing.
    3. IRC - CHS will be notified of the circumstances prior to transportation of the inmate.

11003.5 - Use of Deadly Force

a) For department policy on the Use of Deadly Force refer to CCOM Policy 1806.3 (c) and Department Policy 300 (1).

11004 – Medical Emergency

11004.1 - Medical Emergency Procedures

a) Inmates
   1. Medical emergencies involving inmates should be handled with caution. Deputies shall not enter a cell until sufficient personnel are present.
   2. Prior to entering a cell, deputies will direct all inmates to sit on the floor or benches in an area away from the ill or injured inmate.
      i. Universal precaution should be used when assisting any injured person. For additional information refer to CCOM Policy 1808.
   3. Paramedics will be requested to provide medical aid for all medical emergencies.
   4. A deputy will be assigned to collect all pertinent information and provide the paramedics with the name and age of the inmate including any information known concerning the inmate's medical history and prescribed medication.
      i. For additional information see CCOM Policy 2106.
      ii. If the booking records or court documents were not available at the time the inmate was transported, the responsible detention deputy shall ensure that the records or documents are obtained and promptly forwarded to Inmate Records.
   5. The Detention Sergeant will contact Correctional Health Services (CHS) and inform them of the emergency and the name of the medical facility where the inmate was taken.
   6. The Detention Sergeant will make arrangements with the Jail Operations Sergeant where the inmate is housed to have the Security Deputy relieved if the inmate is admitted to the hospital.
      i. If the inmate was received from a local police agency, and the inmate has not yet been sentenced or remanded to the custody of the Sheriff, arrangements for relieving the Hospital Security Deputy will be made with the local police agency.
   7. When the inmate's treatment is complete, the inmate will be returned to the court holding facility so that the inmate may appear in court and be transported to the county jail by Sheriff's Transportation. If the court holding facility is closed, the inmate will be transported to the IRC.
      i. Prior to leaving the hospital, the inmate will again be searched for weapons.
      ii. A caged vehicle is required for the transportation of all inmates.
   8. A Department Report (DR) number will be drawn with a Casualty Report completed by the assigned staff member with copies distributed to:
      i. Original and a copy to North Operations Division.
      ii. Housing Sergeant at the jail
      iii. Daily Detention File
      iv. OCJ - Correctional Medical Services
      v. Medical records received from the medical facility will be attached to the copy of the report sent to Correctional Medical Services.

b) Civilians/Staff
   1. Paramedics will be requested to provide medical aid for all medical emergencies.
      i. Universal precaution should be used when assisting any injured person. For additional information refer to CCOM Policy 1808 and Lexipol Policy 1016 (1)
   2. Do not move the victim unless exigent circumstances exist prior to the arrival of paramedics.
   3. A deputy will be assigned to collect all pertinent information if possible and provide the paramedics with the name and age of the victim including any information known concerning the victims medical history and prescribed medication.

4. A Department Report (DR) number will be drawn with a Casualty Report completed by the assigned staff member and distributed to:
    i. Original and a Copy to North Operations

c) Juror Illness or Injury
1. See CCOM Policy 10009.7

11004.2 - Inmate Deaths

a) If a death occurs within a court holding facility deputies will immediately implement the following procedure:
1. Notify the Detention Supervisor and Justice Center Lieutenant immediately.
2. Paramedics shall be requested
3. Allow no one in the immediate area except emergency medical personnel and the assigned investigators.
4. Stop all inmate movement until approved by the Justice Center Lieutenant or his designee.
5. Death of a Minor
    i. In any case in which a minor dies while detained in a jail, lockup, or court holding facility:
        A. The administrator of the facility shall provide to the Board of State and Community Corrections (BSCC) a copy of the report submitted to the Attorney General. A copy of the report shall be submitted within 10 calendar days after the death.
        B. Upon receipt of a report of death of a minor from the administrator, the BSCC may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility.
6. For additional information and guidance see CCOM Policy 2114.

b) The Justice Center Lieutenant will make the following notifications in addition to those listed in CCOM Policy 2114
1. Presiding/Supervising Judge for the Justice Center
2. Court Administrator
3. Sheriff Personnel shall refer all news media requests to the Sheriff's Press Information Officer, 714-647-7042.

11004.3 - Suicide Prevention

a) Any inmate or new booking may be a possible suicide threat.
1. Deputies must be aware of this and stay alert when making checks of the facility.

b) At no time shall an inmate or new booking be allowed to retain any personal items that could be used for suicide and/or attempt of suicide.
1. Such items, especially belts, shall be taken from the inmate or new booking prior to placing them into a cell.

c) Special attention shall be given to any inmate or new bookings that have been identified as a suicide risk.
1. These inmates shall be placed in cells that are in direct view of the guard station and monitored until they can be transferred to the appropriate jail facility.

d) If the inmate's behavior changes and the inmate appears to be a danger to himself/herself or others, or if the inmate reveals intent to cause self-inflicted physical harm, the inmate will be segregated, (as in 3 above) and transferred back to the appropriate jail facility as soon as possible.
1. NOTE**:**
   For additional information see CCOM Policy 2614 Emergency Response to Suicides or Serious Injury. For additional information see CCOM Policy 2104 Mental Health Care Services.

11004.4 - Medication

a) Topical Medications
1. Analgesic balm in 1oz plastic tube
2. Benzoyl peroxide gel 10% in 1oz plastic tube and 1.5oz plastic tube (dependent on what is available from our wholesaler)
3. Clindamycin Solution 1% 30ml
4. Hydrocortisone Cream 1% 1oz plastic tube and 1.5 gram foil packs
5. Miconazole Cream 2% 1oz plastic tube

6. Permethrin Cream 5% 60 gram
7. Triple Antibiotic Ointment 1oz plastic tube and 0.9 gram foil packs
8. If a prescription cream/ointment/shampoo is ordered and is not available in an acceptable plastic tube, it will be dispensed in the medication cup and labeled by pharmacy.

b) Oral Medications
1. Acetaminophen 325mg 2 tablets/packet.
2. Alamag Plus (Mylanta) 2 tablets/packet.
3. Diotame (PeptoBismol) 262mg 2 tablets/packet.
4. Calcium Carbonate 420/168mg 2 tablets/packet.
5. Ibuprofen (Advil) 200mg 2 tablets/packet.
6. Chlorpheniramine/Phenylephrine (Actifed replaced with Allerest PE) 4mg/10mg tablets.
    i. All of the above except Alamag is currently sent out for self-carry in all areas.
    ii. All of these are acceptable and clearly labeled per packet or box.

c) Inhalers
1. Albuterol Inhaler

d) Miscellaneous Items
1. Contact Lens Solutions:
    i. ReNu for soft contact lens.
    ii. Boston for hard contact lens.
    iii. Aquify for silicone lens.
        A. If it comes with a hard contact lens case, ok to give it. Otherwise, we send out soft plastic lens cases.
2. Artificial Tears Solution 15ml.
3. Nitroglyercin 1/150gr Sublingual Tablets in glass container containing 25 tablets.
4. Metamucil Powder Packets.
5. Normal Saline Nasal Spray 15ml.
6. Effergrip Denture Adhesive Cream 2.5oz plastic tube.

e) COMMENTS:
1. All prescriptions dispensed by the pharmacy for self-carry will have a green dot on the zip lock bag.
    i. This tells OCSD that the inmate is allowed to Self-Carry these medications throughout all facilities and should not be taken away when the inmate is transferred between facilities.
2. Over the counter (OTC) medications handed out by the nurse will not have a prescription label but will be labeled with the name and booking number of the inmate.
3. All prescriptions and OTC medications for self-carry will be accompanied by documentation from nursing.
4. All inmatess going to court and/or released should be allowed to take their self-carry medications with them.

f) Other Self-Carry Prescription Medications Given to Inmates in the Morning

The following medications are given by the nurse each morning to the patient for that day's meals and the patient will self-administer at each meal time.

1. Phosphate Binders
    i. Calcium acetate (PhosLo) 667mg oral capsules.
    ii. Lanthanum carbonate (Fosrenol) 500mg oral tablets.
    iii. Sevelamer carbonate (Renagel) 400mg oral tablets.
        A. These medications must be administered at meal times in order to be effective in limiting the amount of phosphate absorption in renal dialysis patients.
2. Pancreatic Enzymes
    i. Pancrelipase (Pancreaze) contains lipase/protease/ and amylase.

A. These medications must be administered at meal times in order to be effective in providing the needed enzymes for digestion.

3. Lactase Enzyme
    i. Lactase (Lactaid) tablets contains lactase enzyme which are lacking in some patients and needed for digestion of lactose containing foods.

11005 – Detention Safety and Emergency Procedures

11005.1 - Earthquake Procedures

a) Earthquake Procedures
    1. Earthquakes producing damage will result in all staff providing security and survival needs in an expedient and efficient manner to fellow staff, visitors and the inmate population.

b) General
    1. In preparation for the effects of an earthquake all Correctional Services Assistants (CSA's), Sheriff's Special Officer (SSO) and deputy personnel will be instructed in First Aid and earthquake survival techniques.
    2. Staff is instructed to remain at their assigned work stations until relieved. Widespread damage to the community could require the facility to be self-sufficient for a period of days.

c) During an Earthquake
    1. During an actual earthquake, staff will attempt to secure all inmates. Staff will direct inmates to return to their holding cell to seek immediate protective refuge.
    2. Inmates not able to return to the court holding cell area will be instructed by staff to move away from glass windows and into doorways or under structural supports during the earthquake.

d) Following an Earthquake
    1. Following an earthquake, on duty staff will be required to perform certain duties at the facility.
    2. Staff will remain at their assigned duty stations and retain control over inmates in their assigned area.
    3. An immediate assessment of damage and injuries must be made by each staff member.
    4. Reports of injury and damage will be given to Main Control as soon as possible.
        i. Reports must be accurate and thorough in order to determine the extent of outside assistance to be requested and where to assign internal assistance.
    5. The Facility Lieutenant will establish the Main Control Guard Station as the Facility Emergency Operations Center. An alternate site may be designated as required.
    6. Lifesaving first aid will be performed by staff members as required. Other injuries will be treated by staff in order of priority until staff is relieved by Medical Personnel.
    7. When all communication is disrupted, the area supervisors will designate employees as "runners". Internal message transmissions may be conducted by memos as required.
    8. Evacuation procedures will be followed at the direction of the Watch Commander if necessary.

e) The Facility Lieutenant or Sergeant will assess the following
    1. Damage reports.
    2. Evacuation plans.
    3. Facility habitation.
    4. Continuation of inmate services.

f) Detention Staff Functions
    1. Sworn staff will continue to provide for the safety and security of the inmates and staff.
    2. Non-sworn staff will assist as directed by the area sergeant.

g) Staff Relief
    1. Each staff member shall remain in their assigned duty station until relieved or directed to leave by the area sergeant.

2. When all inmates have been returned to safe custody, serious injuries treated and facility hazards eliminated, the Watch Commander will establish a relief schedule for on duty staff.

h) Toilet and Waste Elimination
   1. A specific area in each area of the Justice Center, or in holding cell areas, will be designated by the area sergeant for toilet or waste disposal.
   2. Any functioning toilets will be designated for use by as many inmates, visitors and staff as possible.
   3. Toilet drainage must not be into another area of confinement used by staff or inmates.
   4. House cleaning chemicals may be used cautiously to control odors.
      i. Adverse odors and chemical reactions must be avoided.
      ii. Do not mix ammonia, bleach and floor stripper.

11005.2 - Flood Procedures

a) For information on Flood Procedures for individual Justice Centers refer to CCOM Section 15006.2

11005.3 - Bomb Threat or Explosion

a) Bomb Threat / Explosion
   1. Staff will handle bomb threats in a calm, thorough and expedient manner in order to minimize the disruption of facility operations. In the event of an explosion, the staff will ensure facility security, provide first aid to the injured and help return the facility to full operation quickly.

b) Bomb Threat
   1. If any employee receives a bomb threat by telephone, he/she should make notes of the caller's sex, accent, background noises, and exact words used.
      i. He/she will attempt to ascertain the type of bomb, time of detonation and location.
   2. [redacted]
   3. Notification must be made to the Court Sergeant who will notify the Facility Lieutenant.
   4. The Facility Lieutenant or his/her designee will notify the Department Commander.
   5. The Court Sergeant will dispatch available deputies to check the alleged location of the device and all public access areas outside security.
      i. Prior to searching the above areas, each deputy will search [redacted].
   6. The Court Sergeant will contact all supervisors throughout the building and have their staff search all workspaces for any suspicious objects.
      i. The findings of the search will be reported back to the Court Sergeant as soon as possible.
   7. The Court Sergeant will notify all personnel [redacted] use and operation of electrical doors pending the search activities.
   8. The building exterior will be searched by a [redacted].
   9. If no device was located, the Court Sergeant will notify all personnel to resume normal operations.
   10. A designated employee will write the appropriate crime report and interview witnesses.

c) When a Suspected Device is Located
   1. No one will touch the item under any circumstances.
   2. Staff, visitors and/or inmates will be moved a safe distance away.
      i. Dispatch will notify the Hazardous Device Squad (HDS) who will respond.
   3. The Hazardous Devices Squad (HDS) will respond to evaluate and/or dispose of the device.
      i. HDS members will also advise facility personnel if further movement away from the device is required.
      ii. Evacuation of the facility may be deemed necessary

d) Bomb Explosion

1. If a bomb explodes at a facility, the Court Sergeant will be informed and notify the Watch Commander, Department Commander and Dispatch.
2. Staff must immediately check the area for a second device upon arrival.
3. Deputies and the Fire Department will respond to the damaged area to provide security and render first aid.
4. All normal functions will cease immediately in any damaged area.
    i. Inmates will be secured in a safe area.
5. Injured members of the public will be given immediate first aid.
    i. Upon arrival of the fire department, the public's medical attention will be turned over to the paramedics.
    ii. Injured inmates will be treated at the facility or moved to the hospital if necessary.
6. The damaged area will be secured.
    i. Only authorized persons will be allowed entry.
    ii. The damaged area will be treated as a crime scene.
    iii. Preserve any evidence of a bomb for the Crime Lab and Investigative Units.
7. The extent of the damage will be preliminarily assessed to determine if court operations may continue.

11005.4 - Escape

a) Escape
    1. Suspected escapes will be immediately disproved or confirmed. The identity of escapees and other pertinent information will be rapidly disseminated to aid in their capture and return to custody. Emergency escape procedures and notifications will be made upon any reasonable suspicion of an escape.
b) Escape Suspected
    1. When any staff member reasonably suspects that there has been an escape from custody, that employee will immediately notify his/her supervisor.
        i. The staff member will immediately radio a request to cease all inmate movement.
        ii. All inmates will be returned to the holding area.
    2. Notification to the supervisor will include all available information
        i. Location where escape occurred (or is occurring).
        ii. Description of the escapee, if known.
        iii. Means of escape (running, in a car, over the roof).
        iv. Time of the escape.
        v. Number of involved inmates.
        vi. Propensity for violence based on booking charge, criminal history, nature of escape.
    3. The supervisor will make the following notifications:
        i. The Sergeants will be notified of the suspected escape.
        ii. The Facility Lieutenant will be notified when the escape is confirmed. The Facility Lieutenant will also notify the Division Commander.
        iii. The Department Commander will be notified of the suspected escape as soon as possible.
        iv. Personnel will check all security door alarms to confirm proper conditions.
        v. The Supervising Judge will be notified of the possible escape and inmate lockdown.
c) Inmate Count
    1. The Facility Lieutenant or Court Sergeant will direct that an immediate physical body count be conducted.
    2. Confirmation of an escape can be made prior to the count if staff provides eyewitness information and can positively identify the inmate. However, a count should be conducted to determine if other inmates are involved, and to validate the identity of the escapee(s).
    3. All inmates must be identified and located.
d) Interior/Exterior Search

1. The Sergeant will direct a team consisting of [redacted] to conduct an interior perimeter search.
2. When completed, the deputies will conduct an exterior building search [redacted]
3. Deputies will be directed to conduct a room-by-room search of the entire facility, including a thorough search of the roof. Any point of escape will be secured and searched for evidence. Breaches of security will be secured by a posted deputy until repairs can be made.

e) Staff Roll Call
1. The Watch Commander will direct that supervisors conduct a roll call for all staff. Each member must be accounted for in order to determine if violence and/or injury was used in the escape.
2. Medical treatment will be given to staff, visitors or other inmates as appropriate.
3. Injured staff, visitors or inmates will be interviewed during treatment to expedite information gathering.

f) Secure Inmate's Property/Interview Inmates
1. Any personal property items will be gathered by a deputy and taken to the Court Sergeants office for review by Investigators.

g) Notifications
1. The Facility Lieutenant will direct the sergeant responsible for the area where the escape occurred to have all available information ready for dissemination as soon as possible.
    i. The Facility Lieutenant shall make a preliminary notification to the Department Commander of the possible escape and that further information will follow when received by the area sergeant.
2. As soon as possible, the Facility Lieutenant shall re-contact the Department Commander and request a conference call with [redacted] to provide the following minimum information for a general broadcast.
    i. Location and time of escape.
    ii. Complete name, AKA's and physical description of escapee(s) including clothing, last known address, tattoos, etc.
    iii. Direction of travel, if known.
    iv. Arresting agency, booking charges, and known propensity for violence.
    v. Any known weapons or hostages.
    vi. Any other pertinent information that may assist in the capture of the escapee.
3. The Facility Lieutenant shall also notify the Division Commander and the Assistant Sheriff of Custody and Court Operations.
    i. Either the Division Commander or the Assistant Sheriff of Custody and Court Operations will notify the Sheriff unless such notification is delegated to the Facility Lieutenant.
4. In addition to establishing the conference call between the Facility Lieutenant and Orange County Communications (previously referred to a “Control One”), the Department Commander will make the following notifications and/or take the listed actions:
    i. Patrol Dispatchers.
    ii. The Investigations Lieutenant responsible for fugitives (this lieutenant will notify the required Fugitive Investigators).
    iii. The Watch Commander(s) for the home of record for the escaped inmate, and if the inmate was arrested for violence.
    iv. The Watch Commander of the jurisdiction where he/she was arrested.
    v. The Public Information Office (PIO), if required.
5. The notification to Orange County Communications will specify if an immediate broadcast is requested to all local police departments, or if a teletype will suffice.
    i. The request for a radio broadcast will be made if the escape occurred within the past four hours, if the escape involved a vehicle, or was accomplished by force.

ii. The broadcast will include the escapee's name, physical description, clothing, and direction of travel, if known.
iii. The escapee's last known address will be included in the broadcast if that address is within Orange County.

6. When the escapee's last address is outside Orange County, the Fugitive Investigators will notify the agency having jurisdiction.
7. The Department Commander will request that a search of the area surrounding the facility be conducted.
   i. As deemed necessary, the Facility Lieutenant will request assistance from the Sheriff's Department's Operations Division and the local Police Department having jurisdiction.
   ii. The Court Sergeant will establish a Command Post.
   iii. Copies of the escapee's booking and module card photographs if available will be requested and provided to the first patrol units arriving at the facility and to the Patrol Sergeant. "Mug photos" from Headquarters Records will also be used if they are available.
8. Any clothing items recently worn by the escapee will be delivered to the Patrol Sergeant in a paper bag. K-9 units may be able to use the garment.

h) Reports
1. The Sergeant responsible for the area in which the escape occurred will complete the Sergeant Escape Checklist and assign one deputy to write the Initial Crime Report.
   i. The crime report narrative will contain a description of the escape, the escapee's complete identity and commitment information.
   ii. The Sergeant Escape Checklist will be attached to the final report.
2. Every deputy who handled evidence or interviewed witnesses will write his/her own witness statements.
   i. All reports will be submitted to the sergeant prior to the deputies leaving the facility at the end of their shift.
3. If applicable, the jail where the inmate was housed will be notified and the escapee's personal items will be taken from the housing area and property storage area to the Watch Commander's office for review by the Investigators.
   i. Items seized as evidence will be described in the report.
   ii. Perishable items will be noted in the inmate's file prior to disposal.
   iii. After examination by investigators, clothing and bulk items will be placed into a large bag identified with the inmate's name and booking number. The bag(s) will be stored in the Property Storage Room pending further disposition.
   iv. The escapee's money will be processed by the Cashier's Office as "Unclaimed funds."
4. The escapee's file will be held in the Watch Commander's office pending completion of the investigator's report(s). After all reports have been submitted, the file will be sent to Inmate Records for disposition.
5. Visitor passes (logs) will be retained with the escapee's file pending completion of the investigator's reviews.
6. The Crime Report and supporting reports will be submitted to the sergeant for review and approval prior to submission to the Watch Commander.
   i. Evidence will be properly marked and placed in an evidence container with a completed evidence tag.
   ii. The Crime Report will reflect the disposition of the evidence.

i) Capture and Return of Escapee
1. When an escapee is captured, the Patrol Deputies or Police Officers involved in the capture will conduct the arrest, interview the inmate and write the appropriate reports.
2. Arresting/transporting officers will return the inmate to the CJX for the appropriate booking.
3. Upon confirmation that an escapee has been returned to custody, the Watch Commander will ensure that notifications are made to:

i. Sheriff's Department Commander
ii. If the returned escapee had escaped from another facility, the Shift Commander of that facility
iii. Division Commander
A. The request for cancellation broadcast/teletype will be coordinated with the Fugitive Investigators.
B. Notification to the media is a function of the Public Information Officer (PIO)

4. Upon being advised an escapee has been returned, the Facility Lieutenant shall advise:
i. Division Commander
ii. Assistant Sheriff of Custody and Court Operations

11005.5 - Hostage Plan

a) Hostage Plan
1. Hostage incidents will be dealt with in a manner that will ensure the safe release of the hostage, safeguard the lives of staff and visitors, and to take the hostage-taker into safe custody.

b) Notifications
1. Any staff member discovering a hostage situation will immediately notify the appropriate Sergeant.
2. The Sergeant will make proper notifications following the chain of command.
3. The Facility Lieutenant/Incident Commander will immediately notify the Department Commander. The Department Commander will request that the Crisis Negotiations Team (CNT) and SWAT respond to the facility.
4. An exterior perimeter should be set up utilizing patrol deputies or an outside agency.
5. The Facility Lieutenant/Incident Commander will have paramedics respond to the facility and stage at a designated location.
i. A staff member will be assigned to meet Paramedics.

c) Management of the Scene
1. Deputies will isolate and control the scene to keep the incident in a fixed area.
2. Spectators are not allowed at the scene.
i. Everyone at the scene will participate in solving the problem as directed, or be kept away.
3. Prior to CNT personnel arriving, only the Incident Commander will grant demands made by the hostage taker(s).
4. An inner perimeter will be established by the sergeant responsible for the area in which the incident is occurring.
i. The incident will be under the supervision of the same sergeant regardless of where the perimeter moves within the facility.
ii. No one will enter or leave the scene except with the sergeant's permission.
iii. The perimeter will be set in a manner that blocks all avenues of escape.
5. While establishing the perimeter, the Sergeant will:
i. Identify the hostage taker(s).
ii. Identify the hostage(s).
iii. Identify the type of weapon(s) involved.
iv. Identify the deputies as they are posted.
6. The Facility Lieutenant will be notified of the scene containment and participant identities.
7. The sergeant will assess the situation and determine further logistic and personnel requirements.
8. The sergeant will establish a Command Post near the activity, but out of sight and sound of the suspect(s).
9. The designated ERT team will be staged appropriately.
10. An outer perimeter will be established to provide a buffer zone in which assigned staff can work.

11. Deputies assigned to the scene will be positioned by the sergeant. Staff at the scene will be cautioned not to influence the hostage taker(s) through speech or actions.
12. The sergeant will assign deputies to:
    i. Obtain a copy of the hostage taker(s) booking record (if applicable).
    ii. Obtain a copy of the area floor plan.
    iii. Personally update the Facility Lieutenant on all current available information.
    iv. Ensure the incident is being recorded on video tape.
    v. Maintain a written log of the incident to include:
        A. All demands made by the hostage taker(s).
        B. All crimes committed
13. [redacted]
    i. [redacted]
14. When possible, the incident will be contained in one location. The remainder of the facility will be on a lock down status.
15. Sheriff Special Officer (SSO) involvement at the onset of an emergency or critical incident as a force multiplier is allowed under exigent circumstances. Their initial role is to assist deputies in containing and isolating the incident until additional resources can respond. SSO's should not be used as a response, rescue or arrest team unless the immediacy of the incident requires their involvement to prevent serious bodily harm or escalation of the event. Once deputies become available SSO's should be rotated to perimeter positions as soon as practical.

d) During Negotiations
1. While at the scene the CNT members will conduct all communications between the hostage taker(s) and command staff.
2. No person has rank or authority while being held hostage.
3. The hostage taker(s) may be informed, if necessary, that no inmate will be allowed to escape from custody because of a hostage situation.
4. Any CNT request(s) of command staff will be expeditiously acted upon by command staff.
5. Significant changes in the situation will be relayed to all involved staff immediately. When an agreement is reached in negotiations all involved staff will be informed prior to implementation of the agreement.
6. The Division Commander or Facility Lieutenant will formulate an action plan using appropriate force to terminate the hostage situation in the event negotiations fail. Hostage safety will be the paramount concern. Rescue by force may be attempted when:
    i. [redacted].
    ii. [redacted]
        A. [redacted]
    iii. [redacted]

e) Ending the Incident
1. Upon the release of the hostage(s) or termination of the crisis, the sergeant will ensure that:
    i. Medical attention is provided as required.
    ii. The hostage taker(s) is isolated/separated in the facility under close supervision.
    iii. The crime scene integrity is maintained and Sheriff's Department Identification is called to respond.
    iv. The facility is returned to normal operations, as soon as possible, when safety and security permits.

2. The sergeant will direct that deputies involved in the incident write the appropriate report(s).
    i. One deputy will be assigned to write the Initial Crime Report
    ii. Each deputy involved will write a Follow-up report
3. The Facility Lieutenant will ensure that all staff members, including CNT members, involved in the incident participate in debriefing.
    i. A written critique of the incident will begin following debriefing. The critique will be submitted to the Division Commander the same day.
4. Media relations are the function of the Public Information Office (PIO) who will prepare all releases to the media.

11005.6 - Immediate Action and Rapid Deployment Plan (CIRT)

a) Violence on a school campus or business is an everyday occurrence. You watch the news and you hear about another student, teacher or worker getting killed or injured at a school or workplace somewhere in the United States. To deal with these types of violence at these locations, law enforcement in this country had to develop an "Extraordinary Deployment" plan. Immediate Action/Rapid Deployment is such a plan. It utilizes the initial responders, who are the first deputy's on scene of an "Active Shooter" incident, and they immediately deploy into the school campus, business or Justice Center to save as many lives as possible, while additional resources, such as the Special Weapons and Tactics Team (SWAT), are responding to the scene. The initial responders will organize into a "Contact Team" made up ideally, but not limited to, four officers. They will then aggressively seek out the shooter and stop him or her from continuing with the violent action.
    1. Court Operations personnel assigned to CIRT will adhere to Field Operations Manual Section 67 and 74 [1]

11005.7 - Evacuation of Inmates

a) For information on Evacuation of Inmates for individual Justice Centers refer to CCOM Section 15005.3

11005.8 - Emergency Response to Suicides or Serious Injury

a) Initial Response/Discovery of Incident
    1. The primary responsibility is the preservation of life and lifesaving measures.
    2. The first deputy on scene is generally responsible for the preservation, protection and integrity of the crime scene.
        i. Deputies shall also consider officer safety issues when rendering/obtaining medical aid for injured parties.

b) Discovered Suicide/Attempt Suicide/Serious Injury
    1. Call for assistance, notify supervisor and medical services.
    2. Lockdown the immediate area and secure the scene to ensure responder safety.
    3. Security Staff shall initiate and continue appropriate lifesaving measures, if necessary, until relieved by arriving medical personnel.
    4. The preservation of life should be the primary consideration. In a hanging incident or the use of a ligature, use the "cut down tool"/Safety Scissors from the Detention Guard Station to immediately cut down the inmate/victim or remove the ligature.
    5. The arriving medical personnel shall perform the appropriate medical evaluation and take over lifesaving measures.
    6. Protect items of apparent evidentiary value.
    7. Consult supervisor to determine necessity of a crime scene log.

Policy 12000 - Civil Enforcement Procedures

12001 – Service of Process

12001.1 - Serving Electronic Media

a) If we are requested to serve electronic media (DVDs or CDs) along with court documents.
    1. We will serve the electronic media only if it is an attachment to legal paperwork that we are required by law to serve.
    2. Electronic media will not be served by themselves.

Reference

POST ORDER 10-03

Serving Electronic Media

12001.2 - Prioritizing Civil and Criminal Processes for Field Service

Prioritizing Civil and Criminal Processes for Field Service

Civil and criminal process to be served by field sections shall be given a service priority as indicated below. Process within a given priority category are listed alphabetically and are considered equal. Process listed in Priority #1 requires the field section to complete service or make diligent efforts on the first day it is received.

PRIORITY 1

a) Criminal Subpoenas.
b) Garnishments (Escrow, Banks, Notice to Quit).
c) Order to Show Cause with a short date (3 days or less) (OSC).
d) Sale Postings.
e) Writs of Possession – Real Property (Posting and Enforcement).
f) Grand Jury Summons.
g) Restraining Orders.

PRIORITY 2

a) Claim and Deliveries.
b) Criminal Summons.
c) Earnings Withholding Order (EWO).
d) Order for Examination of Judgment Debtor.
e) Summons Unlawful Detainer (SUD).

PRIORITY 3

a) Civil Bench Warrants.
b) Civil Subpoenas.
c) Claim and Order.
d) Execution Levy – Car (ELC).
e) Execution Levy – Keeper (ELK).
f) Execution Levy – Till Tap (ELTT).
g) Summons and Complaint (S&C).
h) Traffic Bench Warrants.

Note

a) Due to unusual circumstances exceptions to the above will be made by the Civil Sergeant.
b) Additionally, any process which is extremely short dated should be considered as Priority #1 regardless of type.

Reference:

POST ORDER 07-01

Prioritizing Civil and Criminal Process for Field Service

California State Sheriffs' Association Civil Procedures Manual

12001.3 - Process from Plaintiffs without Signed Instructions from Attorney of Record

Process from Plaintiffs without Signed Instructions from Attorney of Record

This policy is intended to clarify and standardizes divisional procedures for the acceptance (for service) of civil actions from plaintiffs, when an attorney of record is shown on the face of the process.

Writs and Other Civil Processes

a) Court Operations will not accept writs and/or other civil process delivered to Court Operations by a plaintiff and accompanied by the plaintiff's signed instructions, when the court process indicates on its face that there is an attorney of record.

Attorney of Record

a) If the plaintiff has an attorney of record, instructions signed by the attorney of record are required by CCP Sections 488.030 and 687.010 [1].

Changes to Written Instructions

a) Once Court Operations has accepted and commenced action on a case only the party signing the instructions (or their authorized agent if the party is unavailable) may authorize any change in the written instructions.
b) All changes to the original instructions must be in writing and properly signed.
c) If agreed upon in advance, documents may be electronically transmitted from the appropriate parties.

References:

California State Sheriff's Association Civil Procedures Manual

California Code of Civil Procedure (CCP) [2]

POST ORDER 06-02

Process from Plaintiffs without signed instructions from Attorney of record

12002 – Non-Writ Process

12002.1 - Service of Juvenile Court Order to Show Cause & Juvenile Court Citations

Service of Juvenile Court Order to Show Cause (OSC) & Juvenile Court Citations

Service of Juvenile Court Order to Show Cause (OSC)

a) A Juvenile Court Order to Show Cause is issued upon petition of the Probation Department for reimbursement of expenses incurred while a minor was detained; the order is directed to the parent/guardian of the minor.
b) Service of the OSC shall be made by personal service of a copy upon the parent/guardian 10 days prior to the hearing if it is an Orange County court proceeding. If the proceeding is outside the County, then the service must be made 15 days prior to the hearing.

c) The certificate of service on the reverse side of the original must be completed by the person making the service. There is no charge for this service.
d) The return of service should be made to the Probation Department the day after service or the day after the expiration of the final attempt date.
    1. The return may be sent via the county messenger service and addressed to Probation. If the proceeding is outside of Orange County, the return should be made by mail.

Service of Juvenile Court Citations

a) A juvenile court citation is a court order for the parent or guardian to appear for a juvenile court proceeding involving their child.
b) Service of the citation shall be made by personally serving the parent or guardian named with a copy of the citation no later than 24 hours prior to the hearing.
c) The certificate of service on the reverse side of the original must be filled out by the person making the service. There is no charge for this service.
d) The return of service to juvenile court may be made by placing the citation in the County messenger (Pony) service. The citation can be returned to court as late as the day of the hearing.

Reference

POST ORDER 11-16

Service of Juvenile Court OSCs Juvenile Court Citations

12002.2 - Certificate of Service, Summons and Complaint

Certificate of Service – Summons and Complaint

a) An individual "Certificate of Service" (Judicial Council Form POS-10) for each entity served with a Summons and Complaint shall be prepared.
    1. This practice is to be followed even when only one copy of the Summons is served on one person in two capacities.
    2. A service fee for each capacity shall be charged.

Reference

POST ORDER 08-01

- Certificate of Service - Summons and Complaint

12003 – Attachment

This section is currently under construction, for information please contact your supervisor.

12004 – Money Writs

12004.1 - Vehicle Levies, Execution Levy (ELC) & CHP 180

One of the most common ways to collect a civil judgment is to levy upon the debtor's vehicle. It is also one of the most potentially volatile situations that civil deputies handle.

Execution Levy Car (ELC)

a) The primary method of service a civil field deputy will encounter is an "ELC", a levy on tangible personal property in possession of the defendant.
b) The purpose of a vehicle levy under a writ of execution is to satisfy a money judgment out of the proceeds derived from the sale of the levied vehicle.

Guidelines for determining when/when not to Levy on a Vehicle:

a) If the vehicle is registered to the defendant, perform the levy.

b) If the vehicle is registered to another and the R/O is not present, but the defendant is present, perform the levy.
c) If the vehicle is registered to another and the defendant is not present, do not perform the levy.
d) Superior Court may issue a "Warrant" on a vehicle.
    1. In this case, the R/O, location of the defendant, etc. is inconsequential, perform the levy.
e) Registration is not the sole factor which determines if the vehicle is taken or not.
    1. The levy is on "all rights, title, and interests" of the defendant in the vehicle.
    2. A vehicle registered to another person yet it is in the possession of the defendant can be construed to show the defendant has rights in/to the vehicle.
f) If the subject vehicle is located, contact the defendant, serve a copy of the writ and seek a payoff.
    1. If the defendant is unable to pay the judgment and costs, tow the car.
    2. Serve a copy of the writ on the person having custody of the vehicle if the defendant is not present.
g) If no one is present, post a copy of the writ in a conspicuous place.
    1. Complete a CHP 180 and notify Support Services/Teletype at [redacted] immediately so the impound information can be entered into the CLETS system and obtain a FCN number.
    2. The FCN number is written on the CHP 180 form adjacent to the REMARKS box.
    3. The CHP 180 form shall be used in conjunction with all civil vehicle levies.
h) If a payoff is accepted in lieu of seizure, it should be in the form of cash, cashier's check or money order payable to the Sheriff, and a field receipt is issued. A personal check is never acceptable for a payoff on a vehicle levy.

Reference

POST ORDER 11-11

Vehicle Levies & CHP 180

12004.2 - Serving Earnings Withholding Orders

a) When serving EWO's it will be the Sheriff's Department policy per Code of Civil Procedure to Serve:
    1. The managing agent or person in charge, at the time of service, of the branch or office where the employee works. Or
    2. The office from which the employee is paid.
b) If a business refuses to accept service of an EWO, the deputy serving the document will deliver the "Service of Earnings Withholdings Orders Notification" (See POST ORDER 06-30) to the person in charge along with the EWO.

Reference

POST ORDER 06-30

Serving EWOs

12004.3 - Moving and Storage Guidelines for Civil Bureau

The Orange County Sheriff's Department has entered into formal contracts with moving companies to provide moving and storage services for civil levies. They have all agreed to the same hourly and storage rates.

Using authorized Moving and Storage Companies

a) Civil enforcement Deputies will use the authorized Moving and Storage Companies listed in Post Order 11-17. No other companies are authorized for use.
b) Field supervisors will ensure that moving and storage companies are being used on a rotational basis.
    1. If a company cannot perform the job, the deputy or sergeant will document that they were offered the job and declined. The deputy or sergeant will then go to the next company on the list.
    2. If service problems arise with any of the listed companies that cannot be resolved, contact the Civil Committee for their review.
c) When the plaintiff or their attorney requests us to use a different Moving and Storage Company, we will inform them that the company they choose must go through the County Vendor process. This could lead to a delay in their levy request.
d) The plaintiff has two options when moving, storing, and selling defendant's property to satisfy a Writ.
    1. The plaintiff can have us place a keeper in the business so that a complete inventory of the property to be seized can be taken beforehand. This also allows the Moving and Storage Company to visit the site and give an accurate moving and storage estimate.
    2. In this case the plaintiff must initially give us a deposit to cover the keeper fees and then deposit additional monies to cover the moving and storage costs.
e) The plaintiff can have us immediately move and store the property to be levied. While this method is good for seizing one or two identifiable pieces of property, it is a poor method to seize property when the plaintiff requests us to "seize any and all property of the defendant."
    1. A keeper will be placed to conduct the inventory.

Blind Estimates

a) If the plaintiff insists on immediately moving and storing the property, the deputy will get as good of an estimate of property to be moved from the plaintiff.
b) The deputy will call the moving and storage facility and tell them we need a blind estimate on the seizure.
c) Call the plaintiff back, give them the estimate and inform them that they must be immediately available to deposit additional funds if the costs go over the estimate.
    1. Also inform them that if there is no break in order and that if the business is closed, they will be charged a dry-run fee by the moving company.

Insurance on Seized Property

a) The department must notify the plaintiff, or their attorney, that under state law, moving companies are only liable for lost or damaged goods in the amount of $.60 per pound.
b) If the plaintiff or their attorney want, or require, addition insurance they must purchase it from the moving company through us and include that amount in their deposit.
c) The plaintiff or their attorney must check one of the boxes on the Levy/Garnishment Instruction Sheet either declining additional insurance or they must check the box requesting additional insurance.
    1. If the plaintiff or their attorney mailed in the instructions we will notify them of the insurance valuation limits by faxing them our instruction sheet so they can formally decline or purchase additional insurance.
    2. If no fax number is available we will mail them an instruction sheet.

3. We will hold the case for one month and return the writ and fees if the plaintiff or their attorney does not respond to our request to return the instruction sheet.

Reference

POST ORDER 11-17

Moving and Storage Guidelines

12004.4 - Storage of Small Levied Items

12004.4 - Storage of Small Levied Items

Items that are levied and are smaller than a banker's box, will be booked into our property/evidence locker.

Procedure for Handling Small Levied Property

a) After the levy, obtain a DR # for property safekeeping.
   1. Complete a property report for safekeeping.
   2. Send the original report to support services, and put copies in the DR log book and civil case file.
   3. Book the property into the evidence booking room at 320 N. Flower. South Civil Deputies may book the property into the Aliso Viejo Substation.
   4. Follow the property booking procedures posted on the walls of the evidence rooms.
   5. We must use the "Levied" booking procedure when booking the levied property.
   6. This ensures the defendant cannot retrieve the property before the sale or release from the civil office.

Sale of Property

a) Sale of Levied Property
   1. The day prior to the sale, the Bureau Sergeant will fax a Property Disposition Authorization form to Property/Evidence.
   2. The Bureau Sergeant will sign as the Authorizing Case Investigator and name the levying deputy who will pick up the items. On the sale date, the levying deputy will go to the property/evidence room and retrieve the items for an office counter sale.
   3. If the item is sold and released, the levying deputy will fill out a property disposition form.
   4. That form will be placed in the mail drop locker at either property room.
   5. If the property was not sold or was purchased with a credit bid, return the property to the evidence lockers.
   6. If the sale is cancelled and the property is to be released, the Bureau Sergeant will fax a Property Disposition Authorization form to Property/Evidence.
      i. The Bureau Sergeant will sign as the Authorizing Case Inv. and name the person who the property is to be released to.
      ii. Instruct that person to pick up the item(s) at the Property/Evidence.

Reference

POST ORDER 10-04

Storage of Small levied Items

12004.5 - DTS Towing Guidelines for Court Operations Civil Enforcement Bureau

Seizure of Vehicles

a) Civil Operations will use the Dispatch and Tracking Solutions (DTS) tow system to seize, manage, and release vehicles that we take into our possession to satisfy Court Writs.
    1. Civil Enforcement Deputies will request a tow company through dispatch when conducting a vehicle seizure.
    2. The removal authority for a claim and delivery or money Writ will be "Civil."
    3. If a tow company is needed only for the removal of the vehicle from the defendant's property on a Personal Property Writ (Turnover Order), the removal authority will be "Civil-714."
b) The deputy will obtain a DR number and fill out a CHP180 form on all seizures and turnovers.
    1. The deputy must obtain an FCN Number, this is done by calling teletype at [redacted]
    2. Teletype needs the removal authority to enter the FCN number, the removal authority for teletype is CCP 687.030 [1].
    3. After the deputy gives teletype the vehicle information, teletype will assign a FCN number that the deputy will include in the narrative section of the CHP 180 form.
    4. If the vehicle is seized, the deputy will mark the "Impounded" and "Agency Hold" boxes.
    5. If the vehicle is turned over to the plaintiff, the deputy and the plaintiff will complete the release sections of the form.
    6. In both cases, "Civil Seizure" will be written boldly in the narrative section.

Report Distribution

a) Report Distribution to be completed by the deputy:
    1. Original - Support Services
    2. Copy - Attached to Civil Worksheet to be placed in case file
    3. Copy - Placed in Detail's DR log book

Professional Staff

a) The professional staff member assigned to the case will query DTS to ensure the tow company entered all of the required fields when the deputy returns the service ticket along with the CHP180 form.
    1. The professional staff member will write the following in the "Hold" notes section: "Civil Seizure - Vehicle only to be release by Sheriff's Civil Office."

Vehicle Turned over to Plaintiff

a) If the vehicle was turned over directly to the plaintiff and a tow company was used, the professional staff must do all of the data entry.
    1. The DTS system should be periodically checked while the vehicle is in storage to ensure the plaintiff has enough fees to cover the storage costs.
    2. Prior to the sale, the assigned staff member will tally the storage costs to ensure the tow company is paid in full prior to the disbursements of sale funds to the plaintiff.
    3. After a sheriff sale has been completed and the buyer has met all obligations, the staff member will send a release through DTS authorizing the tow company to release the vehicle to the winning bidder.

Additional Information

a) The seizure of boats and planes will also be tracked through DTS.
    1. When these types of assets are seized, professional staff must manually enter all the data into the system since they will not be stored in a private tow yard.

Reference

POST ORDER 10-11

DTS Towing Guidelines for Court Operations Civil Enforcement

12005 – Keepers

12005.1 - Keepers in a Medical Facility

This policy is adopted to avoid liability on the County or Department that could result if patients are denied treatment.

a) Judgment Creditors seeking to place keepers in businesses where the judgment debtor provides medical services will be informed that we will permit the judgment debtor to provide medical services to patients.
    1. It is desirable to inform the creditor beforehand of our policy and the reason.
b) The keeper may request payment from the patient in the form of cash or check after services are rendered.
    1. However, if the patient refuses or cannot make payment by cash/check the keeper shall allow the patient to pay by credit card or reimbursement through an insurer; we should not prevent that transaction or interfere in any way with medical services being rendered.

Reference

POST ORDER 10-07

Keepers in Medical Facilities

12005.2 - Keeper Levies and IRS Tax Liens

Notice of Federal Tax Lien

a) After placing a keeper, if we are notified by the defendant or the Internal Revenue Service that the IRS has assessed a lien against the defendant, and we are presented with a "Notice of Federal Tax Lien" which has been previously served on the defendant, we will:
    1. Continue with the levy and notify the levying creditor that the lien is in effect.
    2. The result will be the service on us of a "Demand" by the IRS requiring us to pay the keeper proceeds to the IRS.
b) The creditor then has the informed option of continuing the levy or canceling.

Reference

POST ORDER 06-20

Keeper Levies and IRS Liens

California State Sheriffs' Association Civil Procedures Manual

12006 – Sales

12006.1 - Execution of Sale - Weapons

General

This policy only pertains to the sale of weapons that are otherwise legal to possess under California and federal law.

Purchaser of Weapons

a) Only bidders who possess all of the following will be allowed to purchase weapon(s) at a Sheriff's auction;
    1. Federal Firearms License (FFL),
    2. Regulatory or business license required by local government,
    3. State Board of Equalization seller's permit, and

4. A certificate of eligibility issued by the Department of Justice.

b) Prior to selling any weapon(s) through auction, the Sheriff's representative will require all bidders to produce the required licensing.

Information given to bidders prior to auction

a) Persons bidding will be informed that the successful bidder will be required to fill out the Weapons Auction Transaction Record form to assist the department in conducting a brief investigation prior to releasing the weapon(s).

b) The intent of the investigation is to determine the validity of the licenses and if the bidder is an authorized agent for the entity assigned the licenses.

Releasing of Weapons

a) The weapon(s) will be immediately released to the successful bidder once verification has been completed and payment has been received.

b) Verification of the FFL# should be obtained by telephoning the Bureau of Alcohol, Tobacco and Firearms in Atlanta, Georgia (800) 366 5423.

References

POST ORDER 06-05

- Execution Sale - Weapons

California State Sheriffs' Association Civil Procedure Manual

12007 – Redemption

This section is currently under construction, for information please contact your supervisor.

12008 – Writ of Possession

12008.1 - Defendants Re-entering Real Property Following Eviction

Local law enforcement agencies are frequently confronted with a problem that usually occurs shortly after a Writ of Possession for Real Property has been enforced by Sheriff's Department personnel.

Attempt to Re-Enter or Re-Occupy after Eviction

Defendants who have been evicted from real properties frequently return and re-enter or re-occupy the premises, in violation of the court order. Landlords are usually directed by the local police agency to contact the Sheriff's Department, and are informed by the local police agency that the eviction process is a civil matter and must be handled exclusively by the Sheriff's Department.

a) The re-entry of a defendant to premises following the enforcement of a Writ of Possession, without the consent of the property owner or landlord, is a criminal violation.

b) These crimes are misdemeanors and are enforceable by the local police agency [1].

1. Penal Code 419 Repossession of lands after removal by legal process
2. Penal Code 166 Contempt of Court
3. Penal Code 602(o)Trespass – Refusal to leave private property
4. Penal Code 602(t)Trespass – Refusal to leave private property
5. Penal Code 602.5 Unauthorized entry of property

Plaintiff's Receipt for Possession

a) In addition to the posting of the "Notice of Eviction" on the subject property following a successful eviction, the landlord or plaintiff in the case is provided with a receipt by the Deputy conducting the eviction that is entitled the "Plaintiff's Receipt for Possession".

b) This form is provided to the landlord or agent in order to provide the property owner with written documentation confirming that they have been legally provided with the right to possession of the property.
c) The plaintiff is instructed to present the receipt to the local law enforcement agency along with a copy of the writ or court order that was enforced to obtain possession of the property, should the defendant return to the premises.
d) This form also includes on its face the citation of Penal Code 419 [2], Repossession of land after removal by legal process.

Recommended Actions

a) When a landlord presents a copy of the "Eviction Restoration Notice" and requests assistance in removing a previously evicted tenant, a peace officers should inspect both the "Writ of Possession" and court order and the "Eviction Restoration Notice" carefully.
b) Officers should validate the case number identified in the upper left-hand corner of the receipt and compare it to the attached copy of the court order or Writ of Possession.
    1. The writ or court order will specifically identify the affected property location or address.
    2. If the Writ is not attached, the landlord should be asked to provide a copy.
c) After determining the validity of the order and the receipt, a peace officer may proceed with the enforcement of the applicable sections of the law as shown above.

Reference

POST ORDER 11-06

Defendants Re-entering Real Property Following an Eviction

12008.2 - Eviction Addresses

a) Civil Field Deputies will proceed with evictions as long as the property on the Writ matches either the Post Office Description or the County Recorder's Description of the property.
    1. If you have legitimate doubts whether or not you are conducting the eviction at the proper address, stop the eviction until the property on the writ can positively be matched with the actual address.

Reference

POST ORDER 10-02

Eviction Address

12008.3 - Evictions with Animals

Policy:

When we respond to an eviction and animal(s) are present, the deputy will make a determination if there is reasonable grounds to believe that very prompt action is required to protect the health or safety of the animal or the health or safety of others (PC 597.1)[1]. If the deputy believes these conditions exist, the deputy will contact Animal Control. Animal Control will take possession of the animal(s) if the elements of PC 597.1 [2] are met. If the elements of PC 597.1 [3] are not met, Animal Control will leave the animals in the care of the landlord, new owners, or their representatives and will accept the animal(s) after the time period in Civil Code 1983 has expired.

No Protective Action Necessary

If the deputy determines no protective action is necessary, the animal(s) will be left with the landlord, new owner, or their representative who must then comply with CC 1815, 1816, and CCP 1174 [4]. The

landlord is the involuntary depositary not the Sheriff's Office. If the landlord, new owner, or their representative refuses to take possession of the animal, the deputy will not complete the eviction.

Tenant or Previous Owner Present

If the evicted tenants or previous owners are present at the time of the eviction they should be encouraged to take the animals with them when they leave. However, the Sheriff's Department has no authority to force them to take the animals when they vacate the property.

a) The Sheriff's Department could be liable if a deputy forces the evictees to leave with an animal and the animal injures them or someone else.

Additional Information

If the plaintiff or their agent needs additional information on how to care for the left behind animals refer them to the animal control website at www.oc.ca.gov.

Reference

POST ORDER 11-01

Evictions with Animals

12008.4 - Evicting Lodgers from Hired Rooms

Civil Code Section 1946.5

a) Civil Code Section 1946.5 [1]became law to assist landlords in removing a lodger who resides with the owner of a dwelling unit.
b) When specific conditions exist, a landlord can avoid bringing an action for unlawful detainer against an occupant.

Conditions

a) For this statute to apply, all of the following conditions must exist:
    1. The dwelling unit must also be occupied by the owner.
    2. The owner must retain a right of access to all areas of the dwelling and have overall control of the dwelling unit.
    3. Only one lodger can reside in the unit. If there is more than one lodger, even mother and child, the usual unlawful detainer process must be followed; and
    4. The lodger must have contracted either for room, or room and board.

Definitions

a) A "Lodger" is a person who rents a room from the owner of a dwelling unit, who personally occupies the dwelling, retains the right of access to all areas of the dwelling unit occupied by the lodger, and has overall control of the entire dwelling unit.

Lease Termination

a) Termination of the arrangement may be done by either party giving written notice to the other of the intention to terminate. The written notice is typically required at least thirty (30) days before the date of termination. However, the parties may agree to as little as seven (7) days notice to terminate when the tenancy is created.
b) Notice shall be given by one of the following (Civil Code 1946)[2]:
    1. Personally
    2. By substitute service and mailing a copy:
    3. By posting and mailing a copy; or
    4. By certified or registered mail, restricted delivery, with a return receipt requested.
c) Upon expiration of the notice, any right of the lodger to remain in any part of the dwelling is terminated.

1. The person may be removed pursuant to Penal Code 602.3 [3], or other applicable provision of law.
2. The lodger may be arrested by the owner pursuant to PC 837 (Private Person Arrest)[4].
    i. The arrest is not made by the law enforcement agency.
    ii. Pursuant to PC 142(a) [5], the officer will receive custody of the arrested person then cite and release.
3. If the person refuses to leave, the officer is not precluded from removing the person from the premises.

d) Removal of the lodger under authority of PC 602.3 only applies to the owner-occupied dwelling where a single lodger resided.
e) Any personal property left on the premises will be stored by the property owner pursuant to Civil Code 1965 [6].

References:

POST ORDER 06-25

Evicting Lodgers from Hired Rooms

California State Sheriffs' Association Civil Procedures Manual

California Code of Civil Procedure

12008.5 - Receipt for Possession of Real Property

Signed Receipt of Possession

a) Field deputies should make every effort to obtain a signed "Receipt of Possession" from the plaintiff when we have served a Writ of Possession Real Property and Notice to Vacate on a defendant or property.
    1. If the plaintiff refuses to sign the receipt of possession, state so on the service ticket and complete the eviction.

Plaintiff not Present

a) In no circumstances will we complete an eviction if the plaintiff or their representative is not present at the time of the lockout.

Reference

POST ORDER 10-02

Receipt of Possession of Real Property

12008.6 - Landlord Already in Possession

a) Civil Field Deputies will proceed with evictions even if the landlord is already in possession.
b) The Sheriff's Department must carry out all lawful orders of the court and must complete the eviction levy even if the landlord already has possession.
c) If the tenant is present and claims the landlord illegally evicted them and demands to make a private person's arrest:
    1. If you are in a non-sheriff jurisdiction area, contact the local police agency to handle the potential violation of CPC 418 [1]. Make a log entry as necessary.
    2. If you are in a sheriff jurisdiction area, take appropriate actions according to the patrol manual and legal source book.
d) If the landlord insists on going forward with the eviction, we must proceed and enforce the separate Civil Court Writ.

References

POST ORDER 10-02

Landlord Already in Possession

OCSD Field Operations Manual Section 10 [2] - Landlord Tenant Disputes

California Legal Source Book Section 5.14 - Search & Seizure Private Persons Arrest

12008.7 - Writ of Possession - Claim and Delivery

NOTE:

A Claim and Delivery is not an action in and of itself. It is a provisional remedy, which allows the plaintiff to recover specific property in the possession of a defendant. Until a court action determines otherwise, possession of the property is only temporary. Property may be seized from the possession of the defendant, or a person acting as an agent for the defendant with no ownership interest.

Writ

a) The writ must have the following:
   1. Directed to the Sheriff.
   2. Describe the specific property to be seized.
   3. Specify any private place to be entered to take possession of property.
   4. Direct the Sheriff to levy on the property if found. Hold until released or sold.
   5. Inform the defendant of the right to object to the undertaking, or obtain redelivery by filing an undertaking.

Seizing Property

a) The Sheriff's Department may seize the described property located in any public place.
b) It may be seized only from the defendant or the defendant's agent.
   1. The definition of an agent is not always clear.
   2. In most cases, this is the person in possession of the property not claiming ownership or lien.

Forcible Entry

a) If the property to be seized is located in a private place, all efforts to have the property delivered to the levying deputy must be attempted.
   1. Caution should be exercised when executing this type of levy.
b) A Writ of Possession (Claim and Delivery) has a provision for an automatic break in order; if the plaintiff followed CCP 514.010(c) [1], the judge signed the Writ, and the address to be forcibly entered, if necessary, is located in box 2 of the writ.
   1. The deputy should always make every reasonable effort to obtain peaceful entry.
   2. If the property is not voluntarily delivered, the deputy may then make forcible entry in such a manner as she/he reasonably believes will cause the least damage to the building.
c) If no one is present when the property is levied, the writ authorizing the levy must be posted in the most conspicuous place closest to where the property was seized.
   1. Copies of all documents will then be mailed to the defendant.
d) If a deputy believes that entry and seizure will involve substantial risk or serious injury to anyone, the deputy shall not enter.
   1. The deputy will return the writ to court for further direction.

Property in Possession of Lien Holder

a) If the property is in the possession of a lien holder, we shall not levy unless:
   1. The lien holder is a named defendant and covered by an undertaking, or
   2. The lien holder is paid, thus releasing the lien.

Reference

POST ORDER 08-03

Writ of Possession - Claim & Delivery

12008.8 - Completion of Prejudgment Claim of Right to Possession

Code of Civil Procedure Section 415.46 [1]

a) There are two places on the claim form which must be completed by the server at the time copies of the Summons and Complaint for Unlawful Detainer are served, left, and posted.
b) In order to fully comply with the requirements of this Section, servers are reminded to fill in the DATE OF SERVICE box.
    1. When possible, mailing will be completed by the civil professional staff on the same day as the posting.
    2. However, the date entered on the claim form by the server will be the date the Summons is served or delivered and posted regardless of when mailing is completed.
c) Fill in the proper filing fee amount.
    1. The filing fee is determined by the current Court Fee Schedule.

References:

POST ORDER 06-18

- Completion of Prejudgment Claim of Right to Possession

California State Sheriffs' Association Civil Procedures Manual

12008.9 - Recreational Vehicle Park Laws

Pursuant to Section 799.58 of the Civil Code [1], law enforcement agencies are required to remove a defaulting occupant from a recreational vehicle park when all the requirements of the Civil Code have been met.

California Civil Code, Section 799.58

"Subsequent to serving a copy of the notice specified in this article to the city police or county sheriff, whichever is appropriate, and after the expiration of 72 hours following service of the notice on the defaulting occupant, the police or sheriff, shall remove or cause to be removed any person in the recreational vehicle. The management may then remove or cause the removal of a defaulting occupant's recreational vehicle parked on the premises of the park to the nearest secured storage facility. The notice shall be void seven days after the date of service of the notice."

Conditions Prior to Removal

The responding agency shall, proceed to remove the occupant from a recreational vehicle when all of the following conditions have been met:

a) The appropriate law enforcement agency must have been served a copy of the 72-hour notice that was served upon the defaulting occupant.
b) The notice must reference the date of service upon the occupant. The notice and removal procedure is void if more than 7 days has elapsed from the date of service upon the occupant.
c) The notice served upon the occupant must state that if the defaulting occupant does not remove the recreational vehicle from the premises of the park within 72 hours after receipt of the notice, the management has authority to have the recreational vehicle removed from the lot to the nearest storage facility.
d) In the event that the defaulting occupant is incapable of removing the occupant's recreational vehicle from the park because of a physical incapacity or because the recreational vehicle is not

motorized and cannot be moved by the occupant's vehicle, the default shall be cured within 72 hours, but the date to quit shall be no less than seven days after service of the notice.

Determining Factors

When the responding law enforcement agency arrives at the RV Park, the following must be determined to exist:

a) Registration agreement between a park and an occupant shall be in writing and shall contain the term of the occupancy and the rent therefore, the fees, if any, to be charged for services which will be provided by the park, and a statement of the grounds for which a defaulting occupant's recreation vehicle may be removed as specified in 799.22 of the Civil Code [2] and containing the telephone number of the local traffic law enforcement agency. (CC 799.43 [3])

b) At the entry to the recreational vehicle park, or within the separate designated section for recreational vehicles within a mobile home park, there shall be displayed in plain view on the property a sign indicating that the recreational vehicle may be removed from the premises for the reasons specified in Section 799.22 of the Civil Code and containing the telephone number of the local traffic enforcement agency. (CC 799.46 [4])

c) The person to be removed must fit the legal definition of a "defaulting occupant."
   1. An "occupant" is the owner or operator of a recreational vehicle who has occupied a lot in the park for 30 days or less.
   2. A "defaulting occupant" means an occupant who fails to pay his or her occupancy in a park or who fails to comply with reasonable written rules and regulations of the park given to the occupant upon registration.
   3. If a subject has been in a park longer than 30 days, he or she is classified as a "tenant" and after nine months, he or she is classified as a "resident".

d) Tenants and residents are not subject to the provisions of removal outlined in this section.

Reference:

POST ORDER 06-33

Recreational Vehicle Park Laws

California State Sheriffs' Association Civil Procedures Manual

California Code of Civil Procedure [5]

12009 – Extraordinary Writs

This section is currently under construction, for information please contact your supervisor.

12010 – Claims

12010.1 - Claims of Right to Possession

Occupants of premises who have not been named in the Summons Unlawful Detainer may file claims of right to possession. Claims of right to possession fall into two categories.

a) The **prejudgment claim** procedure, the unnamed occupant is given notice to file a claim prior to the unlawful detainer hearing.

b) The **post judgment** procedure, the unnamed occupant is given notice along with the Notice to Vacate.

Prejudgment Claim of Right to Possession

a) Is an alternative procedure which plaintiffs may elect to use in place of the existing procedures that provide for the filing of a claim of right to possession after judgment.

b) If the prejudgment claim of right to possession form has been served with the summons and complaint upon the tenants and all occupants, the levying officer will not accept claims of right to possession after judgment unless the property is involved in a foreclosure. (CCP 415.46 or 1167 [1])
c) When serving the Summons and Complaint upon a defendant/tenant, the person making the service shall make a reasonably diligent effort to ascertain whether there are other adult occupants of the premises who are not named in the summons by asking the person being served to identify any other adult occupants.
    1. If any adult occupants are identified and available to be served, the person making the service shall serve each with a Prejudgment Claim of Right to Possession form with a Summons and Complaint attached.
    2. Service on occupants, which cannot be personally served, may be accomplished by the substitute service method or by leaving, posting and mailing copies as indicated.
d) When judgment for possession is entered and a writ of possession is issued, enforcement of the writ shall apply to all tenants, subtenants, claimants and any other occupants of the premises ("Evict All").
e) Unlawful Detainer Cases Where the Summons and Complaint Were Not Served Pursuant To CCP Section 415.46 [2]
    1. Any person not named in the judgment for possession who resided at the premises on the date of the filing of the action may object to enforcement of the judgment against that person by filing a claim of right to possession.
    2. Persons asserting a claim at the premises shall be furnished the necessary Claim of Right to Possession form by the Levying officer.
f) The court will mark the writs of possession that issue following service pursuant to CCP Section 415.46 [3].
    1. All other writs of possession will be processed in accordance with existing procedures.
    2. The levying officer will serve or post a Claim of Right to Possession form with the writ at the same time the Notice to Vacate is served or posted.
g) CCP 415.46(e)(2) [4] allows any tenant or sub-tenant to file a claim of right of possession up until the time of eviction, if the housing unit involved in the unlawful detainer hearing was the result of a foreclosure.

Processing the Claim of Possession

a) A claim of right to possession may be filed at any time after service or posting of the writ of possession, up to and including the time at which the levying officer returns to effect the eviction of those named in the judgment of possession.
    1. However, if the writ is an "Evict All" writ, no further claims will be accepted.
b) Section 1174.3 of the California Code of Civil Procedure [5] prescribes that the completed Claim of Right to Possession must be filed in person.
    1. The occupant named on the claim shall be the person delivering the completed claim.
    2. The occupant presenting the completed claim must also present identification to the deputy.
    3. Deputies should request a driver's license or identification card issued by the California Department of Motor Vehicles.

4. If the claimant does not possess either, discretion should be used in accepting other identification, preferably with a picture, to identify the claimant. (See CCOM Section 12010.3).

c) Upon receipt of a claim of right to possession, the levying officer shall indicate thereon the date and time of its receipt and forthwith deliver the original to the issuing court and a receipt or copy of the claim to the claimant and notify the plaintiff of that fact.

Procedure after the Claim Hearing

a) If the claim is denied, proceed with enforcement of the original writ of possession as deemed amended to include the claimant.
b) The defendant is still allowed the original 5-day notice before the eviction can take place.
c) If the defendant has had the full 5-day notice, an immediate eviction can be done.
d) If the full 5-days have not passed, wait until after the 5th day then proceed with an immediate eviction.

Reference

POST ORDER 11-10

Claims of Right to Possession

12010.2 - Third Party Claims: Appeal Undertaking Requirement

a) California Code of Civil Procedure 917.9[1] and Witkin, CA Procedure 2nd, Appeal 178, states that an appeal does not stay the judgment or order if the court requires an undertaking in a sum fixed by the court, and the undertaking is not given.
    1. The Sheriff's Department is not authorized to turn back the plaintiff's undertaking unless an order to that effect has been included in the judgment order.

References:

POST ORDER 07-03

Third Party Claims-Appeal Undertaking Requirement

California State Sheriffs' Association Civil Procedures Manual

California Code of Civil Procedure [2]

9 Witkin Cal. Proc. Appeal § 278

12010.3 - Identification Requirement of Code of Civil Procedure Section 1174.3

California Code of Civil Procedure 1174.3

a) California Code of Civil Procedure 1174.3 [1] requires that people filing post-judgment claims of right to possession present their completed claim form in person with identification to the levying officer.

Identifications:

a) The following are the primary types of identification that are acceptable:
    1. Valid California Driver's License
    2. Valid California Identification Card
b) However, any type of picture identification may also be accepted, examples include:.
    1. Passport
    2. Military I.D. card
    3. Out-of-state driver's license
c) Other identification may be accepted at the Professional Staff Supervisor, Civil Sergeant or Justice Center Lieutenant's discretion.

Reference

POST ORDER 06-17

Identification Requirement of Code of Civil Procedure Section 1174-3

California State Sheriffs' Association Civil Procedures Manual

12011 – Exemptions

12011.1 - Claim of Exemption Policy - EWOs

These policies will apply only to cases where no court orders are issued, or where court orders are not specific.

Withholdings

a) Withholdings already received from the employer are paid over to the employer for payment to the defendant.
b) If additional monies are received later they are returned to the employer for disbursal to the defendant.
c) The employer is sent a Notice of Termination of Withholding Order which advises the employer to terminate the levy and to return to the defendant any earnings which they may be holding for transmittal to the levying officer.
d) The plaintiff receives no funds whatsoever from the levy and the EWO is no longer in force.

Modification

a) The modification of withholding of earnings is effective as of the date of the levy.
    1. The Notice of Modification of Earnings form will have the date of the levy inserted on Part 2(b) of the form.
b) Based on the amount of earnings per pay period the defendant has agreed to have withheld on the EWO, the employer and the levying officer must calculate;
    1. Back to the date of the levy to ascertain how much money it is proper to withhold towards satisfaction of the judgment
    2. How much excess withholdings must be returned to the defendant.
c) Any excess amounts withheld by the employer are returned to the defendant, and the balance still due on the execution is re figured and increased accordingly.
d) Withheld earnings in the hands of the levying officer, which exceed the proper amount as calculated back to the date of levy, are returned to the employer to be paid to the defendant.

Claims of Exemption

a) If the defendant's Claim of Exemption is granted;
    1. An appeal by the plaintiff does not stay the order modifying or terminating the earnings withholdings order.
    2. The earnings are returned to the defendant immediately.
b) If the defendant's claim is denied, there is an automatic appeal time of 30 days for Small Claims and Limited Jurisdiction cases, and 60 days for Superior Court cases.
    1. The appeal time begins from the date of the court order denying a claim of exemption, or modifying or terminating an earnings withholding order.

Reference

POST ORDER 08-02

Claim of Exemption Policy

12012 – Stays

12012.1 - Stays

Stay of Execution – Writ of Possession Real Property

The purpose of this section is to establish a standard response when a five-day notice to vacate on a Writ of Possession Real Property is interrupted by a stay of execution, and the stay is later lifted by the court without specifying a certain date by which the defendant must vacate the property.

Third Party Claim of Right to Possession Stay

a) When a third party claim of right to possession is received after a five-day notice to vacate has been served or posted, but before a forcible eviction has taken place, all proceedings are stayed.
b) When an order is received lifting the stay and no specific date is given by the court for enforcement of the writ, there is no requirement that the defendant be given an additional notice to vacate.

Bankruptcy Stay

a) All proceedings must stop when we receive an automatic stay from the Federal Bankruptcy Court.
b) The stay takes effect on the date it was filed with the court; it does not matter when we receive it.
    1. We are not liable for any violations of the automatic stay unless we have been given proper notice.

Third Party Claim of Right to Possession Stay

a) Upon receipt of a Minute Order on an eviction case, the processing clerk shall:
    1. Examine the document to determine the date of the order.
b) Calculate the new evict date.
    1. Go to CHGDEL, change EVICT DATE.
    2. Go to REPRNT, generate another service ticket, clearly highlighting the new EVICT DATE.
c) Issue the case to the field.

Eviction Date Calculation

a) The defendant is entitled to a full five-day Notice to Vacate before we can perform the eviction.
b) When the five-days is interrupted by any Stay Order, the defendant is entitled to the days remaining.
    1. Since we are stayed from the day we receive the Arrieta Claim until the date the Minute Order or Stay is issued, we cannot count those days in the five-day calculation.
    2. In order to calculate the new evict date, you must first calculate the number of days that had expired on the notice prior to our receipt of the Arrieta claim.
    3. Subtract this number from five-days to compute the remaining days' notice which must be given (if any) before the eviction takes place.

Bankruptcies filed prior to the Notice to Vacate Posting

a) If the defendant filed bankruptcy before we posted the Notice to Vacate but did not notify us until after the posting, the Posting is voided.
b) A new Notice to Vacate will need to be posted before we can continue with the eviction.
c) The plaintiff is required to notify us to stop all enforcement actions after the defendant files bankruptcy.
    1. The plaintiff is to be charged for the additional posting costs.

2. We will not undo a completed eviction if the defendant waits until after the eviction is completed to notify us of a bankruptcy.

References

POST ORDER 11-04

- Stay of Execution - Writ of Possession Real Property

POST ORDER 11-05

Automatic Stay in Bankruptcy

12013 – Undertakings

This section is currently under construction, for information please contact your supervisor.

12014 – Bankruptcy

12014.1 - Bankruptcy Filing on Writ of Possession-Real Property Cases

Bankruptcy Petition filed Before Unlawful Detainer Hearing

If a bankruptcy petition was filed before an unlawful detainer hearing, all enforcement actions are stayed until the Civil Bureau receives a relief of stay or a dismissal from the bankruptcy court.

Bankruptcy Petition filed after Unlawful Detainer Hearing

a) If the bankruptcy petition was filed after the unlawful detainer hearing then we must follow one of the rules listed below:
   1. When evicting a defendant in a non-residential property, the eviction is stayed.
   2. If the lease has expired under the terms of the contract, we will go forward with the eviction after the plaintiff has given us instructions that states the lease has expired and directs us to proceed.
   3. When evicting a defendant in a residential property the eviction is stayed, we will continue with the eviction after receiving instructions from the plaintiff that states the eviction can go forward due to stay exceptions from the federal bankruptcy court or the plaintiff gets a relief of stay or the bankruptcy is dismissed.

Third Party files a Bankruptcy

a) If a third party files a bankruptcy; we will stay the eviction so long as the property address is listed in the bankruptcy filing.
b) We will continue with the eviction after receiving one of the following:
   1. A relief of stay
   2. Additional instructions from the plaintiff stating the automatic bankruptcy stay does not apply in their particular case.
      i. The instructions should quote the applicable USC code section.
   3. Absent a USC code section it is recommended that county counsel review the instructions before proceeding.

Bankruptcy before Judgment date

a) After receiving a bankruptcy filing from the defendant in an unlawful detainer hearing we will first check the date of the bankruptcy petition and compare it with the date of the judgment on the Writ of Possession.
b) If the date on the bankruptcy petition is before the Judgment date on the Writ of Possession then all enforcement actions are stayed pending a relief of stay or dismissal from the bankruptcy court.

c) With multiple Bankruptcies, the automatic stay provisions may have an expiration date. After confirming with the issuing Bankruptcy Court that the automatic stay has expired, a relief of stay or dismissal is not required.

Bankruptcy after Judgment date

a) If the Judgment date on the bankruptcy petition is after the date on the Writ of Possession then we will follow the below procedures:
   1. After receiving a bankruptcy filing from a defendant in a non-residential property, we will stay the eviction unless we receive written instructions from the landlord or their attorney based on language in 11 USC 362 (b) (10).
   2. After receiving a bankruptcy filing from a defendant in a residential property, we will continue the eviction process after we receive instructions from the landlord or their attorney based on language in 11 USC 362 (b) (22).
   3. We will also continue the eviction after receiving instructions from the landlord or their attorney based on language in 11 USC 362 (b) (23).

Bankruptcies on Foreclosure Evictions

a) The automatic stay exceptions listed above do not apply to foreclosure evictions unless there is a landlord tenant relationship between the current legal owner (Plaintiff) and the foreclosed upon former owner (Defendant)."
b) All bankruptcy filings of a named defendant in a foreclosure will result in a stayed eviction.
c) The plaintiff must obtain a relief of stay or dismissal from the Bankruptcy Court, unless the stay is voided due to multiple bankruptcies.

Reference

POST ORDER 12-02

Bankruptcy Filings on Writ of Possession-Real Property Cases

12014.2 - Notices of the Filing of Bankruptcies

Notices of the filing of bankruptcies are to be processed as follows:

Notification Form

a) The form in which we receive "Notice" of the filing of a petition and thus an automatic "stay" may be a copy of any document issued by the bankruptcy court, a letter signed by the bankrupt or the bankrupt's attorney, or an oral notice.
b) If we are unable to verify the notice, the plaintiff will be requested to verify the bankruptcy and get relief from the stay.
c) The Civil Bureau should be presented with a "Certificate of Filing" and/or a "Notice of Stay" as issued by the bankruptcy court.
d) The "Notice" regardless of form needs to include the:
   1. Title of the bankruptcy court.
   2. Bankruptcy case number.
   3. Name of the bankrupt.
e) Unless the "Notice" is in the form of an official bankruptcy court document, we will verify the filing by telephoning the bankruptcy court; Orange County's number is 714–338–5401 voice mail, 714–338–5300 live contact, or by using WEBPACER at www.cacb.uscourt.gov.

Summons and Notice of Trial

a) As soon as possible after a Bankruptcy “Summons and Notice of Trial” is received, forward the documents and a copy of the applicable "Register of Action" to the Justice Center Lieutenant, Civil Sergeant or Civil Supervisor for forwarding to County Counsel.

Automatic Stay Provisions

a) The automatic stay provisions do not apply to:
   1. Domestic cases for collection of alimony, maintenance, or support.
   2. The exception does not apply if the filing was a Chapter 13 filing.
   3. In Chapter 13 filings, all executions are stayed and a claim must be filed with the Trustee.
   4. Non-residential property where the lease expired prior to the Bankruptcy filing.
   5. Residential property, unless the debtor follows the complex procedure listed in CCOM 12014.1, Bankruptcy Filing on Writ of Possession/Real Property Cases.
   6. CCP 1209 and CCP 1993 [1] (Witness) Civil Bench Warrants and PC 166 Warrants[2] .

Reliable or Verified Notice of Bankruptcy

a) Immediately following receipt of a reliable or verified "Notice" of bankruptcy we will RETAIN property already under levy and in our custody.
b) Release all other levies and return monies received after the Bankruptcy filing date to the appropriate party.
c) We will then serve on the creditor, debtor, and trustee a “turnover notice” advising the parties that the levied property may be transferred to the trustee no earlier than five days after the 341 meeting creditors hearing date.

Trustee Refusal to Accept Property

a) If the trustee refuses to accept the property, the property under levy shall be held until:
   1. Further order of the bankruptcy court.
   2. A release is received from the levying creditor's attorney.
   3. Assets will then be returned to the defendant unless the bankruptcy court has issued a "Temporary Restraining Order", appointed a trustee in bankruptcy or other court direction.
   4. Failure of the levying creditor to advance required storage costs (CAUTION!! require storage fees to be on deposit at least 15 days before we are required to pay them.)
   5. Expiration of the levy unless the attaching creditor or bankruptcy court has extended the levy.

Certification Requirement on Relief of Stay Orders

a) There is no certification requirement on Relief of Stay Orders issued in eviction proceedings by the Bankruptcy Court.
b) You may rely on signed written instructions from the plaintiff informing you that the automatic stay has been set aside; however, you may proceed with the eviction upon receipt of the written instructions.
c) It is acceptable to require a certified copy of the bankruptcy court’s order to release levied property; if however, you believe that the order for release is valid and have sufficient other proof, you may release without a certified copy.

Reference

POST ORDER 11-15

Notice of Filing - Automatic Stay Certification Requirement

12014.3 - Automatic Stay in Bankruptcy

A federal appellate case (Knaus V. Concordia Lumber Company, 8th Cir. 1989, 889 F2d 773) holds that the automatic stay provided in the bankruptcy proceeding requires the release of property levied upon prior to the filing of a bankruptcy petition. In the past, only property levied upon after the bankruptcy filing was released.

Information Received that Property was Levied Upon Prior to the Filing of a Bankruptcy Petition, we will:

a) Hold the property.
    1. Notify the creditor immediately and request written instructions.
b) If the creditor instructs us in writing to maintain the levy, they must provide factual statements of the reason justifying our retention of possession of the property.
    1. Forward the written instruction to County Counsel for evaluation and opinion.
c) County Counsel will evaluate the creditor's instructions to see if they provide an adequate reason for refusing to turn the property over to the debtor.

Reference

POST ORDER 11-05

Automatic Stay in Bankruptcy

12014.4 - Effect of Bankruptcy Chapter 13 Filling by Co-Debtor

Title 11 U.S. Code, 1301

a) A Chapter 13 stay protects consumer debt from civil action and enforcement even when the debt is co-owned and only one of the owners of the debt files for bankruptcy protection.
    1. Although claims of automatic stay under these circumstances are rare, Civil Clerks are advised to contact the plaintiff's attorney for verification before releasing.

References

POST ORDER 06-15

Effect of Bankruptcy Chapter 13 Filing by Co-Debtor

California State Sheriffs' Association Civil Procedures Manual

12014.5 - Evictions and Bankruptcy Stays

a) If the bankruptcy is filed at any time before the eviction is completed by the defendants named in the writ, the deputy must NOT proceed with the eviction unless and until
    1. the landlord obtains and presents to the deputy an order from bankruptcy court granting relief from the stay or dismissal by the bankruptcy court; or
    2. the landlord provides written instructions indicating that the stay provisions are void pursuant to one or more of the following United States Code sections: 11 U.S.C. § 362(c) through 11 U.S.C. 362 (g).
b) If the plaintiff did a normal eviction we will only accept third party bankruptcy filings if they are accompanied by an Arrieta claim.
c) This procedure does not apply to property where the lease expired prior to the bankruptcy filing.

References:

POST ORDER 06-24

Evictions and Bankruptcy Stays

California State Sheriffs' Association Civil Procedures Manual
California Code of Civil Procedure [1]
County Counsel Opinion 2005-008

12015 – Tax Liens

Refer to CCOM Section 12005.2 for information

12016 – Arrests

12016.1 - Civil Bench Warrant Procedure for CCP 1993

Civil Bench Warrants (CBW) may be issued by a court pursuant to Code of Civil Procedure (CCP) 1993 [1] to compel a witness, who has previously been properly served with a subpoena, to attend a civil proceeding. Such warrants should be addressed only to the Sheriff's Departments and cannot be entered into AWSS. We will receive these warrants directly from our county courts or from other county Sheriff's Departments and process them in the following manner:

Professional Staff Duties

a) Accept the warrant, letter of instructions, the appropriate deposit amount per Government Code 26744.5 [2], and enter the warrant into our civil system.
b) Ensure the warrant contains all of the following:
    1. The title and case number of the action.
    2. The name and physical description of the person to be arrested.
    3. The last known address of the person to be arrested.
    4. The date of issuance and the county in which it is issued.
    5. The signature or name of the judicial officer issuing the warrant, the title of his or her office, and the name of the court.
    6. A command to arrest the person for failing to appear pursuant to the subpoena or court order, and specifying the date of service of the subpoena or court order.
    7. A command to bring the person to be arrested before the issuing court, or the nearest court if in session, for the setting of bail in the amount of the warrant or to release on the person's own recognizance. Any person so arrested shall be released from custody if he or she cannot be brought before the court within 12 hours of arrest, and the person shall not be arrested if the court will not be in session during the 12-hour period following the arrest.
    8. A statement indicating the expiration date of the warrant as determined by the court.
    9. The amount of bail.
    10. An endorsement for nighttime service if good cause is shown, as provided in Section 840 of the Penal Code [3].
    11. A statement indicating whether the person may be released upon a promise to appear, as provided by Section 1993.1 [4]. The court shall permit release upon a promise to appear, unless it makes a written finding that the urgency and materiality of the person's appearance in court precludes use of the promise to appear process.
    12. The date and time to appear in court if arrested and released pursuant to 11 above.
c) Complete a Trip Ticket and Scan a copy of Trip Ticket and Warrant into Civil Automated System (CAS).
d) Prepare a Notice of Warrant and mail it to the defendant.
e) Send Original Trip Ticket and Original Warrant to the Civil Field Office.

Defendant Cited & Released

a) If the deputy cites and releases the defendant in the field, the deputy will return the Trip Ticket, the Original Warrant and Original Citation to the professional staff.
b) Professional staff will make a photocopy of the Original Citation and place it in the case file.
c) The Original Citation and Original Warrant will be returned to the Orange County Court or County Sheriff's Department that sent the Original Warrant.
d) The file copy (pink) will be sent to North Operations by the deputy. Close the case as a served warrant.

Defendant Arrested

If the defendant is arrested, he/she will be taken to Court.

a) The warrant will be turned into the court civil division.
b) When you get the trip ticket back, it will be marked as an arrest.
c) Close the case as a served warrant and send the Proof of Service to the Court or Originating Sheriff's Department.

Defendant Not Found

a) If service on the Warrant is a "Not Found", it will be handled in the same manner as all other Not Founds.

Deputy's Duty when Defendant Cited & Released

a) Make contact with the defendant and cite and release him/her on the warrant if the court has authorized it with a statement on the warrant that allows a release on a promise to appear.
b) Request a DR number and title it, "Civil Warrant – Cite and Release."
c) See FOM Section 9 [5]for instructions on completing citations.
d) Return the trip ticket, original copy of the citation, and the warrant to the civil professional staff.
e) A Report Continuation form must be written and attached to the citation.
f) Write the Citation Number just below the DR Number on the Report Continuation form, on the back of the file copy (pink) write "refer to continuation page."
g) Attach the file copy (pink) to the front of the continuation report and submit the report per normal procedures.

Deputy Duties when Defendant Arrested

a) If the defendant refuses to sign the citation, arrest the defendant and bring them to the court of issuance if issued in Orange County, or to the nearest magistrate if issued outside of Orange County.
b) The defendant must be brought before the court within 12 hours from the time of the arrest or be released. Even if there is a nighttime endorsement on the warrant the person must be brought to a court within 12 hours. Therefore, arrests should not occur anytime that would not allow for the person to be presented to a court within 12 hours, i.e., no Friday or Saturday night arrests and no arrests between 1500 and 2100 hours. This will ensure that every person arrested will be presented to the Court within the 12 hours required by law.
c) Unless the warrant contains an endorsement for nighttime service, attempts to serve CCP 1993 warrants [6] can only be made between 0600 and 1500 hours to ensure the defendant is brought to court on the same day an arrest is made.
d) Request a DR # and write a Follow-Up Report, the title will be "Civil Warrant Arrest and Transport to Court."
e) The report shall be brief but detail the events that took place, include the details of the refusal to sign the citation in the report.

f) Void the citation and book the first three copies of the citation into evidence.
g) Complete the "REQUEST TO DISMISS/VOID CCP 1993 CIVIL WARRANT CITATION" form and submit it through the chain of command.
h) Turn in the trip ticket and write "defendant arrested" in red in the notes section so the professional staff knows the warrant went to the court.

Closing the Warrant as Unable to Locate

a) If the defendant cannot be located after four attempts, close the warrant as "unable to locate" and return it to professional staff.
b) Write "Unable to locate after Diligence" in your notes.

Citation Distribution

a) Citations consist of 4 pages, distribute the pages as follows:
    1. 1st page – Court (Original)(White)
    2. 2nd page – Defendant's Copy (Yellow)
    3. 3rd page – File Copy (Pink)
b) 4th page – Deputy Copy (Canary)(stays in Citation book)

Writing the Citation

a) See Field Operations Manual Section 9 Subsection XV [[7]]. Writing the Citation for details

References:

POST ORDER 12-01

Civil Bench Warrant Procedures for CCP 1993

California State Sheriff's Association Civil Procedures Manual

12016.2 - Civil Bench Warrant Procedure for CCP 708.170, 491.160 and 1209

Warrants

a) Civil Bench Warrants for (CBW) failure to appear on Orders for Appearance of a Judgment Debtor, CCP 708.170 / 191.160 [1] ($50.00 fee), that meet the minimum requirements will be forwarded to the Central Warrant Repository (CWR) through our office.
b) CCP 1209 Warrants [2] will be served at no charge. The court will send CCP 1209 warrants directly to the CWR.

Minimum Criteria

a) Only warrants meeting the minimum criteria may continue to be directed to the CWR for entry into Automated Warrant Service System (AWSS).

Minimum Information for AWSS

a) The minimum information needed by the Sheriff for warrant entry into AWSS is:
    1. Full name of the person to be arrested.
    2. Date of birth of the person to be arrested.
    3. Full address of the person to be arrested.
    4. Sex and race of the person to be arrested.

Warrants Missing Minimum Information

a) Warrant requests, which do not contain the above basic information, will not be forwarded to CWR for entry into the automated system.
b) Warrants that do not meet the minimum standards will be held at our offices for letter or field notification.

Warrants with Name and Address Only

a) Warrant requests, which contain a name and address, may be forwarded to the appropriate Sheriff Court Operations office for an attempt to contact the subject and obtain voluntary compliance.

Warrants Meeting the Minimum Information

a) Once it has been determined that the warrant meets the minimum requirements to be forwarded to CWR, professional staff will open the case, enter the warrant into our field civil system and accept the fee.
b) Once the case is entered, the warrant will be forwarded to the CWR for entry into the automated system.

Central Warrant Repository (CWR)

a) CWR will generate a "Warrant Worksheet" and forward it to the Tactical Apprehension Team (Warrants) for assignment and further action.
b) Warrant Bureau professional staff will mark the warrant worksheet identifying the warrant as a Civil Bench Warrant and forward it the appropriate Civil Detail for service.

Return of Warrants

a) Notification will be sent to the originating office with the warrant disposition written on the warrant worksheet.
b) It is important that the originating office be notified of the warrant outcome, so they may update/close the open case in the civil system.
c) The warrant worksheet will be returned to the Tactical Apprehension Team.
d) Recalled warrants will be returned to the Tactical Apprehension Team.

Warrants for Service Outside Orange County

a) The Sheriff cannot accept warrants for service outside Orange County.
b) The person requesting service outside Orange County will be directed to the appropriate county.

References

POST ORDER 08-04

- Civil Bench Warrant Procedure for CCP 1209

POST ORDER 11-07

Civil Bench Warrant Procedure for CCP 708.170 & 491.160

12017 – Fees (Money, Bail, Cash & Checks)

12017.1 - Taking Bail

This Section has been removed. For additional information contact your Supervisor.

12017.2 - Field Money Collection and Safe Keeping

It shall be the responsibility of the deputy installing the keeper or a designated replacement deputy to monitor levies in progress and to arrange for a pickup of money when the keeper has an excess of cash or valuables. Circumstances and environment shall be the determining factors.

Verification of Funds

a) The keeper shall use the cash verification record found in Post Order 10-08 when collecting cash from a defendant.
    1. The keeper will have the defendant sign and verify the amount seized under levy.

Pick-up Funds

a) The deputy making a money pickup shall count the money in the presence of the keeper.

1. Place the money in an envelope along with the copy of the receipt(s) given to the defendant by the keeper, and seal the envelope.
2. On the outside of the envelope the deputy will place the date and time, the name of the business under levy, the case number, amount of money placed in the envelope, and their signature and PIN number.
3. The cash verification record will be affixed to the outside of the envelope after it is signed by both the keeper and the deputy.
4. [redacted]

Relinquishing Funds

a) If the money is brought to the office when professional staff is off duty, the deputy shall lock the money in the safe or other locking receptacle designated for safekeeping of money and/or valuables.
b) When the money is turned into the chief clerk or supervisor, the money will be counted in front of the deputy in order to verify the amount.
    1. Both the chief clerk/supervisor and deputy will sign the cash verification record again.

NOTE: The utmost care shall be exercised when handling money and valuables. In the event of questions or unusual circumstances the deputy shall contact the Civil Field Sergeant for assistance.

Reference

POST ORDER 10-08

Field Money Collection and Safe Keeping

12017.3 - Professional Staff-Receiving Checks Identification Information and Non-Sufficient Funds (NSF) Checks

Payment of Fees

Court offices receive a large number of personal checks in payment of fees at their counters. On occasion, these checks are “NSF” or “Stop Payment”. In order to help us to locate the check originator, the following information must be included on the check:

a) Preprinted checks
b) The telephone number of the check originator.
c) The California or State Driver’s License number include state of origin or, the California or State I.D. number include State of origin.
    1. We will not refuse service to a person who does not have I.D.; checks from Law firms and attorney services are not required to have I.D. information.
    2. If we receive a NSF or Stop Payment check from a customer, no further checks will be accepted; cash, cashier’s check, or money order only.

NSF or other Checks Returned to Sheriff’s Court Operations

a) The following provides a standardized procedure for the treatment of NSF or other checks or money orders returned to Sheriff Court Operations.
    1. Checks and money orders received by County departments, agencies and districts and deposited with the County Treasurer are forwarded to the appropriate financial institution twice for payment.

2. If a check is returned unpaid, the amount is withdrawn from the County's bank account and the physical item is returned to the County by the bank. Wells Fargo will capture our returned items data electronically.
3. The Auditor Controller retrieves the file from the bank and automatically posts the returned items to the general ledger and notifies the appropriate department/agency by email.
4. The email contains a spreadsheet detailing the information associated with the returned item.
5. The original check is mailed directly via U.S. Mail from Wells Fargo Bank to the appropriate department/agency.

Written Demand and Damages

a) Effective January 1, 1984, Section 1719 was added to the Civil Code [1] This section states that any person who fails to make good on a returned check within 30 days of a written demand, sent by certified mail, shall be liable to the payee for not only the amount of the check, but also for damages of three times the check amount.
   1. The minimum damages are to be no less than $100 and the maximum no more than $1,500.
   2. These damages are in addition to the existing $25 service fee required by County policy.
   3. Thirty-five dollars will be charged for each subsequent check returned NSF from the same maker.

b) The following procedures describe actions to be taken by Court Operations personnel to attempt collection on all returned checks or money orders, the $25 service fee and the required triple damages amount.

c) It shall be the policy of Court Operations to make all reasonable efforts to collect on returned items before referring such collections to the Auditor Controller.

d) It shall be the responsibility of the Civil Manager to ensure that:
   1. All reasonable efforts are made to collect on returned items.
   2. All actions taken to effect such collections are recorded in writing and/or in automated case files for future reference.

e) When NSF or other unpaid checks or money orders are returned, the responsible office will take the following steps:
   1. Record on the email notification from the Auditor and document on the "Action" screen on the appropriate case, the check number, date and amount shown of the returned check. Adjust case accounting on "Adjust" screen.
   2. Begin a chronological history of actions, in writing, on the email notification printout from the Auditor or the Returned Item Notice from Wells Fargo Bank. Show the date, time and method of all attempts at contact or collection.
   3. Attempt to contact the check maker by telephone with a minimum of four attempts over a two day period. If the telephone contact fails, send a letter requesting payment (See Attachment 1 of Post Order 13-03). Notification of possible legal action should be included in this correspondence.
   4. If payment is not received, send a follow-up Final Notice demand letter, by certified mail, two weeks from the date the first demand letter was mailed. (See Attachment 3 in Post Order 13-03). Allow thirty days for payment.
   5. Send all letters "Address Correction Requested" so that the Post Office will notify the office of address changes.

6. After the thirty days, if payment is still not received, a Civil Field deputy will attempt to make personal contact and arrange for payment if the check writer is in Orange County.

Special Circumstances

The procedures detailed here are applicable to all returned checks or money orders including those received with levied monies.

a) When special circumstances, such as bankruptcy, require other actions, the Treasurer or Auditor will disseminate appropriate instructions to all Departments.
    1. See Auditor-Controller Accounting Procedure #7 for details.

Undeliverable Mail

a) If any letter is returned as not deliverable, the office should use all means possible to determine the correct address.
    1. If this cannot be done, immediately forward the original check and the Returned Item Notice from Wells Fargo Bank along with the email notification from the Auditor with notations to the Auditor-Controller.
    2. A short cover memo should accompany the check, stating that the address is unknown and contact could not be made. Keep a copy of all documents for future reference.

Additional Steps

a) After the above collection steps have been taken and collection is not attained, even though contact has presumably been made, the original check along with the Returned Item Notice from Wells Fargo Bank and the email notification from the Auditor with notations should be forwarded to the Auditor Controller for further collection attempts if the check is over $100.
    1. A short cover memo stating that contact was made but collection could not be accomplished should accompany the form. Be sure to retain copies of all documents as future reference.
    2. After the Auditor has exhausted their collection attempts, they will request relief of accountability and reverse the receivable on the office general ledger.

Fees Collected

a) If contact is made and the original amount and the $25 service fee are collected, they will be deposited with the Treasurer and posted back to the case on "adjust" screen.
    1. The original check and a receipt for the reimbursed monies should be given to the payer.
    2. Only cash, a cashier's check or a money order will be accepted as reimbursement on a returned item.
    3. Monies are deposited with all other civil monies on the day of receipt.
    4. The service fee collected on the NSF goes directly to Court Operations revenue.
b) Once reimbursement is made, note on the Returned Item Notice from Wells Fargo Bank the amount paid, reimbursement date, deposit order number, and a statement that the service fee was collected.
    1. Return a copy of this form to the Auditor, Accounts Receivable Section, to clear their outstanding accounts and the trust receivable.
    2. File the original for future reference.
c) If contact is made and only the original amount is reimbursed, attempt to contact the check maker at least twice by telephone advising them of the service fee requirement.
    1. If a payment is received, deposit it on “ledgerup” and take it as a county fee.
    2. If not, make no further collection attempts for the service fee only.

3. Continued attempts to collect the service fee after the original check has been reimbursed are discretionary.

Special Procedures - Levied Monies

Wage Levies

The following action is to be taken by the responsible office in dealing with NSF or returned checks received in levying on a defendant's wages:

a) Contact the check writer for reimbursement of the NSF or Stopped Payment check and proceed with the steps of the regular NSF check procedure outlined in the proceeding sections, including the demand for a service fee.
b) If the monies have not been paid to the creditor, do not return it to the Auditor. Retain the check as a permanent reference in the case file. Allow the debit to the judgment to remain. Responsibility for any further collection effort lies with the defendant.
c) If the monies have been paid to the creditor, and you are not going to receive the reimbursement from the check writer, contact the creditor to explain that the monies paid to them must be returned to the Sheriff to correct our case accounting. If the reimbursement is never received from the creditor, the deficit will need to be adjusted by the Auditor.

Keeper (Business) Levies

The following action is to be taken by the responsible office in dealing with NSF or returned checks taken by a keeper:

a) Proceed with the steps of the regular NSF check procedure.
b) If collection is not affected via telephone contact with the check maker, contact the defendant.
    1. If the defendant does not wish to make good the check, return the writ either partially satisfied or totally unsatisfied as appropriate.
c) Make a copy of the NSF check and retain it and the Returned Item Notice from Wells Fargo with actions noted, in the case file.
d) Mail the NSF or returned check to the defendant. Any further action is the defendant's responsibility.

NSF Check Follow-up

If there is a repeat problem with any check writer, the Administrative Manager and Chief Clerk at the affected Justice Center will, review the problem. If necessary, and with approval of the Division Commander, send the offender a letter suspending check-writing privileges. (See attachment 2 in Post Order 13-03). The Sheriff's Department will charge $25 for each additional NSF check received from the same maker.

Reference

POST ORDER 13-03

Receiving Checks - ID Information Non Sufficient Funds (NSF) Checks

12017.4 - Fees for Service of Bench Warrants and Keepers

Processing Civil Bench Warrants

a) All Orange County Superior Court Civil Bench Warrants to be served in Orange County will be clerically processed by the civil office that has the same jurisdiction as the Court of issuance.
    1. All Civil Bench Warrants issued by Courts in other counties will be processed by the Justice Center that has jurisdiction over the city where the warrant is to be served.
b) Field service will be provided by the appropriate Justice Center as determined by geographical location.

c) In the event the clerk processing the warrant cannot readily determine if the fee should be charged from the information on the face of the warrant or other attached documents, then no fee will be charged.

Order for Examination

a) The statutory fee as established by Government Code Section 26744 [1] will be charged for service of bench warrants issued for failure to appear for examination; including those cases where the order is issued pursuant to a domestic relations judgment.

Order to Show Cause

a) No fee will be charged for Bench Warrants issued as a result of a failure to appear for an Order to Show Cause hearing.

Keeper Fees

a) Not Found.
   1. If the writ is not served, the attorney/litigant will be informed and the keeper shall be paid the prescribed not-found fee.
   2. For the purpose of standardization, if the keeper leaves the business with the levying deputy without a payoff, the writ will be considered not served.

b) Writ Served.
   1. If the writ is served and the keeper placed, the keeper shall be paid the appropriate fee for their scheduled shift.
   2. For the purpose of standardization, if the levying deputy leaves the keeper at the business the writ will be considered served.

c) Bankruptcy.
   1. The key to the payment of the keeper fee is whether or not the writ is served.
   2. The levying deputy can only serve the writ when they have reasonable cause to believe the levy is proper and no bankruptcy exists.
   3. If the debtor presents information or documentation of a bankruptcy after the writ has been served the keeper will be paid the full keeper fee.
   4. If proof of bankruptcy is presented prior to service of the writ, the keeper will receive a not-found fee.

References:

POST ORDER 06-09

Fees for Service of Bench Warrants and Keepers

County Counsel's Opinion 84-132 dated June 4, 1984.

California State Sheriffs' Association Civil Procedure Manual

12017.5 - Recorder Fees

County Recorder's Office

a) The County Recorder has requested from us two (2) "Requests for Document Recording" slips with "NOT TO EXCEED $35" written in the Recording Fee Section of the form.
   1. The County Recorder will then enter the appropriate dollar amount and return a copy to the Justice Center that requested the document recording.
   2. The dollar amount could vary depending on the document(s). However, "NOT TO EXCEED $35" should be used in most cases.

Routing Request for Document Recording Slips

a) Upon receipt of the "Request for Document Recording" slip back from the Recorder's Office

1. Post the costs on the case
2. Place a copy in the case file
3. Monthly, forward a copy of the slip to Sheriff Financial/Administrative Services.

12017.6 - Internal Cash Control Procedures

In order to standardize the procedures for the handling of cash activities at each civil office the following procedures will be followed:

Segregation of Duties

a) Chief/Supervising Clerk will oversee cash activities performed by office staff when possible.
b) The Chief/Supervising Clerk will review the deposit order and corresponding documentation and initial the documentation daily.
c) Lieutenants at each civil office will verify that the Chief/Supervising Clerk has initialed the monthly reconciliation of the general ledger documents.
d) Each civil office will ensure that the cashier/counter person who records cash receipts into the Sheriff's Civil System does not have custody of cash receipts or deposit orders while waiting for bank delivery.
e) A new cash account to general ledger has been updated and adopted by all Justice Centers.

Establishing Accountability

a) Each civil office will produce a check log by entering all checks for processing into the automated civil system.
    1. A manual log will be maintained for all case transfers and problem cases.
    2. Each check received will be immediately stamp endorsed.
b) A procedure has been adopted to request picture identification when accepting checks at our counters.
c) All over-the-counter transactions will be documented by computer or hand written receipt, unless refused by the customer.
d) All Keeper collections will be verified by the Chief/Supervising Clerk.
    1. The receipt or inventory document will be initialed by the Chief/Supervising Clerk to verify the count.
e) Each office will validate the processing of every negotiable document by checking it off the log.
    1. All deposit transactions will be verified against the daily deposit order.
f) Cash counting will be done in the late morning and at the close of business.
g) Each time the cashier is relieved or replaced, the cash drawer will be counted and the cash drawer log signed, for the transfer of accountability.

Physical Safeguards

a) Cash receipts will be maintained in a locked and secure place at all times.
b) Cash receipt books will be maintained in a locked and secure place at all times.
c) All cash drawers will be kept locked and the key maintained by the cashier, unless the drawer is empty.
d) Offices will keep safes secure unless empty.
e) All receipt books will be inventoried and logged.
f) Each office will change the safe combination(s) as necessary.
g) Each office will check currency with a denomination of $20.00 or more with a validating pen.

Supervisory Review and Approval

a) Chief/Supervising Clerks will review and approve initial cash transactions and documentation.
b) Lieutenants will be required to approve the transactions in the absence of the Chief/Supervising Clerks.

Reference:

POST ORDER 06-32

Internal Cash Control Procedures

12018 – Restraining Orders

12018.1 - Temporary Restraining Orders

Receiving Temporary Restraining Orders

a) TROs will either be brought to us at our Civil Counters or they may be e-mailed to us from the courts. E-mailed TROs will be sent from courts to the Sheriff's Civil Office that has jurisdiction.
   1. Professional staff will send an e-mail confirmation back to issuing court confirming we received the e-mail.
b) A TRO and the accompanying sheriff's instruction letter will be printed out and processed the same as any other restraining order.
   1. If the TRO does not contain the restrained person's date of birth, the civil deputies will ascertain that information at the time of service and note it on the "trip ticket."
c) When we receive Out of County TRO's, the entire court order must first be sent to the OCSD Teletype Unit for input into CLETS.

Entry into CLETS

a) Family Code 6380 (d)(1)[1] requires that information regarding proofs of service of protective order, including a TRO, input into CLETS within one business day of the service.
b) The Chief Clerk of each Civil Office will designate a "Restraining Order" desk/basket for the deputies to place served TROs.
c) All deputies must place served TROs on this desk by 1600 hours of each work day.
   1. If a deputy is unable to return to the office by 1600 hours, he/she will call Teletype while in the field and have the Proof of Service entered into CLETS.
   2. Deputies will place their completed worksheet with notes that it was entered into CLETS via the telephone into the Restraining Order basket by the end of their shift.
   3. The next business day prior to 0800 hours, the professional staff will close out the case and fax a courtesy copy of the Proof of Service to both Teletype and the Court.
   4. Proof of Service will indicate that it was previously sent to Teletype telephonically.
d) The Chief Clerk will designate a professional staff member whose priority will be to process the served TROs and fax all proof of services of restraining orders to: Sheriff's Teletype ([redacted] and to the Court's Protective Order Unit[redacted] "Attn: Protective Order Unit Supervisor" no later than 1700 hours of each work day.
   1. OCSD Teletype will be responsible for entering all Proofs of Services received by the Sheriff's Civil Detail into CLETS.
   2. The Court Protective Order Unit will receive a courtesy copy of the Proof of Service.

Fees:

a) All TRO's brought to us that are based on the threat of violence or stalking will be served at no cost.
   1. These services will be billed to the court.

Reference

POST ORDER 13-02

TRO Procedure

12018.2 - Firearm Relinquishment on Domestic Violence, Child and Elder Abuse and Workplace Violence TRO's

Court Forms and Admonishment

a) On page two of court forms DV-110, CH-120, and EA-120, the restrained person is advised they must turn in any firearms that they possess or control to the police or sell or store them to / with a licensed gun dealer within 24 hours.
   1. They then must show proof that the firearm was turned in, sold or stored within 48 hours from the time the order was served.
   2. When serving a restraining order, the deputy shall admonish the restrained person of the firearms relinquishment order. Deputies should read the firearms admonishment in the Restraining Order verbatim to the restrained person

Surrendering Firearms

a) If the restrained person wishes to immediately surrender the firearm(s), the deputy will do the following:
   1. Ensure the turnover is done in a safe manner; request a back-up Deputy if needed.
   2. Immediately render the firearm safe and separate the ammunition.
   3. Have the weapon serial numbers run through the Automated Firearms System (AFS) to ensure they are legal and not involved in any prior crimes.
   4. Depending on the AFS data, conduct a further investigation to determine if the restrained person committed any crimes by possessing the weapon(s).
   5. Request a DR number and an FCN number.
   6. Fill out the Orange County Sheriff's Department Property Receipt Form. Mark the safekeeping box and include the serial number for each firearm that was relinquished.
   7. Give the restrained person their copy of the Property Receipt.
   8. Book the weapon(s) per Field Operations Manual Section 39 and 44 [1]. Envelopes containing firearms should be clearly marked, "FIREARM."
   9. Complete a property report. See Field Operations Manual Sections 44 and 39 [2].
   10. Advise the restrained person that they may be charged the actual cost incurred by OCSD for the storage of the firearm.

Firearms Search Laws (TRO)

a) The issuance of a temporary or permanent restraining order does not give a law enforcement agency the right to conduct a warrantless search and seizure of the restrained person's property.
   1. If the protected person claims that the restrained person has firearms and the restrained person denies possession, admonish the restrained person of his legal obligations and the risk of incarceration if they disobey the court order.
   2. If the protected person has specific information about the restrained person's possession of firearms in violation of a restraining order, consider whether there is sufficient information to obtain a search warrant.

b) Write thorough notes on your return so the court can make a determination if the restrained person is in contempt of the order.

Reference

POST ORDER 07-11

Firearm Relinquishment on TROs

California State Sheriffs' Association Civil Procedures Manual

California Family Code

12019 - Miscellaneous

12019.1 - Maintaining Civil Safe Combinations, Key-Card Control and Alarm Systems

Civil Safe Combinations

a) It will be the responsibility of the Lieutenant in charge of any civil office to arrange for a locksmith to change the combination to the safe whenever any person that had access to the safe is terminated or resigns.
   1. The Lieutenant will first request a work order for locksmith services through O.C. Public Works.
   2. If the lock shop cannot respond in one week or less, the Lieutenant will then contact a local locksmith and request the service via credit card or petty cash purchase.

Key/Card Control

a) It is the responsibility of the Lieutenant in charge of each civil office (the Field Services Lieutenant for 909 N. Main St.) to maintain a record of key or card key holders for building and private office access as well as any cash box or drawer maintained in the facility.
b) The Lieutenant will ensure that keys/card keys are retrieved from employees who separate from service or transfer out of the facility or a specialized cash handling function.

Building Alarm Systems 909 N. Main

a) It is the responsibility of the North Civil Detail Lieutenant, or his/her designee to change the building alarm code at 909 N. Main Street whenever any person that had access to the code is terminated, retires or resigns.
   1. At a minimum the alarm code will be changed annually.

References:

POST ORDER 06-26

Maintaining Safe Combinations and Key-Card Control

12019.2 - Civil Process Elevated Risk

This section contains guidelines regarding the advanced planning for Elevated Risk Operations within the Civil Bureau.

Elevated Risk Defined:

Any court ordered eviction, restraining order service or other civil process in which information is received indicating the subject(s) involved may be hostile, mentally ill, or has otherwise shown a potential for violence.

Policy

a) If the Elevated Risk is present, the Civil Deputy will notify the Civil Sergeant prior to proceeding with the civil process.
b) The Civil Sergeant will notify the Civil Lieutenant, the Civil Lieutenant will notify the Division Commander of the elevated risk operation.
c) The attached checklist will be completed and submitted to the Civil Lieutenant when preparing for an elevated risk service.

1. Additional resources can be found in the Field Operations Manual Sections 46, 51, 67, 74 and 75 [1].

d) The Case Agent will prepare an Incident Action Plan (IAP) and submit it to the Civil Sergeant prior to serving the eviction.

e) After serving the eviction, an After Action Report (AAR) will be written by the Case Agent minimally to include:
   1. Executive Summary
   2. Synopsis of the incident
   3. Major Strengths
   4. Area's for improvements
   5. Examples of the IAP and AAR can be found in the Court Operations Share Drive.

Tactical Considerations

a) Tactical Considerations include but are not limited to:
   1. Written game plan (See OCSD Game Plan Briefing Summary. Located under OCSD Intra-net, Knowledge Center Forms).
   2. Other attempts to contact the defendant. Consider meeting at a neutral location.
   3. Time constraints – writs do not usually need to be served immediately. Use as much time as necessary, if needed, before the writ expires.

b) Location of the nearest Hospital or Trauma Center.
   1. Plans for a tactical withdrawal, if necessary.
   2. Brief history of case file, and any additional information from Plaintiff if available.

Civil Deputy Procedure

a) The Civil Deputy will perform the following:
   1. Records check – Warrants, restraining orders, license status, vehicles registered to, firearms registered to, VGTOF/TSC hits etc...
   2. Dispatch call history – check with local agency if necessary.
   3. Criminal history – Parole/probation status, CII, LARS etc...
   4. Arrange for aerial photos – Google or utilize OCSD Aviation Support Unit.

Elevated Risk Service Mandatory Notifications

a) If the Elevated Risk Service is warranted, the following notifications are mandated:
   1. Notify Department Commander.
   2. Patrol resources – OCSD or outside agencies.
   3. Tactical communication needs – frequency clearance, alternate channel etc...
   4. Warrant Team support.

Elevated Risk Service Additional Information

a) As necessary, or at the direction of the Civil Sergeant, the Civil Field Deputies will perform / request the following; they include but are not limited to:
   1. Ground photographs of the target area.
   2. OCJ Classification data – Information cannot be printed or used in report.
   3. CIRT/SWAT activation.
   4. Staging of Fire/Paramedics – ambulance.
   5. Child protective services.
   6. Health Care Agency – elderly, handicapped, mentally ill.
   7. Animal Control.

8. Code Enforcement.
9. Entry tools

b) Drive-by of the target area, and perform the following functions:;
   1. Check for vehicles
   2. DMV checks – stolen, 10-32 associated, etc.
   3. Structure analysis – fortifications, terrain, surrounding residences/business and signage on property indicating hostility towards the court system or law enforcement.
   4. Cameras.
   5. Animals.
   6. Children.
   7. Signs of additional occupants.

c) Additionally, any time a deputy makes a forcible entry by breaking a door, window, or uses lock picking tools to gain entry to legally enforce a civil judgment, the property damage waiver shall be completed and signed by the property owner prior to the forcibly entry.

Civil Sergeant Procedures

a) The Civil Sergeant will perform the following:
   1. Notify L.A. Clear of the address of the eviction
   2. Supervise the Elevated Risk Operation
   3. Complete the Post Elevated Risk Packet:
   4. Review Checklist
   5. Review (?) Court Order
   6. After Action Report Review

b) Forward the completed Risk Packet to the Civil Lieutenant

Review and Retention

a) The Elevated Risk Packet will be forwarded to the Division Commander for review and retained for 2 years or in the case of litigation, until the matter is adjudicated.

Other

a) If it is determined that a subject meets the criteria of an elevated risk, the Civil Sergeant or his/her designee may contact the Orange County Intelligence Assessment Center (OCIAC) Analytical Unit [redacted] and have them run the subject through their data bases for possible additional information.

References

POST ORDER 12-03

Elevated Risk Operations

OCSD Field Operations Manual [2].

12019.3 - Audio Recording Devices

The purpose of this section is to establish a standard protocol for Civil Field Deputies when using an audio recording device in the performance of their duties. Deputies are required to use the Department issued recording device. Sheriff's Technicians have the option to use a Department issued recording device. Sheriff's Technicians who choose to carry a recording device will comply with the following procedure and policy; OCSD Policy Manual 446.7 [1] and Civil POST Order 13-01.

Procedure

a) Prior to going into service, each uniformed Civil Deputy will be responsible for making sure that he/she is equipped with a departmentally issued digital audio recorder in good working order.

1. Sheriff's Technician that choose to use the recording device will make sure that he/she is equipped with a departmentally issued digital audio recorder in good working order.
2. Recorders found not to be in good working order will be turned into the Civil Sergeant and replaced.

b) Uniformed Civil Deputies and Sheriff's Technicians choosing to carry the device shall wear the recorder in an approved holder.

c) The digital recorder will be activated during all calls for service and during contacts with the public whenever possible.
   1. At no time should a Civil Deputy or Sheriff's Technician jeopardize his/her safety in order to activate a recorder or change the recording media.

d) At the beginning of each shift, the Civil Deputy and Sheriff's Technician will record on the recording device his/her name, serial number of the device and the current date and time.

e) At the conclusion of each shift, the Civil Deputy or Sheriff's Technician will record on the recording device the current date and time regardless of whether any activity was recorded during the shift.

Policy

a) All digital recordings made during the course of a Civil Deputy or Sheriff's Technicians duties will be downloaded to the "Civil Deputy and Sheriff's Technician Audio Share Drive", which is a read-only system.
   1. Sheriff's Technicians may activate their digital recording device at their discretion during calls for service and contacts with the public.

b) Sheriff Technicians may record any member of the public without notice in a public setting where there is no objectively reasonable expectation of privacy, such as in the public area of a business or outside of a residence front door.

c) If Sheriff's Technicians serve court process in a private area of a business or residence, the Sheriff's Technicians will notify the other party that the conversation is being recorded prior to activating the recorder.
   1. Sheriff's Technicians shall not record a person in a private or confidential setting if the person does not want the conversation recorded after being notified of the recording device.

d) Changes will not be made to any audio file once it has been captured. In any event, no changes will be made to the audio file once the file has been downloaded to the share drive.

e) All digital recordings will be retained pursuant to OCSD Policy Manual 446.7 (c)[2]for a period of two one years, unless the recordings are evidence in any claim or litigation.
   1. If a notice of a "litigation hold" is issued by Risk Management, County Counsel or otherwise, any recording related to a claim or lawsuit and/or subject to a litigation hold will be retained and/or a copy provided to Risk Management Bureau at the direction of Risk Management. The arresting or initial handling Civil Deputy or Sheriff's Technician will be notified.

f) Once an audio file has been downloaded to the audio share drive, the file will not be duplicated and /or a copy of the file released except by court order, District Attorney's discovery request, booking a copy of the file into evidence or upon written authorization of a sergeant or above.

Procedures for Downloading Audio Devices

a) Typically, recordings should be downloaded daily to the Audio Share Drive, if possible. But, in no event later than the first day the Civil Deputy/Sheriff's Technician returns to work after any recording is made.
b) Notwithstanding the immediately preceding paragraph, a recording shall be downloaded to the Audio Share Drive (See OCSD Policy Manual 446.7 [3]) no later than the end of his/her shift and a copy burned to an audio C.D. and booked into evidence by the Deputy/Technician, if a Civil Deputy or Sheriff's Technician reasonably believes that an incident recorded by him/her pursuant to this policy is likely to result in a complaint or lawsuit against the Department, or criminal charges.
c) Notwithstanding the two immediately preceding paragraphs audio recordings of a non-criminal, but unusual nature (e.g. hostile contact), will be downloaded to the Audio Share Drive no later than the end of the Civil Deputy or Sheriff's Technicians shift.
    1. The Civil Deputy or Sheriff's Technician will notify his/her supervisor of the encounter and existence of the recordings.

Review of Recorded Media Files

a) Recorded files may be reviewed in any of the following situations:
    1. By a supervisor investigating a specific act of a Civil Deputy and/or Sheriff's Technicians conduct.
    2. Upon approval by a supervisor.
    3. Any member of the Department who is participating in an official investigation such as a personnel complaint, administrative investigation or criminal investigation.
    4. By the personnel who originally recorded the incident.
    5. Pursuant to lawful process or by court personnel otherwise authorized to review evidence in a related case.
    6. By media personnel with the permission of the Sheriff or authorized designee.

Reference

POST ORDER 13-01

Audio Recordings

12019.4 - Trip Tickets

This section is currently under review, for information please contact your supervisor.

12019.5 - Sheriff's Civil Technicians Carrying of Chemical Agents

a) Only department personnel who have completed department approved training may use authorized chemical agents.
b) Sheriff's Civil Technicians may, when on duty, carry an authorized chemical agent, unless their assignment precludes carrying a chemical agent.
    1. For additional requirements see Custody & Court Operations Manual (CCOM) Section 1800.2 Force and Restraints and OCSD Policy Manual (Lexipol) Section 312.9[1]

Policy 13000 - Conservatee Transportation Procedures

13001 – Introduction

In 1984, the former Orange County Marshal's Department entered into an agreement with the County Public Guardian and the County Public Defender's office for the transportation of Conservatees to the Superior Court from their respective mental health facilities. Under this agreement, the Juvenile Court was responsible for transporting these Conservatee Patients between the various mental health facilities and the court. Conservatorship is now under direction of the Probate Court. The Public Defender's office and the Public Guardian's office are now responsible for issuing and delivering transportation orders to the Orange County Sheriff's Department in a timely manner as well as updating these orders when necessary.

The Conservatee Transportation Team is a detail within the Orange County Sheriff's Department at the Lamoreaux Justice Center. The Transportation team is comprised of four Sheriff's Special Officer II's, from the Orange County Sheriff's Department. The Conservatee Transportation team's duties are to pick up, deliver to the court and return all Conservatees clients or patients for which transportation orders have been received. [redacted]

13002 – Uniforms and Attire

a) Non-Uniform
   1. Standards for non-uniformed law enforcement personnel may be modified on an individual basis by the Bureau Commander with approval of the Division Commander.
   2. Clothing and grooming standards per section 1044 and 1046 of the Department Rules and Regulations [1] (Lexipol) shall be adhered to.

b) Uniforms
   1. Officers may wear class "A" or "B" uniforms. "Polo" type shirts and 5.11 type pants are authorized.

13003 – Client and Patient Procedures

a) Conservatee Transportation
   1. No firearms are permitted inside the mental health units. The officer loading and unloading the patients from locked units will either secure their firearm in the van's gun locker, the facility bus bay or the trunk of their vehicle prior to handling the patients at the facility.
   2. Both officers will exit the vehicle and take positions that will ensure the safety of the officers and the patients.
   3. Upon arrival the team will notify the Detention Deputy and park their vehicle inside the secured bus bay. All loading and unloading of patients shall be done inside the secured bus bay (Unless failure of the Detention bus bay door necessitates an alternative plan). The patients will be escorted by both team members to the courtroom using the elevator.
   4. The patients will be escorted single file into the client holding room. The lead officer shall inspect the locks on both doors of the holding room and also inspect the room for any dangerous items before the patients are allowed to enter. The bailiff will also conduct a thorough search of the holding room before the arrival of the patients each day.

5. Patients who commit an assault upon another patient or upon an officer while in the Sheriff's care and custody shall be restrained and separated from the other patients. Paramedics shall be called if an injury is sustained. The On-Duty Sergeant shall be notified and a report will be written. The appropriate agencies/facilities responsible for the patients involved must be notified.

b) Meals
   1. The Conservatee Team will be responsible for picking up all client meals from the client's care facility before departing the facility. All client meals are to be dispensed and eaten inside the holding room at the courthouse. Some clients because of the distance traveled cannot be transported without a sack lunch. If the facility cannot provide a lunch on the morning of the pick-up the team may refuse to transport the patient.
   2. The lunches should be checked for items which could cause harm to an officer or to another patient.

c) Medications
   1. All medication will be administered to the client by the medical facility staff prior to their departure with the Sheriff's Department. No medication will ever be received or dispensed by Sheriff's Department personnel.
   2. Any violations of this policy shall be documented on the log and submitted to the On-Duty Sergeant at the end of shift. The On-Duty Sergeant will investigate the incident and notify the appropriate care facility.

d) Restricted Items
   1. Generally clients from the health care facilities are not permitted to possess matches, lighters, cigarettes/cigars, tobacco, pens, pencils or any other sharp objects while in the care and custody of the transportation team.
   2. Some clients are permitted to possess the above items at their facility, but under no circumstances should they be transported with any of these items in their possession. .
      i. Instruct the nurses or caregivers to tell the clients to leave these items behind.

13004 – Vehicle Procedures

a) Transport Vehicles
   1. The Conservatee Transportation Team has three vans assigned to the team.
      i. It is the responsibility of all team members to ensure that all vehicles are in proper working order and the required scheduled maintenance is completed at the appropriate intervals.
   2. All vans shall be inspected each day prior to departing for their daily assignment.
      i. An unmarked car (white unit), equipped with a safety cage may also be utilized in cases of emergency or mechanical failure to the vans. Unmarked cars can transport up to two clients.
      ii. Any vehicle used to transport clients should have the passenger cabin inspected for items that could be used as weapons.
   3. Each van has a Voyager gas card for use when a county gas facility is not available.

b) Disabled Vehicle Procedures
   1. Vehicle breakdowns occur from time to time. The most important consideration taken by the Transportation Team should be for the safety of the team as well as the patients.

2. [redacted]
3. If possible, attempt to stop in a safe place. Contact the Sheriff's Emergency Communication Bureau dispatcher and advise them the vehicle number, location and type of problem.
    i. Sheriff's dispatch will dispatch a tow truck to the location if needed.
    ii. Contact your Sergeant at the Central Justice Center in order to have a replacement vehicle brought to your location.
4. Never permit clients to leave the vehicle unless it is safe to do so and there are adequate personnel to ensure their safety or to prevent escape. If assistance is needed, notify dispatch to send a Sheriff's patrol unit or local city police unit to your location.

c) Vehicle Accidents
1. In the event that a minor traffic accident occurs, notify the Emergency Communications Bureau (Loma Ridge) Department Commander immediately.
    i. The Department Commander will dispatch a Sheriff's Sergeant to your location.
    ii. In the event an injury traffic accident occurs, call 911 or use the emergency "Red" channel.
2. Immediately render any necessary emergency first aid and assess the victim(s) condition.
    i. The patient's facility should be notified of any illness or accident at the deputy's / S.S.O's earliest convenience.
3. Deputy Sheriff's/Sheriff Special Officers will make no comments or statements regarding the traffic incident to anyone except the investigating officer and the Patrol Sergeant.
4. For additional information see Policy Manual [1] (Lexipol) Section 502.

13005 – Transportation Orders, Logs and Scheduling

13005.1 - Receiving Orders

a) Transportation orders are submitted to the department C-9 court clerk by the Public Defender's Office, The Public Guardian's Office and County Counsel. The Court Clerk will verify, stamp and copy the orders. The approved orders will be returned to the issuing agency and placed on the court clerk's desk in department C-9.

b) The orders will be picked-up daily by the Transportation team. If transportation orders are received after the team's departure from the courthouse, the bailiff in department C-9 will deliver the orders to the transportation team. All transportation orders should be available for pick-up by the Transportation team by 12:00 pm for the following days run. This is necessary because certain facilities have cut-off times to schedule patients for transportation. Transportation orders may also be delivered to the Transportation team by fax [redacted]

c) All requests for changes to Transportation Orders require a new Order to be drafted with a new date and time for the pickup. In cases of short notice, the transportation team may accept, approve and note the order changes. Cancellation of transportation orders may be received in writing, fax or by telephone [redacted] Only the originating agencies (i.e. Public Guardian, County Counsel or Public Defender's Office) authorized to initiate transportation orders can cancel a transportation order.

d) Transportation Orders for inmates in the custody of the Sheriff's Department will be referred to the On-Duty Sergeant. The Sergeant will notify OCSD Transportation to make arrangements for transportation to the courthouse

13005.2 - Conservatee Logs and Scheduling

a) Logs

Sheriff's Special Officers will use the Conservatee Bureau Transportation Log to document their field activity during a shift of duty.

1. The report acts as a minute-by-minute accounting of each officer's activity.
2. Each team will complete their own Transportation Log.
3. The Transportation Log will be turned in at the end of the shift.
4. Log entries should include but are not limited to:
    i. Any transportation assignment (court run, hospital pick-up, medical appointments, etc.)
    ii. Admin Time (DMV, Medical appointment, etc.) Range Qualification, Court Time, and C-7
    iii. Report writing
    iv. Special assignments or unusual occurrences.
    v. Transportation refusals.
    vi. Each entry must be completed as any other report but written as a brief account of what happened at an event.
5. The log will be kept for five years and is subject to subpoena, review by all members of the Department and can be released to the public under certain circumstances.
6. For additional information on completing the log see POST Order number (TBD or CJC 14-002).

b) Scheduling

1. The scheduling officer is responsible for:
    i. Notifying each facility regarding pick-up dates and times.
    ii. Arranging the pick-up orders by date and routing the pick-ups for the various facilities.
2. Inquiries into any physical, mental or behavioral problems will be made and noted prior to picking-up the subject.
    i. Patients with physical disabilities that require the care of a skilled nurse will not be transported by Sheriff's Personnel.
    ii. Patients listed as "one-on-one" supervision (i.e. violent, suicidal or danger to other patients) by their respective medical facilities will not be transported by Sheriff's Personnel.
    iii. Other arrangements for transportation shall be made by the appropriate agency.
3. Sheriff's personnel have the discretion to refuse transportation of any patient they believe to be unsafe to the officers, themselves or other patients.
    i. A notation will be made on the Conservatee Log outlining the reason for the refusal and the Hospitals staffers' name.
    ii. The Sergeant will be notified of any refusal.

13006 – Conservatee Escorting

a) Facility Pick-up

1. Firearms are not permitted inside any mental health unit.
2. Patients are never on or off loaded at a hospital without hospital staff being present.
3. Hospital Staff will escort all patients to and from Sheriff Department Vehicles.

i. Officers will exit the vehicle and ensure the safety of hospital staff, the officers and patients.

4. Patients will be secured in the vehicle and restrained if necessary.
    i. High risk patients or patients that are restrained by their facility prior to the transportation team's arrival will remain restrained while in Sheriff's Department care.
5. Sheriff's personnel have the discretion to refuse transportation of any patient they believe to be unsafe to the officers, themselves or other patients.

b) Arrival at Court

1. Upon arrival at the Central Justice Center, the team will notify the Detention Deputy and park their vehicle inside the bus bay.
    i. All loading and unloading of patients will be done inside the secured bus bay.
    ii. If necessary an alternate unloading site may be determined by the Detention Deputy.
    iii. Patients will be escorted by both team members to the courtroom using the south elevators.

c) Courtroom / Holding Area

1. The lead officer will inspect the holding room for any unauthorized items as well as inspect the locks on both doors of the holding room.
    i. The Bailiff assigned to C-9 will also inspect the holding room at the beginning and end of each shift.
2. It is the responsibility of the transportation team to respond to all incidents inside the holding area and in the courtroom concerning the patient.
3. The Bailiff assigned to C-9 will be responsible for viewing the patients on the video monitors located on the bailiff's desk.
    i. In the event the Bailiff must leave, he/she should have a member of the transportation team watch the monitors.
4. In addition to the Bailiff, there will always be at least one member of the Conservatee Team in the courtroom during hearings.
5. Attorneys or Doctors wanting to enter the patient holding area shall request and receive permission from Sheriff's Department personnel prior to making entry.
6. At no time shall a patient be escorted from the holding room without Sheriff's Department personnel present to assist.
7. Only one patient will be escorted into the courtroom at a time.
    i. If a judge orders more than one patient into the courtroom an additional officer/Deputy will be requested.
8. At the conclusion of the court hearing, the transportation team will perform a head count of all the patients in the holding room. The head count will be compared to the transportation log prior to escorting the patients back to the bus bay.
9. Patients will be recounted again as they are loaded into the Sheriff's vehicle inside the bus bay.

d) Patient Released from Court

1. At the direction of the court, a patient whose voluntary hold has been terminated may be released from court. In addition to the procedures in CCOM Section 11002.8 the officer will:

i. Receive a copy of the signed order from the court requiring the release.
ii. The officer will note the release on the transportation log as “Released from Court”.
iii. The officer will contact the facility which housed the patient.
iv. Direct the patient or the patients support person back to the hospital to check them out.

e) Medical Aids
   1. See CCOM Section 11004.1 for details
f) Escapes / Attempted Escapes
   1. The conservatee transportation team may pursue a patient if the team member is in uniform and there is a criminal want for the person. If a foot pursuit is initiated, officers will follow the guidelines in OCSD Policy Manual 458 (Lexipol) [1].

13007 – Types of Facilities and Staff Relations

13007.1 - Facility Types

a) Board and Care
   1. This type of facility is typically unlocked. These are private facilities contracted by the Public Guardian’s Office to house higher functioning patients. The patients housed here may come or go as they please during the day. Meals are provided for the patient and medications are distributed to them daily.
   2. Patients in B&C facilities have the means to pick-up and carry restricted items and should be “searched” before placing them in the van.
b) Room & Board
   1. This type of facility is typically unlocked. The patients housed here generally rent a room and may come or go as they please. Meals are provided for the patient and medications are distributed to them daily.
   2. Patients in Room and Boars facilities have the means to pick-up and carry restricted items and should be “searched” before placing them in the van.
c) State
   1. This type of facility is locked. The patients are housed according to their illness type and its severity. These facilities are secured by the State Department of Corrections and are very secure.
   2. The Public Guardians Office and various other state agencies house patients in these facilities. These patients are usually the extreme cases. (The most violent or sexually deviant.) Private facilities can refuse to house individual patients based on past behavior. When this occurs these patients end up in state hospitals.
d) Private
   1. This type of facility is locked. The patients are typically housed together on large units and share semi-private rooms.
   2. The Public Guardians Office and private conservators house patients in various stages of their illness in these facilities.
   3. Many of these facilities have both acute (intensive care) wards and high functioning (day pass) wards.

13007.2 - Staff Relations

a) Hospital Staff
    1. Doctors, nurses and mental health workers make up the majority of the staff at facilities that Officers will communicate with daily.
        i. They will prepare the patients for court, provide meals and medications and will notify officers of any problem behavior.
b) Court Staff
    1. Court staff is responsible for ruling on hearings, maintaining the court calendar and coordinating the efforts of numerous agencies and individuals to get their clients and cases before the court on a daily basis.
c) Public Guardian
    1. Deputy Public Guardians are assigned by the court to ensure a patient is housed, clothed and fed. They also rate care facilities and contract with them to house Orange County patients. They act as case workers for the patients who are assigned to them. They also investigate families or private persons who offer to act as a conservator (care giver) to persons on conservatorship.
d) Public Defender
    1. The public defender's office is assigned to represent all patients who cannot afford or choose not to engage private counsel.
        i. The court does not allow persons with mental illness to represent themselves.
e) County Counsel
    1. They are County of Orange Lawyers. They represent every county agency in one capacity or another. In this instance, they represent the Public Guardian's Office on matters pertaining to involuntary confinement, conservatorships and medical petitions.

Policy 14000 - Court Operations Administration Building

14001 - Position Guidelines

14001.1 - Captain

a) The Captain is the Division Commander and is responsible for the overall operation, financial control and personnel management of the five Courts and the Civil Bureaus, and their respective staffs. The Division Commander is responsible for interpreting and implementing Jail Operations policy and establishing procedures that ensure an efficient and effective overall operation of the division. The Division Commander is responsible for interpreting and implementing Custody and Court Operations policy and establishing procedures that ensure an efficient and effective overall operation of the division.

14001.2 - Civil Administrative Manager

a) The Civil Administrative Manager is responsible for the management and supervision of all Clerical Civil Process Personnel, and reports directly to the Division Commander

14001.3 - Civil Sergeants

a) Sergeants are the first level supervisors of the deputies, and others, on a specific shift.
    1. Civil Sergeants are responsible to the Facility Lieutenant (see Policy 1105) for the operation of the Civil Field Details.
    2. Administrative Sergeant - Under the direction of the Division Commander, the Administrative Sergeant is responsible for:
        i. Planning and organizing training within each facility.
        ii. Receiving, scheduling and providing orientation to new employees.
        iii. Maintaining, controlling and modifying the Facility Training Officer (FTO) Program as dictated by costs, needs or personnel requirements.
        iv. Maintaining a high level of awareness of proposed or newly enacted legislation affecting Court Operations.
        v. Maintaining / tracking the Court Operations Vehicle Fleet.

14001.4 - Civil Process Chief

a) Supervises, assigns and schedules the civil case processing work performed by the Clerical Civil Process Personnel. Reports directly to the Civil Administrative Manager.

14001.5 - Civil Deputy II

14001.6 - Accountant / Auditor I

a) Responsible for all accounting and auditing work of the Civil Process Bureau including preparing journal entries and a variety of analytical accounting and statistical reports. Reports directly to the Civil Administrative Manager.

14001.7 - Civil Process Supervisors

a) Monitors and reviews Civil case processing work performed by the Clerical Civil Process Personnel and are the first level supervisors. Reports directly to the Civil Process Chief.

14001.8 - Sheriff's Technicians

14001.9 - Civil Process Technicians

a) Performs all the civil case processing work in compliance with the Code of Civil Procedure and other applicable laws and regulations. Reports directly to a Civil Process Supervisor.

14001.10 - IT Application Developer II

a) Performs duties pertaining to the design, development and maintenance of computer software solutions including application maintenance and customer support duties. Reports directly to the Civil Administrative Manager.

14002 - Control of Weapons and Security Equipment

14002.1 - Armory

a) Location
    1. [redacted]
    2. [redacted]
        i. Entry into the Armory is restricted to SSO's and Deputies only.

14003 - Facility Security and Control

14003.1 - Security Inspections

a) Employee Responsibilities
    1. Every employee of the facility will be observant and aware of equipment and procedures in his/her assigned area(s).
    2. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
    3. Defective security equipment will be brought to the attention of the employee's supervisor.
    4. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
    5. Employees will use security equipment correctly as instructed, in order to ensure proper use and longer service.

14003.2 - Security Identification

a) Employee Identification
    1. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will display an authorized Identification Badge at all times.
    2. DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside *the Court Administration Building.*

14003.3 - Facility Alarms

a) Exterior Alarm Activation
    1. Upon receiving an alarm activation the alarm company will notify OCSD Dispatch.
        i. OCSD personnel will be dispatched to the Justice Center to determine if a breach of security has occurred.
        ii. If a breach has occurred a facility representative (RP) will be requested to respond to the site to allow access to the building.

iii. Dispatch will notify the Facility Lieutenant of the security breach.

2. The alarm company will monitor the alarm system and will notify the Facility Services Officer of any needed repairs.

b) Interior Duress / Panic Alarms

1. There are currently no duress alarms inside the Court Administration Building.

14003.4 - Key Control

a) Key Lockers – Inventory

1. Storage lockers for keys not checked out will be secured in the appropriate facility location.
2. Doors to the key lockers will remain closed and locked when keys are not being inventoried, issued or returned.
3. [redacted] will remain in the [redacted].
4. Each key locker will contain an inventory of all the key sets assigned to that locker.
5. The inventory will be dated and signed by the Administrative Sergeant.
    i. Any changes to the inventory will be made by the Administrative Sergeant.

b) Key Issuance

1. Security keys will only be issued to approve staff members by the Administrative Sergeant.

c) Handling of Keys

1. All employees will observe the following key control procedures:
    i. Carry and use keys as inconspicuously as possible.
    ii. Do not force keys into locks. If a lock does not function easily, the malfunction shall be reported to the Administrative Sergeant.

d) Broken or Worn Keys

1. Whenever a key is broken or no longer works properly, the staff member using the key will inform his/her supervisor.
    i. The supervisor will determine if the lock has been rendered inoperable and will determine if immediate locksmith services are needed.
    ii. If locksmith services are needed immediately, the Supervisor will contact the Administrative Sergeant and advise him/her of the need.
    iii. All pieces of the key will be recovered by the supervisor.
2. A memorandum describing the key breakage will be written by the involved employee. The memorandum will be given to the Administrative Sergeant.
    i. [redacted] be turned into the [redacted].
3. The [redacted] will [redacted], and will review the memorandum and ensure that the key was used properly.
    i. If improper use was involved, the employee will be informed of proper key usage.
    ii. If willful misconduct is linked to the breakage, the Facility Commander will be notified for possible further action.
4. [redacted] will be retained by the [redacted]. [redacted] will be turned over to the [redacted].

e) Lost/Misplaced/Not Returned Key Sets

1. Lost or misplaced keys will be brought to the employee's supervisor’s attention.
2. A memorandum will be written on all lost keys.
    i. When keys are found or relocated, that information will be documented in a memorandum.

14003.5 - 800 MHz Radios

a) Location
   1. A small cache of hand held radios are located in the Administration Building inside room 115.
   2. Radios are assigned to the Civil Field Deputies and Sergeants assigned to Civil Field Operations.
      i. Deputies not normally assigned to Civil Field Operations will check out / pick-up their radios based on their assignment for the day.
   3. All radios will be returned prior to going off duty for the day.

b) The primary frequency for each facility is as follows

Radio Frequency	Facility
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

c) The radio call signs for each facility

CJC	
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
HJC	
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
LJC	
[redacted]	[redacted]

[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
NJC	
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
WJC	
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

d) Accidental Activation

1. Accidental activation of the radio's emergency button will require the staff member to contact the on-duty Sergeant and the Sheriff's Emergency Communications Bureau to clear the activation.

14004 - Disturbance / Riot Response

This section is currently under construction, for information please contact your supervisor.

14005 - Evacuation Procedures

14005.1 - Evacuation of the Public

a) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
    i. Mandatory closure for members of the public only.
    ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:

i. Mandatory closure for members of the public, and hourly staff only.
ii. Salaried employees may remain.
iii. Outside agency staff may also remain, at their discretion.
iv. This type of closure will typically occur during a non-emergency event, but where the building may not be fully “operational” such as a lengthy power outage, lack of plumbing or other condition.

4. Level 4 Evacuation:
   i. Mandatory for everyone, including the public, managers and all staff.
   ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
   i. Supervisors should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
   ii. No evacuation should occur unless specifically instructed.

b) Evacuation Routes
1. Public:
   i. Sheriff's personnel will ensure the public is properly evacuated through a safe evacuation route, usually through the nearest public access.
   ii. If a situation prevents the public from using the public corridor, they will be evacuated through a security hallway with court staff and then directed to a safe route to vacate the premises.

c) Command Post
1. The location for the Incident Command Post (ICP) will be at the discretion of the Incident Commander.
   i. The ICP will vary based on the type of incident that is occurring.

14005.2 - Evacuation of Staff

a) Evacuation Levels
1. Level 1 Partial Evacuation:
   i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
   ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
   iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
   i. Mandatory closure for members of the public only.
   ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
   i. Mandatory closure for members of the public and hourly staff only.
   ii. Salaried employees may remain.
   iii. Outside agency staff may also remain, at their discretion.
   iv. This type of closure will typically occur during a non-emergency event, but where the building may not be fully “operational” such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
   i. Mandatory for everyone, including the public, managers and all staff.

ii. Typically due to an emergency condition or event.

5. Shelter-In-Place:
   i. Supervisors should encourage employees to seek shelter [redacted] until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
   ii. No evacuation should occur unless specifically instructed.

b) Evacuation Routes

1. Staff:
   i. Sheriff's personnel will ensure that all staff is properly evacuated through a safe evacuation route, usually through the nearest exit.
      A. All employees should know the nearest evacuation route, and an alternative route, from their workstation.
      B. If the nearest route is not available for a safe exit, then the next most feasible exit will be utilized.
2. Supervisors
   i. Supervisors will help with the safe evacuation of all court employees.

1. Supervisors will:
   i. Appoint someone to lead employees to the designated assembly area.
   ii. Assign personnel to carry the work roster to the designated assembly area.
   iii. Ensure all employees have evacuated their work area.
2. Supervisors will advise sheriff's personnel of any employee who was left in the work area due to:
   i. Handicap or injury.
   ii. Employee assisting with injuries
   iii. Missing employees.
      A. If an employee is missing a deputy will re-search the area the employee was last seen or left in.
      B. If the employee is not located the deputy will notify the Incident Commander.
3. Additionally, Supervisors will report the status of staff to the appropriate sheriff's personnel.
4. Employees will remain in the assembly area until given the all clear by sheriff's personnel.

c) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
   i. The C/P will vary based on the type of incident that is occurring.

14006 - Safety and Emergency Procedures

14006.1 - Earthquake Procedures

For Facility Earthquake procedures see CCOM Section 11005.1

14006.2 - Flood Procedures

a) Notification of a Flood Condition

1. The Court Administration Building is not located within a FEMA floodplain.
2. The facility does not reside within the Prado Dam inundation zone.

b) Reports on Flood Conditions

1. Reports on flood conditions will be periodically made to the Department Commander.

14006.3 - Bomb Threat-Explosion

For Facility Bomb Threat / Explosion procedures see CCOM Section 11005.3

14006.4 - Escapes

This section does not apply to the Court Administration Building.

14006.5 - Hostage Plan

For Facility Hostage Plan procedures see CCOM Section 11005.5

14006.6 - Emergency Response to Suicides or Serious Injury

For Facility Response to Suicides or Serious Injury procedures see CCOM Section 11005.8

14006.7 - Immediate Action-Rapid Deployment Plan

For Facility Immediate Action / Rapid Deployment Plan procedures see CCOM Section 11005.6

14007 - Emergency Systems and Equipment Locations

Unless otherwise provided in this policy, the emergency supplies and equipment listed in the below sections are maintained and serviced by Court Services Personnel. The Orange County Sheriff's Department has no authority or control over the placement of these devices, nor does the Sheriff have any role in maintaining and servicing the supplies and equipment.

14007.1 - Fire Alarm Pull Stations

There are no fire alarm pull box locations within the Court Operations Administration Building.

14007.2 - Automated External Defibrillator (AED)

a) There is 1 AED located within the Court Operations Administration Building.
b) It is located in the following area:
    1. Outside room 136 near the exit stairwell.

14007.3 - Emergency Supplies

a) Emergency Supply Locations

    1. Sheriff's Personnel Emergency Supplies are located in the following areas:
        i. [redacted]
        ii.
        iii.
        iv.

14007.4 - Evacuation Chair and Stretchers

a) Evacuation Chair
    1. Court Operations Administration Building does not have an evacuation chair.
b) Stretchers
    1. Court Operations Administration Building has numerous stretchers located in Emergency Supply Room 133.

14007.5 - Knox Boxes

a) Knox Box Locations
    1. The Knox Box is located at the north employee entrance of the Court Operation Administration Building.

14007.6 - Utility Shut Off Valves

a) Gas Shut Off Valve

1. The gas shut off valve is located [redacted].

b) Domestic Water Shut Off Valve
   1. [redacted]

c) Main Electric Shut off Switch
   1. [redacted]

14007.7 - Self Contained Breathing Apparatus (SCBA)

a) Scott Air Pack Locations:
   1. There are no Self Contained Breathing Apparatus (SCBA) located at the Court Operations Administrative Building.

14007.8 - Fire Extinguishers

a) Fire Extinguisher Locations
   1. There are 12 fire extinguishers located within the Court Operations Administration Building. Their locations are:
      Second Floor
      i. Inside Room 112 - Computer Room.
      ii. Outside Room 111 - Administrative Managers Office.
      iii. Public area of the Civil Counter.
      iv. Inside the Copy Room.
      v. Inside Room 143 - Employee Lounge.
      vi. Outside the Woman's Restroom.
      vii. Inside Phone Room.
      viii. Inside Room 133 - Emergency Supply Room
      ix. Outside Room 136 - Civil Administrative Deputies Office.
      x. Inside Room 140 - Civil Sergeants Office.

14007.9 - Fire Hose Cabinets

a) Fire Hose Cabinet Locations

   1. There are no Fire Hose Cabinets located within the Court Operations Administration Building.
      i. The Court Operations Administration Building has an emergency sprinkler system.

14008 - Miscellaneous

This section is currently under construction, for information please contact your supervisor.

Policy 15000 - Central Justice Center

15001 - Position Guidelines 15001.1 - Felony Arraignment

a) Introduction
   1. Deputies assigned to a courtroom are an integral part of the court team. They are the primary instrument for maintaining law and order within the courtroom and by their actions greatly influence the efficiency and effectiveness of court operations.

b) Preparing the Courtroom
   1. Prior to the opening and closing of the Courtroom the deputy will perform a search of the courtroom and unlock/lock all doors.
   2. The deputy will prepare the court calendar and custody list.
   3. Review and replenish forms and supplies.
   4. Prior to the judge entering the courtroom, the deputy will make necessary announcements and/or speeches.

c) New Arraignments
   1. The deputy will complete a fingerprint form for all new arraignments.
   2. Review the DRO's arraignment list and transfer the information to the custody list.
   3. Prepare the necessary booking forms.

d) Inmate Count
   1. The deputy will complete a paper check (count) with the Detention Guard Station between [redacted].

e) End of Shift
   1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
   2. Complete a search of the courtroom.
   3. Lock front door and hang window blinders.

15001.2 - Misdemeanor Arraignment

a) Introduction
   1. Deputies and Sheriff's Special Officer's (SSO's) assigned to a courtroom are an integral part of the court team. They are the primary instrument for maintaining law and order within the courtroom and by their actions can greatly influence the efficiency and effectiveness of court operations.

b) Preparing the Courtroom
   1. Prior to the opening and closing of the courtroom the deputy / SSO will perform a search of the courtroom and lock/unlock all doors.
   2. Conduct a roll call of the court calendar.
   3. Pull the files for those present and give them to the courtroom clerk.
   4. For in-custody defendants, place a "Post-It" note on each file indicating the date of booking and the presence or absence of any holds.
   5. Give files to the courtroom clerk.
   6. For walk-in defendants, verify defendant's presence and give the file to the courtroom clerk.
   7. Review and replenish forms and supplies.
   8. Prior to the judge entering the courtroom, the deputy / SSO will make necessary announcements and/or speeches.

c) Inmate Count
   1. The deputy / SSO will complete a paper check (count) with the Detention Guard Station between [redacted]

d) End of Shift
    1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
    2. Complete a search of the courtroom.
    3. Lock front door and hang window blinders.

15001.3 - Main Control Deputy

a) The Central Justice Center has one (1) Main Control Guard Station and four (4) satellite Guard Station.
b) Staffing
    1. Staffing for Main Control will consist of at least one (1) staff members which could be comprised of any Correctional Services Assistant (CSA), Sheriff Special Officer (SSO), or Deputy Sheriff.
        i. The Main Control Guard Station will be manned at all times when inmates are present.
    2. Each staff member must be relieved by another staff member before leaving the guard station.
        i. Each off-going staff member will remain in the guard station until:
            A. All logs are complete and updated.
            B. All keys and radios are accounted for.
            C. The condition of all security equipment is verified.
            D. Oncoming shift staff member is fully briefed.
    3. Notify the Sergeant of any discrepancies in security equipment, key log or radio log.
    4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.
    5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
    6. During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.
c) Receiving Inmates
    1. Coordinate the unloading of all inmates received from Sheriff's Transportation.
    2. Maintain an accurate account of all inmates entering and leaving the facility on the Court Operations Log.
    3. Coordinate the morning search of all inmates entering the facility.
d) Managing Inmates and Staff
    1. Coordinate lunch breaks to meet adequate staffing needs.
    2. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
    3. Enter all detention related activity on the Court Operations Log.
e) Returning Inmates to Transportation
    1. Receive, manage and oversee the transfer of all paperwork from the court to the respective jail facility.
    2. Coordinate the loading of all inmates being picked up by sheriff's transportation.
    3. Ensure that all inmates have been accounted for and the facility has been searched prior to closing.
f) Additional Duties
    1. Coordinate with the Administrative Deputy and provide the necessary information to be placed into the Court Operations Stats Tracker.
    2. Coordinate with the Administrative Deputy and provide the necessary data for compliance with monthly inspections in accordance with Title 15.
    3. In cases of emergency, coordinate emergency response and provide pertinent information to first responders.
        i. Reference:

A. Main Control Guard Station POST Order CJC 14-07

15001.4 - 2 East Guard Station Deputy

a) Staffing
   1. Staffing for the 2-East Guard Station will consist of at least one (1) staff members which could be comprised of a Correctional Services Assistant (CSA), Sheriff Special Officer (SSO), or Deputy Sheriff.
      i. The Guard Station will be manned at all times when inmates are present.
   2. Each staff member must be relieved by another staff member before leaving the guard station.
      i. Each off-going staff member will remain in the guard station until:
         A. All logs are complete and updated.
         B. All keys and radios are accounted for.
         C. The condition of all security equipment is verified.
         D. Oncoming shift staff member is fully briefed.
   3. Notify the Sergeant of any discrepancies in key or radio log
   4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.
   5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
   6. During a complete facility evacuation, the guard station staff member will be last to leave the floor unless the guard station becomes uninhabitable.

b) Receiving Inmates
   1. Coordinate the movement of all inmates received from the Main Control Guard Station.
   2. Maintain an accurate account of all inmates entering and leaving the holding cells on the Daily Activity Log.
   3. Coordinate the search of all inmates entering the holding cell area.
      i. Once all inmates have been searched and housed in their cells an inmate count will be performed.
      ii. The Guard Station Deputy will notify Main Control of any no shows, special handling issues or double appearances.

c) Managing inmates and staff
   1. Coordinate lunch breaks to meet adequate staffing needs.
   2. Coordinate the handcuffing and escorting of inmates being sent to and from court.
   3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
   4. Enter all related activity on the Daily Activity Log.
   5. Review all paperwork prior to the inmate, new bookings or city jail inmates being sent back to the Main Control Guard Station.

d) Returning Inmates to Main Control
   1. Receive, manage and oversee the transfer of all paperwork from the court to the Main Control Guard Station.
   2. Coordinate the movement of all inmates being sent back to the Main Control Guard Station.
   3. Ensure that all inmates have been accounted for and the area has been searched prior to closing.
   4. As soon as the inmate count allows all outlying Guard Stations will attempt to consolidate the inmates into one holding area.
      i. Main Control will coordinate all holding area consolidations.

e) Additional Duties
   1. Complete a monthly inspection in accordance with Title 15.

2. Enter the necessary information on the Court Operations Stats Tracker.

f) Reference
   1. 2 East Guard Station POST Order CJC 14-03

15001.5 - 2 West Guard Station Deputy

a) Staffing
   1. Staffing for the 2-West Guard Station will consist of at least one (1) staff members which could be comprised of a Correctional Services Assistant (CSA), Sheriff Special Officer (SSO), or Deputy Sheriff.
      i. The Guard Station will be manned at all times when inmates are present.
   2. Each staff member must be relieved by another staff member before leaving the guard station.
      i. Each off-going staff member will remain in the guard station until:
         A. All logs are complete and updated.
         B. All keys and radios are accounted for.
         C. The condition of all security equipment is verified.
         D. Oncoming shift staff member is fully briefed.
   3. Notify the Sergeant of any discrepancies in key or radio log
   4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.
   5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
   6. During a complete facility evacuation, the guard station staff member will be last to leave the floor unless the guard station becomes uninhabitable.

b) Receiving Inmates
   1. Coordinate the movement of all inmates received from the Main Control Guard Station.
   2. Maintain an accurate account of all inmates entering and leaving the holding cells on the Daily Activity Log.
   3. Coordinate the search of all inmates entering the holding cell area.
      i. Once all inmates have been searched and housed in their cells an inmate count will be performed.
      ii. The Guard Station Deputy will notify Main Control of any no shows, special handling issues or double appearances.

c) Managing inmates and staff
   1. Coordinate lunch breaks to meet adequate staffing needs.
   2. Coordinate the handcuffing and escorting of inmates being sent to and from court.
   3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
   4. Enter all related activity on the Daily Activity Log.
   5. Review all paperwork prior to the inmate, new bookings or city jail inmates being sent back to the Main Control Guard Station.

d) Returning Inmates to Main Control
   1. Receive, manage and oversee the transfer of all paperwork from the court to the Main Control Guard Station.
   2. Coordinate the movement of all inmates being sent back to the Main Control Guard Station.
   3. Ensure that all inmates have been accounted for and the area has been searched prior to closing.
   4. As soon as the inmate count allows all outlying Guard Stations will attempt to consolidate the inmates into one holding area.
      i. Main Control will coordinate all holding area consolidations.

e) Additional Duties
   1. Complete a monthly inspection in accordance with Title 15.

2. Enter the necessary information on the Court Operations Stats Tracker.

f) Reference
   1. West Guard Station POST Order CJC 14-02

15001.6 - 3 West Guard Station Deputy

a) Staffing
   1. Staffing for the 3-West Guard Station will consist of at least one (1) staff members which could be comprised of a Correctional Services Assistant (CSA), Sheriff Special Officer (SSO), or Deputy Sheriff.
      i. The Guard Station will be manned at all times when inmates are present.
   2. Each staff member must be relieved by another staff member before leaving the guard station.
      i. Each off-going staff member will remain in the guard station until:
         A. All logs are complete and updated.
         B. All keys and radios are accounted for.
         C. The condition of all security equipment is verified.
         D. Oncoming shift staff member is fully briefed.
   3. Notify the Sergeant of any discrepancies in key or radio log
   4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.
   5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
   6. During a complete facility evacuation, the guard station staff member will be last to leave the floor unless the guard station becomes uninhabitable.

b) Receiving Inmates
   1. Coordinate the movement of all inmates received from the Main Control Guard Station.
   2. Maintain an accurate account of all inmates entering and leaving the holding cells on the Daily Activity Log.
   3. Coordinate the search of all inmates entering the holding cell area.
      i. Once all inmates have been searched and housed in their cells an inmate count will be performed.
      ii. The Guard Station Deputy will notify Main Control of any no shows, special handling issues or double appearances.

c) Managing inmates and staff
   1. Coordinate lunch breaks to meet adequate staffing needs.
   2. Coordinate the handcuffing and escorting of inmates being sent to and from court.
   3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
   4. Enter all related activity on the Daily Activity Log.
   5. Review all paperwork prior to the inmate, new bookings or city jail inmates being sent back to the Main Control Guard Station.

d) Returning Inmates to Main Control
   1. Receive, manage and oversee the transfer of all paperwork from the court to the Main Control Guard Station.
   2. Coordinate the movement of all inmates being sent back to the Main Control Guard Station.
   3. Ensure that all inmates have been accounted for and the area has been searched prior to closing.
   4. As soon as the inmate count allows all outlying Guard Stations will attempt to consolidate the inmates into one holding area.
      I. Main Control will coordinate all holding area consolidations.

e) Additional Duties
   1. Complete a monthly inspection in accordance with Title 15.

2. Enter the necessary information on the Court Operations Stats Tracker.

f) Reference
   1. West Guard Station POST Order CJC 14-13

15001.7 - D-5 Guard Station Deputy

a) Staffing
   1. Staffing for The D-5 Guard Station will consist of at least one (1) staff members which could be comprised of a Correctional Services Assistant (CSA), Sheriff Special Officer (SSO), or Deputy Sheriff.
      i. The Guard Station will be manned at all times when inmates are present.
   2. Each staff member must be relieved by another staff member before leaving the guard station.
      i. Each off-going staff member will remain in the guard station until:
         A. All logs are complete and updated.
         B. All keys and radios are accounted for.
         C. The condition of all security equipment is verified.
         D. Oncoming shift staff member is fully briefed.
   3. Notify the Sergeant of any discrepancies in key or radio log
   4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.
   5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
   6. During a complete facility evacuation, the guard station staff member will be last to leave the floor unless the guard station becomes uninhabitable.

b) Receiving Inmates
   1. Coordinate the movement of all inmates received from the Main Control Guard Station.
   2. Maintain an accurate account of all inmates entering and leaving the holding cells on the Daily Activity Log.
   3. Coordinate the search of all inmates entering the holding cell area.
      i. Once all inmates have been searched and housed in their cells an inmate count will be performed.
      ii. The Guard Station Deputy will notify Main Control of any no shows, special handling issues or double appearances.

c) Managing inmates and staff
   1. Coordinate lunch breaks to meet adequate staffing needs.
   2. Coordinate the handcuffing and escorting of inmates being sent to and from court.
   3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
   4. Enter all related activity on the Daily Activity Log.
   5. Review all paperwork prior to the inmate, new bookings or city jail inmates being sent back to the Main Control Guard Station.

d) Returning Inmates to Main Control
   1. Receive, manage and oversee the transfer of all paperwork from the court to the Main Control Guard Station.
   2. Coordinate the movement of all inmates being sent back to the Main Control Guard Station.
   3. Ensure that all inmates have been accounted for and the area has been searched prior to closing.
   4. As soon as the inmate count allows all outlying Guard Stations will attempt to consolidate the inmates into one holding area.
      i. Main Control will coordinate all holding area consolidations.

e) Additional Duties
   1. Complete a monthly inspection in accordance with Title 15.

2. Enter the necessary information on the Court Operations Stats Tracker.
    i. Reference:
        A. Department 5 Guard Station POST Orders CJC 14-08

15001.8 - Prowler Deputy

a) Security Checks
    1. Conduct a complete search of the cells, tunnels and any area that inmates have access to, prior to opening the facility.
b) Receiving Inmates
    1. Assist in the unloading of all inmates received from sheriff's transportation.
    2. Assist in the morning search of all inmates entering the facility.
c) Managing Inmates
    1. Facilitate inmate movement to and from court.
    2. Perform a cell check at least once every hour (twice every thirty minutes for juveniles) and record on the Cell Inspection Log.
    3. Assist in the handcuffing and escorting of inmates being sent to and from court.
    4. The primary duty of the prowler will be the escorting of inmates to and from the various courtrooms.
        i. In Justice Centers that have un-secured hallways, IE; open doors to Judges Chambers or Court Staff, Inmates will be physically escorted by a deputy.
    5. Process all new bookings and submit the proper paperwork to the Guard Station Deputy.
    6. Review all paperwork and release new bookings or city jail inmates at the direction of the Guard Station Deputy.
    7. Distribute inmate lunches during the noon hour.
d) Additional Duties
    1. Act as a back-up deputy in courtrooms requiring additional security.
    2. Patrol the building's interior and exterior as directed by the Sergeant.
    3. Assist in the loading of all inmates being picked up by sheriff's transportation.
    4. Conduct a search of the facility prior to closing.
e) References:
    1. Detention Prowler POST Order CJC 14-04
    2. New Booking Prowler Deputy POST Order
    3. CJC 14-05 Tower Prowler Deputy POST
    4. Order CJC 14-06 Department C-5 Prowler
    5. POST Order CJC 14-09 Department C-58
    6. Prowler POST Order CJC 14-10 Department
    7. C-60 Prowler POST Order CJC 14-11

15001.9 - Weapons Screening Deputy

a) For details see Section CCOM 15002.2

15001.10 - Weapons Screening SSO

b) For details see Section CCOM 15002.2

15002 - Control of Weapons and Security Equipment

15002.1 - Armory

a) Location

[redacted]

ii. Armory access MUST be authorized by a Sergeant or Lieutenant.

iii. The Guard Station Deputy/SSO must log the access on Guard Station Log.

b) ERT Members/Team Leaders

1. Each member of ERT needs to check on their assigned equipment at the beginning of their shift.
2. Each member of ERT needs to have their assigned gas Mask.
3. Where applicable, the Team Leader needs to check:

[redacted]

4. If any equipment is in need of service it is the responsibility of that deputy to advise the Sergeant and ERT Team Leader of the defective weapon system.
5. No equipment will be removed without the Sergeant or ERT leader's permission.
6. Maintenance and upkeep is the responsibility of all ERT members.

15002.2 - Weapon Screening Guidelines

a) The Superior Court of California, County of Orange, in conjunction with the Orange County Sheriff's Department, Court Operations Division, has established the following guidelines regarding the use of weapons screening within each Justice Center. The primary purpose of the screening process is to prevent illegal weapons from entering the buildings; however, other items the Sheriff's Department deems dangerous may also be excluded. For additional information see CCOM Policy 1717and 19003.9.

b) Screening Times

1. Weapons screening will be conducted during normal business hours.
    i. Exceptions to this process may be granted by the Superior Court Executive Committee, the Presiding Judge or the Court Operations Division Commander.
    ii. The Court Operations Division has the authority to vary this process for individuals who are disabled or are experiencing medical problems.
2. Court employees and building tenants who are authorized early and late access to a Justice Center may enter through the employee card access door(s) during the hours the weapons screening process is not in operation.

c) Screening Process

1. All members of the public, jurors, attorneys, building tenants and court employees who enter a Justice Center where weapons' screening is deployed shall be required to walk through a metal detection device and pass all hand-carried items through an x-ray scanner before being allowed entry.
    i. Illegal weapons or objects (as specified in the California Penal Code) brought into a Justice Center will be confiscated by the Sheriff's Department. Violations may result in arrest and prosecution.
2. Unauthorized weapons or objects deemed dangerous by the Sheriff's Department will not be permitted into a Justice Center. Individuals will be given the opportunity of removing the item(s) from the building, or relinquishing it to Security.
    i. All items relinquished are subject to destruction.

ii. Unauthorized weapons include, but are not limited to: concealed firearms (even when the person has been issued a Carrying Concealed Weapons Permit), tear gas, pepper spray, stun gun devices or other similar self-defense weapons, knives, and instruments designed for stabbing.

3. Judicial Officers with a Carry Concealed Weapons (CCW) Permit and prior approval of the Presiding Judge are exempt from this policy.

d) Exception

1. Duly appointed peace officers in uniform or in plain clothes who have proper identification are exempt from the weapons screening process.
   i. Officers who are party to an action will be required to comply with Penal Code §171b.
2. Contractors, maintenance workers, county service agency employees, and vendors will be required to check in with the Sheriff Department's Court Operations Security Officer(s) and present authorization of their work assignment.
   i. Upon verification of the authorization, the Sheriff's Security Officers will permit them to enter the Justice Center with the tools necessary to perform their work.

e) Notification of Incidents:

f) An incident is an event in which an X-ray machine emits a warning, is disabled, or fails to function as designed and poses a potential risk of exposure to radiation. The Court Safety Officer must then notify the CDPH Radiological Health Branch, of an incident as soon as possible after it occurs. Notification will be made to CDPH no later than four hours after the discovery of an incident where radiation or radioactive materials are emitted which could exceed regulatory limits.

1. In the event of an incident, an X-Ray machine operator must immediately contact:
   i. Court Sergeant.
   ii. Local Facility Service Officer.
2. The local Facility Service Officer should immediately contact the Court Safety Officer. The Court Safety Officer will then contact:
   i. Orange County Health Care Agency (Hazardous Materials) [redacted].
   ii. California Department of Public Health (CDPH) Radiologic Health Branch (RHB) – [redacted]
3. The Court Safety Officer will submit a written follow-up report to the RHB within 30 days of the incident.
4. A point of contact form for maintenance and emergency issues will be maintained and distributed to the Court Sergeant by the Facility Services Officer.

g) Utilization Log

1. All Sheriff's personnel who operate an X-ray machine must document the date and time in/out on a utilization log.
   i. Sheriff's personnel will be responsible for maintaining a utilization log for each machine.

h) Self-Inspections

1. X-ray machine operators will conduct weekly inspections of the X-ray machines they activate and run. Sheriff's personnel should note:
   i. Type of checks performed.
   ii. Interval at which they are conducted.
   iii. Actions taken, if problems are noted.
   iv. Name of the person who conducted the check.
2. Results of the weekly self-inspections should be documented on the Self Inspection Log.
3. Any problems found during the inspection will be brought to the Court Sergeants attention immediately.

i. The Court Sergeant (or designee) will notify the Facility Services Officer of any problems.

4. X-Ray machines stored as backup are not subject to inspection on a weekly basis as long as there is an inspection before its first use.

i) Equipment Security

1. CCR Title 17, Section 30332.1 requires each X-ray machine have a lock which prevents unauthorized access or exposure.
2. X-ray machines must remain locked, except during authorized use or when under the direct surveillance of a trained individual.
3. All X-ray machines must have:
   i. A physical barrier, photoelectric safety interlock, or other means which makes it impossible to insert any part of the human body into the primary X-ray beam.
   ii. A lock-and-key control which ensures X-ray generation is impossible with the key removed.
   iii. An illuminated indicator which shows when X-rays are being generated. This indicator must be prominently visible to operators in their normal working positions.
   iv. An emergency shut off switch ("dead man's switch") which operators use to control X-rays. The emergency shut off switch is a safety feature which causes the machine to stop moving or to shut down if the switch is released.

j) Security Provider Training

1. CCR Title 17, Section 30337 requires training be provided to any individual who operates an X- ray machine.
2. Before operating an X-ray machine, an individual must:
   i. Review the manufacturer's operations manual (or comparable information on how to operate the X-ray screening device properly and safely).
   ii. Receive and review copies of regulations which apply to X-ray screening devices for court use (CCR Title 17 and 10 CFR 20).
   iii. Receive instruction on how to use the screening device.
   iv. Pass two tests. The two tests consist of a written exam and a practical, hands-on exercise.
      A. To become an operator, an employee must show proficiency in both the written exam and practical exercise with a score of at least 80 percent.
      B. Employees who fail one or both tests are eligible to retake the tests.
   v. The tests evaluate an employee's:
      A. Knowledge of the general responsibilities (such as completing utilization logs and knowing where important information can be found).
      B. Knowledge of the regulations which apply to X-ray screening devices for court use.
      C. Knowledge of the safe and proper operation of the X-ray equipment.
      D. Knowledge of the emergency procedures for the X-ray equipment.
      E. Competence in using the X-ray screening device.
   vi. All X-ray operators must pass the above two tests on an annual basis.
   vii. Sheriff's personnel must maintain a log of employees who have taken the tests and record whether they passed the two tests.
      A. Individual test scores should be kept confidential.
   viii. A Training Log must be completed for every employee who operates an x-ray machine. A copy of the log will be sent to the Court Safety Officer annually by June 30th. The log will include:
      A. The operator's full name.

B. The date the written and practical exams were passed.
C. The test administrator's full name.

3. The Administrative Office of the Court (AOC) has created a “Radiation Safety and Protection Program Toolkit: Security Provider Training for the California Judicial Branch.”
    i. The Emergency Response and Security Services Division (ERSS) can supply Sheriff's personnel copies of the AOC Security Provider Training.
4. The training and test administration should be conducted by Sheriff's personnel who are knowledgeable and have experience working with X-ray machines.

k) Recordkeeping
1. The following records will be collected and maintained by Sheriff's Court Operations Personnel:
    i. Utilization logs
    ii. Self-inspection logs
    iii. Training log for Sheriff's personnel utilizing X-ray machines (A copy of this training log will be sent to the Court Safety Officer on an annual basis)
2. These records will be inspected on an annual basis by the Court Safety Officer in accordance with the annual audit of the Radiation Safety and Protection Program.
3. If a machine is transferred to a different justice center, all of the above records should be sent to the receiving justice center.
    i. If a machine is retired, all of the above records should be sent to the Court Safety Officer.

15003 - Facility Security and Control

15003.1 - Security Inspections

a) Employee Responsibilities
1. Every employee of the facility will be observant and aware of equipment and procedures in his/her assigned area(s).
2. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
3. Defective security equipment will be brought to the attention of the employee's supervisor.
4. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
5. Employees will use security equipment correctly as instructed, in order to ensure proper use and longer service.

b) Supervisor Responsibilities
1. Each day, excluding holidays and weekends, supervisory staff will visit and inspect every area of the facility to ensure the integrity of security devices and security areas.
    i. Monthly, supervisors will walk the perimeter with the Facility Services Officer to inspect the facility landscape to include the monitoring and removal of plants/trees, particularly against facility walls.
2. Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates on the condition of security equipment.
3. Routine repairs of facility equipment will be requested in writing via email to the Facilities Management Group. The Sergeant will document the request in the Court Operations Log.
4. The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Court Operations Log.
5. Supervisors will be thoroughly familiar with the job procedures of their subordinates and

require that those procedures be correctly carried out in a timely manner.

6. Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted to the Facility Lieutenant by the supervisors.

c) Monthly Formal Inspections
   1. The Court Sergeants will conduct formal inspections of the facility on their assigned shifts.
   2. The report shall be submitted to the Facility Lieutenant by the end of the first week of the following month.
      i. The report will identify noted deficiencies.
      ii. Work requests will be submitted on needed new repairs.
      iii. The report will state the date the repair was first requested and the original work request number.
   3. Repairs that involve safety issues will be immediately addressed.

d) Inspection of Perimeter
   1. Twice daily the Operations Sergeant will assign a deputy/SSO to inspect the perimeter of the facility to check for conditions that may be considered a breach of security.
      i. At facilities with a perimeter fence, the assigned staff member will inspect the outer facility perimeter fence for damage, signs of tampering or any other condition that may be considered a breach of security.
   2. The inspection will be noted on the Court Operations Log.
      i. The assigned staff member will make an entry in this log each time an inspection is completed.
      ii. A written report of the inspection will be submitted to the Facility Lieutenant if any damage, signs of tampering or other breach of security is discovered.
   3. The Facility Lieutenant shall take immediate and appropriate action to ensure the security and integrity of the perimeter fence.
   4. Time of the perimeter fence inspection
      i. Pacific Standard Time
      [redacted]

e) Annual Security Inspection
   1. The Division Commander shall review both internal and external security measures at least annually if not more frequently.
   2. All reviews will be documented in a Departmental Memo and submitted to the Custody and Courts Area Commander for review.
   3. The Division Commander will submit an annual report to the Custody and Courts Area Commander. The report will:
      i. Identify noted deficiencies.
      ii. State any corrective action the Division Commander took.
      iii. Explain when a follow up inspection was conducted and what action was taken.
      iv. Include an update on any long standing unresolved equipment or procedural problems.

15003.2 - Security Identification

a) Employee Identification

b) To maintain the internal security of the facility, all employee entrances will have controlled access to and from the facility. Each security entrance ***when manned*** will coordinate, integrate and monitor all external and internal security, communications and safety systems of the facility to ensure order, security and safety for staff, visitors and inmates.
   1. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will display an authorized Identification Badge at all times.

2. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will present this Identification to the security entrance ***/Weapons Screening*** staff member prior to entering the facility.
3. DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside ***the Justice Center.***

15003.3 - Facility Alarms

a) Exterior Alarm Activation
   1. Upon receiving an alarm activation the alarm company will notify OCSD Dispatch.
      i. OCSD personnel will be dispatched to the Justice Center to determine if a breach of security has occurred.
      ii. If a breach has occurred a Facility Services Officer or designee will be requested to respond to the site to allow access to the building.
      iii. Dispatch will notify the Facility Lieutenant of the security breach.
   2. The alarm company will monitor the alarm system and will notify the Facility Services Officer of any needed repairs.

b) Interior Duress / Panic Alarms
   1. The Central Justice Center has numerous duress/panic alarms located throughout the facility.
   2. Deputies will receive initial training on the use and response to these alarms after being assigned to the facility.
      i. The system is tested monthly by Sheriff's Personnel.
      ii. The Court Sergeant will oversee a monthly test of the system.
      iii. The monthly test will be documented on the Court Operations Log.
      iv. Any issues will be reported to the Facility Services Officer for immediate repair.
   3. When an alarm is activated, Sheriff's Personnel will respond to the site of the alarm.

15003.4 - Key Control

a) Key Lockers - Inventory
   1. Storage lockers for keys not checked out will be secured in the appropriate facility location.
   2. Doors to the key lockers will remain closed and locked when keys are not being inventoried, issued or returned.
   3. [redacted]
      i. The assigned Deputies/SSO's will maintain control over their assigned keys at all times while on duty.
   4. [redacted]
   5. Each key locker will contain an inventory of all the key sets assigned to that locker.
   6. The inventory will be dated and signed by the Division Commander's designee.
      i. Any changes to the inventory will be made by the Division Commander's designee.
   7. Sheriff's Security keys may not be kept or duplicated by anyone without the Division Commander's approval.

b) Key Accountability
   1. It will be the responsibility of the assigned Detention Guard Station Deputy to account for all Sheriff's Security Keys.
   2. At the end of each day, the Detention Guard Station Deputy will conduct a visual check of the key locker to ensure every key peg has a key set or Key Control Card attached. Any peg without a key set or Key Card will be brought to the attention of the Detention Sergeant.
   3. The off-going Detention Guard Station Deputy will not be relieved from duty until all keys have been accounted for.
   4. When the Detention Guard Station Deputy needs to be relieved during the shift the above

listed procedures will apply to the relieving Deputy.

c) Key Issuance

1. [redacted]
   i. [redacted]
   ii. A Key Control Card is needed to have security keys issued at any facility. If no Key Control Card has been issued, approved identification (e.g., Department I.D., Drivers License, etc.) may temporarily be accepted.
2. [redacted]
   i. Emergency master key sets will only be issued at the direction of a sergeant or higher rank.
   ii. Internal evacuation sets will only be issued at the direction of a sergeant or higher rank.
   iii. Exterior door keys may only be issued with the prior approval of a sergeant or higher rank.
3. [redacted]
4. Keys will not be issued to one staff member for later transfer to another member.
   i. [redacted]
5. A Key Control Log will be prepared by the issuing Detention Guard Station Deputy.
   i. The Log will be dated.
6. The oncoming shift will be issued a key set at the Detention Guard Station.
   i. The requesting staff members will exchange their Key Control Card for the necessary keys.
7. At the beginning of each shift, the Detention Guard Station Deputy or a Prowler will conduct an inventory of all key sets to assure accountability of all keys.
   i. The result of the inventory will be recorded on the Key Control Log.
   ii. The Detention Sergeant will be notified if there are any discrepancies with the keys.
8. When a key set is returned to the Detention Guard Station, the staff member's Key Control Card will be returned.

d) Handling of Keys

1. All employees will observe the following key control procedures:
   i. Carry and use keys as inconspicuously as possible.
   ii. Avoid reference to key numbers or any identifying information in the presence of inmates. Employees will not mark keys for identification.
   iii. Avoid dropping keys. Keys shall be exchanged hand-to-hand, never tossed or thrown.
   iv. Do not force keys into locks. If a lock does not function easily, the malfunction shall be reported to the Detention Sergeant.
   v. Inmates are never permitted to handle security keys under any circumstances. At maximum security facilities, [redacted]
   vi. Employees will not exchange keys with other employees at their work station.

e) Key Return

1. [redacted]
2. [redacted] Station BEFORE exiting the security area.
3. In times of urgent responses to assist other areas of the court, deputies will leave their key sets at the Detention Guard Station.
4. When leaving the facility at the conclusion of the shift, keys must be checked back in. Once the key set is checked back in, the employee will have his/her Key Control Card returned.

f) Broken or Worn Keys
   1. Whenever a key is broken or no longer works properly, the staff member using the key will inform his/her supervisor.
      i. The supervisor will determine if the lock has been rendered inoperable and will determine if immediate locksmith services are needed.
      ii. If locksmith services are needed immediately, the Supervisor will contact the appropriate Facility Services Officer and advise them of the need.
      iii. All pieces of the key will be recovered by the supervisor.
   2. A memorandum describing the key breakage will be written by the involved employee. Original will be given to the Facility Lieutenant and a copy given to the Facility Services Officer.
      i. [redacted]
   3. The Facility Lieutenant will authorize the key's replacement, and will review the memorandum and ensure that the key was used properly.
      i. If improper use was involved, the employee will be informed of proper key usage.
      ii. If willful misconduct is linked to the breakage, the Facility Lieutenant will be notified for possible further action.
   4. [redacted]. The broken key will be turned over to the Facility Services Officer who will process a replacement key through the appropriate Locksmith.

g) Lost/Misplaced/Not Returned Key Sets
   1. Lost or misplaced keys will be brought to the employee's supervisor's attention.
      i. An immediate search will be conducted.
      ii. The area sergeant will seal off the area in which the keys are believed lost.
      iii. Assistance with the search may be summoned.
      iv. Any inmates in the area will be properly searched.
   2. The Detention Guard Station Deputy will be informed of any keys not properly returned.
   3. When the Detention Guard Station discovers an unaccounted key set at the end of a shift, the responsible employee will be contacted.
      i. When the employee has gone off-duty and left the facility, the Court Sergeant will call his/her residence and/or other contact number.
   4. When an employee discovers he/she has a key set outside security, or at home, he/she will immediately notify the Court Sergeant.
   5. A DR will be written on all lost, misplaced or un-returned keys.
      i. Lost keys must be documented on a report prior to the end of the employee's shift.
      ii. When keys are found or relocated, that information will be documented in a Jail Incident Report.

h) Key Cards

i) All employees will observe the following key card control procedures.
   1. Key cards are generally distributed to all employees who work inside the facility.
      i. It is each employee's responsibility to exercise care and control of his/her key card.
   2. These individually numbered cards are important security items and should be handled/treated as any facility security key set.
   3. If a facility key card is lost, damaged or destroyed, the Operations Sergeant will be notified.

j) Electronic Access Cards

1. Employees may be issued electronic access cards.
2. These access cards are to be treated as any other key issued by the Sheriff's Department.
    i. At no time will inmates be permitted to handle electronic access cards.

15003.5 - 800 MHz Radios

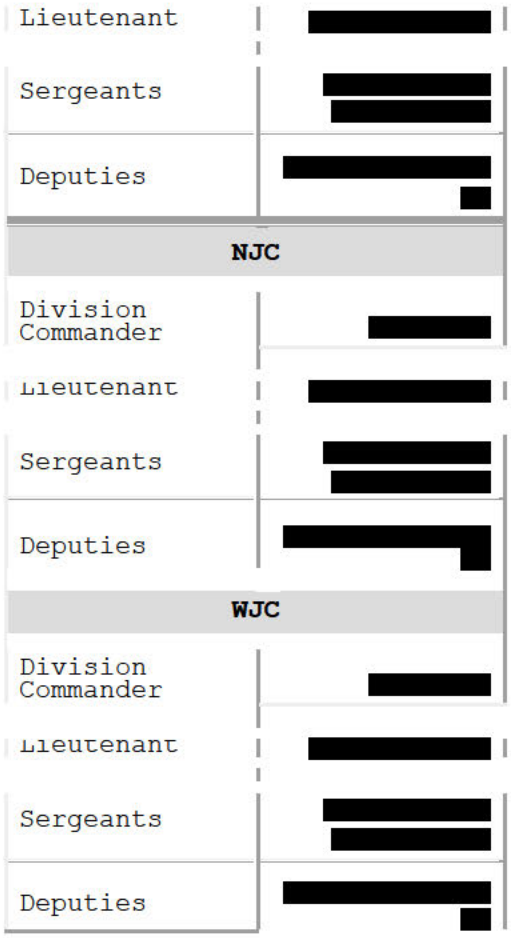
a) Location

1. [redacted]
2. Radios are assigned to the various positions throughout the Justice Center.
    i. Deputies/SSO's will check out / pick-up their radios based on their assignment for the day.
3. All radios will be returned prior to going off duty for the day.

Radio Frequency	Facility
[redacted]	CJC (Position 8)
[redacted]	HJC (Position 9)
[redacted]	LJC (Position 10)
[redacted]	NJC (Position 11)
[redacted]	WJC (Position 14)

b) The radio call signs for each facility

CJC	
Division Commander	[redacted]
Lieutenant	[redacted]
Sergeants	[redacted]
Deputies	[redacted]
HJC	
Division Commander	[redacted]
Lieutenant	[redacted]
Sergeants	[redacted]
Deputies	[redacted]
LJC	
Division Commander	[redacted]



c) Accidental Activation

1. Accidental activation of the radio's emergency button will require the staff member to contact the on- duty Sergeant and the Sheriff's Emergency Communications Bureau to clear the activation.

15003.6 - CCTV Camera System

a) General Guidelines

1. The Central Justice Center has approximately 100 CCTV Cameras throughout the facility.
2. Images can be stored for approximately 90 days before being recorded over.
3. The court Facility Services Officer will maintain a portable flash drive with usernames, passwords, camera descriptions and preferences.
    i. The flash drive will be stored in a secured location.
    ii. The flash drive will be used as a backup to replace corrupt files and install new cameras.

b) Camera Monitoring

1. The Central Justice Center CCTV System provides the capability to monitor and record incidents.
2. Areas of coverage will be determined by the following personnel:
    i. The Presiding Judge of the Justice Center.
    ii. The Security Committee.
    iii. The Court Facility Manager.

iv. The ERSS Manager.
v. The Facility Services Officer.

c) Review and Request for Video Copies
1. The review of the CCTV video by any judicial officer, court staff or sheriff's personnel without a specific reason is prohibited.
2. Examples of specific reasons include but are not limited to:
i. Training.
ii. Investigating of complaints.
iii. Commendations.

iv. Quality assurance.
v. The review of critical incidents.

3. Copies of the CCTV tape(s) will not be duplicated or released except by:
i. Court Order.
ii. District Attorney / Public Defender discovery request.
iii. Upon written request pursuant to California Rules of Court 10.500 or PRA.
4. All requests must be submitted to the Court Executive Officer / Clerk of the Court.
5. Court staff, sheriff's personnel and judicial officers can request a copy of a tape from the custodian of records or his/her designee.
6. At a minimum, personnel requesting a copy of a tape will provide:
i. Date and Time of requested incident.
ii. Date of request.
iii. Number of copies.
iv. Person authorizing the copy(s).

d) Training
1. Personnel assigned to monitor the CCTV System will be trained in its use.
i. Training will be conducted by a supervisor or the Facility Services Officer.

15003.7 - Control of Contraband

a) Purpose of Search
b) [redacted]
1. Prevent the introduction of weapons or other contraband into the facility.
2. Detect the presence of weapons, escape devices or other contraband within the facility.
3. Check malicious waste or destruction of facility property.
4. Prevent and maintain sanitary conditions in the facility.

c) Search of Facility Perimeter
1. All facilities will inspect the outer security perimeter for signs of tampering, damage, or other indications of a breach of security.
i. To ensure best visibility, the landscaped area around the building [redacted]
ii. Foreign objects will be removed and placed in refuse containers outside of security.
iii. The facility exterior will be examined for signs of damage.
2. The security parking lot, vehicle and pedestrian gate areas will be periodically searched.
3. Foreign objects will be inspected and disposed of in refuse containers outside of security.
4. The condition of the gates and fences will be observed.

i. Damaged or malfunctioning equipment will be reported to a Sergeant at the conclusion of the search.

5. All search activity will be documented on the Court Operations Log.

d) Search of Detention Areas Planned Searches

1. A planned search is a calculated search which involves specific steps, timing and resources used to locate drugs, weapons or contraband which may be concealed.
2. The Detention Sergeant will plan periodic searches of areas under their supervision.
    i. The Sergeant will keep a Detention area search log book to record dates and areas searched.
    ii. The Sergeant will also keep an operations area search log book to record dates and areas searched.
3. Female deputies will be the primary searchers when searching female housing areas, and male deputies will be the primary searchers when searching male housing areas.
    i. This can be modified by an on-duty Sergeant or the Facility Lieutenant.
4. Each search will be planned so that it causes minimum disruption to the facility's operation.
5. Searches will be coordinated between the Facility lieutenant and the appropriate Sergeant.
6. A sufficient number of deputies will be assigned to the search activity, assuring a quick but thorough search.
7. Deputies may be assigned to the search group from any area or work assignment.
8. When necessary and practical, deputies may be reassigned to a search group from another facility.
9. A pre-search briefing will be conducted by the area sergeant to explain the search plan:
    i. The exact area to be searched.
    ii. Beginning time of the search.
    iii. Assignments for each deputy.
    iv. Video documentation plan.
    v. Specific items of contraband being sought.
    vi. The type of search to be applied to the inmates.
    vii. The proper handling of inmate personal property.
    viii. The proper handling of evidence/contraband.
    ix. The location of the inmates during the search.
    x. The expected ending time of the search.
10. A Sergeant will be present during the entire search.
    i. The Sergeant will direct the search activities and answer questions of the deputies.
    ii. The Sergeant will observe the end of the search and facilitate the return of inmates to their cells.
    iii. The Sergeant will hear inmate complaints and take appropriate steps to resolve any complaints.
11. A verbal report detailing the search activities will be made to the Facility Lieutenant by the supervising Sergeant.
12. Observations on the general condition of the facility in the area that was searched will be reported to the Facility Lieutenant by the Sergeant.
13. The Sergeant will sign and approve any Incident Reports that were prepared.
14. Search results will be noted in the search log book.

15. The Facility Lieutenant will review all reports generated from the search. Information extracted from the reports will be entered into the Facility log as deemed necessary.

e) Spontaneous Searches
   1. A spontaneous search is one that is unscheduled, sudden and done without planning.
   2. Deputies are encouraged to conduct small scale spontaneous searches at their discretion, at random, or in response to a criminal act or jail rule violation.
   3. Deputies shall notify their immediate supervisor when practical.

f) The Search Process
   1. [redacted]
   2. To minimize distractions, messages for the sergeant and/or search deputies will be coordinated through the Detention Deputy.
   3. [redacted]
      i. Inmates will be directed to be dressed in full jail issue.
   4. Deputies will search each cell.
   5. Any excess jail issue property and excess personal property items found will be taken and returned to the inmates housing area (e.g.: CJX, or TLF, or JAMF).
   6. [redacted]
   7. [redacted]
   8. Deputies will not destroy jail or personal property during the search. Searches are not to be viewed as punishment.
   9. Handcrafted items deemed to be contraband will be disposed of outside the facility at the Sergeant's direction.
   10. Evidence of crime will be brought to the Sergeant's attention at its point of discovery.
      i. The discovering Deputy will initial the item.
      ii. The Sergeant may require photographs.
      iii. An Evidence tag will be attached to the item.
      iv. The item will then be placed into the Sheriff's Property/Evidence Bureau.
      v. Interviews of suspects will be conducted as directed by the Sergeant.
   11. The facility and equipment in the area of the search will be examined for damage or malfunction during the search.
   12. The Sergeant will make note of needed repairs and forward the memo to the Facility Services Manager.
   13. Unsanitary conditions and marking on the facility surfaces will be brought to the Detention Deputy's attention for further action.
   14. All inmates will be searched prior to their return to their cells.

g) Body Searches of Inmates and Detainees
   1. See Custody & Court Operations Manual (CCOM) Section 1710.5.5 for information on Searches of Inmates and Detainees.
   2. Strip/Visual Body Cavity Searches will not be conducted within the Justice Centers.
      i. In the event an inmate/detainee needs to be strip searched the Detention Sergeant will be notified and the inmate/detainee will be transported immediately to the IRC for processing.

15003.8 - Maintenance and Tool Control

a) Tool Storage and Control
   1. Toolboxes, cabinets and drawers will be closed and locked when not in use.
   2. To ensure all tools are accounted for, maintenance personnel working in the secured areas of a Justice Center will make a daily inventory of their tools.
      i. Tools or equipment will never be stored in the detention areas or areas accessible to inmates.
   3. Inmates will be removed from areas where workers are assigned to work.
      i. Only in emergency situations will work be performed with inmates nearby and only while being escorted by deputies.
      ii. This will only be allowed when there is no other practical solution.
   4. Inmates will never be permitted to handle tools or equipment of the workers.
   5. Tools or equipment are never to be left unattended while inside a secure area.
   6. Deputies and SSO's will remind the workers of the need to account for all tools and equipment.

b) Outside Workers Not Regularly Assigned to the Facility
   1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
   2. All staff used as escorts at a Justice Center must be approved by the Facility Lieutenant or his/her designee.
      i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
      ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
   3. Prior to tools being permitted inside a secure area, deputies will search toolboxes and equipment containers.

c) Lost Tool Procedure
   1. Workers or jail staff shall immediately report the loss of any tool.
      i. A verbal report will be made to the sergeant in charge of the area in which the tool was lost.
   2. The area in which the tool was lost will be secured pending an area search.
   3. Deputies will conduct a thorough search of the entire area.
      i. Inmates who are in the area, or who were in the area when the tool was lost, will be searched.
   4. Un-recovered losses will be documented in a DR.
      i. The sergeant will assign a deputy to write the report.
   5. When tools and/or equipment are found, a DR will be written.
      i. If the tool was previously reported missing, that report number will be referenced in the "found" report.
   6. The tool or equipment will be returned to its owner.

d) Scheduled Job-Walk Tours for Work Projects
   1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
      i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.

ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
iii. Job-walk tours will be limited to the area affected by the planned project.

2. Facility Entrance Requirements
   i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
   ii. Photo ID will be needed to exchange for a visitor badge during visit
   iii. Tour attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
   iv. All tour attendees are subject to a security search of their person and possessions.

e) Contractor Escort
   1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility security areas.
   2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
   3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
   4. The Contractor Escort must carry a department issued radio at all times during the escort.
   5. Contractors or tools will not be left unattended at any time.
   6. See CCOM Section 1712.2 for duties of an Escort Officer.

15003.9 - Electronic Scanning Devices

a) Electronic searches play an important role in intercepting weapons and other potentially dangerous contraband before it enters our Justice Center facilities. These searches are conducted to insure the safety and security of staff, visitors, inmates, and the facility. Justice Center facility personnel shall follow the guidelines established for these searches.

b) Scanning Devices
   1. Electronic Scanning Devices are non-intrusive scanning systems, which utilize low intensity magnetic fields.
   2. [redacted]
   3. [redacted]

c) Use of an Electronic Scanning Device
   1. Use of an Electronic Scanning Device should be used by those staff members who have been trained in their operation.

d) Alarm Activation
   1. If a person registers an alarm or the LED reaches the red zone bar, have the person walk through the unit again. If an alarm registers, the deputy has reasonable suspicion to conduct a pat down search.
      i. The handheld metal detector should be used on all persons registering an alarm.
      ii. Persons registering an alarm should be questioned by staff as to the presence of metallic objects on or in their body. This can include surgically or otherwise implanted metallic prosthetics or plates.

iii. A person can choose to leave the courthouse prior to entering the metal detector, however, they will not be allowed into the Courthouse until completing the screening process.

e) Dosimeters
   1. Each person regularly assigned to a weapons screening station where X-ray is used will wear a dosimeter.
      i. A dosimeter measures an individual's or an object's exposure to radiated energy.
      ii. A weapons screening officer from each Justice Center will be assigned to collect and reissue new monitoring films at the end of each month.
   2. Dosimeter Badge Testing Procedure:
      i. The Court Operations Division, vendor liaison designee, shall coordinate access to monthly dosimetry reports via the vendor (Radiation Detection Company) online portal: www.myradcare.radetco.com.
         A. Access shall be limited to the Court Operations Division, vendor liaison designee, Department County Safety Representative (CSR) and/or CEO/Risk Management Safety Specialist, or their designee.
         B. Additional access may be granted to appropriate supervisory staff and/or County of Orange Health Care Agency, Employee Health Services designee with the approval of the Court Operations Division Captain.
      ii. Every quarter, the Court Operations Division, vendor liaison designee shall forward a copy of the monthly dosimetry reports to the County of Orange Health Care Agency, Employee Health Services for review.
         C. The Department County Safety Representative (CSR) shall be notified by the vendor immediately via telephone should any test result exceed a Level III ALARA Notification Threshold.
            1. Upon receipt of a Level III ALARA Notification, the Department County Safety Representative (CSR) shall immediately notify the Court Operations Division Commander and assist County of Orange Health Care Agency, Employee Health Services coordinate any subsequent follow up referrals.
      iii. County of Orange Health Care Agency, Employee Health Services shall forward a HIPAA compliant summary to the Department County Safety Representative (CSR) and/or CEO/Risk Management Safety Specialist indicating the results of the review.
         D. County of Orange Health Care Agency, Employee Health Services shall coordinate any subsequent referrals with the assistance of the OCSD Safety Specialist and Court Operations Division supervisory staff.
      iv. A copy of the quarterly review summary shall be forwarded to the individual court administrative designee for retention.

15003.10 - Video Documentation

a) Video recordings should attempt to document activities by providing a visual and audio record of incidents and occurrences. The video will supplement staff reports, aid in prosecution, limit claims of false use of force and assist in continuing training related to officer safety issues.
b) Handheld Camera
   1. A Deputy/SSO/CSA will activate the handheld video camera as soon as practical during any unusual or noteworthy event.
   2. Events that should be videotaped include, but are not limited to:

i. Major disturbances
ii. Emergency Response Team (ERT) activations
iii. Contacts with uncooperative visitors/inmates that are likely to result in a use of force
iv. Restraint chair use
v. Use of Force interviews
vi. Retrieval of contraband
vii. Large scale pre-planned searches

15003.11 - Safety Checks

a) Definition and Purpose
b) A safety check is a direct visual observation of each inmate located in an area of responsibility to provide for their health and welfare. The purpose of conducting safety checks is to maintain the safety and health of the inmates and the security of our facilities.
c) Conducting Safety Checks
    1. Staff will conduct safety checks from a location which provides a clear, direct view of each inmate. Staff will observe each inmate's presence and apparent condition and investigate any unusual circumstances or situations.
    2. Audio/visual electronic surveillance systems shall not be used to conduct safety checks, but may be used to supplement and verify the checks.
    3. Staff will pay special attention to areas with low visibility. Diligent enforcement of the jail rules will help prevent inmates from covering the lights or hanging or placing items which obstruct staff's view. This will increase staff's ability to do comprehensive visual checks.
    4. Activities which provide staff with a clear, direct view of all inmates in the area of responsibility will meet the safety check requirement.
        i. Distribution of lunches.
d) Frequency of Safety Checks
e) Staff will conduct safety checks to verify the status of inmates in their area of responsibility within the following timeframes. More frequent checks are encouraged.
    1. Isolation Cells – Each check must begin within [redacted] of the beginning time of the previous check.
    2. In all other areas, each check must begin within [redacted] of the beginning time of the last check.
    3. Juveniles held at the Justice Center - While being secured in a court holding cell, the prowler deputy will perform a safety check on all juveniles at least twice [redacted]. All safety checks will be documented on the log.
f) Documentation of Safety Checks
    1. Every safety check will be documented in the most appropriate documentation log, i.e., court operations log, area log, or door log.
    2. The entry will include the name(s) of the personnel who conducted the safety check and the actual starting times of each check.
    3. The entry will include appropriate details of the check and the conditions observed. Some examples:
        i. No problems to report.
        ii. No unusual activity noted.
        iii. No suspicious activity observed.
        iv. Roof leaking in W-18. Sgt. X and Facility Manager notified.
        v. Light burned out in courtroom 13 holding cell. Facility Manager notified.
        vi. Inmate X found crying on bench. Stated, "Family trouble". No injuries observed, inmate transported back to jail facility. Court operations log entry made, Sgt. X notified court

clerk and Presiding Judge.

4. Each sergeant will check the logs in his/her area of responsibility to verify staff is properly documenting the safety checks.
    i. A notation will be made in the log with the sergeant's name and the time the log was checked.

g) Late Safety Checks

1. If it appears a safety check cannot be conducted within the required time frame, the area sergeant will be notified as soon as possible, preferably prior to the time the check will be due.
    i. The sergeant will locate and assign available staff to complete the check.
2. If a safety check is not completed within the required time frame, staff must:
    i. Complete the check as soon as possible.
    ii. Notify the area sergeant as soon as possible.
    iii. If staff is still not available to conduct the check, advise the sergeant of the apparent conditions, including any unusual circumstances or activity, and continue to observe the area.
    iv. Make an entry in the Court Operations Log describing the circumstances which caused the check to be delayed, which sergeant was notified, and the information provided to the sergeant.
3. The sergeant will document the late safety check in the log, including the reason the check was late and any corrective action taken.

15003.12 - Audio Video Recordings within Courts

a) Purpose and Scope

b) The Orange County Sheriff's Department provides court security services to all Orange County Justice Centers. The purpose of this policy is to provide deputies and sheriff special officers assigned to Court Operations with guidelines for enforcing the Court Rules regarding photographing, recording, and broadcasting. These Court Rules are not criminal laws or statutes in nature. Therefore, enforcement should be focused on gaining compliance with the Court Rules rather than arrest or prosecution unless there is a separate citable criminal offense.

c) Policy and Guidelines Inside Courtroom Protocol:

1. Local Rule of Court ("L.R.C.")180 states "No filming, photography or electronic recording is permitted in the justice centers except as permitted in the courtroom consistent with rule 1.150- California Rules of Court"- The California Rules of Court ("C.R.C") rule 1.150 in turn provides that court proceedings may not be recorded without written permission from the Court. An individual who attempts to record inside a courtroom without authorization can be sanctioned and held in contempt of court.
2. Bailiff or security officer responsibilities: Deputies or SSOs assigned to the courtroom should consult or work together with the bench officer (judge, commissioner, or referee) when a possible unauthorized recording device is used in the courtroom.
3. Inquire of the person using the recording device if they have a court order allowing them to record inside the courtroom. Alternatively, inquire of the Clerk of the Court or the Judge/Bench Officer whether the Court has authorized the recording in the courtroom.
    i. If there is no court order authorizing the recording ask the person to stop using the recording device, turn it off, or put it away.
    ii. Advise the judge or Bench Officer that the unauthorized recording device may have been used inside the courtroom. Follow the instructions of the Judge or Bench Officer in regards to taking any action.
    iii. Confiscate or seize the device ONLY at the explicit direction of the Judge or Bench Officer.

4. The primary concern should be to gain compliance and have the individual stop recording or turn off the electronic recording device.

d) Supervisor notification and documentation
   1. A supervisor should be notified as soon as possible and the incident documented in the Court Operations Log or in an appropriate departmental report.
      i. All audible electronic devices must be turned off when they are in courtrooms

e) Outside Courtroom Protocol
   1. The court policy in place at all justice centers states, “Videotaping, photographing, or electronic recording by the media and general public is not permitted in any part of the court including but not limited to lobby areas, cafeterias, halls, stairs, escalators, and elevators. L.R.C. 180 designates specific areas in each justice center where recording devices may be used without prior authorization or court order (see below).

f) Security Officer & Deputy Responsibilities:
   1. The primary concern is to get the person or person(s) recording or attempting to record to stop recording. Verbal requests should be given to gain compliance. Confiscation of the recording device should be avoided outside the confines of the courtroom. Such action would be considered a warrantless search and seizure and there is no criminal foundation to detain someone for this alone.
   2. When Sheriff’s personnel encounter someone refusing an order to stop recording outside the courtroom they should not independently take action against the offending party unless that person has violated a different provision of the law (something other than the rules of the court). However they should:
      i. Notify a supervisor.
      ii. Contact a Judge or Judicial Officer for direction.
      iii. Continue to monitor the person violating the court rules.
   3. Violators should not be directed to “delete” images unless directed to do so by a Judge or a Bench Officer.
   4. Absent an intervening order from the court directing Sheriff’s personnel to take action to confiscate the recording device, any confiscation could be a violation of due process, 1st Amendment Rights and/or an unreasonable seizure under the 4th Amendment. Therefore, Sheriff’s personnel shall not confiscate any recording device without judicial direction.

g) Media Protocol:
   1. Requests of any type for video, still photography, or audio coverage including pool cameras must be made to the court and submitted to the Judicial Officer assigned to hear the case on Judicial Council Form MC-510 “Order of Media Request" Form. If the request is granted the limits of the media coverage will be specified and a copy provided to the court Public Information Office.
   2. Prohibited Coverage (per C.R.C. or L.R.C. rule 1.150 (e)(6))
      i. A proceeding closed to the public (e.g. juvenile cases)
      ii. Jurors or spectators
      iii. Jury selection
      iv. A conference between an attorney and client, witness, or aide
      v. A conference between attorneys
      vi. A conference between counsel and judge (sidebar)
      vii. A proceeding held in chambers

h) Areas in Court Facilities where Media Activities are Authorized
   1. Photos, news conferences and on-camera statements to members of the media and general

public are allowed only in areas specified for that purpose, without prior court order or authorization.

i. Central Justice Center - 700 Civic Center Drive West, Santa Ana
    A. Northeast corner of the second floor, lobby area near the front windows and escalators
ii. Community Court - 909 North Main Street, Santa Ana
    A. Lobby area outside courtrooms
iii. Complex Civil Litigation Facility - 751 W. Santa Ana Blvd., Santa Ana
    A. Northwest corner of the building, outside CX101
iv. Harbor Justice Center - Newport Beach Facility - 4601 Jamboree Road, Newport Beach
    A. Across from Room 108 on the first floor, near the glass doors in the center of the building
v. Lamoreaux Justice Center - 341 The City Drive, Orange
    A. Due to the privacy concerns and confidential nature of juvenile matters, the front quad exterior of the building has been designated for media interviews. Advance authorization by the Juvenile Court Presiding Judge or the Family Law probate Court Supervising Judge is needed for requests to bring cameras into the courthouse, and broadcast media must check in with court security at the building entrance
vi. North Justice Center - 1275 North Berkeley, Fullerton
    A. Exterior steps of main entrance, Central Wing (during inclement weather, use the area across from Dept. 9 at the top of the stairs)
vii. West Justice Center - 8141 13th Street, Westminster
    A. The main lobby in the front of the building

2. Requests for exceptions must be made through the Court's Public Information Office and receive approval from the Presiding Judge.

15003.13 - Juvenile Procedures

a) See CCOM Section 11002.13 for Juvenile Procedures.

15003.14 - Response to High Risk-High Profile Trials

a) For information on High Risk / High Profile Trials see CCOM Section 10005.5.

15003.15 - Security Clearances

a) It shall be the responsibility of the Court Sergeant or his/her designee to provide, upon request from the Court Facility Services Officer, a Security check of all contractors or vendors requesting to enter the Justice Center to perform work.
b) Policy
    1. All contractor employees providing services to the court are required to pass a criminal history security clearance.
    2. It is the primary contractor's responsibility to ensure that their employees, independent contractors, consultants, and all other individuals they assign to work on court premises and or projects have successfully passed a security clearance check prior to assignment at any court facility.
    3. Contractors shall provide a completed security clearance form for all personnel and subcontractors working at the court facility.
    4. OCSD staff will check to ensure all contractor personnel have proper identification and are on the cleared list to perform work in a court facility.
        i. If an individual is found to be working without proper identification, he/she may be asked to leave the work site.

ii. Anyone found to be working without a security clearance will be escorted out of the building.

5. Criminal background checks shall be valid for one year from the date of approval.
    i. After one year, a new background check form will need to be submitted and approved for all Contractor personnel to continue performing work in court facilities.
    ii. It will be the responsibility of the Contractor to provide the Court with updated information regarding any illegal activity, arrest, or conviction of any Contractor employee. Failure to provide updated information may result in termination of the contract

c) Disqualifying Offenses
    1. Active Warrants.
    2. Current Failure to appear.
    3. On Formal (Supervised) Probation/Parole.
    4. Sex Crime Conviction.
    5. Assault on Peace Officer/Emergency Personnel.
    6. Sales of narcotic charge/conviction.
    7. Violent felony.
    8. Non-Violent felony within 5 years (out of Jail or prison for 5 years).
    9. Any misdemeanors within the last 3 years (OCSD/Courts discretion based on circumstances and charge).
    10. Escape, escape attempts, or aid and abet an escape from a correctional facility.
    11. Pending criminal case (discretionary).
    12. Relative with pending litigation at any Orange County Justice Center.
    13. Weapons convictions.
    14. Served any Federal or State time within the last 3 years. (County jail time at OCSD and courts discretion).
    15. Extensive criminal history (subject to court and OCSD discretion).
    16. Omitting, misstatements, lying-or incomplete statements on application.
    17. Gang Affiliation-any documented gang affiliation or membership within 10 years.

d) Outside Workers Not Regularly Assigned to the Facility
    1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
    2. All staff used as escorts at a Justice Center must be approved by the Facility Commander or his/her designee.
        i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
        ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
    3. Prior to tools being permitted inside a secure area, deputies will search toolboxes and equipment containers.

e) Scheduled Job-Walk Tours for Work Projects
    1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
        i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
        ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns

related to proposed work.
iii. Job-walk tours will be limited to the area affected by the planned project.

2. Facility Entrance Requirements
   i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
   ii. Photo ID will be needed to exchange for a visitor badge during visit
   iii. Job-walk attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
   iv. Job-walk attendees will be escorted by court staff.

f) Contractor Escort
   1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility detention areas.
   2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
   3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
   4. The Contractor Escort must carry a department issued radio at all times during the escort.
   5. Contractors or tools will not be left unattended at any time.
   6. The duties of an Escort Officer are as follows:
      i. Meet contractor at facility point of entry.
      ii. Ensure contractor is not carrying weapons.
      iii. Ensure contractor does not take pictures while in security areas.
      iv. Inventory contractor's tools prior to entering security areas and complete entry portion of tool inventory form.
      v. Conduct inspection of work areas before and after work is done to ensure no tools or dangerous conditions are present.
      vi. Maintain security by ensuring doors remain locked in work area.
      vii. Remove detainees from work areas if necessary.
      viii. Ensure detainees do not have access to contractor or tools if detainees are present.
      ix. Visually check the work area for supplies, trash, and tools when contractor has completed work.
      x. Secure area where work was done.
      xi. Escort contractor out of security upon completion of work.
      xii. Inventory contractor's tools and complete exit portion of tool inventory form.
      xiii. Forward tool inventory form to the Court Sergeant or his/her designee

15004 - Disturbance / Riot Response

15004.1 - Disturbance Response

a) Response to:
   1. Calls for assistance
   2. Medical Aids
b) Positions that DO NOT RESPOND:
   1. Detention Guard Station
   2. One officer must remain at the Weapons Screening station at all times.
   3. Bailiffs assigned to an open courtroom.

15004.2 - Emergency Response Team (ERT)

a) Emergency Response Team

1. The Court Operations Emergency Response Team will be comprised of a Bureau Commander, Sergeant, Deputies and one Team Leader who are assigned at each of the Justice Centers. [redacted]
2. A team will only be deployed at the direction of a sergeant or above, with notifications to the Bureau Commander and Division Commander.
3. [redacted]. The team members will be designated daily on the watch list, making them easily identifiable as a team member during that particular shift.
4. Each Justice Center will have a minimum of one team, with each team consisting of [redacted]. CJC should consider forming multiple teams based on staffing. All members will be MFF / ERT trained. All training, supervision and assignments will be in accordance with Custody & Court Operations Manual (CCOM) Section 1808. Team members will respond to the requesting area/facility and report to the facility Sergeant for deployment.
5. The Incident Commander will be designated as the E.R.T. Supervisor and will be charged with accountability of OCSD personnel during deployment, coordinating operations, determining resource needs, setting up the command post and implementing the Incident Action Plan (IAP). If an ERT Sergeant is present, he/she will directly supervise the team at the direction of the Incident Commander.
6. The Bureau Commander/Incident Commander is tasked with handling all notifications to the various Justice Centers as well as making the notification to the Division Commander.

b) Selection of Personnel
1. Participation in the Court Operations Emergency Response Team is voluntary. Members will be paid for training and qualification consistent with the policies of the current Memorandum of Understanding.
2. [redacted]
3. Suitability for team membership will be determined upon demonstrated field performance, judgment, decision--making ability, fitness, performance history, and overall work record.
4. Following initial review by the responsible Bureau Commander, requests will be forwarded to the Division Commander for review and final selection.

c) Training
1. All team members, including team leaders, shall train a minimum of [redacted] each year and complete all Department mandated classes in less lethal systems. [redacted]
2. [redacted].
3. The E.R.T. Liaison Sergeant will ensure that each team member is capable of effectively functioning in every position on the team, with the exception of the team leader's position.
4. Failure to complete mandatory training will result in removal from the Court Operations Emergency Response Team.

d) Documentation
1. All ERT training drills and practical application scenarios conducted inside the secure perimeter of a facility will be documented in the Court Operations Log under "ERT Training".

2. All ERT activations will be documented in the Court Operations Log under “ERT Activation”.

e) Cell Extractions
   1. Emergency extractions occur when the behavior of the inmate(s)/detainee(s) constitutes an immediate and serious threat to the safety of that inmate/detainee, staff, visitors, other inmates/detainees (e.g., assaults and suicide attempts), or to jail security (e.g., controlling disturbances and stopping the massive destruction of property). The incident commander, with notification to the facility watch commander as soon as practical, may authorize staff to conduct an immediate extraction.
   2. [redacted]. The incident commander, with prior notification to the facility watch commander, may authorize staff to conduct a calculated extraction.
      i. Staff shall utilize all reasonable efforts and resources to gain an inmate’s/detainee’s compliance prior to using an extraction team. [redacted]
      ii. If practical, staff will consult with medical staff prior to deployment to determine if the inmate/detainee has any medical issues requiring specific precautions, such as allergies, severe asthma, heart condition, pregnancy, etc. The incident commander will request medical staff to respond to the location. Medical staff will stand by in a designated safe area to provide medical care if necessary.

f) Precautions
   1. Deputies assigned to an E.R.T. will limit their exposure to blood and bodily fluids by employing the following universal precautions:
      i. Use either the riot helmet face shield or the personal protective mask to cover your face.
      ii. Wear protective gloves.
      iii. At the conclusion of the call out, remove the gloves and wash your hands.
      iv. Sanitize or replace any contaminated equipment.
         A. A staff member who is exposed to bodily fluids or other potentially infectious materials will follow the procedures listed in Lexipol Policy 1016 –[1] Blood Borne Pathogens Exposure Control Plan.

15005 - Evacuation Procedures

15005.1 - Evacuation of the Public

a) Authority
   1. As the primary security agency for the Courts, the Orange County Sheriff’s Department (OCSD) has authority to order the evacuation of the Central Justice Center (CJC) in an emergency.
   2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
   3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post
   1. The location for the Incident Command Post (ICP) will be at the discretion of the Incident Commander.
      i. The ICP will vary based on the type of incident that is occurring.

c) Evacuation Levels
   1. Level 1 Partial Evacuation:
      i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
      ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
      iii. Utilized when a threat or dangerous situation does not affect the entire building.
   2. Level 2 Partial Evacuation:
      i. Mandatory closure for members of the public only, including jurors.
      ii. Staff may remain at their work stations or be relocated or directed as assigned.
   3. Level 3 Partial Evacuation:
      i. Mandatory closure for members of the public, jurors and hourly staff only.
      ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
      iii. Judges, managers, court attorneys and salaried employees may remain.
      iv. Outside agency staff may also remain, at their discretion.
      v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully “operational” such as a lengthy power outage, lack of plumbing or other condition.
   4. Level 4 Evacuation:
      i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
      ii. Typically due to an emergency condition or event.
   5. Shelter-In-Place:
      i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all- clear" is given by sheriff's personnel or other appropriate authorities.
      ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes
   1. Public:
      i. Sheriff's personnel will ensure the public is properly evacuated through a safe evacuation route, usually through the nearest public access.
      ii. If a situation prevents the public from using the public corridor, they will be evacuated through a security hallway with court staff and then directed to a safe route to vacate the premises.
   2. Jurors:
      i. Jurors in the Jury Assembly Room who have not been assigned to courtrooms will be directed to report to the Jury Services Assembly Area.
      ii. Jurors will receive instructions from the Jury Clerk as to dismissal or how/when to report back to the Jury Assembly Room.
      iii. Jurors who have been impaneled in a courtroom will be evacuated by the Court Clerk and or Sheriff's Personnel.
      i. Impaneled jurors must be released by the courtroom judge.
      iv. The court clerk who has impaneled jurors in a courtroom will bring a roster of the jurors and give it to the Jury Clerk in the assembly area.
      v. The court clerk will take the recommended evacuation route, leading the jurors out of the building and instructing them to report to the Jury Services Assembly Area.

15005.2 - Evacuation of Staff

a) Authority
   1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order evacuation of the Central Justice Center (CJC) in an emergency.
   2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
   3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post
   1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
      i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels
   1. Level 1 Partial Evacuation:
      i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
      ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
      iii. Utilized when a threat or dangerous situation does not affect the entire building.
   2. Level 2 Partial Evacuation:
      i. Mandatory closure for members of the public only, including jurors.
      ii. Staff may remain at their work stations or be relocated or directed as assigned.
   3. Level 3 Partial Evacuation:
      i. Mandatory closure for members of the public, jurors and hourly staff only.
      ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
      iii. Judges, managers, court attorneys and salaried employees may remain.
      iv. Outside agency staff may also remain, at their discretion.
      v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
   4. Level 4 Evacuation:
      i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
      ii. Typically due to an emergency condition or event.
   5. Shelter-In-Place:
      i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all- clear" is given by sheriff's personnel or other appropriate authorities.
      ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes
   1. Staff:
      i. Sheriff's personnel will ensure that court staff is properly evacuated through a safe evacuation route, usually through the nearest exit.
      ii. All employees should know the nearest evacuation route, and an alternative route, from their workstation.
      iii. If the nearest route is not available for a safe exit, then the next most feasible exit will be utilized.

e) Court Team Leaders
   1. Court Team Leaders will help with the safe evacuation of all court employees.

2. Court Team Leaders will:
    i. Appoint someone to lead employees to the designated assembly area.
    ii. Assign personnel to carry their team flag and agency roster to the designated assembly area.
    iii. Ensure all employees have evacuated their work area.
3. Court Team Leaders will advise sheriff's personnel of any employee who was left in the work area due to:
    i. Handicap or injury.
    ii. Employee assisting with injuries
    iii. Missing employees.
    iv. If an employee is missing the deputy will re-search the area the employee was last seen or left in.
    v. If the employee is not located the Deputy will notify the Incident Commander.
4. Additionally, Court Team Leaders will report the status of staff to the appropriate sheriff's personnel.
5. Employees will remain in the assembly area until given the all clear by sheriff's personnel.

15005.3 - Evacuation of Inmates

a) Authority
    1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order evacuation of the Central Justice Center (CJC) in an emergency.
    2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
    3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.
b) Command Post
    1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
        i. The C/P will vary based on the type of incident that is occurring.
c) Evacuation Levels
    1. Level 1 Partial Evacuation:
        i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
        ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
        iii. Utilized when a threat or dangerous situation does not affect the entire building.
    2. Level 2 Partial Evacuation:
        i. Mandatory closure for members of the public only, including jurors.
        ii. Staff may remain at their work stations or be relocated or directed as assigned.
    3. Level 3 Partial Evacuation:
        i. Mandatory closure for members of the public, jurors and hourly staff only.
        ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
        iii. Judges, managers, court attorneys and salaried employees may remain.
        iv. Outside agency staff may also remain, at their discretion.
        v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
    4. Level 4 Evacuation:
        i. Mandatory for everyone, including the public, judicial officers, managers, staff and inmates.

ii. Typically due to an emergency condition or event.

5. Shelter-In-Place:
   i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all- clear" is given by sheriff's personnel or other appropriate authorities.
   ii. No evacuation should occur unless specifically instructed.

d) Evacuation of Inmates

e) General Guidelines
   1. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location.
      i. All movement outside the detention area will be done under the immediate supervision of a sergeant.
   2. From an affected cell, move the inmates to another cell.
   3. When moving inmates to internal locations away from the detention area, separate them into groups that can be controlled by the available deputies.
   4. When moving inmates to external locations, separate them into groups that can be controlled by the available deputies.

f) Level 1, 2 or 3 evacuations.
   1. If an emergency occurs within the detention area the primary evacuation area will be the security tunnel, detention stairway, courtroom custody boxes or a vacant large courtroom.

g) Level 4 evacuations.
   1. The Incident Commander will make the following notifications:
      i. Advise all deputies that an evacuation will take place.
      ii. Notify the Santa Ana Police Department to request assistance.
      iii. Advise Sheriff's Transportation and request buses for immediate transport of inmates back to their respective jail facilities.
      iv. Notify the Division Commander of the evacuation.
      v. Advise the Department Commander and request assistance from patrol units.
   2. Bailiffs shall return all inmates to the detention facility.
   3. The Main Control Deputy will collect the master court list, all court orders, booking slips and inmate property.
      i. The Main Control Deputy will maintain communications and control of the detention area.
   4. [redacted]
   5. Inmates will be ordered to stand in the cell door and be handcuffed in pairs.
      i. Inmates who have been identified as dangerous or assaultive towards staff will also be restrained with Martin chains and leg irons.
   6. The restraint cables will be taken to the cell doors and an evacuation team will secure the inmates to the cable.
      i. When all inmates are secured to the restraint cable in groups of 20 (10 pair), they will be escorted out of detention to the appropriate evacuation areas assigned to the detention holding tanks.
   7. The Main Control Deputy, shall assign a Prowler Deputy, to search the detention area to ensure all inmates have been evacuated.
      i. Upon completion the Main Control Deputy will notify the Incident Commander.
   8. The Main Control deputy and Prowler deputies will assist sheriff's transportation deputies with jail paperwork and the loading of inmates onto transportation buses.

i. The Detention Sergeant will make arrangements for the recovery of all handcuffs, restraint cables, leg irons and Martin Chains.
ii. As soon as possible a report shall be prepared and submitted to the Detention Sergeant detailing the evacuation. The Detention Sergeant shall review the report(s) and have copies distributed to the appropriate destinations.

h) Evacuation Security
1. [redacted]
2. These Deputies and Officers will have been requested by the Incident Commander.
i. [redacted]
ii. [redacted]
3. Deputies and Officers will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.

15006 - Safety and Emergency Procedures

15006.1 - Earthquake Procedures

For Facility Earthquake procedures see CCOM Section 11005.1

15006.2 - Flood Procedures

a) Notification of a Flood Condition
1. The Central Justice Center is not located within a FEMA floodplain.
2. The facility does reside within the Prado Dam inundation zone.

b) Reports on Flood Conditions
1. Reports on flood conditions will be periodically made to the Department Commander.

15006.3 - Bomb Threat-Explosion

For Facility Bomb Threat / Explosion procedures see CCOM Section 11005.3

15006.4 - Escapes

For Facility Escape procedures see CCOM Section 11005.4

15006.5 - Hostage Plan

For Facility Hostage Plan procedures see CCOM Section 11005.5

15006.6 - Emergency Response to Suicides or Serious Injury

For Facility Response to Suicides or Serious Injury procedures see CCOM Section 11005.8

15006.7 - Immediate Action-Rapid Deployment Plan (CIRT)

For Facility Immediate Action / Rapid Deployment Plan procedures see CCOM Section 11005.6

15006.8 - Grand Jury Room Access - Emergency Incident Protocol

a) In the event unplanned entry must be made into the Grand Jury Room, the following protocol will be followed:
1. Notification to the following entities:
i. Central Justice Center Lieutenant [redacted]
ii. Grand Jury Coordinator [redacted]
iii. Jury Services Manager [redacted]
2. If an incident occurs during normal business hours, OCSD personnel assigned to Court Operations will document the incident with a DR # and report. Copies of the report will be sent to the Division Commander and the Grand Jury Coordinator.
3. If an incident occurs after normal business hours, North Operations will document the incident

with a DR # and report. Copies of the report will be sent to the Division Commander and the Grand Jury Coordinator.

4. Upon completion of the incident, OCSD will return the envelope containing the keycard and keys to the Grand Jury Coordinator. The envelope will be resealed with evidence tape.
5. Non-emergency annual testing of the keycard and keys will be coordinated with the Grand Jury Coordinator who will unseal the manila envelope prior to the test and reseal the manila envelope upon completion of the test.

15007 - Emergency Systems and Equipment Locations

a) Unless otherwise provide in this policy, the emergency supplies and equipment listed in the below sections are maintained and serviced by Court Services Personnel. The Orange County Sheriff's Department has no authority or control over the placement of these devices, nor does the Sheriff have any role in maintaining and servicing the supplies and equipment.

15007.1 - Fire Alarm Pull Stations

a) Fire Alarm Pull Stations
   1. There are 74 fire alarm pull box locations within the Central Justice Center. Their locations are:

b) Basement:
   1. North wall of Basement parking garage, near CTS storage room, adjacent to parking stall #1.
   2. North wall of Basement parking garage, near main electrical door, room A-19, adjacent to parking stall #12.
   3. Basement parking garage, on pillar near bike racks (elevator #12).
   4. South wall of Basement parking garage, near chilled water/steam room, adjacent to parking stall #81.
   5. Southwest wall of Basement parking garage, near elevator #13, next to parking stall #127.
   6. Basement parking garage, center pillar next to parking stall #178.
   7. North wall of Basement parking garage, near elevator #9, (DA's elevator) next to parking stall #50.
   8. Basement parking garage, through doorway on Northeast wall, behind parking stall #44.
   9. Hallway near B-13 Storage/CRIS room, (back hallway behind Sheriff's Administration office M-100).
   10. Basement holding (detention) area, next to tower inmate elevator (left side).

c) 1st Floor Tower:
   1. Public hallway, next to stairwell, across from Civil Small Claims/Probate/Mental Health office.
   2. East end of public hallway, across from records office.

d) 1st Floor West Wing:
   1. Public hallway, near Self Help Center (G-100).
   2. Public hallway, near C-46.
   3. Public hallway, near Collections, on East wall.
   4. Security hallway, adjacent to 1st floor Jury Assembly room, next to elevator #9 (DA elevator).

e) 2nd Floor Tower:
   1. East end of Public hallway, adjacent to C-1.
   2. Public hallway, next to elevators 1 through 4.
   3. Public hallway, near C-5 on South wall.
   4. South security hallway, near C-3 chambers.
   5. North security hallway, near C-1.

f) 2nd Floor West Wing:
   1. Public hallway, next to Human Resources main doors.
   2. Public hallway, next to C-50 on East wall.
   3. East security hallway, next to C-50 on the West wall.

4. Public hallway, across from C-47 on the East wall.

g) 3rd Floor Tower:
   1. Public hallway next to elevators 1 through 4.
   2. Eastside of Jury Assembly room fixed seating area.
   3. Westside of Jury Assembly room fixed seating, near restrooms(2).

h) 3rd Floor West Wing:
   1. East security hallway, near C-60.
   2. West security hallway, between C-55 & C-57, on the West wall.
   3. Public hallway, near C-65.
   4. Public hallway, between C-62 & C-60, on the East wall.
   5. Public hallway, next to C-56 on the East wall.

i) 4th Floor Tower:
   1. Public hallway, next to elevators 1 through 4.
   2. Public hallway, next to public stairwell, adjacent to C-9.
   3. East end of public hallway, adjacent to C-6.
   4. Security hallway, near stairwell behind C-8.
   5. Security hallway, near elevator #6 (Judge's).

j) 5th Floor Tower:
   1. Public hallway, next to elevators 1 through 4.
   2. Public hallway, next to public stairwell, adjacent to C-14.
   3. East end of public hallway, adjacent to C-11.
   4. Security hallway, near stairwell behind C-13.
   5. Security hallway, near elevator #6 (Judge's).

k) 6th Floor Tower:
   1. Public hallway, next to elevators 1 through 4.
   2. Public hallway, next to public stairwell, adjacent to C-19.
   3. East end of public hallway, adjacent to C-16.
   4. Security hallway, near stairwell behind C-18.
   5. Security hallway, near elevator #6 (Judge's).

l) 7th Floor Tower:
   1. Public hallway, next to elevators 1 through 4.
   2. Public hallway, next to public stairwell adjacent to C-24.
   3. East end of public hallway, adjacent to C-21.
   4. Security hallway, near stairwell behind C-23.
   5. Security hallway, near elevator #6 (Judge's).

m) 8TH Floor Tower:
   1. Public hallway, next to elevators 1 through 4.
   2. Public hallway, next to public stairwell, adjacent to C-29.
   3. East end of public hallway, adjacent to C-26.
   4. Security hallway, near stairwell behind C-28.
   5. Security hallway, near elevator #6 (Judge's).

n) 9TH Floor Tower:
   1. Public hallway, next to elevators 1 through 4.
   2. Public hallway, next to public stairwell, adjacent to C-34.
   3. East end of public hallway, adjacent to C-31.
   4. Security hallway, near stairwell behind C-33.
   5. Security hallway, near elevator #6 (Judge's).

o) 10TH Floor Tower:

1. Public hallway, next to elevators 1 through 4.
2. Public hallway, next to public stairwell, adjacent to C-39.
3. East end of public hallway, adjacent to C-36.
4. Security hallway, near stairwell behind C-38.
5. Security hallway, near elevator #6 (Judge's).

p) 11TH Floor Tower:

1. Public hallway, next to elevators 1 through 4
2. Public hallway, next to public stairwell, adjacent to C-44
3. East end of Public hallway, adjacent to C-41
4. Security hallway, near stairwell behind C-43
5. Security hallway, near elevator #6 (Judge's)

15007.2 - Automated External Defibrillator (AED)

a) AED Locations

1. There are 16 AEDs within the Central Justice Center in the following locations;

b) Detention Guard Stations:

1. Main Guard Station (Basement Holding).
2. Three West Guard Station (3rd Floor West security hallway).
3. Two West Guard Station (2nd Floor West security hallway).
4. Two East Guard Station (2nd Floor East security hallway).

c) Courtrooms:

1. Department C-5 (2ND Floor Tower).
2. Department C-60 (3rd Floor West Wing).
3. Department C-54 (2nd Floor West Wing).
4. Department C-43 (11th Floor Tower).
5. Department C-38 (10th Floor Tower).
6. Department C-33 (9th Floor Tower).
7. Department C-28 (8th Floor Tower).

d) Security Area**:**

1. Security Desk (1st Floor)

e) Security Kiosks within public hallways on the:

1. 4th floor.
2. 5th floor.
3. 6th floor.
4. 7th floor.

15007.3 - Emergency Supplies

a) Emergency Supply Locations

1. Security desk – 1st floor lobby.
2. Main Control Guard Station, Bus bay (Basement Holding).
3. Two West Guard Station, staff restroom (2nd Floor West security hallway).
4. Two East Guard Station, staff restroom (2nd Floor East security hallway).
5. Three West Guard Station, staff restroom (3rd Floor West security hallway).
6. Sheriff's Administration Office (M-100) in the Emergency Equipment Room (M-103).
7. Sheriff's Administration Office (M-100) in the Admin Deputy's Office (M-109).

b) Emergency Equipment Room (Room M-103)

1. 14 Riot Helmets.
2. 20 Riot Shields.
3. 20 Riot Batons.

4. 20 Regular Batons.
5. 1 Capture Shield.
6. 1 OCSD Incident Command Response Kit.

15007.4 - Evacuation Chair and Stretchers

a) Evacuation Chairs
   1. There are 8 Evacuation Chairs located in the following areas of the tower:

b) In the stairwell in the security hallway on the:
   1. 4th floor
   2. 5th floor
   3. 6th floor
   4. 7th floor
   5. 8th floor
   6. 9th floor
   7. 10th floor
   8. 11th floor

c) There are 7 Evacuation Chairs located at the east end of the security hallway on:
   9. 4th floor
   10. 5th floor
   11. 7th floor
   12. 8th floor
   13. 9th floor
   14. 10th floor
   15. 11th floor

d) Stretchers
   1. Are located at the South end of the basement parking garage, in the Sheriff's storage room next to parking stall #81.

e) Wheel Chairs
   1. Are located in the following areas:
      i. Detention bus bay
      ii. Security desk (1st floor)

15007.5 - Knox Boxes

a) Knox Box Locations
   1. There is are two (2) Knox Boxes located outside of the Central Justice Center.
      i. North side main entrance (above front door).
      ii. East of the basement parking garage guard shack, on the concrete wall adjacent to the roll up gate.

15007.6 - Utility Shut Off Valves

a) Gas Shut Off Valve
   1. The gas shut off valve is located at 690 Civic Center Drive, on the Northwest exterior corner of the P-3 parking structure.

b) Domestic Water Shut Off Valve
   1. The domestic water shut off valve is located in front of the building (North side), in the planter box between the courthouse driveway, and Civic Center Drive. The domestic water shut off valve is painted black).

c) Main Electric Shut off Switch
   1. The main electrical shut off switch is located in room A-19 in the Basement Parking Garage,

across from parking stall #13.

15007.7 - Self Contained Breathing Apparatus (SCBA)

a) Scott Air Pack Locations:
   1. There are five (5) Self-Contained Breathing Apparatus (SCBA) located in the following Detention Guard Stations:
      i. Main Control Guard Station, in the staff restroom (Basement Holding).
      ii. Department Five-Guard Station, in the staff restroom (2nd Floor Tower).
      iii. Three West Guard Station, in the staff restroom (3rd Floor West security hallway).
      iv. Two West Guard Station, in the staff restroom (2nd Floor West security hallway).
      v. Two East Guard Station, in the staff restroom (2nd Floor East security hallway).

15007.8 - Fire Extinguishers

a) Fire Extinguisher Locations
   1. There are 154 fire extinguishers located within the Central Justice Center. Their locations are:
b) Basement Area:
   1. On loading dock near garage entrance
   2. In hallway between loading dock and Basement Parking Garage, adjacent to elevator #6 (Judge's).
   3. North side of Basement Parking Garage, near CTS storage room, adjacent to parking stall #1.
   4. North wall of Basement Parking Garage, near main electrical control room (#A-19), across from parking stall #12.
   5. 3-Inside the main electrical control room (#A-19), on North Basement Parking Garage wall across form parking stall #13.
   6. North Basement Parking Garage wall, near elevator room #8 across from parking stall #30.
   7. Northeast side in Basement Parking Garage, near evidence room, next to parking stall #15.
   8. Basement Parking Garage, near file room on pillar adjacent to parking stall #17.
   9. Basement Parking Garage, in the mechanic's room, next to parking stall # 21.
   10. Southeast side of Basement Parking Garage, on pillar next to bike racks, near elevator #12.
   11. Southeast side of Basement Parking Garage, in mechanics room #C-11, next to elevator #12.
   12. South wall of Basement Parking Garage, in chilled water/steam room.
   13. South wall of Basement Parking Garage, near chilled water/steam room, adjacent to parking stall #81.
   14. South wall of Basement Parking Garage, in mechanic's room #C-04, next to parking stall #120.
   15. Southwest side of Basement Parking Garage, in elevator room #13, next to parking stall #128.
   16. Southwest side of Basement Parking Garage, next to elevator room #13, next to parking stall #127.
   17. Southwest side of Basement Parking Garage, elevator control room #14, near parking stall #154.
   18. Basement Parking Garage, center pillar next to parking stall #63.
   19. Basement Parking Garage, center elevator control room #10, #11 across from parking stall #86.
   20. Northwest wall of Basement Parking Garage, near Sheriff's Gym, next to parking stall #154.
   21. North side of Basement Parking Garage, near telephone room entrance next to parking stall #50.
   22. North side of Basement Parking Garage, in elevator control room #9, near parking stall #50.
   23. Hallway near B-13 Storage/CRIS room, (back hallway behind Sheriff's Administration Office M-100).
   24. Basement Parking Garage, near Sheriff's server room adjacent to room M-111 (back hallway behind the Sheriff's Administration Office M-100).

25. Near the main entrance to the Sheriff's Department Administration Office M-100.
26. Sheriff's Department Administration Office M-100 break room. aa) Sheriff's Department Administration Office M-100 copier room.

c) Basement Detention Area:
1. Inside Main Guard Station.
2. Basement holding, next to tower inmate elevator (left side).
3. Sub-basement tunnel, next to tower inmate elevator (right side).
4. End of the Sub-basement tunnel, at the west wing end.
5. Department Five Guard Station, in the staff restroom (2nd Floor South tower security hallway).
6. Three West Guard Station, in the staff restroom (3rd Floor West security hallway).
7. Two West Guard Station, in the staff restroom (2nd Floor West security hallway).
8. Two East Guard Station, in the staff restroom (2nd Floor East security hallway).

d) 1st Floor Tower:
1. Public hallway, near public stairway, across from Civil Small Claims/Probate/Mental Health office.
2. Public hallway, near East emergency exit doors.
3. Southeast corner of Civil Small Claims/Probate/Mental Health office security area.
4. Civil Small Claims/Probate/ Mental Health office security area near copier.
5. Civil Small Claims/Probate/ Mental Health office security area near Southside offices.
6. Civil Small Claims/Probate/ Mental Health office near coffee area.
7. Civil Small Claims/Probate/ Mental Health office security area near men's restroom.
8. East end of North security hallway, near Facilities office.
9. North security hallway, in break room on East wall.
10. North security hallway, near elevator #6 (Judge's).
11. North security hallway, near room # IDF1.1.
12. Public hallway, near public restrooms, at lobby entrance to North security hallway.

e) 1ST Floor West Wing
1. Collections break room.
2. Public hallway, near Children's Chambers.
3. Public hallway, near Collections main entrance.
4. Public hallway, adjacent to Self Help Center entrance door (G-101).
5. Security hallway, near C-46.
6. Security hallway, near Criminal/Traffic Operations break room.
7. Security hallway, near Self Help Center.
8. Security hallway, near CTS imaging.
9. Security hallway, near room A-105 copy machine.
10. Security hallway, in break room near elevator #9 (DA's).
11. Security hallway, behind Grand Jury Room.
12. Public area, in front of Grand Jury Room.
13. Old Jury Assembly Room, A-100 main room.
14. Old Jury Assembly Room, A-100 behind front counter.

f) 2nd Floor Tower:
1. Public hallway, next to public elevators 1 - 4.
2. Public hallway, near C-5 courtroom.
3. Public hallway, near east emergency exit doors.
4. Security hallway, near C-3 chambers.
5. Security hallway, near C-4 courtroom.
6. West end of North security hallway, near air handler room #IDF 2.1.

7. East end of security hallway.
8. East end of security hallway near C-1 chambers.
9. Public hallway, near air handler room, near west door to security hallway.

g) 2nd Floor West Wing:
1. Public hallway, behind probation office, west of DNA collection room.
2. Public hallway near Human Resources Office main doors.
3. Public hallway leading to Victim Witness main entrance.
4. Public hallway near C-48 courtroom.
5. East security hallway near C-54 chambers.
6. East security hallway near C-48 chambers.
7. West security hallway near C-47 chambers.
8. West security hallway near C-53 chambers.

h) 2nd Floor West Wing Human Resources/Legal Research:
1. Security hallway within Human resources, near lobby door.
2. Security hallway within Human resources, near training room.
3. Security hallway within Human resources, Northwest corner of Legal Research Office.
4. Security hallway within Human resources, Southwest corner of Legal Research Office, near copier.

i) 3rd Floor Tower:
1. Public hallway, near elevators 1 - 4.
2. West wall of Cafeteria seating area.
3. Eastside of Jury Assembly Room fixed seating.
4. Eastside of Jury Assembly Room general seating.
5. Westside of Jury Assembly Room fixed seating near restrooms.
6. Security hallway, near Judge's lunch room.
7. West end of security hallway, near air handler room #IDF 3.1.
8. Northwest office of Finance/Accounting.

j) 3rd Floor West Wing:
1. Inside Court Reporter/Interpreter Services office, near front door.
2. Inside Court Reporter/Interpreter Services office, on pillar near north windows.
3. West security hallway, near C-55 chambers.
4. West security hallway, near C-61chambers.
5. Public hallway, near C-65 courtroom.

k) 4TH Floor:
1. Public hallway, near water fountain, adjacent to elevators 1 - 4.
2. East end of public hallway, next to security entrance door adjacent to C-6.
3. Security hallway, near C-7.
4. Security hallway, near elevator #6 (Judge's).
5. Security hallway, near C-10.

l) 5TH Floor:
1. Public hallway, near water fountain, adjacent to elevators 1 - 4.
2. East end of public hallway, next to security entrance door adjacent to C-11.
3. Security hallway, near C-12.
4. Security hallway, near elevator #6 (Judge's).
5. Security hallway, near C-15.

m) 6TH Floor:
1. Public hallway, near water fountain, adjacent to elevators 1 - 4.
2. Public hallway, near C-18.

3. East end of public hallway, next to security entrance door adjacent to C-16.
4. Security hallway, near C-17.
5. Security hallway, near elevator #6 (Judge's).
6. Security hallway, near C-20.

n) 7TH Floor:
1. Public hallway, near water fountain, adjacent to elevators 1 - 4.
2. Public hallway, near C-23.
3. East end of public hallway, next to security entrance door adjacent to C-21.
4. Security hallway, near C-22.
5. Security hallway, near elevator #6 (Judge's).
6. Security hallway, near C-25.

o) 8th Floor:
1. Est end of public hallway, near security entrance door adjacent to C-26.
2. East end of security hallway, near security exit door adjacent to C-26.
3. Security hallway, near C-27.
4. Security hallway, near elevator #6 (Judge's).
5. Security hallway, near C-30.
6. West end of public hallway, near handicap restroom.
7. Public hallway, adjacent to elevators 1 - 4.

p) 9th Floor:
1. East end of public hallway, near security entrance door adjacent to C-31
2. East end of security hallway, near security exit door adjacent to C-31
3. Security hallway, near C-32
4. Security hallway, near elevator #6 (Judge's)
5. Security hallway, near C-35
6. West end of Public hallway, near handicap restroom
7. Public hallway, adjacent to elevators 1 - 4

q) 10th Floor:
1. East end of public hallway, near security entrance door adjacent to C-36.
2. East end of security hallway, near security exit door adjacent to C-36.
3. Security hallway, near C-37.
4. Security hallway, near elevator #6 (Judge's).
5. Security hallway, near C-40.
6. West end of Public hallway, near handicap restroom.
7. Public hallway, adjacent to elevators 1 - 4.

r) 11th Floor:
1. East end of the public hallway, near security entrance door adjacent to C-41.
2. East end of security hallway, near security exit door adjacent to C-41.
3. Security hallway, near C-42.
4. Security hallway, near elevator #6 (Judge's).
5. Security hallway, near C-45.
6. West end of public hallway, near handicap restroom.
7. Public hallway, adjacent to elevators 1 - 4.

s) Tower Roof:

1. Exterior fire box located on the Southside of the utility building.
2. Elevator control room (5-6) on the Southside of the utility building.
3. In each of the two Sheriff's Telecom rooms on the Southeast corner of the utility building.
4. Exterior fire box on the Northwest side of the utility building.
5. Elevator control room (1-4) on the Westside of the utility building.

15007.9 - Fire Hose Cabinets

a) Fire Hose Cabinet Locations
   1. There are 82 Fire Hose Cabinets located within the Central Justice Center. Their locations are:

b) Basement:
   1. On loading dock, near garage entrance.
   2. Hallway between loading dock and Basement Parking Garage, on the North wall near elevator #6 (Judge's).
   3. Basement Parking Garage by CTS storage room adjacent to parking stall #1.
   4. Basement Parking Garage file room, on pillar adjacent to parking stall #17.
   5. North wall of Basement Parking Garage by main electrical room C-19 across from parking stall #12.
   6. Southeast Basement Parking Garage on pillar next to bike racks near elevator # 12.
   7. South wall of Basement Parking Garage, by chilled water/steam room next to parking stall #81.
   8. Southwest wall of Basement Parking Garage next to elevator #13.
   9. Pillar in middle of Basement Parking Garage next to parking stall #63.
   10. Northwest wall of Basement Parking Garage by Sheriff's Gym next to parking stall # 154.
   11. North wall of Basement Parking Garage by Telephone Room entrance next to parking stall #50.
   12. Hallway near B-13 Storage/CRIS room, (back hallway behind Sheriff's Administration Office M-100).
   13. Near the main entrance to the Sheriff's Department Administration Office M-100.

c) Basement Detention:
   1. Basement holding next to tower inmate elevator (left side).

d) 1st Floor Tower**:**
   1. Public hallway adjacent to elevators 1 - 4.
   2. Public hallway near East emergency exit.
   3. Civil Small Claims/Probate/Mental Health security area Southeast corner.
   4. Civil Small Claims/Probate/Mental Health security area Southwest corner.
   5. Civil Small Claims/Probate/Mental Health security area by men's restroom Southwest corner.
   6. Northeast security hallway by Facilities Office.
   7. North security hallway near elevator #6 (Judge's).
   8. Public hallway near public restrooms at West entrance to North security hallway.

e) 1st Floor West Wing:
   1. Public hallway by Children's Chambers, across from C-46.
   2. Public hallway to the right of Collections main entrance.
   3. Security hallway near C-46.
   4. North public hallway by G-101 entrance door.
   5. Security hallway by CTS imaging, Northwest corner.
   6. North security hallway by A-105 copy machine.
   7. Security hallway behind Grand Jury room.

8. Public area in front of Grand Jury entrance.
9. Jury Assembly Room, A-100 main room.

f) 2nd Floor West Wing:
1. Behind the Probation Office next to District Attorneys North security door.
2. Public hallway next to Human Resources Office main doors.
3. In Victim Witness Office adjacent main entrance.
4. Public hallway near C-48 courtroom entrance door.
5. East security hallway near C-54 chambers.
6. East security hallway near C-48 chambers.
7. West security hallway near C-47 chambers.
8. West security hallway near C-53 chambers.

g) 2nd Floor West Wing HR/Legal Research:
1. Security hallway within Human Resources, by the training room.

h) 3rd Floor Tower:
1. Public hallway near elevators 1 - 4.
2. Westside of Jury Assembly Room fixed seating, near restrooms.
3. Security hallway near Judge's lunch room.
4. West end of security hallway, near air handler room # IDF 3.1.

i) 3rd Floor West Wing:
1. East security hallway near C-54 chambers.
2. West security hallway near C-55 chambers.
3. West security hallway near C-61 chambers.
4. Public hallway near C-65 courtroom.

j) 4th Floor Tower:
1. East end of public hallway near security hallway entrance door adjacent to C-6.
2. Security hallway near C-7.
3. Security hallway near #6 elevator (Judge's).
4. Security hallway near C-10.

k) 5th Floor Tower:
1. East end of public hallway near security hallway entrance door adjacent to C-11.
2. Security hallway near C-12.
3. Security hallway near #6 elevator (Judge's).
4. Security hallway near C-15.

l) 6th Floor Tower:
1. East end of public hallway, near security hallway entrance door adjacent to C-16.
2. Security hallway near C-17.
3. Security hallway near #6 elevator (Judge's).
4. Security hallway near C-20.

m) 7th Floor Tower:
1. East end of public hallway, near security hallway entrance door adjacent to C-21.
2. Security hallway near C-22.
3. Security hallway near #6 elevator (Judge's).
4. Security hallway near C-25.

n) 8th Floor Tower:

1. East end of security hallway, near hallway exit door adjacent to C-26.
2. Security hallway near C-27.
3. Security hallway near #6 elevator (Judge's).
4. Security hallway near C-30.

o) 9th Floor Tower:
1. East end of security hallway, near hallway exit door adjacent to C-31.
2. Security hallway near C-32.
3. Security hallway near #6 (Judge's) elevator.
4. Security hallway near C-35.

p) 10th Floor Tower:
1. East end of security hallway, near hallway exit door adjacent to C-36.
2. Security hallway near C-37.
3. Security hallway near #6 (Judge's) elevator.
4. Security hallway near C-40.

q) 11th Floor Tower:
1. East end of security hallway, near hallway exit door adjacent to C-41.
2. Security hallway near C-42.
3. Security hallway near #6 (Judge's) elevator.
4. Security hallway near C-45.

r) Tower Roof:
1. Exterior fire box, Southside of utility building.
2. Exterior fire box, Northwest side of utility building.

15008 - Miscellaneous

a) Court Remands
1. When a defendant is "remanded to the custody of the Sheriff," he or she is deemed to be in our custody from the point these words are spoken by the Judge.

b) See CCOM Section 10006.12 Bailiff for Details

15009 - Civil Complex Building

a) The Civil Complex Building is located at 751 Santa Ana Blvd., Santa Ana, Ca. 92702

15009.1 - Position Guidelines

a) For information on Position Guidelines refer to CCOM Section 15001

15009.2 - Control of Weapons and Security Equipment

a) Armory

[redacted]

a) Weapons Screening
1. For information on Weapons Screening Guidelines refer to CCOM Section 15002.2

15009.3 - Security and Control

15009.3.1 - Security Inspections

a) Employee Responsibilities
1. Every employee of the facility will be observant and aware of equipment and procedures in his/her assigned area(s).

2. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
3. Defective security equipment will be brought to the attention of the employee's supervisor.
4. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
5. Employees will use security equipment correctly as instructed, in order to ensure proper use and longer service.

b) Supervisor Responsibilities
1. Weekly, supervisors will visit and inspect every area of the facility to ensure the integrity of security devices and security areas.
2. Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates on the condition of security equipment.
3. Routine repairs of facility equipment will be requested in writing via email to the Facilities Management Group. The Sergeant will document the request in the Court Operations Log.
4. The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Court Operations Log.
5. Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures be correctly carried out in a timely manner.
6. Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted to the Facility Lieutenant by the supervisors.

c) Monthly Formal Inspections
1. The Court Sergeants will conduct formal inspections of the facility on their assigned shifts.
2. The report shall be submitted to the Facility Lieutenant by the end of the first week of the following month.
    i. The report will identify noted deficiencies.
    ii. Work requests will be submitted on needed new repairs.
    iii. The report will state the date the repair was first requested and the original work request number.
3. Repairs that involve safety issues will be immediately addressed.

d) Inspection of Perimeter
1. Twice daily the Operations Sergeant will assign a deputy/SSO to inspect the perimeter of the facility to check for conditions that may be considered a breach of security.
    i. At facilities with a perimeter fence, the assigned staff member will inspect the outer facility perimeter fence for damage, signs of tampering or any other condition that may be considered a breach of security.
2. The inspection will be noted on the Court Operations Log.
    i. The assigned staff member will make an entry in this log each time an inspection is completed.
    ii. A written report of the inspection will be submitted to the Facility Lieutenant if any damage, signs of tampering or other breach of security is discovered.
3. The Facility Lieutenant shall take immediate and appropriate action to ensure the security and integrity of the perimeter fence.
4. Time of the perimeter fence inspection

i. Pacific Standard Time
ii. [redacted]

e) Annual Security Inspection
1. The Division Commander shall review both internal and external security measures at least annually if not more frequently.
2. All reviews will be documented in a Departmental Memo and submitted to the Custody and Courts Area Commander for review.
3. The Division Commander will submit an annual report to the Custody and Courts Area Commander. The report will:
i. Identify noted deficiencies.
ii. State any corrective action the Division Commander took.
iii. Explain when a follow up inspection was conducted and what action was taken.
iv. Include an update on any long standing unresolved equipment or procedural problems.

15009.3.2 - Security Identification

a) Employee Identification
1. To maintain the internal security of the facility, all employee entrances will have controlled access to and from the facility. Each security entrance ***when manned*** will coordinate, integrate and monitor all external and internal security, communications and safety systems of the facility to ensure order, security and safety for staff, visitors and inmates.

b) All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will display an authorized Identification Badge at all times.

c) All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will present this Identification to the security entrance ***/Weapons Screening*** staff member prior to entering the facility.

d) DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside ***the Community Court Building.***

15009.3.3 - Facility Alarms

a) Exterior Alarm Activation
1. Upon receiving an alarm activation the alarm company will notify OCSD Dispatch.
i. OCSD personnel will be dispatched to the Justice Center to determine if a breach of security has occurred.
ii. If a breach has occurred a Facility Services Officer or designee will be requested to respond to the site to allow access to the building.
iii. Dispatch will notify the Facility Lieutenant of the security breach.
2. The alarm company will monitor the alarm system and will notify the Facility Services Officer of any needed repairs.

b) Interior Duress / Panic Alarms
1. The Civil Complex Building has numerous duress/panic alarms located throughout the facility.
2. Deputies will receive initial training on the use and response to these alarms after being assigned to the facility.
i. The system is tested monthly by Sheriff's Personnel.
ii. The Court Sergeant will oversee a monthly test of the system.

iii. The monthly test will be documented on the Court Log.

iv. Any issues will be reported to the Facility Services Officer for immediate repair.

3. When an alarm is activated, Sheriff's Personnel will respond to the site of the alarm.

15009.3.4 - Key Control

a) Sheriff's Special Officers assigned to the Civil Complex Building are issued key sets. For additional information on Key Control refer to CCOM Section 15003.4

15009.3.5 - 800 MHz Radios

a) Location

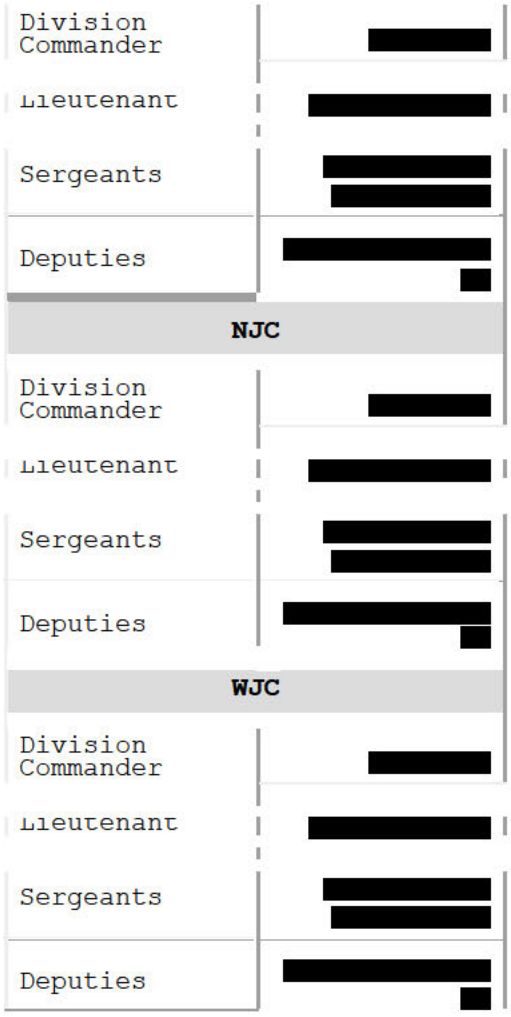
1. Hand held radios are issued to deputies assigned to the Civil Complex Building.

b) The primary frequency for each facility is as follows

Radio Frequency	Facility
[redacted]	CJC (Position 8)
[redacted]	HJC (Position 9)
[redacted]	LJC (Position 10)
[redacted]	NJC (Position 11)
[redacted]	WJC (Position 14)

c) The radio call signs for each facility

CJC	
Division Commander	[redacted]
Lieutenant	[redacted]
Sergeants	[redacted]
Deputies	[redacted]
HJC	
Division Commander	[redacted]
Lieutenant	[redacted]
Sergeants	[redacted]
Deputies	[redacted]
LJC	



d) Accidental Activation

1. Accidental activation of the radio's emergency button will require the staff member to contact the on- duty Sergeant and the Sheriff's Emergency Communications Bureau to clear the activation.

15009.3.6 - CCTV Camera System

a) General Guidelines
   1. The Civil Complex Building has approximately 21 CCTV Cameras throughout the facility.
   2. Images can be stored for approximately 90 days before being recorded over.
   3. The court Facility Services Officer will maintain a portable flash drive with usernames, passwords, camera descriptions and preferences.
      i. The flash drive will be stored in a secured location.
      ii. The flash drive will be used as a backup to replace corrupt files and install new cameras.

b) Camera Monitoring
   1. The Civil Complex Building CCTV system provides the capability to monitor and record incidents.
   2. Areas of coverage will be determined by the following personnel:
      i. The Presiding Judge of the Justice Center.
      ii. The Security Committee.

iii. The Court Facility Manager.
iv. The ERSS Manager.
v. The Facility Services Officer.

c) Review and Request for Video Copies
1. The review of the CCTV video by any judicial officer, court staff or sheriff's personnel without a specific reason is prohibited.
2. Examples of specific reasons include but are not limited to:
i. Training.
ii. Investigating of complaints.
iii. Commendations.
iv. Quality assurance.
v. The review of critical incidents.
3. Copies of the CCTV tape(s) will not be duplicated or released except by:
i. Court Order.
ii. District Attorney / Public Defender discovery request.
iii. Upon written request pursuant to California Rules of Court 10.500 or PRA.
4. All requests must be submitted to the Court Executive Officer / Clerk of the Court.
5. Court staff, sheriff's personnel and judicial officers can request a copy of a tape from the custodian of records or his/her designee.
6. At a minimum, personnel requesting a copy of a tape will provide:
i. Date and Time of requested incident.
ii. Date of request.
iii. Number of copies.
iv. Person authorizing the copy(s).

d) Training
1. Personnel assigned to monitor the CCTV System will be trained in its use.
i. Training will be conducted by a supervisor or the Facility Services Officer.

15009.3.7 - Control of Contraband

a) Purpose of Search
1. Random, unscheduled searches of inmates and the facility will be conducted periodically in order to:
i. Prevent the introduction of weapons or other contraband into the facility.
ii. Detect the presence of weapons, escape devices or other contraband within the facility.
iii. Check malicious waste or destruction of facility property.
iv. Prevent and maintain sanitary conditions in the facility.

b) Search of Facility Perimeter
1. All facilities will inspect the outer security perimeter for signs of tampering, damage, or other indications of a breach of security.
i. To ensure best visibility, the landscaped area around the building [redacted]
ii. Foreign objects will be removed and placed in refuse containers outside of security.
iii. The facility exterior will be examined for signs of damage.
2. The parking lot adjacent to the building as well as the vehicle roll-up door and employee entrances will be periodically searched.
3. Foreign objects will be inspected and disposed of in refuse containers outside of security.

4. The condition of the roll-up door will be observed.
    i. Damaged or malfunctioning equipment will be reported to a Sergeant at the conclusion of the search.
5. All search activity will be documented on the Court Operations Log.

15009.3.8 - Maintenance and Tool Control

a) Currently, the Civil Complex Building does not house inmates. For additional information on Maintenance and Tool Control refer to CCOM Section 15003.8.

15009.3.9 - Electronic Scanning Devices

a) Electronic Scanning Devices
    1. Electronic searches play an important role in intercepting weapons and other potentially dangerous contraband before it enters our Justice Center facilities. These searches are conducted to insure the safety and security of staff, visitors, inmates, and the facility. Justice Center facility personnel shall follow the guidelines established for these searches.

b) Scanning Devices
    1. Electronic Scanning Devices are non-intrusive scanning systems, which utilize low intensity magnetic fields.
    2. [redacted]
    3. [redacted]

c) Use of an Electronic Scanning Device
    1. Use of an Electronic Scanning Device should be used by those staff members who have been trained in their operation.

d) The Garret Walk-Through Metal Detector
    1. Each walk-through metal detector is 80 inches tall and 30 inches wide and will register a false alarm if a visitor, deputy, or any other staff member touches the unit.
    2. All members of the public, jurors, attorneys, building tenants and court employees who enter a Justice Center where weapons' screening is deployed shall be required to walk through a metal detection device and pass all hand-carried items through an x-ray scanner before being allowed entry.
        i. Exceptions to this process may be granted by the Superior Court Executive Committee, the Presiding Judge or the Court Operations Division Commander.
        ii. The Court Operations Division has the authority to vary this process for individuals who are disabled or are experiencing medical problems.
    3. Weapons screening will be conducted during normal business hours. Court employees and building tenants who are authorized early and late access to a Justice Center may enter through the employee card access door(s) during the hours the weapons screening process is not in operation.
    4. Illegal weapons or objects (as specified in the California Penal Code) brought into a Justice Center will be confiscated by the Sheriff's Department. Violations may result in arrest and prosecution.

5. Unauthorized weapons or objects deemed dangerous by the Sheriff's Department will not be permitted into a Justice Center. Individuals will be given the choice of removing the item from the building, or relinquishing it to Security. All items relinquished are subject to destruction.
    i. Unauthorized weapons include, but are not limited to: concealed firearms (even when the person has been issued a Carrying Concealed Weapons permit), tear gas, pepper spray, stun gun devices or other similar self-defense weapons, knives, and instruments designed for stabbing.
    ii. Judicial Officers with a Carry Concealed Weapons (CCW) Permit and prior approval of the Presiding Judge are exempt from this policy.
6. Duly appointed peace officers in uniform or in plain clothes who have proper identification are exempt from the weapons screening process. Officers who are party to an action will be required to comply with Penal Code §171b.
7. Contractors, maintenance workers, county service agency employees, and vendors will be required to check in with the Sheriff's Department Court Operations Officers and present authorization of their work assignment.
    i. Upon verification of the authorization, the Sheriff's Court Operations Officers will permit them to enter the Justice Center with the tools necessary to perform their work.

e) LED Indicator Lights
1. The LED indicator lights are located on the top center of each unit and the control keypad is located on the opposite side. These small green bars have a rating of 0 to 8.
    i. [redacted]
    ii. [redacted]
2. The deputy should look at the small green bars before allowing anyone to walk through the unit.
    i. If the minimal interference is not obtained after several minutes, the scanning deputy should make sure there are no objects or personnel close to the unit causing the interference.
    ii. If minimal interference is still not obtained the scanning deputy should contact the staff member responsible for recalibrating the unit.

f) Alarm Activation
1. If a person registers an alarm or the LED reaches the red zone bar, have the person walk through the unit again. If an alarm registers, the deputy has reasonable suspicion to conduct a pat down search.
    i. The handheld metal detector should be used on all persons registering an alarm.
    ii. Persons registering an alarm should be questioned by staff as to the presence of metallic objects on or in their body. This can include surgically or otherwise implanted metallic prosthetics or plates.
    iii. A person can choose to leave the courthouse prior to entering the metal detector however, they will not be allowed into the Courthouse until completing the screening process.

15009.3.10 - Video Documentation

a) Video Documentation
1. Video recordings should attempt to document activities by providing a visual and audio record of incidents and occurrences. The video will supplement staff reports, aid in prosecution, limit claims of false use of force and assist in continuing training related to officer safety issues.

b) Handheld Camera
    1. A Deputy/SSO/CSA will activate the handheld video camera as soon as practical during any unusual or noteworthy event.
    2. Events that should be videotaped include, but are not limited to:
        i. Major disturbances
        ii. Emergency Response Team (ERT) activations
        iii. Contacts with uncooperative visitors/inmates that is likely to result in a use of force
        iv. Restraint chair use
        v. Use of Force interviews
        vi. Retrieval of contraband
        vii. Large scale pre-planned searches

15009.3.11 - Safety Checks

There are no inmates housed at the Civil Complex Building. For information on Safety Checks refer to CCOM Section 15003.11 - Safety Checks

15009.3.12 - Audio Video Recordings within Courts

a) Purpose and Scope
    1. The Orange County Sheriff Department provides court security services to all Orange County Justice Centers. The purpose of this policy is to provide deputies and sheriff special officers assigned to Court Operations with guidelines for enforcing the Court Rules regarding photographing, recording, and broadcasting. These Court Rules are not criminal laws or statutes in nature. Therefore, enforcement should be focused on gaining compliance with the Court Rules rather than arrest or prosecution unless there is a separate citable criminal offense.
b) Policy and Guidelines Inside Courtroom Protocol:
    1. Local Rule of Court ("L.R.C.")180 states "No filming, photography or electronic recording is permitted in the justice centers except as permitted in the courtroom consistent with rule 1.150- California Rules of Court"- The California Rules of Court ("C.R.C") rule 1.150 in turn provides that court proceedings may not be recorded without written permission from the Court. An individual who attempts to record inside a courtroom without authorization can be sanctioned and held in contempt of court.
    2. Bailiff or security officer responsibilities: Deputies or SSOs assigned to the courtroom should consult or work together with the bench officer (judge, commissioner, or referee) when a possible unauthorized recording device is used in the courtroom.
    3. Inquire of the person using the recording device if they have a court order allowing them to record inside the courtroom. Alternatively, inquire of the Clerk of the Court or the Judge/Bench Officer whether the Court has authorized the recording in the courtroom.
        i. If there is no court order authorizing the recording ask the person to stop using the recording device, turn it off, or put it away.
        ii. Advise the judge or Bench Officer that the unauthorized recording device may have been used inside the courtroom. Follow the instructions of the Judge or Bench Officer in regards to taking any action.
        iii. Confiscate or seize the device ONLY at the explicit direction of the Judge or Bench Officer.
    4. The primary concern should be to gain compliance and have the individual stop recording or turn off the electronic recording device.
c) Supervisor notification and documentation
    1. A supervisor should be notified as soon as possible and the incident documented in the Court

Operations Log or in an appropriate departmental report.

i. All audible electronic devices must be turned off when they are in courtrooms

d) Outside Courtroom Protocol
   1. The court policy in place at all justice centers states, “Videotaping, photographing, or electronic recording by the media and general public is not permitted in any part of the court including but not limited to lobby areas, cafeterias, halls, stairs, escalators, and elevators. L.R.C. 180 designates specific areas in each justice center where recording devices may be used without prior authorization or court order (see below).

e) Security Officer & Deputy Responsibilities:
   1. The primary concern is to get the person or person(s) recording or attempting to record to stop recording. Verbal requests should be given to gain compliance. Confiscation of the recording device should be avoided outside the confines of the courtroom. Such action would be considered a warrantless search and seizure and there is no criminal foundation to detain someone for this alone.
   2. When Sheriff’s personnel encounter someone refusing an order to stop recording outside the courtroom they should not independently take action against the offending party unless that person has violated a different provision of the law (something other than the rules of the court). However they should:
      i. Notify a supervisor.
      ii. Contact a Judge or Judicial Officer for direction.
      iii. Continue to monitor the person violating the court rules.
   3. Violators should not be directed to “delete” images unless directed to do so by a Judge or a Bench Officer.
   4. Absent an intervening order from the court directing Sheriff’s personnel to take action to confiscate the recording device, any confiscation could be a violation of due process, 1st Amendment Rights and/or an unreasonable seizure under the 4th Amendment. Therefore, Sheriff’s personnel shall not confiscate any recording device without judicial direction.

f) Media Protocol:
   1. Requests of any type for video, still photography, or audio coverage including pool cameras must be made to the court and submitted to the Judicial Officer assigned to hear the case on Judicial Council Form MC-510 “Order of Media Request" Form. If the request is granted the limits of the media coverage will be specified and a copy provided to the court Public Information Office.
   2. Prohibited Coverage (per C.R.C. or L.R.C. rule 1.150 (e)(6))
      i. A proceeding closed to the public (e.g. juvenile cases)
      ii. Jurors or spectators
      iii. Jury selection
      iv. A conference between an attorney and client, witness, or aide
      v. A conference between attorneys
      vi. A conference between counsel and judge (sidebar)
      vii. A proceeding held in chambers

g) Areas in Court Facilities where Media Activities are Authorized
   1. Photos, news conferences and on-camera statements to members of the media and general public are allowed only in areas specified for that purpose, without prior court order or authorization.
      i. Central Justice Center - 700 Civic Center Drive West, Santa Ana
         A. Northeast corner of the second floor, lobby area near the front windows and escalators

ii. Community Court - 909 North Main Street, Santa Ana
    A. Lobby area outside courtrooms
iii. Complex Civil Litigation Facility - 751 W. Santa Ana Blvd., Santa Ana
    A. Northwest corner of the building, outside CX101
iv. Harbor Justice Center - Newport Beach Facility - 4601 Jamboree Road, Newport Beach
    A. Across from Room 108 on the first floor, near the glass doors in the center of the building
v. Lamoreaux Justice Center - 341The City Drive, Orange
    A. Due to the privacy concerns and confidential nature of juvenile matters, the front quad exterior of the building has been designated for media interviews. Advance authorization by the Juvenile Court Presiding Judge or the Family Law Probate Court Supervising Judge is needed for requests to bring cameras into the courthouse, and broadcast media must check in with court security at the building entrance
vi. North Justice Center - 1275 North Berkeley, Fullerton
    A. Exterior steps of main entrance, Central Wing (during inclement weather, use the area across from Dept. 9 at the top of the stairs)
vii. West Justice Center - 8141 13th Street, Westminster
    A. The main lobby in the front of the building

2. Requests for exceptions must be made through the Court's Public Information Office and receive approval from the Presiding Judge.

15009.3.13 - Juvenile Procedures

There are no Juveniles housed at the Civil Complex Building. For informaiton on housing Juveniles refer to CCOM Section 11002.13 for Juvenile Procedures.

15009.3.14 - Response to High Risk-High Profile Trials

For information on High Risk / High Profile Trials see CCOM Section 10005.5.

15009.3.15 - Security Clearances

For information on Security Clearances refer to CCOM Section 15003.15.

15009.4 - Disturbance / Riot Response

15009.4.1 - Disturbance Response

a) Response to:

1. Calls for assistance
2. Medical Aids

b) [redacted]

1. Detention Guard Station
2. [redacted]
3. Bailiffs assigned to an open courtroom.

15009.4.2 - Emergency Response Team (ERT)

For Facility Emergency response Team procedures see CCOM Section 15004.2.

15009.5 - Evacuation Procedures

15009.5.1 - Evacuation of the Public

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department

(OCSD) has authority to order the evacuation of the Central Justice Center (CJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Incident Command Post (ICP) will be at the discretion of the Incident Commander.
    i. The ICP will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
    i. Mandatory closure for members of the public only, including jurors.
    ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, jurors and hourly staff only.
    ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
    iii. Judges, managers, court attorneys and salaried employees may remain.
    iv. Outside agency staff may also remain, at their discretion.
    v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully “operational” such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
    ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
    i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
    ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes

1. Public:
    i. Sheriff's personnel will ensure the public is properly evacuated through a safe evacuation route, usually through the nearest public access.
    ii. If a situation prevents the public from using the public corridor, they will be evacuated through a security hallway with court staff and then directed to a safe route to vacate the premises.
2. Jurors:

i. Jurors in the Jury Assembly Room who have not been assigned to courtrooms will be directed to report to the Jury Services Assembly Area.

ii. Jurors will receive instructions from the Jury Clerk as to dismissal or how/when to report back to the Jury Assembly Room.

iii. Jurors who have been impaneled in a courtroom will be evacuated by the Court Clerk and or Sheriff's Personnel.

A. Impaneled jurors must be released by the courtroom judge.

iv. The court clerk who has impaneled jurors in a courtroom will bring a roster of the jurors and give it to the Jury Clerk in the assembly area.

v. The court clerk will take the recommended evacuation route, leading the jurors out of the building and instructing them to report to the Jury Services Assembly Area.

15009.5.2 - Evacuation of Staff

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order evacuation of the Central Justice Center (CJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
   i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
   i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
   ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
   iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
   i. Mandatory closure for members of the public only, including jurors.
   ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
   i. Mandatory closure for members of the public, jurors and hourly staff only.
   ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
   iii. Judges, managers, court attorneys and salaried employees may remain.
   iv. Outside agency staff may also remain, at their discretion.
   v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.

4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
    ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
    i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
    ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes

1. Staff:
    i. Sheriff's personnel will ensure that court staff is properly evacuated through a safe evacuation route, usually through the nearest exit.
        A. All employees should know the nearest evacuation route, and an alternative route, from their workstation.
        B. If the nearest route is not available for a safe exit, then the next most feasible exit will be utilized.
2. Court Team Leaders
    i. Court Team Leaders will help with the safe evacuation of all court employees.
    ii. Court Team Leaders will:
        A. Appoint someone to lead employees to the designated assembly area.
        B. Assign personnel to carry their team flag and agency roster to the designated assembly area.
        C. Ensure all employees have evacuated their work area.
    iii. Court Team Leaders will advise sheriff's personnel of any employee who was left in the work area due to:
        A. Handicap or injury.
        B. Employee assisting with injuries
        C. Missing employees.
            1. If an employee is missing the deputy will re-search the area the employee was last seen or left in.
            2. If the employee is not located the Deputy will notify the Incident Commander.
    iv. Additionally, Court Team Leaders will report the status of staff to the appropriate sheriff's personnel.
    v. Employees will remain in the assembly area until given the all clear by sheriff's personnel.

15009.6 - Safety and Emergency Procedures

15009.6.1 - Earthquake Procedures

For Facility Earthquake procedures see CCOM Section 11005.1

15009.6.2 - Flood Procedures

a) Notification of a Flood Condition
    1. The Central Justice Center is not located within a FEMA floodplain.
    2. The facility does reside within the Prado Dam inundation zone.
b) Reports on Flood Conditions
    1. Reports on flood conditions will be periodically made to the Department Commander.

15009.6.3 - Bomb Threat-Explosion

For Facility Bomb Threat / Explosion procedures see CCOM Section 11005.3

15009.6.4 - Escapes

There are no inmates housed or tried at the Civil Complex Building. For Escape Procedures see CCOM Section 11005.4

15009.6.5 - Hostage Plan

For Facility Hostage Plan procedures see CCOM Section 11005.5

15009.6.6 - Emergency Response to Suicides or Serious Injury

For Facility Response to Suicides or Serious Injury procedures see CCOM Section 11005.8

15009.6.7 - Immediate Action-Rapid Deployment Plan (CIRT)

For Facility Immediate Action / Rapid Deployment Plan procedures see CCOM Section 11005.6

15009.7 - Emergency Systems and Equipment Locations

a) Unless otherwise provide in this policy, the emergency supplies and equipment listed in the below sections are maintained and serviced by Court Services Personnel. The Orange County Sheriff's Department has no authority or control over the placement of these devices, nor does the Sheriff have any role in maintaining and servicing the supplies and equipment.

15009.7.1 - Fire Alarm Pull Stations

a) There are 4 fire alarm pull box locations within the Civil Complex Building. Their locations are:
    1. First Floor:
        i. Main entrance (southwest corner of the building) west wall near front doors.
        ii. East public lobby adjacent to room 183.
        iii. East public lobby across from room 182.
        iv. Northwest public hallway adjacent to Department CX101.

15009.7.2 - Automated External Defibrillator (AED)

a) There is one (1) Automated External Defibrillator (AED) located at the Security Desk within the Civil Complex Building.

15009.7.3 - Emergency Supplies

a) Emergency Supply Locations
    1. Sheriff's Office - northeast security hallway in room 177.

15009.7.4 - Evacuation Chair and Stretchers

a) Evacuation Chairs
    1. There are no Evacuation Chairs located in the Civil Complex Building.
b) Stretchers
    1. There are no Stretchers located in the Civil Complex Building.
c) Wheel Chairs
    1. There is one Wheel Chair located in the following area:
        i. Security desk (1st floor).

15009.7.5 - Knox Boxes

a) Knox Box Locations
    1. There is are two (2) Knox Boxes located outside of the Central Justice Center that contain the keys for the Civil Complex Building. Their locations are:

        i. North side main entrance (above front door).
        ii. East of the Basement Parking Garage guard shack, on the concrete wall adjacent to the roll up gate.

15009.7.6 - Utility Shut Off Valves

a) Gas Shut Off Valve
   1. There are no gas line to the Civil Complex Building.

b) Domestic Water Shut Off Valve
   1. The domestic water shut off valve is located outside of the building at the southeast corner adjacent to Santa Ana Boulevard. (The domestic water shut off valve is painted black).

c) Main Electric Shut off Switch
   1. The main electrical shut off switch is located outside of the building at the southeast corner adjacent to Santa Ana Boulevard.

15009.7.7 - Self Contained Breathing Apparatus (SCBA)

a) Self Contained Breathing Apparatus Locations:
   1. There are no SCBA located within the Civil Complex Building.

15009.7.8 - Fire Extinguishers

a) Fire Extinguisher Locations
   1. There are 10 fire extinguishers located within the Civil Complex Building. Their locations are:

b) 1st Floor:
   1. Southwest public hallway adjacent to department CX101.
   2. Southwest public hallway adjacent to room 121.
   3. South public hallway adjacent to room 275.
   4. Southeast public hallway adjacent to room 213.
   5. East public hallway adjacent to department CX104.
   6. East public hallway adjacent to department CX105.
   7. Northeast security hallway adjacent to room 177.
   8. North security hallway adjacent to chambers office CX105.
   9. Center security hallway adjacent to department CX105.
   10. Center security hallway adjacent to chambers office CX102.

15009.7.9 - Fire Hose Cabinets

a) Fire Hose Cabinet Locations
   1. There are no Fire Hose Cabinets located within the Civil Complex Building.

15009.8 - Miscellaneous

a) Court Remands
   1. When a defendant is “remanded to the custody of the Sheriff,” he or she is deemed to be in our custody from the point these words are spoken by the Judge.

See CCOM Section 10006.12 Bailiff for Details

15010 - Community Court Building (CCB-1)

a) The Community Court Building is located at 909 Main Street, Santa Ana, Ca. 92702

15010.1 - Position Guidelines

a) For information on Position Guidelines refer to CCOM Section 15001

15010.2 - Control of Weapons and Security Equipment

a) [redacted]
   1. [redacted]

b) Weapons Screening
   1. For information on Weapons Screening Guidelines refer to CCOM Section 15002.2

15010.3 - Security and Control

15010.3.1 - Security Inspections

a) Security Inspections

1. Employee Responsibilities
    i. Every employee of the facility will be observant and aware of equipment and procedures in his/her assigned area(s).
    ii. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
    iii. Defective security equipment will be brought to the attention of the employee's supervisor.
    iv. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
    v. Employees will use security equipment correctly as instructed, in order to ensure proper use and longer service.

b) Supervisor Responsibilities
1. Weekly, supervisors will visit and inspect every area of the facility to ensure the integrity of security devices and security areas.
2. Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates on the condition of security equipment.
3. Routine repairs of facility equipment will be requested in writing via email to the Facilities Management Group. The Sergeant will document the request in the Court Operations Log.
4. The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Court Operations Log.
5. Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures be correctly carried out in a timely manner.
6. Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted to the Facility Lieutenant by the supervisors.

c) Monthly Formal Inspections
1. The Court Sergeants will conduct formal inspections of the facility on their assigned shifts.
2. The report shall be submitted to the Facility Lieutenant by the end of the first week of the following month.
    i. The report will identify noted deficiencies.
    ii. Work requests will be submitted on needed new repairs.
    iii. The report will state the date the repair was first requested and the original work request number.
3. Repairs that involve safety issues will be immediately addressed.

d) Inspection of Perimeter
1. [redacted] the Operations Sergeant will assign a deputy/SSO to inspect the perimeter of the facility to check for conditions that may be considered a breach of security.
    i. At facilities with a perimeter fence, the assigned staff member will inspect the outer facility perimeter fence for damage, signs of tampering or any other condition that may be considered a breach of security.
2. The inspection will be noted on the facility log.
    i. The assigned staff member will make an entry in this log each time an inspection is completed.
    ii. A written report of the inspection will be submitted to the Facility Lieutenant if any damage, signs of tampering or other breach of security is discovered.
3. The Facility Lieutenant shall take immediate and appropriate action to ensure the security and integrity of the perimeter fence.
4. Time of the perimeter fence inspection
    i. Pacific Standard Time
    ii. [redacted]

e) Annual Security Inspection
    1. The Division Commander shall review both internal and external security measures at least annually if not more frequently.
    2. All reviews will be documented in a Departmental Memo and submitted to the Custody and Courts Area Commander for review.
    3. The Division Commander will submit an annual report to the Custody and Courts Area Commander. The report will:
        i. Identify noted deficiencies.
        ii. State any corrective action the Division Commander took.
        iii. Explain when a follow up inspection was conducted and what action was taken.
        iv. Include an update on any long standing unresolved equipment or procedural problems.

15010.3.2 - Security Identification

a) Employee Identification
    1. To maintain the internal security of the facility, all employee entrances will have controlled access to and from the facility. Each security entrance ***when manned*** will coordinate, integrate and monitor all external and internal security, communications and safety systems of the facility to ensure order, security and safety for staff, visitors and inmates.
        i. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will display an authorized Identification Badge at all times.
        ii. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will present this Identification to the security entrance ***/Weapons Screening*** staff member prior to entering the facility.
        iii. DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside ***the Community Court Building.***

15010.3.3 - Facility Alarms

a) Exterior Alarm Activation
    1. Upon receiving an alarm activation the alarm company will notify OCSD Dispatch.
        i. OCSD personnel will be dispatched to the Justice Center to determine if a breach of security has occured.
        ii. If a breach has occurred a Facility Services Officer or designee will be requested to respond to the site to allow access to the building.
        iii. Dispatch will notify the Facility Lieutenant of the security breach.
    2. The alarm company will monitor the alarm system and will notify the Facility Services Officer of any needed repairs.
b) Interior Duress / Panic Alarms
    1. The Community Court Building has numerous duress/panic alarms located throughout the facility.
    2. Deputies will receive initial training on the use and response to these alarms after being assigned to the facility.
        i. The system is tested monthly by Sheriff's Personnel.
        ii. The Court Sergeant will oversee a monthly test of the system.
        iii. The monthly test will be documented on the Court Log.
        iv. Any issues will be reported to the Facility Services Officer for immediate repair.
    3. When an alarm is activated, Sheriff's Personnel will respond to the site of the alarm.

15010.3.4 - Key Control

a) Deputies assigned to the Community Court Building are issued key sets. For additional information on Key Control refer to CCOM Section 15003.4

15010.3.5 - 800 MHz Radios

a) Location

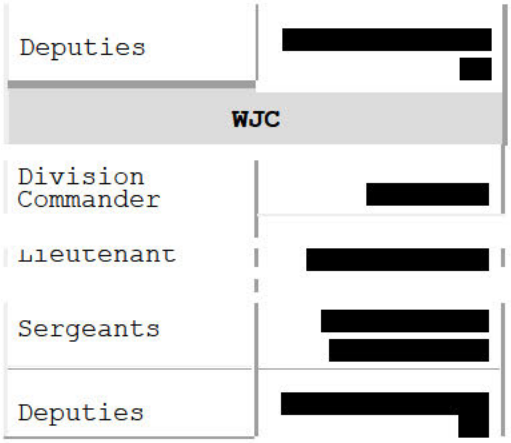
1. Hand held radios are issued to deputies assigned to the Community Court Building.

b) The primary frequency for each facility is as follows

Radio Frequency	Facility
[redacted]	CJC (Position 8)
[redacted]	HJC (Position 9)
[redacted]	LJC (Position 10)
[redacted]	NJC (Position 11)
[redacted]	WJC (Position 14)

c) The radio call signs for each facility

CJC	
Division Commander	[redacted]
Lieutenant	[redacted]
Sergeants	[redacted]
Deputies	[redacted]
HJC	
Division Commander	[redacted]
Lieutenant	[redacted]
Sergeants	[redacted]
Deputies	[redacted]
LJC	
Division Commander	[redacted]
Lieutenant	[redacted]
Sergeants	[redacted]
Deputies	[redacted]
NJC	
Division Commander	[redacted]
Lieutenant	[redacted]
Sergeants	[redacted]



d) Accidental Activation
   1. Accidental activation of the radio's emergency button will require the staff member to contact the on- duty Sergeant and the Sheriff's Emergency Communications Bureau to clear the activation.

15010.3.6 - CCTV Camera System

a) General Guidelines
   1. The Community Court Building has approximately 12 CCTV Cameras throughout the facility.
   2. Images can be stored for approximately 90 days before being recorded over.
   3. The court Facility Services Officer will maintain a portable flash drive with usernames, passwords, camera descriptions and preferences.
      i. The flash drive will be stored in a secured location.
      ii. The flash drive will be used as a backup to replace corrupt files and install new cameras.

b) Camera Monitoring
   1. The Community Court Building CCTV System provides the capability to monitor and record incidents.
   2. Areas of coverage will be determined by the following personnel:
      i. The Presiding Judge of the Justice Center.
      ii. The Security Committee.
      iii. The Court Facility Manager.
      iv. The ERSS Manager.
      v. The Facility Services Officer.

c) Review and Request for Video Copies
   1. The review of the CCTV video by any judicial officer, court staff or sheriff's personnel without a specific reason is prohibited.
   2. Examples of specific reasons include but are not limited to:
      i. Training.
      ii. Investigating of complaints.
      iii. Commendations.
      iv. Quality assurance.
      v. The review of critical incidents.
   3. Copies of the CCTV tape(s) will not be duplicated or released except by:
      i. Court Order.
      ii. District Attorney / Public Defender discovery request.
      iii. Upon written request pursuant to California Rules of Court 10.500 or PRA.
   4. All requests must be submitted to the Court Executive Officer / Clerk of the Court.
   5. Court staff, sheriff's personnel and judicial officers can request a copy of a tape from the custodian of records or his/her designee.

6. At a minimum, personnel requesting a copy of a tape will provide:
    i. Date and Time of requested incident.
    ii. Date of request.
    iii. Number of copies.
    iv. Person authorizing the copy(s).

d) Training
1. Personnel assigned to monitor the CCTV System will be trained in its use.
    i. Training will be conducted by a supervisor or the Facility Services Officer.

15010.3.7 - Control of Contraband

a) Purpose of Search
1. Random, unscheduled searches of inmates and the facility will be conducted periodically in order to:
    i. Prevent the introduction of weapons or other contraband into the facility.
    ii. Detect the presence of weapons, escape devices or other contraband within the facility.
    iii. Check malicious waste or destruction of facility property.
    iv. Prevent and maintain sanitary conditions in the facility.

b) Search of Facility Perimeter
1. All facilities will inspect the outer security perimeter for signs of tampering, damage, or other indications of a breach of security.
    i. To ensure best visibility, the landscaped area around the building will be checked [redacted] during each shift.
    ii. Foreign objects will be removed and placed in refuse containers outside of security.
    iii. The facility exterior will be examined for signs of damage.
2. The parking lot adjacent to the building as well as the vehicle roll-up door and employee entrances will be periodically searched.
3. Foreign objects will be inspected and disposed of in refuse containers outside of security.
4. The condition of the roll-up door will be observed.
    i. Damaged or malfunctioning equipment will be reported to a Sergeant at the conclusion of the search.
5. All search activity will be documented on the Court Operations Log.

c) Search of Detention Areas
1. Planned Searches
    i. A planned search is a calculated search which involves specific steps, timing and resources used to locate drugs, weapons or contraband which may be concealed.
    ii. Sergeant's will plan periodic searches of areas under their supervision.
        A. The Sergeant will keep a Detention area search log book to record dates and areas searched.
        B. The Sergeant will also keep an operations area search log book to record dates and areas searched.
    iii. Female deputies will be the primary searchers when searching female housing areas, and male deputies will be the primary searchers when searching male housing areas.
        A. This can be modified by an on-duty Sergeant or the Facility Lieutenant.
    iv. Each search will be planned so that it causes minimum disruption to the facility's operation.
    v. Searches will be coordinated between the Facility lieutenant and the appropriate Sergeant.
    vi. A sufficient number of deputies will be assigned to the search activity, assuring a quick but thorough search.

vii. Deputies may be assigned to the search group from any area or work assignment.
viii. When necessary and practical, deputies may be reassigned to a search group from another facility.
ix. A pre-search briefing will be conducted by the area sergeant to explain the search plan:
    A. The exact area to be searched.
    B. Beginning time of the search.
    C. Assignments for each deputy.
    D. Video documentation plan.
    E. Specific items of contraband being sought.
    F. The type of search to be applied to the inmates.
    G. The proper handling of inmate personal property.
    H. The proper handling of evidence/contraband.
    I. The location of the inmates during the search.
    J. The expected ending time of the search.
        1. A Sergeant will be present during the entire search.
    K. The Sergeant will direct the search activities and answer questions of the deputies.
    L. The Sergeant will observe the end of the search and facilitate the return of inmates to their cells.
    M. The Sergeant will hear inmate complaints and take appropriate steps to resolve any complaints.
        1. A verbal report detailing the search activities will be made to the Facility Lieutenant by the supervising Sergeant.
x. Observations on the general condition of the facility in the area that was searched will be reported to the Facility Lieutenant by the Sergeant.
xi. The Sergeant will sign and approve any Incident Reports that were prepared.
xii. Search results will be noted in the search log book.
xiii. The Facility Lieutenant will review all reports generated from the search. Information extracted from the reports will be entered into the Facility log as deemed necessary.

d) Spontaneous Searches
    i. A spontaneous search is one that is unscheduled, sudden and done without planning.
    ii. Deputies are encouraged to conduct small scale spontaneous searches at their discretion, at random, or in response to a criminal act or jail rule violation.
    iii. Deputies shall notify their immediate supervisor when practical.

e) The Search Process
    i. [redacted]
    ii. To minimize distractions, messages for the sergeant and/or search deputies will be coordinated through the Bailiff Deputy.
    iii. One deputy will move the inmates out of the search area and into a secure area.
        A. Inmates will be directed to be dressed in full jail issue.
    iv. Deputies will search each cell.
    v. Any excess jail issue property and excess personal property items found will be taken and returned to the inmates housing area (e.g.: CJX, or TLF, or JAMF).
    vi. Every hiding place around the cell will be searched. Dark areas should be illuminated by use of a flashlight.
    vii. Deputies will use extra caution to not rub their fingers and hands over areas that cannot be seen. Sharp, hidden objects may cause severe injuries.
    viii. Deputies will not destroy jail or personal property during the search. Searches are not

to be viewed as punishment.

ix. Handcrafted items deemed to be contraband will be disposed of outside the facility at the Sergeant's direction.

x. Evidence of crime will be brought to the Sergeant's attention at its point of discovery.

B. The discovering Deputy will initial the item.

C. The Sergeant may require photographs.

D. An Evidence tag will be attached to the item.

E. The item will then be placed into the Sheriff's Property/Evidence Bureau.

F. Interviews of suspects will be conducted as directed by the Sergeant.

xi. The facility and equipment in the area of the search will be examined for damage or malfunction during the search.

xii. The Sergeant will make note of needed repairs and forward the memo to the Facility Services Manager.

xiii. Unsanitary conditions and marking on the facility surfaces will be brought to the Detention Deputy's attention for further action.

xiv. All inmates will be searched prior to their return to their cells.

f) Body Searches of Inmates and Detainees

i. See Custody & Court Operations Manual (CCOM) Section 1710.5.5 for information on Searches of Inmates and Detainees.

ii. Strip/Visual Body Cavity Searches will not be conducted within the Justice Centers.

A. In the event an inmate/detainee needs to be strip searched the Detention Sergeant will be notified and the inmate/detainee will be transported immediately to the IRC for processing.

15010.3.8 - Maintenance and Tool Control

a) For information on Maintenance and Tool Control refer to CCOM Section 15003.8.

15010.3.9 - Electronic Scanning Devices

a) Electronic Scanning Devices

1. Electronic searches play an important role in intercepting weapons and other potentially dangerous contraband before it enters our Justice Center facilities. These searches are conducted to insure the safety and security of staff, visitors, inmates, and the facility. Justice Center facility personnel shall follow the guidelines established for these searches.

b) Scanning Devices

1. Electronic Scanning Devices are non-intrusive scanning systems, which utilize low intensity magnetic fields.
2. [redacted]
3. [redacted]

c) Use of an Electronic Scanning Device

1. Use of an Electronic Scanning Device should be used by those staff members who have been trained in their operation.

d) The Garret Walk-Through Metal Detector

1. Each walk-through metal detector is 80 inches tall and 30 inches wide and will register a false alarm if a visitor, deputy, or any other staff member touches the unit.
2. All members of the public, jurors, attorneys, building tenants and court employees who enter a Justice Center where weapons' screening is deployed shall be required to walk through a metal detection device and pass all hand-carried items through an x-ray scanner before being allowed entry.

i. Exceptions to this process may be granted by the Superior Court Executive Committee, the Presiding Judge or the Court Operations Division Commander.

ii. The Court Operations Division has the authority to vary this process for individuals who are disabled or are experiencing medical problems.

3. Weapons screening will be conducted during normal business hours. Court employees and building tenants who are authorized early and late access to a Justice Center may enter through the employee card access door(s) during the hours the weapons screening process is not in operation.
4. Illegal weapons or objects (as specified in the California Penal Code) brought into a Justice Center will be confiscated by the Sheriff's Department. Violations may result in arrest and prosecution.
5. Unauthorized weapons or objects deemed dangerous by the Sheriff's Department will not be permitted into a Justice Center. Individuals will be given the choice of removing the item from the building, or relinquishing it to Security. All items relinquished are subject to destruction.
    i. Unauthorized weapons include, but are not limited to: concealed firearms (even when the person has been issued a Carrying Concealed Weapons permit), tear gas, pepper spray, stun gun devices or other similar self-defense weapons, knives, and instruments designed for stabbing.
    ii. Judicial Officers with a Carry Concealed Weapons (CCW) Permit and prior approval of the Presiding Judge are exempt from this policy.
6. Duly appointed peace officers in uniform or in plain clothes who have proper identification are exempt from the weapons screening process. Officers who are party to an action will be required to comply with Penal Code §171b.
7. Contractors, maintenance workers, county service agency employees, and vendors will be required to check in with the Sheriff's Department Court Operations Officers and present authorization of their work assignment.
    i. Upon verification of the authorization, the Sheriff's Court Operations Officers will permit them to enter the Justice Center with the tools necessary to perform their work.

e) LED Indicator Lights
    1. The LED indicator lights are located on the top center of each unit and the control keypad is located on the opposite side. These small green bars have a rating of 0 to 8.
        i. If the bars indicate 0 through 3 the unit has minimal interference, which is OK to send someone through.
        ii. Anything above 3 is considered maximum interference, which is NOT OK to send someone through, as a false reading will be obtained.
    2. The deputy should look at the small green bars before allowing anyone to walk through the unit.
        i. If the minimal interference is not obtained after several minutes, the scanning deputy should make sure there are no objects or personnel close to the unit causing the interference.
        ii. If minimal interference is still not obtained the scanning deputy should contact the staff member responsible for recalibrating the unit.

f) Alarm Activation
    1. If a person registers an alarm or the LED reaches the red zone bar, have the person walk through the unit again. If an alarm registers, the deputy has reasonable suspicion to conduct a pat down search.
        i. The handheld metal detector should be used on all persons registering an alarm.
        ii. Persons registering an alarm should be questioned by staff as to the presence of metallic objects on or in their body. This can include surgically or otherwise implanted metallic prosthetics or plates.
        iii. A person can choose to leave the courthouse prior to entering the metal detector however, they will not be allowed into the Courthouse until completing the screening

process.

g) Dosimeters
   1. Refer to CCOM section 15003.9

15010.3.10 - Video Documentation

a) Video recordings should attempt to document activities by providing a visual and audio record of incidents and occurrences. The video will supplement staff reports, aid in prosecution, limit claims of false use of force and assist in continuing training related to officer safety issues.

b) Handheld Camera
   1. A Deputy/SSO/CSA will activate the handheld video camera as soon as practical during any unusual or noteworthy event.
   2. Events that should be videotaped include, but are not limited to:
      i. Major disturbances
      ii. Emergency Response Team (ERT) activations
      iii. Contacts with uncooperative visitors/inmates that is likely to result in a use of force
      iv. Restraint chair use
      v. Use of Force interviews
      vi. Retrieval of contraband
      vii. Large scale pre-planned searches

15010.3.11 - Safety Checks

a) Definition and Purpose
   1. A safety check is a direct visual observation of each inmate located in an area of responsibility to provide for their health and welfare. The purpose of conducting safety checks is to maintain the safety and health of the inmates and the security of our facilities.

b) Conducting Safety Checks
   1. Staff will conduct safety checks from a location which provides a clear, direct view of each inmate. Staff will observe each inmate's presence and apparent condition and investigate any unusual circumstances or situations.
   2. Audio/visual electronic surveillance systems shall not be used to conduct safety checks, but may be used to supplement and verify the checks.
   3. Staff will pay special attention to areas with low visibility. Diligent enforcement of the jail rules will help prevent inmates from covering the lights or hanging or placing items which obstruct staff's view. This will increase staff's ability to do comprehensive visual checks.
   4. Activities which provide staff with a clear, direct view of all inmates in the area of responsibility will meet the safety check requirement.
      i. Distribution of lunches.

c) Frequency of Safety Checks
   1. Staff will conduct safety checks to verify the status of inmates in their area of responsibility within the following timeframes. More frequent checks are encouraged.
      i. Isolation Cells – Each check must begin within [redacted] minutes of the beginning time of the previous check.
      ii. In all other areas, each check must begin within [redacted] minutes of the beginning time of the last check.
      iii. Juveniles held at the Justice Center - While being secured in a court holding cell, the prowler deputy will perform a safety check on all juveniles at least [redacted]. All safety checks will be documented on the log.

d) Documentation of Safety Checks
   1. Every safety check will be documented in the most appropriate documentation log, i.e., court operations log, area log, or door log.
   2. The entry will include the name(s) of the personnel who conducted the safety check and the

actual starting times of each check.

3. The entry will include appropriate details of the check and the conditions observed. Some examples:
    i. No problems to report.
    ii. No unusual activity noted.
    iii. No suspicious activity observed.
    iv. Roof leaking in W-18. Sgt. X and Facility Manager notified.
    v. Light burned out in courtroom 13 holding cell. Facility Manager notified.
    vi. Inmate X found crying on bench. Stated, "Family trouble". No injuries observed, inmate transported back to jail facility. Court Operations Log entry made, Sgt. X notified court clerk and Presiding Judge.
4. Each sergeant will check the logs in his/her area of responsibility to verify staff is properly documenting the safety checks.
    i. A notation will be made in the log with the sergeant's name and the time the log was checked.

e) Late Safety Checks
1. If it appears a safety check cannot be conducted within the required time frame, the area sergeant will be notified as soon as possible, preferably prior to the time the check will be due.
    i. The sergeant will locate and assign available staff to complete the check.
2. If a safety check is not completed within the required time frame, staff must:
    i. Complete the check as soon as possible.
    ii. Notify the area sergeant as soon as possible.
    iii. If staff is still not available to conduct the check, advise the sergeant of the apparent conditions, including any unusual circumstances or activity, and continue to observe the area.
    iv. Make an entry in the Court Operations Log describing the circumstances which caused the check to be delayed, which sergeant was notified, and the information provided to the sergeant.
3. The sergeant will document the late safety check in the log, including the reason the check was late and any corrective action taken.

15010.3.12 - Audio Video Recordings within Courts

a) Purpose and Scope
1. The Orange County Sheriff Department provides court security services to all Orange County Justice Centers. The purpose of this policy is to provide deputies and sheriff special officers assigned to Court Operations with guidelines for enforcing the Court Rules regarding photographing, recording, and broadcasting. These Court Rules are not criminal laws or statutes in nature. Therefore, enforcement should be focused on gaining compliance with the Court Rules rather than arrest or prosecution unless there is a separate citable criminal offense.

b) Policy and Guidelines
1. Inside Courtroom Protocol:
    i. Local Rule of Court ("L.R.C.")180 states "No filming, photography or electronic recording is permitted in the justice centers except as permitted in the courtroom consistent with rule 1.150- California Rules of Court"-The California Rules of Court ("C.R.C") rule 1.150 in turn provides that court proceedings may not be recorded without written permission from the Court. An individual who attempts to record inside a courtroom without authorization can be sanctioned and held in contempt of court.
    ii. Bailiff or security officer responsibilities: Deputies or SSOs assigned to the courtroom should consult or work together with the bench officer (judge, commissioner, or referee) when a possible unauthorized recording device is used in the courtroom.

iii. Inquire of the person using the recording device if they have a court order allowing them to record inside the courtroom. Alternatively, inquire of the Clerk of the Court or the Judge/Bench Officer whether the Court has authorized the recording in the courtroom.
    A. If there is no court order authorizing the recording ask the person to stop using the recording device, turn it off, or put it away.
    B. Advise the judge or Bench Officer that the unauthorized recording device may have been used inside the courtroom. Follow the instructions of the Judge or Bench Officer in regards to taking any action.
    C. Confiscate or seize the device ONLY at the explicit direction of the Judge or Bench Officer.
iv. The primary concern should be to gain compliance and have the individual stop recording or turn off the electronic recording device.

c) Supervisor Notification and Documentation
    1. A supervisor should be notified as soon as possible and the incident documented in the Court Operations Log or in an appropriate departmental report.
        i. All audible electronic devices must be turned off when they are in courtrooms
d) Outside Courtroom Protocol
    1. The court policy in place at all justice centers states, “Videotaping, photographing, or electronic recording by the media and general public is not permitted in any part of the court including but not limited to lobby areas, cafeterias, halls, stairs, escalators, and elevators. L.R.C. 180 designates specific areas in each justice center where recording devices may be used without prior authorization or court order (see below).
e) Security Officer & Deputy Responsibilities:
    1. The primary concern is to get the person or person(s) recording or attempting to record to stop recording. Verbal requests should be given to gain compliance. Confiscation of the recording device should be avoided outside the confines of the courtroom. Such action would be considered a warrantless search and seizure and there is no criminal foundation to detain someone for this alone.
    2. When Sheriff’s personnel encounter someone refusing an order to stop recording outside the courtroom they should not independently take action against the offending party unless that person has violated a different provision of the law (something other than the rules of the court). However they should:
        i. Notify a supervisor.
        ii. Contact a Judge or Judicial Officer for direction.
        iii. Continue to monitor the person violating the court rules.
    3. Violators should not be directed to “delete” images unless directed to do so by a Judge or a Bench Officer.
    4. Absent an intervening order from the court directing Sheriff’s personnel to take action to confiscate the recording device, any confiscation could be a violation of due process, 1st Amendment Rights and/or an unreasonable seizure under the 4th Amendment. Therefore, Sheriff’s personnel shall not confiscate any recording device without judicial direction.
f) Media Protocol:
    1. Requests of any type for video, still photography, or audio coverage including pool cameras must be made to the court and submitted to the Judicial Officer assigned to hear the case on Judicial Council Form MC-510 “Order of Media Request" Form. If the request is granted the limits of the media coverage will be specified and a copy provided to the court Public Information Office.
    2. Prohibited Coverage (per C.R.C. or L.R.C. rule 1.150 (e)(6))
        i. A proceeding closed to the public (e.g. juvenile cases)
        ii. Jurors or spectators

iii. Jury selection
iv. A conference between an attorney and client, witness, or aide
v. A conference between attorneys
vi. A conference between counsel and judge (sidebar)
vii. A proceeding held in chambers

g) Areas in Court Facilities where Media Activities are Authorized
1. Photos, news conferences and on-camera statements to members of the media and general public are allowed only in areas specified for that purpose, without prior court order or authorization.
i. Central Justice Center - 700 Civic Center Drive West, Santa Ana
A. Northeast corner of the second floor, lobby area near the front windows and escalators
ii. Community Court - 909 North Main Street, Santa Ana
A. Lobby area outside courtrooms
iii. Complex Civil Litigation Facility - 751 W. Santa Ana Blvd., Santa Ana
A. Northwest corner of the building, outside CX101
iv. Harbor Justice Center - Newport Beach Facility - 4601 Jamboree Road, Newport Beach
A. Across from Room 108 on the first floor, near the glass doors in the center of the building
v. Lamoreaux Justice Center - 341The City Drive, Orange
A. Due to the privacy concerns and confidential nature of juvenile matters, the front quad exterior of the building has been designated for media interviews. Advance authorization by the Juvenile Court Presiding Judge or the Family Law Probate Court Supervising Judge is needed for requests to bring cameras into the courthouse, and broadcast media must check in with court security at the building entrance
vi. North Justice Center - 1275 North Berkeley, Fullerton
A. Exterior steps of main entrance, Central Wing (during inclement weather, use the area across from Dept. 9 at the top of the stairs)
vii. West Justice Center - 8141 13th Street, Westminster
A. The main lobby in the front of the building
2. Requests for exceptions must be made through the Court's Public Information Office and receive approval from the Presiding Judge.

15010.3.13 - Juvenile Procedures

a) See CCOM Section 11002.13 for Juvenile Procedures.

15010.3.14 - Response to High Risk-High Profile Trials

a) For information on High Risk / High Profile Trials see CCOM Section 10005.5.

15010.3.15 - Security Clearances

a) For information on Security Clearances see CCOM Section 15003.15.

15010.4 - Disturbance / Riot Response

15010.4.1 - Disturbance Response

a) Response to:
1. Calls for assistance
2. Medical Aids

b) [redacted]
1. [redacted]
2. [redacted]
3. Bailiffs assigned to an open courtroom.

15010.4.2 - Emergency Response Team (ERT)

a) For Facility Emergency response Team procedures see CCOM Section 15004.2.

15010.5 - Evacuation Procedures

15010.5.1 - Evacuation of the Public

a) Authority
   1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order the evacuation of the Central Justice Center (CJC) in an emergency.
   2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
   3. Sheriff's personnel willensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post
   1. The location for the Incident Command Post (ICP) will be at the discretion of the Incident Commander.
      i. The ICP will vary based on the type of incident that is occurring.

c) Evacuation Levels
   1. Level 1 Partial Evacuation:
      i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
      ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
      iii. Utilized when a threat or dangerous situation does not affect the entire building.
   2. Level 2 Partial Evacuation:
      i. Mandatory closure for members of the public only, including jurors.
      ii. Staff may remain at their work stations or be relocated or directed as assigned.
   3. Level 3 Partial Evacuation:
      i. Mandatory closure for members of the public, jurors and hourly staff only.
      ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
      iii. Judges, managers, court attorneys and salaried employees may remain.
      iv. Outside agency staff may also remain, at their discretion.
      v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
   4. Level 4 Evacuation:
      i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
      ii. Typically due to an emergency condition or event.
   5. Shelter-In-Place:
      i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
      ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes
   1. Public:
      i. Sheriff's personnel will ensure the public is properly evacuated through a safe evacuation route, usually through the nearest public access.
      ii. If a situation prevents the public from using the public corridor, they will be evacuated through a security hallway with court staff and then directed to a safe route to vacate the premises.

15010.5.2 - Evacuation of Staff

a) For information on Evacuation of Staff refer to CCOM Section 15005.2

15010.5.3 - Evacuation of Inmates

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order evacuation of the Community Court Building (CCB 1) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel willensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post
   1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
      i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels
   1. Level 1 Partial Evacuation:
      i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
      ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
      iii. Utilized when a threat or dangerous situation does not affect the entire building.
   2. Level 2 Partial Evacuation:
      i. Mandatory closure for members of the public only, including jurors (if applicable).
      ii. Staff may remain at their work stations or be relocated or directed as assigned.
   3. Level 3 Partial Evacuation:
      i. Mandatory closure for members of the public, jurors and hourly staff only.
      ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
      iii. Judges, managers, court attorneys and salaried employees may remain.
      iv. Outside agency staff may also remain, at their discretion.
      v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
   4. Level 4 Evacuation:
      i. Mandatory for everyone, including the public, judicial officers, managers, staff and inmates.
      ii. Typically due to an emergency condition or event.
   5. Shelter-In-Place:
      i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
      ii. No evacuation should occur unless specifically instructed.

d) Evacuation of Inmates
   1. General Guidelines
      i. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location.
         A. All movement outside the secured area of the Community Court Building will be done under the supervision of a sergeant.
      ii. From an affected cell, move the inmates to another cell.
      iii. When moving inmates to internal locations away from the detention area, separate them into groups that can be controlled by the available deputies.
      iv. When moving inmates to external locations, separate them into groups that can be controlled by the available deputies.
   2. Level 1, 2 or 3 evacuations.
      i. If an emergency occurs within the detention area the primary evacuation area will be

the secured bus bay or a vacant large conference room.

3. Level 4 evacuations.
    i. The Incident Commander will make the following notifications:
        A. Advise all deputies that an evacuation will take place.
        B. Notify the Santa Ana Police Department to request assistance.
        C. Advise Sheriff's Transportation and request buses or vans for immediate transport of inmates back to their respective jail facilities.
        D. Notify the Division Commander of the evacuation.
        E. Advise the Department Commander and request assistance from patrol units.
    ii. The Deputy will collect the master court list, all court orders, booking slips and inmate property.
        A. The Deputy will maintain communications and control of the detention area.
    iii. [redacted]
    iv. Inmates will be ordered to stand in the cell door and be handcuffed in pairs.
        A. Inmates who have been identified as dangerous or assaultive towards staff will also be restrained with Martin chains and leg irons.
    v. The restraint cables will be taken to the cell doors and an evacuation team will secure the inmates to the cable.
        A. When all inmates are secured to the restraint cable in groups of no more than 20 (10 pair), they will be escorted out of detention to the appropriate evacuation area(s).
    vi. A Deputy, shall search the detention area to ensure all inmates have been evacuated.
        A. Upon completion the Deputy will notify the Incident Commander.
    vii. A Deputy will assist sheriff's transportation deputies with jail paperwork and the loading of inmates onto transportation buses.
        A. The Detention Sergeant will make arrangements for the recovery of all handcuffs, restraint cables, leg irons and Martin Chains.
        B. As soon as possible a report shall be prepared and submitted to the Detention Sergeant detailing the evacuation. The Detention Sergeant shall review the report(s) and have copies distributed to the appropriate destinations.

e) Evacuation Security
    1. Evacuation security will be accomplished by armed Deputies and City Police Officers surrounding the evacuation area.
    2. These Deputies and Officers will have been requested by the Incident Commander.
        i. Deputies will be assigned to carry shotguns to provide sufficient security.
        ii. Santa Ana Police units should be deployed at opposing corners of the evacuation area, preferably with shotguns.
    3. Deputies and Officers will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.

15010.6 - Safety and Emergency Procedures

15010.6.1 - Earthquake Procedures

a) For Facility Earthquake procedures see CCOM Section 11005.1

15010.6.2 - Flood Procedures

a) Notification of a Flood Condition
    1. The Community Court Building is not located within a FEMA floodplain.
    2. The facility does reside within the Prado Dam inundation zone.

b) Reports on Flood Conditions
    1. Reports on flood conditions will be periodically made to the Department Commander.

15010.6.3 - Bomb Threat-Explosion

a) For Facility Bomb Threat / Explosion procedures see CCOM Section 11005.3

15010.6.4 - Escapes

a) For Facility Escape procedures see CCOM Section 11005.4

15010.6.5 - Hostage Plan

a) For Facility Hostage Plan procedures see CCOM Section 11005.5

15010.6.6 - Emergency Response to Suicides or Serious Injury

a) For Facility Response to Suicides or Serious Injury procedures see CCOM Section 11005.8

15010.6.7 - Immediate Action-Rapid Deployement Plan (CIRT)

a) For Facility Immediate Action / Rapid Deployment Plan procedures see CCOM Section 11005.6

15010.7 - Emergency Systems and Equipment Locations

a) Unless otherwise provide in this policy, the emergency supplies and equipment listed in the below sections are maintained and serviced by Court Services Personnel. The Orange County Sheriff's Department has no authority or control over the placement of these devices, nor does the Sheriff have any role in maintaining and servicing the supplies and equipment.

15010.7.1 - Fire Alarm Pull Stations

a) There are no fire alarm pull station located within the Community Court Building.

15010.7.2 - Automated External Defibrillator (AED*)*

a) There is one (1) Automated External Defibrillator (AED) located at the Security Desk within the Community Court Building.

15010.7.3 - Emergency Supplies

15010.7.4 - Evacuation Chair and Stretchers

a) Evacuation Chairs
    1. There are no Evacuation Chairs located in the Community Court Building.
b) Stretchers
    1. There are no Stretchers located in the Community Court Building.
c) Wheel Chairs
    1. Are located in the following area:
        i. Detention bus bay

15010.7.5 - Knox Boxes

a) Knox Box Location
    1. There is one (1) Knox Box located outside of the north exit door to the employee parking lot.

15010.7.6 - Utility Shut Off Valves

a) Gas Shut Off Valve
    1. The gas shut off valve is located on outside the North exterior door to the employee parking lot.
b) Domestic Water Shut Off Valve
c) Main Electric Shut off Switch
    1. The main electrical shut off switch is located in the main utlitiy room in the secured hallway.

15010.7.7 - Self Contained Breathing Apparatus (SCBA)

15010.7.8 - Fire Extinguishers

a) Fire Extinguisher Locations
    1. There are 5 fire extinguishers located within the Community Court Building. Their locations are:
b) First Floor:
    1. In the bus bay near the south exit door.
    2. In the public lobby outside the courtroom.
    3. In the secured hallway ouside judges chambers.
    4. In the employee kitchen under sink.
    5. In the courtroom near the file cabinets.

15010.7.9 - Fire Hose Cabinets

a) Fire Hose Cabinet Locations
    1. There are no Fire Hose Cabinets located within the Community Court Building.

15010.8 - Miscellaneous

a) Court Remands
    1. When a defendant is “remanded to the custody of the Sheriff,” he or she is deemed to be in our custody from the point these words are spoken by the Judge.

See CCOM Section 10006.12 Bailiff for Details

Policy 16000 - Harbor Justice Center

16001 - Position Guidelines

16001.1 - Felony Arraignment

a) Introduction

1. Deputies assigned to a courtroom are an integral part of the court team. They are the primary instrument for maintaining law and order within the courtroom and by their actions can greatly influence the efficiency and effectiveness of court operations.

b) Preparing the Courtroom

1. Prior to the opening and closing of the Courtroom the deputy will perform a search of the courtroom and unlock/lock all doors.
2. The deputy will prepare the court calendar and custody list.
3. Review and replenish forms and supplies.
4. Prior to the judge entering the courtroom, the deputy will make necessary announcements and/or speeches.

c) New Arraignments

1. The deputy will complete a fingerprint form for all new arraignments.
2. Review the DRO's arraignment list and transfer the information to the custody list.
    i. Prepare the necessary booking forms.

d) Inmate Count

1. The deputy will complete a paper check (count) with the Detention Guard Station no later than 1630 hours.

e) End of Shift

1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
2. Complete a search of the courtroom.
3. Lock front door.

Reference

Felony Arraignment Calendar POST Order HJC-14-01

16001.2 - Misdemeanor Arraignment

a) Introduction

1. Deputies and Sheriff's Special Officer's (SSO's) assigned to a courtroom are an integral part of the court team. They are the primary instrument for maintaining law and order within the courtroom and by their actions can greatly influence the efficiency and effectiveness of court operations.

b) Preparing the Courtroom

1. Prior to the opening and closing of the courtroom the deputy / SSO will perform a search of the courtroom and lock/unlock all doors.

2. Conduct a roll call of the court calendar.
3. Pull the files for those present and give them to the courtroom clerk.
4. For in-custody defendants, place a "Post-It" note on each file indicating the date of booking and the presence or absence of any holds.
    i. Give files to the courtroom clerk.
    ii. For walk-in defendants, verify defendant's presence and give the file to the courtroom clerk.
5. Review and replenish forms and supplies.
6. Prior to the judge entering the courtroom, the deputy / SSO will make necessary announcements and/or speeches.

c) Inmate Count

1. The deputy / SSO will complete a paper check (count) with the Detention Guard Station no later than 1630 hours.

d) End of Shift

1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
2. Complete a search of the courtroom.
3. Lock front door.

Reference:
Misdemeanor Arraignment Calendar POST Orders HJC 14-02
Post-Conviction Courtroom Calendar POST Order HJC 14-05
Drug and DUI Courtroom Calendar POST Orders HJC 14-06

16001.3 - Main Control Deputy

a) Staffing

1. Staffing for Main Control will consist of at least one (1) staff members which could be comprised of any Correctional Services Assistant (CSA), Sheriff Special Officer (SSO), or Deputy Sheriff.
2. Each staff member must be relieved by another staff member before leaving the guard station.
    i. Each off-going staff member will remain in the guard station until:

        A. All logs are complete and updated.
        B. All keys and radios are accounted for.
        C. The condition of all security equipment is verified.
        D. Oncoming shift staff member is fully briefed.

3. Notify the Sergeant of any discrepancies in key or radio log
4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.
5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.

6. During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.

b) Receiving Inmates

1. Coordinate the unloading of all inmates received from Sheriff's Transportation.
2. Maintain an accurate account of all inmates entering and leaving the facility on the Court Operations Log.
3. Coordinate the morning search of all inmates entering the facility.

c) Managing Inmates and Staff

1. Coordinate lunch breaks to meet adequate staffing needs.
2. Coordinate the handcuffing and escorting of inmates being sent to and from court.
3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
4. Enter all detention related activity on the Court Operations Log.
5. Review all paperwork prior to the release of new bookings or city jail inmates.

d) Returning Inmates to Transportation

1. Receive, manage and oversee the transfer of all paperwork from the court to the respective jail facility.
2. Coordinate the loading of all inmates being picked up by sheriff's transportation.
3. Ensure that all inmates have been accounted for and the facility has been searched prior to closing.

e) Additional Duties

1. Complete a monthly inspection in accordance with Title 15.
2. Enter the necessary information on the Court Operations Stats Tracker.

16001.4 - Prowler Deputy

a) Security Checks

1. Conduct a complete search of the cells, tunnels and any area that inmates have access to, prior to opening the facility.

b) Receiving Inmates

1. Assist in the unloading of all inmates received from sheriff's transportation.
2. Assist in the morning search of all inmates entering the facility.

c) Managing Inmates

1. Facilitate inmate movement to and from court.
2. Perform a cell check at least once every hour (twice every thirty minutes for juveniles) and record on the Cell Inspection Log.
3. Assist in the handcuffing and escorting of inmates being sent to and from court.
4. The primary duty of the Detention Prowler will be the escorting of inmates to and from the various courtrooms.

i. In Justice Centers that have un-secured hallways, IE; open doors to Judges Chambers or Court Staff, Inmates will be physically escorted by a deputy.

5. Process all new bookings and submit the proper paperwork to the Lead Jailer.
6. Review all paperwork and release new bookings or city jail inmates at the direction of the Main Control Deputy.
7. Distribute inmate lunches during the noon hour.

d) Additional Duties

1. Act as a back-up deputy in courtrooms requiring additional security.
2. Patrol the building's interior and exterior as directed by the Sergeant.
3. Assist in the loading of all inmates being picked up by sheriff's transportation.
4. Conduct a search of the facility prior to closing.

16001.5 - Weapons Screening Deputy

For details see Section CCOM 16002.2

16001.6 - Weapons Screening SSO

For details see Section CCOM 16002.2

16002 - Control of Weapons and Security Equipment

16002.1 - Armory

a) Location

1. The Armory is located in the locked storage room adjacent to the Female Side Detention Guard Station.
2. Access to the Armory is via a key set located in the Female Side Detention Guard Station.
    i. Entry into the Armory is restricted to SSO's and Deputies only.
    ii. Armory access MUST be authorized by the Detention Guard Station Deputy/SSO.
    iii. The Guard Station Deputy/SSO must log the access on Guard Station Log.

b) ERT Members/Team Leaders

1. Each member of ERT needs to check on their assigned equipment at the beginning of their shift.
2. Each member of ERT needs to have their assigned gas Mask.
3. Where applicable, the Team Leader needs to check:
    i. Hazardous materials suit.
    ii. Ammunition for weapons system.
    iii. Stingballs.
    iv. Cellbuster canisters.
    v. Scott Air Packs.
    vi. ERT Mobile Cart.
4. If any equipment is in need of service it is the responsibility of that deputy to advise the Sergeant and ERT Team Leader of the defective weapon system.
5. No equipment will be removed without the Sergeant or ERT leader's permission.
6. Maintenance and upkeep is the responsibility of all ERT members.

16002.2 - Weapon Screening Guidelines

The Superior Court of California, County of Orange, in conjunction with the Orange County Sheriff's Department, Court Operations Division, has established the following guidelines regarding the use of weapons screening within each Justice Center. The primary purpose of the screening process is to prevent illegal weapons from entering the buildings; however, other items the Sheriff's Department deems dangerous may also be excluded. For additional information see CCOM Policy _ 1717and 19003.9.

a) Screening Times

1. Weapons screening will be conducted during normal business hours.
    i. Exceptions to this process may be granted by the Superior Court Executive Committee, the Presiding Judge or the Court Operations Division Commander.
    ii. The Court Operations Division has the authority to vary this process for individuals who are disabled or are experiencing medical problems.
2. Court employees and building tenants who are authorized early and late access to a Justice Center may enter through the employee card access door(s) during the hours the weapons screening process is not in operation.

b) Screening Process

1. All members of the public, jurors, attorneys, building tenants and court employees who enter a Justice Center where weapons' screening is deployed shall be required to walk through a metal detection device and pass all hand-carried items through an x-ray scanner before being allowed entry.
    i. Illegal weapons or objects (as specified in the California Penal Code) brought into a Justice Center will be confiscated by the Sheriff's Department. Violations may result in arrest and prosecution.
2. Unauthorized weapons or objects deemed dangerous by the Sheriff's Department will not be permitted into a Justice Center. Individuals will be given the opportunity of removing the item(s) from the building, or relinquishing it to Security.
    i. All items relinquished are subject to destruction.
    ii. Unauthorized weapons include, but are not limited to: concealed firearms (even when the person has been issued a Carrying Concealed Weapons Permit), tear gas, pepper spray, stun gun devices or other similar self-defense weapons, knives, and instruments designed for stabbing.
3. Judicial Officers with a Carry Concealed Weapons (CCW) Permit and prior approval of the Presiding Judge are exempt from this policy.

c) Exception

1. Duly appointed peace officers in uniform or in plain clothes who have proper identification are exempt from the weapons screening process.
    i. Officers who are party to an action will be required to comply with Penal Code §171b.
2. Contractors, maintenance workers, county service agency employees, and vendors will be required to check in with the Sheriff Department's Court Operations Security Officer(s) and present authorization of their work assignment.

i. Upon verification of the authorization, the Sheriff's Security Officers will permit them to enter the Justice Center with the tools necessary to perform their work.

d) Notification of Incidents

1. An incident is an event in which an X-ray machine emits a warning, is disabled, or fails to function as designed and poses a potential risk of exposure to radiation. The Court Safety Officer must then notify the CDPH Radiological Health Branch, of an incident as soon as possible after it occurs. Notification will be made to CDPH no later than four hours after the discovery of an incident where radiation or radioactive materials are emitted which could exceed regulatory limits.

    i. In the event of an incident, an X-Ray machine operator must immediately contact:
        A. Court Sergeant.
        B. Local Facility Service Officer.
    ii. The local Facility Service Officer should immediately contact the Court Safety Officer. The Court Safety Officer will then contact:
        A. Orange County Health Care Agency (Hazardous Materials) – (714) 433-6000.
        B. California Department of Public Health (CDPH) Radiologic Health Branch (RHB) – (916) 327-5106 or (714) 524-5681.
    iii. The Court Safety Officer will submit a written follow-up report to the RHB within 30 days of the incident.
    iv. A point of contact form for maintenance and emergency issues will be maintained and distributed to the Court Sergeant by the Facility Services Officer.

e) Utilization Log

1. All Sheriff's personnel who operate an X-ray machine must document the date and time in/out on a utilization log.
    i. Sheriff's personnel will be responsible for maintaining a utilization log for each machine.

f) Self-Inspections

1. X-ray machine operators will conduct weekly inspections of the X-ray machines they activate and run. Sheriff's personnel should note:
    i. Type of checks performed.
    ii. Interval at which they are conducted.
    iii. Actions taken, if problems are noted.
    iv. Name of the person who conducted the check.
2. Results of the weekly self-inspections should be documented on the Self Inspection Log.
3. Any problems found during the inspection will be brought to the Court Sergeants attention immediately.
    i. The Court Sergeant (or designee) will notify the Facility Services Officer of any problems.
4. X-Ray machines stored as backup are not subject to inspection on a weekly basis as long as there is an inspection before its first use.

g) Equipment Security

1. CCR Title 17, Section 30332.1 requires each X-ray machine have a lock which prevents unauthorized access or exposure.
2. X-ray machines must remain locked, except during authorized use or when under the direct surveillance of a trained individual.
3. All X-ray machines must have:
    i. A physical barrier, photoelectric safety interlock, or other means which makes it impossible to insert any part of the human body into the primary X-ray beam.
    ii. A lock-and-key control which ensures X-ray generation is impossible with the key removed.
    iii. An illuminated indicator which shows when X-rays are being generated. This indicator must be prominently visible to operators in their normal working positions.
    iv. An emergency shut off switch ("dead man's switch") which operators use to control X-rays. The emergency shut off switch is a safety feature which causes the machine to stop moving or to shut down if the switch is released.

h) Security Provider Training

1. CCR Title 17, Section 30337 requires training be provided to any individual who operates an X-ray machine.
2. Before operating an X-ray machine, an individual must:
    i. Review the manufacturer's operations manual (or comparable information on how to operate the X-ray screening device properly and safely).
    ii. Receive and review copies of regulations which apply to X-ray screening devices for court use (CCR Title 17 and 10 CFR 20).
    iii. Receive instruction on how to use the screening device.
    iv. Pass two tests. The two tests consist of a written exam and a practical, hands-on exercise.
        A. To become an operator, an employee must show proficiency in both the written exam and practical exercise with a score of at least 80 percent.
        B. Employees who fail one or both tests are eligible to retake the tests.
    v. The tests evaluate an employee's:
        A. Knowledge of the general responsibilities (such as completing utilization logs and knowing where important information can be found).
        B. Knowledge of the regulations which apply to X-ray screening devices for court use.
        C. Knowledge of the safe and proper operation of the X-ray equipment.
        D. Knowledge of the emergency procedures for the X-ray equipment.
        E. Competence in using the X-ray screening device.
    vi. All X-ray operators must pass the above two tests on an annual basis.

vii. Sheriff's personnel must maintain a log of employees who have taken the tests and record whether they passed the two tests.
    A. Individual test scores should be kept confidential.
viii. A Training Log must be completed for every employee who operates an x-ray machine. A copy of the log will be sent to the Court Safety Officer annually by June 30th. The log will include:
    A. The operator's full name.
    B. The date the written and practical exams were passed.
    C. The test administrator's full name.

3. The Administrative Office of the Court (AOC) has created a "Radiation Safety and Protection Program Toolkit: Security Provider Training for the California Judicial Branch."
    i. The Emergency Response and Security Services Division (ERSS) can supply Sheriff's personnel copies of the AOC Security Provider Training.
4. The training and test administration should be conducted by Sheriff's personnel who are knowledgeable and have experience working with X-ray machines.

i) Recordkeeping

1. The following records will be collected and maintained by Sheriff's Court Operations Personnel:
    i. Utilization logs
    ii. Self-inspection logs
    iii. Training log for Sheriff's personnel utilizing X-ray machines (A copy of this training log will be sent to the Court Safety Officer on an annual basis)
2. These records will be inspected on an annual basis by the Court Safety Officer in accordance with the annual audit of the Radiation Safety and Protection Program.
3. If a machine is transferred to a different justice center, all of the above records should be sent to the receiving justice center.
    i. If a machine is retired, all of the above records should be sent to the Court Safety Officer.

16003 - Facility Security and Control

16003.1 - Security Inspections

a) Employee Responsibilities

1. Every employee of the facility will be observant and aware of equipment and procedures in his/her assigned area(s).
2. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
3. Defective security equipment will be brought to the attention of the employee's supervisor.
4. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
5. Employees will use security equipment correctly as instructed, in order to ensure proper use and longer service.

b) Supervisor Responsibilities

1. Each day, excluding holidays and weekends, supervisory staff will visit and inspect every area of the facility to ensure the integrity of security devices and security areas.
    i. Monthly, supervisors will walk the perimeter with the Facility Services Officer to inspect the facility landscape to include the monitoring and removal of plants/trees, particularly against facility walls.
2. Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates on the condition of security equipment.
3. Routine repairs of facility equipment will be requested in writing via email to the Facilities Management Group. The Sergeant will document the request in the Court Operations Log.
4. The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Court Operations Log.
5. Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures be correctly carried out in a timely manner.
6. Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted to the Facility Lieutenant by the supervisors.

c) Monthly Formal Inspections

1. The Court Sergeants will conduct formal inspections of the facility on their assigned shifts.
2. The report shall be submitted to the Facility Lieutenant by the end of the first week of the following month.
    i. The report will identify noted deficiencies.
    ii. Work requests will be submitted on needed new repairs.
    iii. The report will state the date the repair was first requested and the original work request number.
3. Repairs that involve safety issues will be immediately addressed.

d) Inspection of Perimeter

1. Twice daily the Operations Sergeant will assign a deputy/SSO to inspect the perimeter of the facility to check for conditions that may be considered a breach of security.
    i. At facilities with a perimeter fence, the assigned staff member will inspect the outer facility perimeter fence for damage, signs of tampering or any other condition that may be considered a breach of security.
2. The inspection will be noted on the Court Operations Log.
    i. The assigned staff member will make an entry in this log each time an inspection is completed.
    ii. A written report of the inspection will be submitted to the Facility Lieutenant if any damage, signs of tampering or other breach of security is discovered.
3. The Facility Lieutenant shall take immediate and appropriate action to ensure the security and integrity of the perimeter fence.
4. Time of the perimeter fence inspection
    i. Pacific Standard Time
    ii. A.M. Inspection: 0700 hours, P.M. Inspection: 1600 hours.

e) Annual Security Inspection

1. The Division Commander shall review both internal and external security measures at least annually if not more frequently.
2. All reviews will be documented in a Departmental Memo and submitted to the Custody and Courts Area Commander for review.
3. The Division Commander will submit an annual report to the Custody and Courts Area Commander. The report will:
    i. Identify noted deficiencies.
    ii. State any corrective action the Division Commander took.
    iii. Explain when a follow up inspection was conducted and what action was taken.
    iv. Include an update on any long standing unresolved equipment or procedural problems.

16003.2 - Security Identification

a) Employee Identification

1. To maintain the internal security of the facility, all employee entrances will have controlled access to and from the facility. Each security entrance ***when manned*** will coordinate, integrate and monitor all external and internal security, communications and safety systems of the facility to ensure order, security and safety for staff, visitors and inmates.

    i. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will display an authorized Identification Badge at all times.
    ii. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will present this Identification to the security entrance ***/Weapons Screening*** staff member prior to entering the facility.
    iii. DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside ***the Justice Center.***

16003.3 - Facility Alarms

a) Exterior Alarm Activation

1. Upon receiving an alarm activation the alarm company will notify OCSD Dispatch.
    i. OCSD personnel will be dispatched to the Justice Center to determine if a breach of security has occured.
    ii. If a breach has occurred a Facility Services Officer or designee will be requested to respond to the site to allow access to the building.
    iii. Dispatch will notify the Facility Lieutenant of the security breach.
2. The alarm company will monitor the alarm system and will notify the Facility Services Officer of any needed repairs.

b) Interior Duress / Panic Alarms

1. The Harbor Justice Center has numerous duress/panic alarms located throughout the facility.

2. Deputies will receive initial training on the use and response to these alarms after being assigned to the facility.
3. The Harbor Justice Center uses a wireless duress system maintained by Stop Tech.
    i. The system self tests daily and produces an email report.
    ii. The Court Sergeant will oversee a monthly test of the system.
    iii. The monthly test will be documented on the Court Operations Log.
    iv. Any issues will be reported to the Facility Services Officer for immediate repair.
4. When an alarm is activated a page is sent to deputies wearing wireless pagers.
    i. Staff will respond to the site of the alarm.

16003.4 - Key Control

a) Key Lockers - Inventory

1. Storage lockers for keys not checked out will be secured in the appropriate facility location.
2. Doors to the key lockers will remain closed and locked when keys are not being inventoried, issued or returned.
3. The key to the lockers will remain in the male side of the Detention Guard Station.
    i. The assigned deputies/SSO's will maintain control over their assigned keys at all times while on duty.
4. Each key locker will have numbered pegs in the locker upon which correspondingly numbered key sets will be hung when not in use.
5. Each key locker will contain an inventory of all the key sets assigned to that locker.
6. The inventory will be dated and signed by the Division Commander's designee.
    i. Any changes to the inventory will be made by the Division Commander's designee.
7. Sheriff's Security keys may not be kept or duplicated by anyone without the Division Commander's approval.

b) Key Accountability

1. It will be the responsibility of the assigned Detention Guard Station Deputy to account for all Sheriff's Security Keys.
2. At the end of each day, the Detention Guard Station Deputy will conduct a visual check of the key locker to ensure every key peg has a key set or Key Control Card attached. Any peg without a key set or Key Card will be brought to the attention of the Detention Sergeant.
3. The off-going Detention Guard Station Deputy will not be relieved from duty until all keys have been accounted for.
4. When the Detention Guard Station Deputy needs to be relieved during the shift the above listed procedures will apply to the relieving Deputy.

c) Key Issuance

1. Security keys will only be issued to approved staff members at the Detention Guard Station.
    i. Most key sets are comprised of only those keys that will be required of a designated staff member in an assigned position.

ii. A Key Control Card is needed to have security keys issued at any facility. If no Key Control Card has been issued, approved identification (e.g., Department I.D., Drivers License, etc.) may temporarily be accepted.

2. Emergency/evacuation key sets will be clearly designated.
    i. Emergency master key sets will only be issued at the direction of a sergeant or higher rank.
    ii. Internal evacuation sets will only be issued at the direction of a sergeant or higher rank.
    iii. Exterior door keys may only be issued with the prior approval of a sergeant or higher rank.
3. All key sets are numbered and have the designated position stamped on the key ring tag.
4. Keys will not be issued to one staff member for later transfer to another member.
    i. Each key set issued to staff will be carried throughout the shift or be returned by that member to the Detention Guard Station.
5. A Key Control Log will be prepared by the issuing Detention Guard Station Deputy.
    i. The Log will be dated.
6. The oncoming shift will be issued a key set at the Detention Guard Station.
    i. The requesting staff members will exchange their Key Control Card for the necessary keys.
7. At the beginning of each shift, the Detention Guard Station Deputy or a Prowler will conduct an inventory of all key sets to assure accountability of all keys.
    i. The result of the inventory will be recorded on the Key Control Log.
    ii. The Detention Sergeant will be notified if there are any discrepancies with the keys.
8. When a key set is returned to the Detention Guard Station, the staff member's Key Control Card will be returned.

d) Handling of Keys

1. All employees will observe the following key control procedures:
    i. Carry and use keys as inconspicuously as possible.
    ii. Avoid reference to key numbers or any identifying information in the presence of inmates. Employees will not mark keys for identification.
    iii. Avoid dropping keys. Keys shall be exchanged hand-to-hand, never tossed or thrown.
    iv. Do not force keys into locks. If a lock does not function easily, the malfunction shall be reported to the Detention Sergeant.
    v. Inmates are never permitted to handle security keys under any circumstances. At maximum security facilities, security keys will not be taken into inmate housing areas.
    vi. Employees will not exchange keys with other employees at their work station.

e) Key Return

1. All Sheriff's Security keys will be returned to the Detention Guard Station whenever the employee leaves the security area of Detention.
2. Staff must leave their keys at the Detention Guard Station BEFORE exiting the security area.

3. In times of urgent responses to assist other areas of the court, deputies will leave their key sets at the Detention Guard Station.
4. When leaving the facility at the conclusion of the shift, keys must be checked back in. Once the key set is checked back in, the employee will have his/her Key Control Card returned.

f) Broken or Worn Keys

1. Whenever a key is broken or no longer works properly, the staff member using the key will inform his/her supervisor.
    i. The supervisor will determine if the lock has been rendered inoperable and will determine if immediate locksmith services are needed.
    ii. If locksmith services are needed immediately, the Supervisor will contact the appropriate Facility Services Officer and advise them of the need.
    iii. All pieces of the key will be recovered by the supervisor.
2. A memorandum describing the key breakage will be written by the involved employee. Original will be given to the Facility Lieutenant and a copy given to the Facility Services Officer.
    i. Broken keys (all pieces) will be turned in to the Detention Guard Station.
3. The Facility Lieutenant will authorize the key's replacement, and will review the memorandum and ensure that the key was used properly.
    i. If improper use was involved, the employee will be informed of proper key usage.
    ii. If willful misconduct is linked to the breakage, the Facility Lieutenant will be notified for possible further action.
4. Broken keys will be retained in the Detention Guard Station. The broken key will be turned over to the Facility Services Officer who will process a replacement key through the appropriate Locksmith.

g) Lost/Misplaced/Not Returned Key Sets

1. Lost or misplaced keys will be brought to the employee's supervisor's attention.
    i. An immediate search will be conducted.
    ii. The area sergeant will seal off the area in which the keys are believed lost.
    iii. Assistance with the search may be summoned.
    iv. Any inmates in the area will be properly searched.
2. The Detention Guard Station Deputy will be informed of any keys not properly returned.
3. When the Detention Guard Station discovers an unaccounted key set at the end of a shift, the responsible employee will be contacted.
    i. When the employee has gone off-duty and left the facility, the Court Sergeant will call his/her residence and/or other contact number.
4. When an employee discovers he/she has a key set outside security, or at home, he/she will immediately notify the Court Sergeant.
5. A DR will be written on all lost, misplaced or un-returned keys.
    i. Lost keys must be documented on a report prior to the end of the employee's shift.
    ii. When keys are found or relocated, that information will be documented in a Jail Incident Report.

h) Key Cards

1. All employees will observe the following key card control procedures.
    i. Key cards are generally distributed to all employees who work inside the facility.
        A. It is each employee's responsibility to exercise care and control of his/her key card.
    ii. These individually numbered cards are important security items and should be handled/treated as any facility security key set.
    iii. If a facility key card is lost, damaged or destroyed, the Operations Sergeant will be notified.

h) Electronic Access Cards

1. Employees may be issued electronic access cards.
2. These access cards are to be treated as any other key issued by the Sheriff's Department.
    i. At no time will inmates be permitted to handle electronic access cards.

16003.5 - 800 MHz Radios

a) Location

1. Hand held radios are located in the Sheriff's Briefing Room.
2. Radios are assigned to the various positions throughout the Justice Center.
    i. Deputies/SSO's will check out / pick-up their radios based on their assignment for the day.
3. All radios will be returned prior to going off duty for the day.

b) The primary frequency for each facility is as follows

Radio Frequency	Facility
Zone 5 SHRF	CJC (Position 8)
Zone 5 SHRF	HJC (Position 9)
Zone 5 SHRF	LJC (Position 10)
Zone 5 SHRF	NJC (Position 11)
Zone 5 SHRF	WJC (Position 14)

c) The radio call signs for each facility

CJC	
Division Commander	18-00-09
Lieutenant	18-40-Lima-1
Sergeants	18-40-Sam-1 thru Sam-10
Deputies	18-40-11 thru 99

HJC	
Division Commander	18-00-09
Lieutenant	18-43-Lima-1
Sergeants	18-43-Sam-1 thru Sam-4
Deputies	18-43-05 thru 99
LJC	
Division Commander	18-00-09
Lieutenant	18-41-Lima-1
Sergeants	18-41-Sam-1 thru Sam-4
Deputies	18-41-05 thru 99
NJC	
Division Commander	18-00-09
Lieutenant	18-42-Lima-1
Sergeants	18-42-Sam-1 thru Sam-4
Deputies	18-42-05 thru 99
WJC	
Division Commander	18-00-09
Lieutenant	18-39-Lima-1
Sergeants	18-39-Sam-1 thru Sam-4
Deputies	18-39-05 thru 99

d) Accidental Activation

1. Accidental activation of the radio's emergency button will require the staff member to contact the on-duty Sergeant and the Sheriff's Emergency Communications Bureau to clear the activation.

16003.6 - CCTV Camera System

a) General Guidelines

1. The Harbor Justice Center has approximately 47 CCTV Cameras throughout the facility.
2. Images can be stored for approximately 90 days before being recorded over.
3. The court Facility Services Officer will maintain a portable flash drive with usernames, passwords, camera descriptions and preferences.
    i. The flash drive will be stored in a secured location.
    ii. The flash drive will be used as a backup to replace corrupt files and install new cameras.

b) Camera Monitoring

1. The Harbor Justice Center CCTV System provides the capability to monitor and record incidents.
2. Areas of coverage will be determined by the following personnel:
    i. The Presiding Judge of the Justice Center.
    ii. The Security Committee.
    iii. The Court Facility Manager.
    iv. The ERSS Manager.
    v. The Facility Services Officer.

c) Review and Request for Video Copies

1. The review of the CCTV video by any judicial officer, court staff or sheriff's personnel without a specific reason is prohibited.
2. Examples of specific reasons include but are not limited to:
    i. Training.
    ii. Investigating of complaints.
    iii. Commendations.
    iv. Quality assurance.
    v. The review of critical incidents.
3. Copies of the CCTV tape(s) will not be duplicated or released except by:
    i. Court Order.
    ii. District Attorney / Public Defender discovery request.
    iii. Upon written request pursuant to California Rules of Court 10.500 or PRA.
4. All requests must be submitted to the Court Executive Officer / Clerk of the Court.
5. Court staff, sheriff's personnel and judicial officers can request a copy of a tape from the custodian of records or his/her designee.
6. At a minimum, personnel requesting a copy of a tape will provide:
    i. Date and Time of requested incident.
    ii. Date of request.
    iii. Number of copies.
    iv. Person authorizing the copy(s).

d) Training

1. Personnel assigned to monitor the CCTV System will be trained in its use.
    i. Training will be conducted by a supervisor or the Facility Services Officer.

16003.7 - Control of Contraband

a) Purpose of Search

1. Random, unscheduled searches of inmates and the facility will be conducted periodically in order to:

    i. Prevent the introduction of weapons or other contraband into the facility.
    ii. Detect the presence of weapons, escape devices or other contraband within the facility.
    iii. Check malicious waste or destruction of facility property.
    iv. Prevent and maintain sanitary conditions in the facility.

b) Search of Facility Perimeter

1. All facilities will inspect the outer security perimeter for signs of tampering, damage, or other indications of a breach of security.
    i. To ensure best visibility, the landscaped area around the building will be checked once during each shift.
    ii. Foreign objects will be removed and placed in refuse containers outside of security.
    iii. The facility exterior will be examined for signs of damage.
2. The security parking lot, vehicle and pedestrian gate areas will be periodically searched.
3. Foreign objects will be inspected and disposed of in refuse containers outside of security.
4. The condition of the gates and fences will be observed.
    i. Damaged or malfunctioning equipment will be reported to a Sergeant at the conclusion of the search.
5. All search activity will be documented on the Court Operations Log.

c) Search of Detention Areas

1. **Planned Searches**

    i. A planned search is a calculated search which involves specific steps, timing and resources used to locate drugs, weapons or contraband which may be concealed.
    ii. The Detention Sergeant will plan periodic searches of areas under their supervision.
        A. The Sergeant will keep a Detention area search log book to record dates and areas searched.
        B. The Sergeant will also keep an operations area search log book to record dates and areas searched.
    iii. Female deputies will be the primary searchers when searching female housing areas, and male deputies will be the primary searchers when searching male housing areas.
        A. This can be modified by an on-duty Sergeant or the Facility Lieutenant.
    iv. Each search will be planned so that it causes minimum disruption to the facility's operation.
    v. Searches will be coordinated between the Facility lieutenant and the appropriate Sergeant.
    vi. A sufficient number of deputies will be assigned to the search activity, assuring a quick but thorough search.

vii. Deputies may be assigned to the search group from any area or work assignment.
viii. When necessary and practical, deputies may be reassigned to a search group from another facility.
ix. A pre-search briefing will be conducted by the area sergeant to explain the search plan:
    A. The exact area to be searched.
    B. Beginning time of the search.
    C. Assignments for each deputy.
    D. Video documentation plan.
    E. Specific items of contraband being sought.
    F. The type of search to be applied to the inmates.
    G. The proper handling of inmate personal property.
    H. The proper handling of evidence/contraband.
    I. The location of the inmates during the search.
    J. The expected ending time of the search.
x. A Sergeant will be present during the entire search.
    A. The Sergeant will direct the search activities and answer questions of the deputies.
    B. The Sergeant will observe the end of the search and facilitate the return of inmates to their cells.
    C. The Sergeant will hear inmate complaints and take appropriate steps to resolve any complaints.
xi. A verbal report detailing the search activities will be made to the Facility Lieutenant by the supervising Sergeant.
xii. Observations on the general condition of the facility in the area that was searched will be reported to the Facility Lieutenant by the Sergeant.
xiii. The Sergeant will sign and approve any Incident Reports that were prepared.
xiv. Search results will be noted in the search log book.
xv. The Facility Lieutenant will review all reports generated from the search. Information extracted from the reports will be entered into the Facility log as deemed necessary.

2. **Spontaneous Searches**

i. A spontaneous search is one that is unscheduled, sudden and done without planning.
ii. Deputies are encouraged to conduct small scale spontaneous searches at their discretion, at random, or in response to a criminal act or jail rule violation.
iii. Deputies shall notify their immediate supervisor when practical.

3. **The Search Process**

i. The Detention Deputy will be directed to observe the search and maintain control over all doors in the area during the search.
ii. To minimize distractions, messages for the sergeant and/or search deputies will be coordinated through the Detention Deputy.

iii. The Detention Deputy will move the inmates out of the search area and into a secure area.
    A. Inmates will be directed to be dressed in full jail issue.
iv. Deputies will search each cell.
v. Any excess jail issue property and excess personal property items found will be taken and returned to the inmates housing area (e.g.: CJX, TLF, or JAMF).
vi. Every hiding place around the cell will be searched. Dark areas should be illuminated by use of a flashlight.
vii. Deputies will use extra caution to not rub their fingers and hands over areas that cannot be seen. Sharp, hidden objects may cause severe injuries.
viii. Deputies will not destroy jail or personal property during the search. Searches are not to be viewed as punishment.
ix. Handcrafted items deemed to be contraband will be disposed of outside the facility at the Sergeant's direction.
x. Evidence of crime will be brought to the Sergeant's attention at its point of discovery.
    A. The discovering Deputy will initial the item.
    B. The Sergeant may require photographs.
    C. An Evidence tag will be attached to the item.
    D. The item will then be placed into the Sheriff's Property/Evidence Bureau.
    E. Interviews of suspects will be conducted as directed by the Sergeant.
xi. The facility and equipment in the area of the search will be examined for damage or malfunction during the search.
xii. The Sergeant will make note of needed repairs and forward the memo to the Facility Services Manager.
xiii. Unsanitary conditions and marking on the facility surfaces will be brought to the Detention Deputy's attention for further action.
xiv. All inmates will be searched prior to their return to their cells.

4. Body Searches of Inmates and Detainees

i. See Custody & Court Operations Manual (CCOM) Section 1710.5.5 for information on Searches of Inmates and Detainees.
ii. Strip/Visual Body Cavity Searches will not be conducted within the Justice Centers.
    A. In the event an inmate/detainee needs to be strip searched the Detention Sergeant will be notified and the inmate/detainee will be transported immediately to the IRC for processing.

16003.8 - Maintenance and Tool Control

a) Tool Storage and Control

1. Toolboxes, cabinets and drawers will be closed and locked when not in use.
2. To ensure all tools are accounted for, maintenance personnel working in the secured areas of a Justice Center will make a daily inventory of their tools.
    i. Tools or equipment will never be stored in the detention areas or areas accessible to inmates.

3. Inmates will be removed from areas where workers are assigned to work.
    i. Only in emergency situations will work be performed with inmates nearby and only while being escorted by deputies.
    ii. This will only be allowed when there is no other practical solution.
4. Inmates will never be permitted to handle tools or equipment of the workers.
5. Tools or equipment are never to be left unattended while inside a secure area.
6. Deputies and SSO's will remind the workers of the need to account for all tools and equipment.

b) Outside Workers Not Regularly Assigned to the Facility

1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
2. All staff used as escorts at a Justice Center must be approved by the Facility Lieutenant or his/her designee.
    i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
    ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
3. Prior to tools being permitted inside a secure area, deputies will search toolboxes and equipment containers.

c) Lost Tool Procedure

1. Workers or jail staff shall immediately report the loss of any tool.
    i. A verbal report will be made to the sergeant in charge of the area in which the tool was lost.
2. The area in which the tool was lost will be secured pending an area search.
3. Deputies will conduct a thorough search of the entire area.
    i. Inmates who are in the area, or who were in the area when the tool was lost, will be searched.
4. Un-recovered losses will be documented in a DR.
    i. The sergeant will assign a deputy to write the report.
5. When tools and/or equipment are found, a DR will be written.
    i. If the tool was previously reported missing, that report number will be referenced in the "found" report.
6. The tool or equipment will be returned to its owner.

d) Scheduled Job-Walk Tours for Work Projects

1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
    i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.

ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
iii. Job-walk tours will be limited to the area affected by the planned project.

2. Facility Entrance Requirements
   i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
   ii. Photo ID will be needed to exchange for a visitor badge during visit
   iii. Tour attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
   iv. All tour attendees are subject to a security search of their person and possessions.

e) Contractor Escort

1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility security areas.
2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
4. The Contractor Escort must carry a department issued radio at all times during the escort.
5. Contractors or tools will not be left unattended at any time.
6. See CCOM Section 1712.2 for duties of an Escort Officer.

16003.9 - Electronic Scanning Devices

Electronic searches play an important role in intercepting weapons and other potentially dangerous contraband before it enters our Justice Center facilities. These searches are conducted to insure the safety and security of staff, visitors, inmates, and the facility. Justice Center facility personnel shall follow the guidelines established for these searches.

a) Scanning Devices

1. Electronic Scanning Devices are non-intrusive scanning systems, which utilize low intensity magnetic fields.
2. They are designed to detect small weapons or contraband metal objects concealed on someone's person.
3. These Electronic Scanning Devices do not detect non-metallic objects such as plastics, chemicals and organic substances.

b) Use of an Electronic Scanning Device

1. Use of an Electronic Scanning Device should be used by those staff members who have been trained in their operation.

c) Alarm Activation

1. If a person registers an alarm or the LED reaches the red zone bar, have the person walk through the unit again. If an alarm registers, the deputy has reasonable suspicion to conduct a pat down search.
    i. The handheld metal detector should be used on all persons registering an alarm.
    ii. Persons registering an alarm should be questioned by staff as to the presence of metallic objects on or in their body. This can include surgically or otherwise implanted metallic prosthetics or plates.
    iii. A person can choose to leave the courthouse prior to entering the metal detector, however, they will not be allowed into the Courthouse until completing the screening process.

d) Dosimeters

1. Each person regularly assigned to a weapons screening station where X-ray is used will wear a dosimeter.
    i. A dosimeter measures an individual's or an object's exposure to radiated energy.
    ii. A weapons screening officer from each Justice Center will be assigned to collect and reissue new monitoring films at the end of each month.

16003.10 - Video Documentation

Video recordings should attempt to document activities by providing a visual and audio record of incidents and occurrences. The video will supplement staff reports, aid in prosecution, limit claims of false use of force and assist in continuing training related to officer safety issues.

Handheld Camera

a) A Deputy/SSO/CSA will activate the handheld video camera as soon as practical during any unusual or noteworthy event.
b) Events that should be videotaped include, but are not limited to:
    1. Major disturbances
    2. Emergency Response Team (ERT) activations
    3. Contacts with uncooperative visitors/inmates that are likely to result in a use of force
    4. Restraint chair use
    5. Use of Force interviews
    6. Retrieval of contraband
    7. Large scale pre-planned searches

16003.11 - Safety Checks

a) Definition and Purpose

1. A safety check is a direct visual observation of each inmate located in an area of responsibility to provide for their health and welfare. The purpose of conducting safety checks is to maintain the safety and health of the inmates and the security of our facilities.

b) Conducting Safety Checks

1. Staff will conduct safety checks from a location which provides a clear, direct view of each inmate. Staff will observe each inmate’s presence and apparent condition and investigate any unusual circumstances or situations.

2. Audio/visual electronic surveillance systems shall not be used to conduct safety checks, but may be used to supplement and verify the checks.
3. Staff will pay special attention to areas with low visibility. Diligent enforcement of the jail rules will help prevent inmates from covering the lights or hanging or placing items which obstruct staff's view. This will increase staff's ability to do comprehensive visual checks.
4. Activities which provide staff with a clear, direct view of all inmates in the area of responsibility will meet the safety check requirement.

    i. Distribution of lunches.

c) Frequency of Safety Checks

1. Staff will conduct safety checks to verify the status of inmates in their area of responsibility within the following timeframes. More frequent checks are encouraged.

    i. Isolation Cells – Each check must begin within thirty minutes of the beginning time of the previous check.
    ii. In all other areas, each check must begin within sixty minutes of the beginning time of the last check.
    iii. Juveniles held at the Justice Center - While being secured in a court holding cell, the prowler deputy will perform a safety check on all juveniles at least twice every 30 minutes. All safety checks will be documented on the Guard Station log.

d) Documentation of Safety Checks

1. Every safety check will be documented in the most appropriate documentation log, i.e., court operations log, area log, or door log.

2. The entry will include the name(s) of the personnel who conducted the safety check and the actual starting times of each check.
3. The entry will include appropriate details of the check and the conditions observed. Some examples:
    i. No problems to report.
    ii. No unusual activity noted.
    iii. No suspicious activity observed.
    iv. Roof leaking in W-18. Sgt. X and Facility Manager notified.
    v. Light burned out in courtroom 13 holding cell. Facility Manager notified.
    vi. Inmate X found crying on bench. Stated, "Family trouble". No injuries observed, inmate transported back to jail facility. Court Operations Log entry made, Sgt. X notified court clerk and Presiding Judge.
4. Each sergeant will check the logs in his/her area of responsibility to verify staff is properly documenting the safety checks.
    i. A notation will be made in the log with the sergeant's name and the time the log was checked.

e) Late Safety Checks

1. If it appears a safety check cannot be conducted within the required time frame, the area sergeant will be notified as soon as possible, preferably prior to the time the check will be due.

i. The sergeant will locate and assign available staff to complete the check.

2. If a safety check is not completed within the required time frame, staff must:
   i. Complete the check as soon as possible.
   ii. Notify the area sergeant as soon as possible.
   iii. If staff is still not available to conduct the check, advise the sergeant of the apparent conditions, including any unusual circumstances or activity, and continue to observe the area.
   iv. Make an entry in the Court Operations Log describing the circumstances which caused the check to be delayed, which sergeant was notified, and the information provided to the sergeant.
3. The sergeant will document the late safety check in the log, including the reason the check was late and any corrective action taken.

16003.12 - Audio Video Recordings within Courts

a) Purpose and Scope

1. The Orange County Sheriff's Department provides court security services to all Orange County Justice Centers. The purpose of this policy is to provide deputies and sheriff special officers assigned to Court Operations with guidelines for enforcing the Court Rules regarding photographing, recording, and broadcasting. These Court Rules are not criminal laws or statutes in nature. Therefore, enforcement should be focused on gaining compliance with the Court Rules rather than arrest or prosecution unless there is a separate citable criminal offense.

b) Policy and Guidelines

1. Inside Courtroom Protocol:

i. Local Rule of Court ("L.R.C.")180 states "No filming, photography or electronic recording is permitted in the justice centers except as permitted in the courtroom consistent with rule 1.150- California Rules of Court"- The California Rules of Court ("C.R.C") rule 1.150 in turn provides that court proceedings may not be recorded without written permission from the Court. An individual who attempts to record inside a courtroom without authorization can be sanctioned and held in contempt of court.

ii. Bailiff or security officer responsibilities: Deputies or SSOs assigned to the courtroom should consult or work together with the bench officer (judge, commissioner, or referee) when a possible unauthorized recording device is used in the courtroom.

iii. Inquire of the person using the recording device if they have a court order allowing them to record inside the courtroom. Alternatively, inquire of the Clerk of the Court or the Judge/Bench Officer whether the Court has authorized the recording in the courtroom.

   A. If there is no court order authorizing the recording ask the person to stop using the recording device, turn it off, or put it away.
   B. Advise the judge or Bench Officer that the unauthorized recording device may have been used inside the courtroom. Follow the instructions of the Judge or Bench Officer in regards to taking any action.

C. Confiscate or seize the device ONLY at the explicit direction of the Judge or Bench Officer.

iv. The primary concern should be to gain compliance and have the individual stop recording or turn off the electronic recording device.

2. Supervisor Notification and Documentation

i. A supervisor should be notified as soon as possible and the incident documented in the Court Operations Log or in an appropriate departmental report.

A. All audible electronic devices must be turned off when they are in courtrooms

3. Outside Courtroom Protocol

i. The court policy in place at all justice centers states, "Videotaping, photographing, or electronic recording by the media and general public is not permitted in any part of the court including but not limited to lobby areas, cafeterias, halls, stairs, escalators, and elevators. L.R.C. 180 designates specific areas in each justice center where recording devices may be used without prior authorization or court order (see below).

c) Security Officer & Deputy Responsibilities:

1. The primary concern is to get the person or person(s) recording or attempting to record to stop recording. Verbal requests should be given to gain compliance. Confiscation of the recording device should be avoided outside the confines of the courtroom. Such action would be considered a warrantless search and seizure and there is no criminal foundation to detain someone for this alone.

2. When Sheriff's personnel encounter someone refusing an order to stop recording outside the courtroom they should not independently take action against the offending party unless that person has violated a different provision of the law (something other than the rules of the court). However they should:
   i. Notify a supervisor.
   ii. Contact a Judge or Judicial Officer for direction.
   iii. Continue to monitor the person violating the court rules.
3. Violators should not be directed to "delete" images unless directed to do so by a Judge or a Bench Officer.
4. Absent an intervening order from the court directing Sheriff's personnel to take action to confiscate the recording device, any confiscation could be a violation of due process, 1st Amendment Rights and/or an unreasonable seizure under the 4th Amendment. Therefore, Sheriff's personnel shall not confiscate any recording device without judicial direction.

d) Media Protocol:

1. Requests of any type for video, still photography, or audio coverage including pool cameras must be made to the court and submitted to the Judicial Officer assigned to hear the case on Judicial Council Form MC-510 "Order of Media Request" Form. If the request is granted the limits of the media coverage will be specified and a copy provided to the court Public Information Office.

2. Prohibited Coverage (per C.R.C. or L.R.C. rule 1.150 (e)(6))
    i. A proceeding closed to the public (e.g. juvenile cases)
    ii. Jurors or spectators
    iii. Jury selection
    iv. A conference between an attorney and client, witness, or aide
    v. A conference between attorneys
    vi. A conference between counsel and judge (sidebar)
    vii. A proceeding held in chambers

e) Areas in Court Facilities where Media Activities are Authorized

1. Photos, news conferences and on-camera statements to members of the media and general public are allowed only in areas specified for that purpose, without prior court order or authorization.

    i. Central Justice Center - 700 Civic Center Drive West, Santa Ana
        A. Northeast corner of the second floor, lobby area near the front windows and escalators
    ii. Community Court - 909 North Main Street, Santa Ana
        A. Lobby area outside courtrooms
    iii. Complex Civil Litigation Facility - 751 W. Santa Ana Blvd., Santa Ana
        A. Northwest corner of the building, outside CX101
    iv. Harbor Justice Center - Newport Beach Facility - 4601 Jamboree Road, Newport Beach
        A. Across from Room 108 on the first floor, near the glass doors in the center of the building
    v. Lamoreaux Justice Center - 341 The City Drive, Orange
        A. Due to the privacy concerns and confidential nature of juvenile matters, the front quad exterior of the building has been designated for media interviews. Advance authorization by the Juvenile Court Presiding Judge or the Family Law Probate Court Supervising Judge is needed for requests to bring cameras into the courthouse, and broadcast media must check in with court security at the building entrance
    vi. North Justice Center - 1275 North Berkeley, Fullerton
        A. Exterior steps of main entrance, Central Wing (during inclement weather, use the area across from Dept. 9 at the top of the stairs)
    vii. West Justice Center - 8141 13th Street, Westminster
        A. The main lobby in the front of the building
2. Requests for exceptions must be made through the Court's Public Information Office and receive approval from the Presiding Judge.

16003.13 - Juvenile Procedures

See CCOM Section 11002.13 for Juvenile Procedures.

16003.14 - Response to High Risk-High Profile Trials

For information on High Risk / High Profile Trials see CCOM Section 10005.5.

16003.15 - Security Clearances

It shall be the responsibility of the Court Sergeant or his/her designee to provide, upon request from the Court Facility Services Officer, a Security check of all contractors or vendors requesting to enter the Justice Center to perform work.

a) Policy

1. All contractor employees providing services to the court are required to pass a criminal history security clearance.

2. It is the primary contractor's responsibility to ensure that their employees, independent contractors, consultants, and all other individuals they assign to work on court premises and or projects have successfully passed a security clearance check prior to assignment at any court facility.
3. Contractors shall provide a completed security clearance form for all personnel and subcontractors working at the court facility.
4. OCSD staff will check to ensure all contractor personnel have proper identification and are on the cleared list to perform work in a court facility.
    i. If an individual is found to be working without proper identification, he/she may be asked to leave the work site.
    ii. Anyone found to be working without a security clearance will be escorted out of the building.
5. Criminal background checks shall be valid for one year from the date of approval.
    i. After one year, a new background check form will need to be submitted and approved for all Contractor personnel to continue performing work in court facilities.
    ii. It will be the responsibility of the Contractor to provide the Court with updated information regarding any illegal activity, arrest, or conviction of any Contractor employee. Failure to provide updated information may result in termination of the contract

b) Disqualifying Offenses

1. Active Warrants.
2. Current Failure to appears.
3. On Formal (Supervised) Probation/Parole.
4. Sex Crime Conviction.
5. Assault on Peace Officer/Emergency Personnel.
6. Sales of narcotic charge/conviction.
7. Violent felony.
8. Non-Violent felony within 5 years (out of Jail or prison for 5 years).
9. Any misdemeanors within the last 3 years (OCSD/Courts discretion based on circumstances and charge).
10. Escape, escape attempts, or aid and abet an escape from a correctional facility.
11. Pending criminal case (discretionary).
12. Relative with pending litigation at any Orange County Justice Center.
13. Weapons convictions.

14. Served any Federal or State time within the last 3 years. (County jail time at OCSD and courts discretion).
15. Extensive criminal history (subject to court and OCSD discretion).
16. Omitting, misstatements, lying-or incomplete statements on application.
17. Gang Affiliation-any documented gang affiliation or membership within 10 years.

c) Outside Workers Not Regularly Assigned to the Facility

1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
2. All staff used as escorts at a Justice Center must be approved by the Facility Commander or his/her designee.
    i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
    ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
3. Prior to tools being permitted inside a secure area, deputies will search toolboxes and equipment containers.

d) Scheduled Job-Walk Tours for Work Projects

1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
    i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
    ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
    iii. Job-walk tours will be limited to the area affected by the planned project.
2. Facility Entrance Requirements
    i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
    ii. Photo ID will be needed to exchange for a visitor badge during visit
    iii. Job-walk attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
    iv. Job-walk attendees will be escorted by court staff.

e) Contractor Escort

1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility detention areas.
2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
4. The Contractor Escort must carry a department issued radio at all times during the escort.

5. Contractors or tools will not be left unattended at any time.
6. The duties of an Escort Officer are as follows:
    i. Meet contractor at facility point of entry.
    ii. Ensure contractor is not carrying weapons.
    iii. Ensure contractor does not take pictures while in security areas.
    iv. Inventory contractor's tools prior to entering security areas and complete entry portion of tool inventory form.
    v. Conduct inspection of work areas before and after work is done to ensure no tools or dangerous conditions are present.
    vi. Maintain security by ensuring doors remain locked in work area.
    vii. Remove detainees from work areas if necessary.
    viii. Ensure detainees do not have access to contractor or tools if detainees are present.
    ix. Visually check the work area for supplies, trash, and tools when contractor has completed work.
    x. Secure area where work was done.
    xi. Escort contractor out of security upon completion of work.
    xii. Inventory contractor's tools and complete exit portion of tool inventory form.
    xiii. Forward tool inventory form to the Court Sergeant or his/her designee

16004 - Disturbance / Riot Response

16004.1 - Disturbance Response

a) Response to:

1. Calls for assistance

2. Medical Aids

b) Positions that DO NOT RESPOND:

1. Detention Guard Station
2. One officer must remain at the Weapons Screening station at all times.
3. Bailiffs assigned to an open courtroom.

16004.2 - Emergency Response Team (ERT)

The Court Operations Emergency Response Team will be comprised of a Bureau Commander, Sergeant, Deputies and one Team Leader who are assigned at each of the Justice Centers. It is suggested that initially the assignments be filled by deputies who are classified as Prowlers. Sending Prowlers will affect the courts with the least amount of impact.

A team will only be deployed at the direction of a sergeant or above, with notifications to the Bureau Commander and Division Commander.
E.R.T deputies should have all of their issued equipment staged at their work locations and be ready for deployment. Deputies should be able to depart from their respective facilities within 15 minutes of notification. The team members will be designated daily on the watch list, making them easily identifiable as a team member during that particular shift.
Each Justice Center will have a minimum of one team, with each team consisting of 3 – 5 members. CJC should consider forming multiple teams based on staffing. All members will be MFF / ERT trained. All

training, supervision and assignments will be in accordance with Custody & Court Operations Manual (CCOM) Section 1808. Team members will respond to the requesting area/facility and report to the facility Sergeant for deployment.
The Incident Commander will be designated as the E.R.T. Supervisor and will be charged with accountability of OCSD personnel during deployment, coordinating operations, determining resource needs, setting up the command post and implementing the Incident Action Plan (IAP). If an ERT Sergeant is present, he/she will directly supervise the team at the direction of the Incident Commander.
The Bureau Commander/Incident Commander is tasked with handling all notifications to the various Justice Centers as well as making the notification to the Division Commander.

a) Selection of Personnel

1. Participation in the Court Operations Emergency Response Team is voluntary. Members will be paid for training and qualification consistent with the policies of the current Memorandum of Understanding.

2. Court personnel desiring to serve on ERT shall submit a memorandum describing their knowledge, experience and technical competence in firearms, and operations and tactics to their Bureau Commander.
3. Suitability for team membership will be determined upon demonstrated field performance, judgment, decision--making ability, fitness, performance history, and overall work record.
4. Following initial review by the responsible Bureau Commander, requests will be forwarded to the Division Commander for review and final selection.

b) Training

1. All team members, including team leaders, shall train a minimum of twelve hours each year and complete all Department mandated classes in less lethal systems. Training exercises will consist of, but not be limited to, E.R.T briefings, classes, walk-through demonstrations, video presentations, Power Point presentations, handouts, and practical application scenarios.

2. Team leader training consists of E.R.T. Team Leader courses, handouts, Power Point presentations, practical application scenarios; armorer's training for less lethal weapon systems, and other relevant training.
3. The E.R.T. Liaison Sergeant will ensure that each team member is capable of effectively functioning in every position on the team, with the exception of the team leader's position.
4. Failure to complete mandatory training will result in removal from the Court Operations Emergency Response Team.

c) Documentation

1. All ERT training drills and practical application scenarios conducted inside the secure perimeter of a facility will be documented in the Court Operations Log under "ERT Training".

2. All ERT activations will be documented in the Court Operations Log under "ERT Activation".

d) Cell Extractions

1. Emergency extractions occur when the behavior of the inmate(s)/detainee(s) constitutes an immediate and serious threat to the safety of that inmate/detainee, staff, visitors, other inmates/detainees (e.g., assaults and suicide attempts), or to jail security (e.g., controlling

disturbances and stopping the massive destruction of property). The incident commander, with notification to the facility watch commander as soon as practical, may authorize staff to conduct an immediate extraction.

2. Calculated extractions occur in situations where an inmate/detainee is in an area that can be isolated or controlled. It does not normally involve the immediate threat to life, substantial loss of property, or institutional security (e.g., removal for court appearance, housing relocation, contraband recovery, etc.). The incident commander, with prior notification to the facility watch commander, may authorize staff to conduct a calculated extraction.
    i. Staff shall utilize all reasonable efforts and resources to gain an inmate's/detainee's compliance prior to using an extraction team. If the purpose of the extraction is to recover contraband, potential weapons, or other material, and this can be achieved without using force or creating a security risk, the proposed extraction should not be initiated.
    ii. If practical, staff will consult with medical staff prior to deployment to determine if the inmate/detainee has any medical issues requiring specific precautions, such as allergies, severe asthma, heart condition, pregnancy, etc. The incident commander will request medical staff to respond to the location. Medical staff will stand by in a designated safe area to provide medical care if necessary.

e) Precautions

1. Deputies assigned to an E.R.T. will limit their exposure to blood and bodily fluids by employing the following universal precautions:
    i. Use either the riot helmet face shield or the personal protective mask to cover your face.
    ii. Wear protective gloves.
    iii. At the conclusion of the call out, remove the gloves and wash your hands.
    iv. Sanitize or replace any contaminated equipment.
2. A staff member who is exposed to bodily fluids or other potentially infectious materials will follow the procedures listed in Lexipol Policy 1016 –[1] Blood Borne Pathogens Exposure Control Plan.

16005 - Evacuation Procedures

16005.1 - Evacuation of the Public

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order the evacuation of the Harbor Justice Center (HJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Incident Command Post (ICP) will be at the discretion of the Incident Commander.
    i. The ICP will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
    i. Mandatory closure for members of the public only, including jurors.
    ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, jurors and hourly staff only.
    ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
    iii. Judges, managers, court attorneys and salaried employees may remain.
    iv. Outside agency staff may also remain, at their discretion.
    v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully “operational” such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
    ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
    i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
    ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes

1. Public:
    i. Sheriff's personnel will ensure the public is properly evacuated through a safe evacuation route, usually through the nearest public access.
    ii. If a situation prevents the public from using the public corridor, they will be evacuated through a security hallway with court staff and then directed to a safe route to vacate the premises.
2. Jurors:
    i. Jurors in the Jury Assembly Room who have not been assigned to courtrooms will be directed to report to the Jury Services Assembly Area.
    ii. Jurors will receive instructions from the Jury Clerk as to dismissal or how/when to report back to the Jury Assembly Room.

iii. Jurors who have been impaneled in a courtroom will be evacuated by the Court Clerk.
    A. Impaneled jurors must be released by the courtroom judge.
iv. The court clerk who has impaneled jurors in a courtroom will bring a roster of the jurors and give it to the Jury Clerk in the assembly area.
v. The court clerk will take the recommended evacuation route, leading the jurors out of the building and instructing them to report to the Jury Services Assembly Area.

16005.2 - Evacuation of Staff

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order evacuation of the Harbor Justice Center (HJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
    i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
    i. Mandatory closure for members of the public only, including jurors.
    ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, jurors and hourly staff only.
    ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
    iii. Judges, managers, court attorneys and salaried employees may remain.
    iv. Outside agency staff may also remain, at their discretion.
    v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
    ii. Typically due to an emergency condition or event.

5. Shelter-In-Place:
    i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
    ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes

1. Staff:
    i. Sheriff's personnel will ensure that court staff is properly evacuated through a safe evacuation route, usually through the nearest exit.
        A. All employees should know the nearest evacuation route, and an alternative route, from their workstation.
        B. If the nearest route is not available for a safe exit, then the next most feasible exit will be utilized.
2. Court Team Leaders
    i. Court Team Leaders will help with the safe evacuation of all court employees.
    ii. Court Team Leaders will:
        A. Appoint someone to lead employees to the designated assembly area.
        B. Assign personnel to carry their team flag and agency roster to the designated assembly area.
        C. Ensure all employees have evacuated their work area.
    iii. Court Team Leaders will advise sheriff's personnel of any employee who was left in the work area due to:
        A. Handicap or injury.
        B. Employee assisting with injuries
        C. Missing employees.
            1. If an employee is missing the deputy will re-search the area the employee was last seen or left in.
            2. If the employee is not located the Deputy will notify the Incident Commander.
    iv. Additionally, Court Team Leaders will report the status of staff to the appropriate sheriff's personnel.
    v. Employees will remain in the assembly area until given the all clear by sheriff's personnel.

16005.3 - Evacuation of Inmates

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order evacuation of the Harbor Justice Center (HJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
    i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
    i. Mandatory closure for members of the public only, including jurors.
    ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, jurors and hourly staff only.
    ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
    iii. Judges, managers, court attorneys and salaried employees may remain.
    iv. Outside agency staff may also remain, at their discretion.
    v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully “operational” such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers, staff and inmates.
    ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
    i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
    ii. No evacuation should occur unless specifically instructed.

d) Evacuation of Inmates

1. General Guidelines
    i. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location.
        A. All movement outside the detention area will be done under the immediate supervision of a sergeant.
    ii. From an affected cell, move the inmates to another cell.
    iii. When moving inmates to internal locations away from the detention area, separate them into groups that can be controlled by the available deputies.
    iv. When moving inmates to external locations, separate them into groups that can be controlled by the available deputies.
2. Level 1, 2 or 3 evacuations.

i. If an emergency occurs within the detention area the primary evacuation area will be the security tunnel, detention stairway, courtroom custody boxes or a vacant large courtroom.

3. Level 4 evacuations.
    i. The Incident Commander will make the following notifications:
        A. Advise all deputies that an evacuation will take place.
        B. Notify the Newport Beach Police Department to request assistance.
        C. Advise Sheriff's Transportation and request buses for immediate transport of inmates back to their respective jail facilities.
        D. Notify the Division Commander of the evacuation.
        E. Advise the Department Commander and request assistance from patrol units.
    ii. Bailiffs shall return all inmates to the detention facility.
    iii. The Main Control Deputy will collect the master court list, all court orders, booking slips and inmate property.
        A. The Main Control Deputy will maintain communications and control of the detention area.
    iv. The Detention Sergeant or his/her designee will obtain the restraint cables from the spools that are located in the secured supply file cabinet inside the male side of the Main Control Guard Station.
    v. Inmates will be ordered to stand in the cell door and be handcuffed in pairs.
        A. Inmates who have been identified as dangerous or assaultive towards staff will also be restrained with Martin chains and leg irons.
    vi. The restraint cables will be taken to the cell doors and an evacuation team will secure the inmates to the cable.
        A. When all inmates are secured to the restraint cable in groups of 20 (10 pair), they will be escorted through the west secured exit door inside detention and into the bus bay and across the parking lot to the vacant lot.
    vii. The Main Control Deputy, along with a Prowler Deputy, shall search the detention area to ensure all inmates have been evacuated.
        A. Upon completion the Main Control Deputy will notify the Incident Commander.
    viii. The Main Control deputy and Prowler deputies will assist sheriff's transportation deputies with jail paperwork and the loading of inmates onto transportation buses.
        A. The Detention Sergeant will make arrangements for the recovery of all handcuffs, restraint cables, leg irons and Martin Chains.
        B. As soon as possible a report shall be prepared and submitted to the Detention Sergeant detailing the evacuation. The Detention Sergeant shall review the report(s) and have copies distributed to the appropriate destinations.

e) Evacuation Security

1. Evacuation security will be accomplished by armed Deputies and City Police Officers surrounding the evacuation area.

2. These Deputies and Officers will have been requested by the Incident Commander.
    i. Deputies will be assigned to carry shotguns to provide sufficient security.
    ii. Newport Beach Police units should be deployed at opposing corners of the open field, preferably with shotguns.
3. Deputies and Officers will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.

16006 - Safety and Emergency Procedures

16006.1 - Earthquake Procedures

For Facility Earthquake procedures see CCOM Section 11005.1

16006.2 - Flood Procedures

a) Notification of a Flood Condition

1. The Harbor Justice Center is located directly north of a FEMA floodplain.
    i. FEMA Flood Zone A is considered a high risk flood zone.
2. The facility also lies within the Prado Dam inundation zone.

b) Reports on Flood Conditions

1. Reports on flood conditions will be periodically made to the Department Commander.

16006.3 - Bomb Threat-Explosion

For Facility Bomb Threat / Explosion procedures see CCOM Section 11005.3

16006.4 - Escapes

For Facility Escape procedures see CCOM Section 11005.4

16006.5 - Hostage Plan

For Facility Hostage Plan procedures see CCOM Section 11005.5

16006.6 - Emergency Response to Suicides or Serious Injury

For Facility Response to Suicides or Serious Injury procedures see CCOM Section 11005.8

16006.7 - Immediate Action-Rapid Deployment Plan (CIRT)

a) Introduction

1. Violence on a school campus or business is an everyday occurrence. You watch the news and you hear about another student, teacher or worker getting killed or injured at a school or workplace somewhere in the United States. To deal with these types of violence at these locations, law enforcement in this country had to develop an “Extraordinary Deployment” plan. Immediate Action/Rapid Deployment is such a plan. It utilizes the initial responders, who are the first deputy’s on scene of an “Active Shooter” incident, and they immediately deploy into the school campus, business or Justice Center to save as many lives as possible, while additional resources, such as the Special Weapons and Tactics Team (SWAT), are responding to the scene. The initial responders will organize into a “Contact Team” made up ideally, but not limited to, four officers. They will then aggressively seek out the shooter and stop him or her from continuing with the violent action.

i. For additional information refer to Field Operations Manual [1]

16007 - Emergency Systems and Equipment Locations

Unless otherwise provided in this policy, the emergency supplies and equipment listed in the below sections are maintained and serviced by Court Services Personnel. The Orange County Sheriff's Department has no authority or control over the placement of these devices, nor does the Sheriff have any role in maintaining and servicing the supplies and equipment.

16007.1 - Fire Alarm Pull Stations

There are 13 fire alarm pull box locations within the Harbor Justice Center. Their locations are:

a) First Floor:

1. Room 102 (District Attorney's Office), Back Hallway, South End
2. Main Hallway, Outside Room 102 (District Attorney's Office)
3. Main Hallway, Outside Room 108 (Sheriff's Office)
4. Security Hallway, Behind Department H-13.
5. Weapons Screening (North Entrance)
6. Employee Lounge, Restroom Area
7. Judges Entry (from Judge's Parking Lot).

b) Mezzanine Level

1. Detention Tunnel (bottom of stairs to H-7 and H-8)

c) Second Floor

1. Security Hallway, Behind H-12
2. Main Hallway, Outside Department H-3
3. Main Hallway, Outside Department H-8
4. Main Hallway, Outside Department H-11
5. Security Hallway, Near Elevator/ Stairwell behind Department H-10 & H-11

16007.2 - Automated External Defibrillator (AED)

a) AED Locations

1. There are 4 AED located within the Harbor Justice Center.
2. They are located in the following areas:
   i. In the Male Side Detention Guard Station
   ii. Near North Screening (in the office underneath the stairwell)
   iii. Sheriff's Reception Desk inside Suite 108.
   iv. In the staff breakroom located between Department H8 and H9.

16007.3 - Emergency Supplies

a) Emergency Supply Locations

1. Court Services Personnel have 8 caches of emergency supplies located within the Harbor Justice Center. Their locations are:
   i. Training Room #152.
   ii. Next to Copier/ Criminal.
   iii. Next to Jenny Wright/ Traffic.

iv. Across from Large Copier / Traffic.
v. Inside Office Room 104 F.
vi. Court Operations Workroom Room 234.
vii. Court Operations Supervisor, Pattye Dulaney Room 248.
viii. Room 215

2. Sheriff's Personnel Emergency Supplies are located in the armory adjacent to the Female Detention Guard Station and outside the Sergeant's office near the exit door.

16007.4 - Evacuation Chair and Stretchers

a) Evacuation Chair

1. Harbor Justice Center has 1 evacuation chair that is located in the briefing room.

b) Stretchers

1. Harbor Justice Center does not have stretchers.

16007.5 - Knox Boxes

a) Knox Box Locations

1. There is one (1) Knox Box located outside of the Harbor Justice Center.
2. It is located outside the Sheriff's employee entrance door.

16007.6 - Utility Shut Off Valves

a) Gas Shut off Valve

1. The gas shut off valve is located in the secured parking lot outside the electrical room.

a) Domestic Water Shut off Valve

1. The domestic water shut off valve is located outside the back gate on the east side near the secured parking lot on Jamboree Road.

b) Main Electric Shut off Switch

1. The main electric shut off switch is located in the electrical room in the secured parking lot.

16007.7 - Self Contained Breathing Apparatus (SCBA)

a) Scott Air Pack Locations:

1. There are two (2) Scott Air Packs located in the Male Detention Guard Station and one (1) Scott Air Pack locked in the Female Detention Guard Station

16007.8 - Fire Extinguishers

a) Fire Extinguisher Locations

1. There are 53 fire extinguishers located within the Harbor Justice Center. Their locations are:

b) First Floor

1. Weapons Screening (South End).
2. Elevator Room, South Elevators.
3. Room 121 – Support Services x2
4. Employee Lounge, Restroom Area.
5. Employee Lounge, Kitchen Area (by sink)
6. Employee Lounge, Kitchen area (by oven)

7. Plant, Air Conditioning Room #2 (Chiller room)
8. Plant, Air Conditioning Room #3 (Chiller room)
9. Plant, Fire Alarm/Electrical Room (Outside Back)
10. Plant, Boiler Room (Outside Back) x2
11. Plant, Air handler #3
12. Room 110 - Accounting/Finance Division
13. Room 105 - Court Technology/Systems
14. Back Hallway behind Collections
15. Room 105C - Computer room
16. Room 101 – Public Defender, Kitchen
17. Weapons Screening (North End)
18. Clerk's Office Public Lobby, Criminal Ops. End
19. Main Hallway, Outside Collections Entrance
20. Main Hallway, Outside Room 102 – District Attorney
21. Room 102 – District Attorney, Back Hallway (South End)
22. Room 102 – District Attorney, Behind Reception
23. Room 102 – District Attorney, Restrooms (North End)
24. Telephone Room (by middle stairwell)
25. Room 108 - Sheriff, Clerks Office x2
26. Room 108 - Sheriff, Inside Supervisor's Office
27. Room 108 - Sheriff, Squad Room
28. Room 108 - Sheriff, Jail (Outside Women's Guard Station)
29. Room 108 - Sheriff, Jail (Inside Women's Guard Station) x2
30. Room 108 - Sheriff, Jail (Inside Men's Guard Station) x2
31. Security hallway, behind H13 and H14

c) Detention Tunnel

1. Jail tunnel near stairs to Departments H7 & H8
2. Jail tunnel near stairs to Departments H13 & H14
3. Jail tunnel at top of stairs to Departments H13 & H14 in elevator Room

d) Mezzaninel

1. Elevator Room
2. Center Hallway
3. Record Room, Criminal Ops. x2

e) Second Floor

1. Security Hallway (Behind Department H11)
2. Kitchen, (Room 247)
3. Security Hallway (Behind Department H7)
4. Security Hallway (Between Departments H5/H6)
5. Security Hallway (Behind Department H2)
6. Security Hallway (Behind Department H1)
7. Security Hallway (Behind Department H12)

8. Main Hallway, Department H10
9. Main Hallway, Department H1
10. Main Hallway, Department H3

16007.9 - Fire Hose Cabinets

a) Fire Hose Cabinet Locations

1. There are 21 Fire Hose Cabinets located within the Harbor Justice Center. Their locations are:

b) First Floor

1. Back Hallway behind Collections
2. Clerk's Office Public Lobby, Criminal Ops. End
3. Main Hallway, Outside Collections Entrance
4. Main Hallway, Outside Room 102 – District Attorney
5. Room 102 – District Attorney, Behind Reception
6. Room 108 - Sheriff, Clerks Office
7. Room 108 - Sheriff, Jail (Outside Women's Guard Station)
8. Security Hallway, behind H13 and H14

c) Detention Tunnel

1. Jail tunnel near stairs to Departments H7 & H8
2. Jail tunnel near stairs to Departments H13 & H14

d) Mezzanine

1. Center Hallway

e) Second Floor

1. Security Hallway (Behind Department H11)
2. Security Hallway (Behind Department H7)
3. Security Hallway (Between Departments H5/H6)
4. Security Hallway (Behind Department H2)
5. Security Hallway (Behind Department H1)
6. Security Hallway (Behind Department H12)
7. Main Hallway, Department H10
8. Main Hallway, Department H1
9. Main Hallway, Department H3

16008 - Miscellaneous

a) Court Remands

1. When a defendant is "remanded to the custody of the Sheriff," he or she is deemed to be in our custody from the point these words are spoken by the Judge.

See CCOM Section 10006.12 Bailiff for Details

16009 - Superior Court Service Center

a) Location:

1. The Superior Court Service Center is located at 27573 and 27559 Puerta Real, Mission Viejo, Ca. 92691.
    i. **Hours**:

        A. Public - Monday - Thursday 0800 to 1600
        B. Public - Friday - 0800 to 1500
        C. Staff - Monday - Friday 0745 to 1645

b) Introduction

1. Deputies / Sheriff's Special Officers (SSOs) assigned to the Service Center are an integral part of the court team. They are the primary instrument for maintaining law and order within the Service Center and by their actions can greatly influence the efficiency and effectiveness of court operations.

c) Position Guideline

1. Building Specific Duties:
    i. Prior to the opening and closing of the Service Center, the deputy / SSO will perform a search of the interior and exterior of the buildings.
    ii. If any abnormalities are found a supervisor will be notified.
    iii. All abnormalities will be noted on the daily log.
    iv. There will be one deputy / SSO within the public lobby or immediate area during normal operational hours.
    v. The deputy / SSO can provide public escorts upon request to their vehicles parked in the immediate area.
    vi. The deputy / SSO will notify dispatch via the radio of any unusual circumstances or immediate concerns.
    vii. The deputy / SSO will complete and submit (via email) a daily log to the appropriate Sergeant at the Harbor Justice Center.

d) Security Inspections:

1. Employee Responsibilities

i. Every employee of the facility will be observant and aware of equipment and procedures in his/her assigned area(s).
ii. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
iii. Defective security equipment will be brought to the attention of the employee's supervisor as soon as possible.
iv. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
v. Employees will use security equipment correctly as instructed, in order to ensure proper use and longer service.

2. Supervisor Responsibilities

i. Weekly, supervisors will visit and inspect every area of the facility to ensure the integrity of security devices and security areas.
ii. Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates on the condition of security equipment.
iii. Routine repairs of facility equipment will be requested in writing via email to the Harbor Justice Center Facility Service Officer. The Sergeant will document the request in the Court Operations Log and the Facility Lieutenant notified.
iv. The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Court Operations Log.
v. Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures be correctly carried out in a timely manner.
vi. Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted to the Facility Lieutenant by the supervisors.

Reference: POST ORDER

South Court South County Annex S.S.O. Duties

Policy 17000 - Lamoreaux Justice Center

17001 - Position Guidelines

17001.1 - Introduction

Deputies assigned to a justice center are an integral part of the court team. They are the primary instrument for maintaining law and order within the justice center and by their actions can greatly influence the efficiency and effectiveness of court operations.

17001.2 - Court Calendar

Introduction

Deputies assigned to a courtroom are an integral part of the court team. They are the primary instrument for maintaining law and order within the courtroom and by their actions can greatly influence the efficiency and effectiveness of court operations.

a) Preparing the Courtroom

1. Prior to the opening and closing of the Courtroom the deputy will perform a search of the courtroom and unlock/lock all doors.
2. The deputy will prepare the court calendar and custody list.
3. Review and replenish forms and supplies.
4. Prior to the judge entering the courtroom, the deputy will make necessary announcements and/or speeches.

b) New Arraignments

1. Prepare the necessary booking forms.

c) Inmate Count

1. The deputy will complete a paper check (count) with the Detention Guard Station between 1500 to 1530 hours.

d) End of Shift

1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
2. Complete a search of the courtroom.
3. Lock front door and hang window blinders.

Reference

Department of Child Support Service Calendar POST Order LJC-14-01
Juvenile Delinquency Courtroom Calendar POST Order LJC-14-02
Juvenile Dependency Courtroom Calendar POST Order LJC-14-03
Family Law Courtroom Calendar POST Order LJC-14-04

17001.3 - Main Control Deputy

a) Staffing

1. Staffing for Main Control will consist of at least one (1) staff members which could be comprised of any Correctional Services Assistant (CSA), Sheriff Special Officer (SSO), or Deputy Sheriff.

2. Each staff member must be relieved by another staff member before leaving the guard station.
    i. Each off-going staff member will remain in the guard station until:

        A. All logs are complete and updated.
        B. All keys and radios are accounted for.
        C. The condition of all security equipment is verified.
        D. Oncoming shift staff member is fully briefed.

3. Notify the Sergeant of any discrepancies in key or radio log
4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.
5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
6. During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.

b) Receiving Inmates

1. Coordinate the unloading of all inmates received from Sheriff's Transportation.
2. Maintain an accurate account of all inmates entering and leaving the facility on the Court Operations Log.
3. Coordinate the morning search of all inmates entering the facility.

c) Managing inmates and staff

1. Coordinate lunch breaks to meet adequate staffing needs.
2. Coordinate the handcuffing and escorting of inmates being sent to and from court.
3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
4. Enter all detention related activity in the Court Operations Log.
5. Review all paperwork prior to the release of new bookings or city jail inmates.

d) Returning Inmates to Transportation

1. Receive, manage and oversee the transfer of all paperwork from the court to the respective jail facility.
2. Coordinate the loading of all inmates being picked up by sheriff's transportation.
3. Ensure that all inmates have been accounted for and the facility has been searched prior to closing.

e) Additional Duties

1. Complete a monthly inspection in accordance with Title 15.
2. Enter the necessary information on the Court Operations Stats Tracker.

Main Control Deputy POST Order LJC-14-06

17001.4 - Prowler Deputy

a) Security Checks

1. Conduct a complete search of the cells, tunnels and any area that inmates have access to, prior to opening the facility.

b) Receiving Inmates

1. Assist in the unloading of all inmates received from sheriff's transportation.
2. Assist in the morning search of all inmates entering the facility.

c) Managing inmates

1. Facilitate inmate movement to and from court.
2. Perform a cell check at least once every hour (twice every thirty minutes for juveniles) and record on the Cell Inspection Log.
3. Assist in the handcuffing and escorting of inmates being sent to and from court.
4. The primary duty of the Detention Prowler will be the escorting of inmates to and from the various courtrooms.
5. Process all new bookings and submit the proper paperwork to the Main Control Deputy.
6. Distribute inmate lunches during the noon hour.

d) Additional Duties

1. Act as a back-up deputy in courtrooms requiring additional security.
2. Patrol the building's interior and exterior as directed by the Sergeant.
3. Assist in the loading of all inmates being picked up by sheriff's transportation.
4. Conduct a search of the facility prior to closing.

Prowler Deputy POST Order LJC-14-05

17001.5 - Weapons Screening Deputy

For details see Section CCOM 17002.2

17001.6 - Weapons Screening SSO

For details see Section CCOM 17002.2

17002 - Control of Weapons and Security Equipment

17002.1 - Armory

a) Location

1. The Armory is located in the gun safe next to the Sergeants Office.
2. Access to the Armory is via a combination lock.
    i. Entry into the Armory is restricted to SSO's and Deputies only.
    ii. Armory access MUST be authorized by the Sergeant.
    iii. The Sergeant must log the access on the Facility Log.

b) ERT Members/Team Leaders

1. Each member of ERT needs to check on their assigned equipment at the beginning of their shift.
2. Each member of ERT needs to have their assigned gas Mask.
3. Where applicable, the Team Leader needs to check:
    i. Hazardous materials suit.
    ii. Ammunition for weapons system.

iii. Stingballs.
iv. Cellbuster canisters.
v. Scott Air Packs.
vi. ERT Mobile Cart.

4. If any equipment is in need of service it is the responsibility of that deputy to advise the Sergeant and ERT Team Leader of the defective weapon system.
5. No equipment will be removed without the Sergeant or ERT leader's permission.
6. Maintenance and upkeep is the responsibility of all ERT members.

17002.2 - Weapon Screening Guidelines

The Superior Court of California, County of Orange, in conjunction with the Orange County Sheriff's Department, Court Operations Division, has established the following guidelines regarding the use of weapons screening within each Justice Center. The primary purpose of the screening process is to prevent illegal weapons from entering the buildings; however, other items the Sheriff's Department deem dangerous may also be excluded. For additional information see CCOM Policy_ 1717.

a) Screening Times

1. Weapons screening will be conducted during normal business hours.
    i. Exceptions to this process may be granted by the Superior Court Executive Committee, the Presiding Judge or the Court Operations Division Commander.
    ii. The Court Operations Division has the authority to vary this process for individuals who are disabled or are experiencing medical problems.
2. Court employees and building tenants who are authorized early and late access to a Justice Center may enter through the employee card access door(s) during the hours the weapons screening process is not in operation.

b) Screening Process

1. All members of the public, jurors, attorneys, building tenants and court employees who enter a Justice Center where weapons' screening is deployed shall be required to walk through a metal detection device and pass all hand-carried items through an x-ray scanner before being allowed entry.

    i. Illegal weapons or objects (as specified in the California Penal Code) brought into a Justice Center will be confiscated by the Sheriff's Department. Violations may result in arrest and prosecution.
2. Unauthorized weapons or objects deemed dangerous by the Sheriff's Department will not be permitted into a Justice Center. Individuals will be given the opportunity of removing the item from the building, or relinquishing it to Security.
    i. All items relinquished are subject to destruction.
    ii. Unauthorized weapons include, but are not limited to: concealed firearms (even when the person has been issued a Carrying Concealed Weapons permit), tear gas, pepper spray, stun gun devices or other similar self-defense weapons, knives, and instruments designed for stabbing.

c) Exception

1. Duly appointed peace officers in uniform or in plain clothes who have proper identification are exempt from the weapons screening process.
    i. Officers who are party to an action will be required to comply with Penal Code §171b.
2. Contractors, maintenance workers, county service agency employees, and vendors will be required to check in with the Sheriff Department's Court Operations Security Officer(s) and present authorization of their work assignment.
    i. Upon verification of the authorization, the Sheriff's Security Officers will permit them to enter the Justice Center with the tools necessary to perform their work.

d) Notification of Incidents

1. An incident is an event in which an X-ray machine emits a warning, is disabled, or fails to function as designed and poses a potential risk of exposure to radiation. The Court Safety Officer must then notify the CDPH Radiological Health Branch, of an incident as soon as possible after it occurs. Notification will be made to CDPH no later than four hours after the discovery of an incident where radiation or radioactive materials are emitted which could exceed regulatory limits.
    i. In the event of an incident, an X-Ray machine operator must immediately contact:
        A. Local Facility Service Officer
        B. Court Sergeant
    ii. The local Facility Service Officer should immediately contact the Court Safety Officer. The Court Safety Officer will then contact:
        A. Orange County Health Care Agency (Hazardous Materials) – (714) 433-6000
        B. California Department of Public Health (CDPH) Radiologic Health Branch (RHB) – (916) 327-5106 or (714) 524-5681
    iii. The Court Safety Officer will submit a written follow-up report to the RHB within 30 days of the incident.
    iv. A point of contact form for maintenance and emergency issues will be maintained and distributed to the Court Sergeant by the Facility Services Officer.

e) Utilization Log

1. All Sheriff's personnel who operate an X-ray machine must document the date and time in/out on a utilization log.
    i. Sheriff's personnel will be responsible for maintaining a utilization log for each machine.

f) Self-Inspections

1. X-ray machine operators will conduct weekly inspections of the X-ray machines they activate and run. Sheriff's personnel should note:
    i. Type of checks performed
    ii. Interval at which they are conducted
    iii. Actions taken, if problems are noted
    iv. Name of the person who conducted the check

2. Results of the weekly self-inspections should be documented on the Self Inspection Log.
3. Any problems found during the inspection will be brought to the Court Sergeants attention immediately.
    i. The Court Sergeant (or designee) will notify the Facility Services Officer of the problems.
4. X-Ray machines stored as backup are not subject to inspection on a weekly basis as long as there is an inspection before its first use.

g) Equipment Security

1. CCR Title 17, Section 30332.1 requires each X-ray machine have a lock which prevents unauthorized access or exposure.
2. X-ray machines must remain locked, except during authorized use or when under the direct surveillance of a trained individual.
3. All X-ray machines must have:
    i. A physical barrier, photoelectric safety interlock, or other means which makes it impossible to insert any part of the human body into the primary X-ray beam
    ii. A lock-and-key control which ensures X-ray generation is impossible with the key removed
    iii. An illuminated indicator which shows when X-rays are being generated. This indicator must be prominently visible to operators in their normal working positions
    iv. An emergency shut off switch ("dead man's switch") which operators use to control X-rays. The emergency shut off switch is a safety feature which causes the machine to stop moving or to shut down if the switch is released.

h) Security Provider Training

1. CCR Title 17, Section 30337 requires training be provided to any individual who operates an X-ray machine.
2. Before operating an X-ray machine, an individual must:
    i. Review the manufacturer's operations manual (or comparable information on how to operate the X-ray screening device properly and safely)
    ii. Receive and review copies of regulations which apply to X-ray screening devices for court use (CCR Title 17 and 10 CFR 20)
    iii. Receive instruction on how to use the screening device
    iv. Pass two tests. The two tests consist of a written exam and a practical, hands-on exercise.
    i. To become an operator, an employee must show proficiency in both the written exam and practical exercise with a score of at least 80 percent.
    ii. Employees who fail one or both tests are eligible to retake the tests.
    v. The tests evaluate an employee's:
        A. Knowledge of the general responsibilities (such as completing utilization logs and knowing where important information can be found)
        B. Knowledge of the regulations which apply to X-ray screening devices for court use
        C. Knowledge of the safe and proper operation of the X-ray equipment

D. Knowledge of the emergency procedures for the X-ray equipment
E. Competence in using the X-ray screening device

vi. All X-ray operators must pass the above two tests on an annual basis.

vii. Sheriff's personnel must maintain a log of employees who have taken the tests and record whether they passed the two tests.
A. Individual test scores should be kept confidential.

viii. A Training Log must be completed for every employee who operates an x-ray machine. A copy of the log will be sent to the Court Safety Officer annually by June 30th. The log will include:
A. The operators full name.
B. The date the written and practical exams were passed.
C. The test administrators full name.

3. The Administrative Office of the Court (AOC) has created a "Radiation Safety and Protection Program Toolkit: Security Provider Training for the California Judicial Branch."
i. The Emergency Response and Security Services Division (ERSS) can supply Sheriff's personnel copies of the AOC Security Provider Training.
4. The training and test administration should be conducted by Sheriff's personnel who are knowledgeable and have experience working with X-ray machines.

i) Recordkeeping

1. The following records will be collected and maintained by Sheriff's Court Operations Personnel:
i. Utilization logs
ii. Self-inspection logs
iii. Training log for Sheriff's personnel utilizing X-ray machines (A copy of this training log will be sent to the Court Safety Officer on an annual basis)
2. These records will be inspected on an annual basis by the Court Safety Officer in accordance with the annual audit of the Radiation Safety and Protection Program.
3. If a machine is transferred to a different justice center, all of the above records should be sent to the receiving justice center.
i. If a machine is retired, all of the above records should be sent to the Court Safety Officer.

17003 - Facility Security and Control

17003.1 - Security Inspections

a) Employee Responsibilities

1. Every employee of the facility will be observant and aware of equipment and procedures in his/her assigned area(s).
2. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
3. Defective security equipment will be brought to the attention of the employee's supervisor.

4. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
5. Employees will use security equipment correctly as instructed, in order to ensure proper use and longer service.

b) Supervisor Responsibilities

1. Each day, excluding holidays and weekends, supervisory staff will visit and inspect every area of the facility to ensure the integrity of security devices and security areas.
    i. Monthly, supervisors will walk the perimeter with the Facility Services Officer to inspect the facility landscape to include the monitoring and removal of plants/trees, particularly against facility walls.
2. Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates on the condition of security equipment.
3. Routine repairs of facility equipment will be requested in writing via email to the Facilities Management Group. The Sergeant will document the request in the Court Operations Log.
4. The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Court Operations Log.
5. Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures be correctly carried out in a timely manner.
6. Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted to the Facility Lieutenant by the supervisors.

c) Monthly Formal Inspections

1. The Court Sergeants will conduct formal inspections of the facility on their assigned shifts.
2. The report shall be submitted to the Facility Lieutenant by the end of the first week of the following month.
    i. The report will identify noted deficiencies.
    ii. Work requests will be submitted on needed new repairs.
    iii. The report will state the date the repair was first requested and the original work request number.
3. Repairs that involve safety issues will be immediately addressed.

d) Inspection of Perimeter

1. Twice daily the Operations Sergeant will assign a deputy/SSO to inspect the perimeter of the facility to check for conditions that may be considered a breach of security.
    i. At facilities with a perimeter fence, the assigned staff member will inspect the outer facility perimeter fence for damage, signs of tampering or any other condition that may be considered a breach of security.
2. The inspection will be noted on the Court Operations Log.
    i. The assigned staff member will make an entry in this log each time an inspection is completed.
    ii. A written report of the inspection will be submitted to the Watch Commander if any damage, signs of tampering or other breach of security is discovered.

3. The Watch Commander shall take immediate and appropriate action to ensure the security and integrity of the perimeter fence.
4. Time of the perimeter fence inspection
    i. Pacific Standard Time
    ii. A.M. Inspection: 0700 hours, P.M. Inspection: 1600 hours.

e) Annual Security Inspection

1. The Division Commander shall review both internal and external security measures at least annually if not more frequently.
2. All reviews will be documented in a Departmental Memo and submitted to the Custody and Courts Area Commander for review.
3. The Division Commander will submit an annual report to the Custody and Courts Area Commander. The report will:
    i. Identify noted deficiencies.
    ii. State any corrective action the Division Commander took.
    iii. Explain when a follow up inspection was conducted and what action was taken.
    iv. Include an update on any long standing unresolved equipment or procedural problems.

17003.2 - Security Identification

a) Employee Identification

1. To maintain the internal security of the facility, all employee entrances will have controlled access to and from the facility. Each security entrance ***when manned*** will coordinate, integrate and monitor all external and internal security, communications and safety systems of the facility to ensure order, security and safety for staff, visitors and inmates.

    i. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will display an authorized Identification Badge at all times.
    ii. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will present this Identification to the security entrance ***/Weapons Screening*** staff member prior to entering or exiting the facility.
    iii. DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside ***the Justice Center.***

17003.3 - Facility Alarms

a) Exterior Alarm Activation

1. Upon receiving an alarm activation the alarm company will notify OCSD Dispatch.
    i. OCSD personnel will be dispatched to the Justice Center to determine if a breach of security has occured.
    ii. If a breach has occurred a Facility Services Officer or designee will be requested to respond to the site to allow access to the building.
    iii. Dispatch will notify the Facility Lieutenant of the security breach.
2. The alarm company will monitor the alarm system and will notify the Facility Services Officer of any needed repairs.

b) Interior Duress / Panic Alarms

1. The Lamoreaux Justice Center has numerous duress/panic alarms located throughout the facility.
2. Deputies will receive initial training on the use and response to these alarms after being assigned to the facility.
3. The Lamoreaux Justice Center uses a wireless duress system maintained by Stop Tech.
    i. The system self tests daily and produces an email report.
    ii. The Court Sergeant will oversee a monthly test of the system.
    iii. The monthly test will be documented on the Court Operations Log.
    iv. Any issues will be reported to the Facility Services Officer for immediate repair.
4. When an alarm is activated a page is sent to deputies wearing wireless pagers.
    i. Staff will respond to the site of the alarm.

17003.4 - Key Control

a) Key Lockers - Inventory

1. Storage lockers for keys not checked out will be secured in the appropriate facility location.
2. Doors to the key lockers will remain closed and locked when keys are not being inventoried, issued or returned.
3. The key to the lockers will remain in the gun safe outside the detention north sallyport.
    i. The assigned deputies/SSO's will maintain control over their assigned keys at all times while on duty.
4. Each key locker will have numbered pegs in the locker upon which correspondingly numbered key sets will be hung when not in use.
5. Each key locker will contain an inventory of all the key sets assigned to that locker.
6. The inventory will be dated and signed by the Division Commander's designee.
    i. Any changes to the inventory will be made by the Division Commander's designee.
7. Sheriff's Security keys may not be kept or duplicated by anyone without the Division Commander's approval.

b) Key Accountability

1. It will be the responsibility of the assigned Detention Guard Station Deputy to account for all Sheriff's Security Keys.
2. At the end of each day, the Detention Guard Station Deputy will conduct a visual check of the key locker to ensure every key peg has a key set or Key Control Card attached. Any peg without a key set or Key Card will be brought to the attention of the Detention Sergeant.
3. The off-going Detention Guard Station Deputy will not be relieved from duty until all keys have been accounted for.
4. When the Detention Guard Station Deputy needs to be relieved during the shift the above listed procedures will apply to the relieving Deputy.

c) Key Issuance

1. Security keys will only be issued to approved staff members at the Detention Guard Station.

i. Most key sets are comprised of only those keys that will be required of a designated staff member in an assigned position.
ii. A Key Control Card is needed to have security keys issued at any facility. If no Key Control Card has been issued, approved identification (e.g., Department I.D., Drivers License, etc.) may temporarily be accepted.

2. Emergency/evacuation key sets will be clearly designated.
    i. Emergency master key sets will only be issued at the direction of a sergeant or higher rank.
    ii. Internal evacuation sets will only be issued at the direction of a sergeant or higher rank.
    iii. Exterior door keys may only be issued with the prior approval of a sergeant or higher rank.
3. All key sets are numbered and have the designated position stamped on the key ring tag.
4. Keys will not be issued to one staff member for later transfer to another member.
    i. Each key set issued to staff will be carried throughout the shift or be returned by that member to the Detention Guard Station.
5. A Key Control Log will be prepared by the issuing Detention Guard Station Deputy.
    i. The Log will be dated.
6. The oncoming shift will be issued a key set at the Detention Guard Station.
    i. The requesting staff members will exchange their Key Control Card for the necessary keys.
7. At the beginning of each shift, the Detention Guard Station Deputy or a Prowler will conduct an inventory of all key sets to assure accountability of all keys.
    i. The result of the inventory will be recorded on the Key Control Log.
    ii. The Detention Sergeant will be notified if there are any discrepancies with the keys.
8. When a key set is returned to the Detention Guard Station, the staff member's Key Control Card will be returned.

d) Handling of Keys

1. All employees will observe the following key control procedures:
    i. Carry and use keys as inconspicuously as possible.
    ii. Avoid reference to key numbers or any identifying information in the presence of inmates. Employees will not mark keys for identification.
    iii. Avoid dropping keys. Keys shall be exchanged hand-to-hand, never tossed or thrown.
    iv. Do not force keys into locks. If a lock does not function easily, the malfunction shall be reported to the Detention Sergeant.
    v. Inmates are never permitted to handle security keys under any circumstances. At maximum security facilities, security keys will not be taken into inmate housing areas.
    vi. Employees will not exchange keys with other employees at their work station.

e) Key Return

1. All Sheriff's Security keys will be returned to the Detention Guard Station whenever the employee leaves the security area of Detention.
2. Staff must leave their keys at the Detention Guard Station BEFORE exiting the security area.
3. In times of urgent responses to assist other areas of the court, deputies will leave their key sets at the Detention Guard Station.
4. When leaving the facility at the conclusion of the shift, keys must be checked back in. Once the key set is checked back in, the employee will have his/her Key Control Card returned.

f) Broken or Worn Keys

1. Whenever a key is broken or no longer works properly, the staff member using the key will inform his/her supervisor.
    i. The supervisor will determine if the lock has been rendered inoperable and will determine if immediate locksmith services are needed.
    ii. If locksmith services are needed immediately, the Supervisor will contact the appropriate Facility Services Officer and advise them of the need.
    iii. All pieces of the key will be recovered by the supervisor.
2. A memorandum describing the key breakage will be written by the involved employee. Original will be given to the Facility Lieutenant and a copy given to the Facility Services Officer.
    i. Broken keys (all pieces) will be turned in to the Detention Guard Station.
3. The Facility Lieutenant will authorize the key's replacement, and will review the memorandum and ensure that the key was used properly.
    i. If improper use was involved, the employee will be informed of proper key usage.
    ii. If willful misconduct is linked to the breakage, the Facility Lieutenant will be notified for possible further action.
4. Broken keys will be retained in the Detention Guard Station. The broken key will be turned over to the Facility Services Officer who will process a replacement key through the appropriate Locksmith.

g) Lost/Misplaced/Not Returned Key Sets

1. Lost or misplaced keys will be brought to the employee's supervisor's attention.
    i. An immediate search will be conducted.
    ii. The area sergeant will seal off the area in which the keys are believed lost.
    iii. Assistance with the search may be summoned.
    iv. Any inmates in the area will be properly searched.
2. The Detention Guard Station Deputy will be informed of any keys not properly returned.
3. When the Detention Guard Station discovers an unaccounted key set at the end of a shift, the responsible employee will be contacted.
    i. When the employee has gone off-duty and left the facility, the Court Sergeant will call his/her residence and/or other contact number.
4. When an employee discovers he/she has a key set outside security, or at home, he/she will immediately notify the Court Sergeant.
5. A DR will be written on all lost, misplaced or un-returned keys.
    i. Lost keys must be documented on a report prior to the end of the employee's shift.

ii. When keys are found or relocated, that information will be documented in a Jail Incident Report.

h) Key Cards

1. All employees will observe the following key card control procedures.

    i. Key cards are generally distributed to all employees who work inside the facility.
        A. It is each employee's responsibility to exercise care and control of his/her key card.
    ii. These individually numbered cards are important security items and should be handled/treated as any facility security key set.
    iii. If a facility key card is lost, damaged or destroyed, the Operations Sergeant will be notified.

i) Electronic Access Cards

1. Employees may be issued electronic access cards.
2. These access cards are to be treated as any other key issued by the Sheriff's Department.
    i. At no time will inmates be permitted to handle electronic access cards.

17003.5 - 800 MHz Radios

a) Location

1. Hand held radios are located in the Sheriff's briefing area.
2. Radios are assigned to the various positions throughout the Justice Center.
    i. Deputies/SSO's will check out / pick-up their radios based on their assignment for the day.
3. All radios will be returned prior to going off duty for the day.

b) The primary frequency for each facility is as follows

Radio Frequency	Facility
Zone 5 SHRF	CJC (Position 8)
Zone 5 SHRF	HJC (Position 9)
Zone 5 SHRF	LJC Security(Position 10) Detention (Position 15)
Zone 5 SHRF	NJC (Position 11)
Zone 5 SHRF	WJC (Position 14)

c) The radio call signs for each facility

CJC	
Division Commander	18-00-09
Lieutenant	18-40-Lima-1
Sergeants	18-40-Sam-1 thru Sam-10
Deputies	18-40-11 thru 99
HJC	
Division Commander	18-00-09
Lieutenant	18-43-Lima-1
Sergeants	18-43-Sam-1 thru Sam-4
Deputies	18-43-05 thru 99
LJC	
Division Commander	18-00-09
Lieutenant	18-41-Lima-1
Sergeants	18-41-Sam-1 thru Sam-4
Deputies	18-41-05 thru 99
NJC	
Division Commander	18-00-09
Lieutenant	18-42-Lima-1
Sergeants	18-42-Sam-1 thru Sam-4
Deputies	18-42-05 thru 99
WJC	
Division Commander	18-00-09
Lieutenant	18-39-Lima-1

Sergeants	18-39-Sam-1 thru Sam-4
Deputies	18-39-05 thru 99

d) Accidental Activation

1. Accidental activation of the radio's emergency button will require the staff member to contact the on-duty Sergeant and the Sheriff's Emergency Communications Bureau to clear the activation.

17003.6 - CCTV Camera System

a) General Guidelines

1. The Lamoreaux Justice Center has approximately 56 CCTV Cameras throughout the facility.
2. Images can be stored for approximately 60 days before being recorded over.
3. The court Facility Services Officer will maintain a portable flash drive with usernames, passwords, camera descriptions and preferences.
    i. The flash drive will be stored in a secured location.
    ii. The flash drive will be used as a backup to replace corrupt files and install new cameras.

b) Camera Monitoring

1. The Lamoreaux Justice Center CCTV System provides the capability to monitor and record incidents.
2. Areas of coverage will be determined by the following personnel:
    i. The Presiding Judge of the Justice Center.
    ii. The Security Committee.
    iii. The Court Facility Manager.
    iv. The ERSS Manager.
    v. The Facility Services Officer.

c) Review and Request for Video Copies

1. The review of the CCTV video by any judicial officer, court staff or sheriff's personnel without a specific reason is prohibited.
2. Examples of specific reasons include but are not limited to:
    i. Training.
    ii. Investigating of complaints.
    iii. Commendations.
    iv. Quality assurance.
    v. The review of critical incidents.
3. Copies of the CCTV tape(s) will not be duplicated or released except by:
    i. Court Order.
    ii. District Attorney / Public Defender discovery request.
    iii. Upon written request pursuant to California Rules of Court 10.500 or PRA.

4. All requests must be submitted to the Court Executive Officer / Clerk of the Court.
5. Court staff, sheriff's personnel and judicial officers can request a copy of a tape from the custodian of records or his/her designee.
6. At a minimum, personnel requesting a copy of a tape will provide:
    i. Date and Time of requested incident.
    ii. Date of request.
    iii. Number of copies.
    iv. Person authorizing the copy(s).

d) Training

1. Personnel assigned to monitor the CCTV System will be trained in its use.
    i. Training will be conducted by a supervisor or the Facility Services Officer.

17003.7 - Control of Contraband

a) Purpose of Search

1. Random, unscheduled searches of inmates and the facility will be conducted periodically in order to:

    i. Prevent the introduction of weapons or other contraband into the facility.
    ii. Detect the presence of weapons, escape devices or other contraband within the facility.
    iii. Check malicious waste or destruction of facility property.
    iv. Prevent and maintain sanitary conditions in the facility.

b) Search of Facility Perimeter

1. All facilities will inspect the outer security perimeter for signs of tampering, damage, or other indications of a breach of security.
    i. To ensure best visibility, the landscaped area around the building will be checked once during each shift.
    ii. Foreign objects will be removed and placed in refuse containers outside of security.
    iii. The facility exterior will be examined for signs of damage.
2. The security parking lot, vehicle and pedestrian gate areas will be periodically searched.
3. Foreign objects will be inspected and disposed of in refuse containers outside of security.
4. The condition of the gates and fences will be observed.
    i. Damaged or malfunctioning equipment will be reported to a Sergeant at the conclusion of the search.
5. All search activity will be documented on the Court Operations Log.

c) Search of Detention Areas

1. **Planned Searches**

    i. A planned search is a calculated search which involves specific steps, timing and resources used to locate drugs, weapons or contraband which may be concealed.
    ii. The Detention Sergeant will plan periodic searches of areas under their supervision.
        A. The Sergeant will keep a Detention area search log book to record dates and areas searched.

B. The Sergeant will also keep an operations area search log book to record dates and areas searched.

iii. Female deputies will be the primary searchers when searching female housing areas, and male deputies will be the primary searchers when searching male housing areas.
   A. This can be modified by an on-duty Sergeant or the Facility Lieutenant.

iv. Each search will be planned so that it causes minimum disruption to the facility's operation.

v. Searches will be coordinated between the Facility Lieutenant and the appropriate Sergeant.

vi. A sufficient number of deputies will be assigned to the search activity, assuring a quick but thorough search.

vii. Deputies may be assigned to the search group from any area or work assignment.

viii. When necessary and practical, deputies may be reassigned to a search group from another facility.

ix. A pre-search briefing will be conducted by the area sergeant to explain the search plan:
   A. The exact area to be searched.
   B. Beginning time of the search.
   C. Assignments for each deputy.
   D. Video documentation plan.
   E. Specific items of contraband being sought.
   F. The type of search to be applied to the inmates.
   G. The proper handling of inmate personal property.
   H. The proper handling of evidence/contraband.
   I. The location of the inmates during the search.
   J. The expected ending time of the search.

x. A Sergeant will be present during the entire search.
   A. The Sergeant will direct the search activities and answer questions of the deputies.
   B. The Sergeant will observe the end of the search and facilitate the return of inmates to their cells.
   C. The Sergeant will hear inmate complaints and take appropriate steps to resolve any complaints.

xi. A verbal report detailing the search activities will be made to the Facility Lieutenant by the supervising Sergeant.

xii. Observations on the general condition of the facility in the area that was searched will be reported to the Facility Lieutenant by the Sergeant.

xiii. The Sergeant will sign and approve any Incident Reports that were prepared.

xiv. Search results will be noted in the search log book.

xv. The Facility Lieutenant will review all reports generated from the search. Information extracted from the reports will be entered into the Facility log as deemed necessary.

2. **Spontaneous Searches**

i. A spontaneous search is one that is unscheduled, sudden and done without planning.
ii. Deputies are encouraged to conduct small scale spontaneous searches at their discretion, at random, or in response to a criminal act or jail rule violation.
iii. Deputies shall notify their immediate supervisor when practical.

d) **The Search Process**

1. The Detention Deputy will be directed to observe the search and maintain control over all doors in the area during the search.
2. To minimize distractions, messages for the sergeant and/or search deputies will be coordinated through the Detention Deputy.
3. The Detention Deputy will move the inmates out of the search area and into a secure area.
   i.Inmates will be directed to be dressed in full jail issue.
4. Deputies will search each cell.
5. Any excess jail issue property and excess personal property items found will be taken and returned to the inmates housing area (e.g.: CJX, TLF, or JAMF).
6. Every hiding place around the cell will be searched. Dark areas should be illuminated by use of a flashlight.
7. Deputies will use extra caution to not rub their fingers and hands over areas that cannot be seen. Sharp, hidden objects may cause severe injuries.
8. Deputies will not destroy jail or personal property during the search. Searches are not to be viewed as punishment.
9. Handcrafted items deemed to be contraband will be disposed of outside the facility at the Sergeant's direction.
10. Evidence of crime will be brought to the Sergeant's attention at its point of discovery.
    i. The discovering Deputy will initial the item.
    ii. The Sergeant may require photographs.
    iii. An Evidence tag will be attached to the item.
    iv. The item will then be placed into the Sheriff's Property/Evidence Bureau.
    v. Interviews of suspects will be conducted as directed by the Sergeant.
11. The facility and equipment in the area of the search will be examined for damage or malfunction during the search.
12. The Sergeant will make note of needed repairs and forward the memo to the Facility Services Manager.
13. Unsanitary conditions and marking on the facility surfaces will be brought to the Detention Deputy's attention for further action.
14. All inmates will be searched prior to their return to their cells.

e) Body Searches of Inmates and Detainees

1. See Custody & Court Operations Manual (CCOM) Section 1710.5.5 for information on Seaches of Inmates and Detainees.
2. Strip/Visual Body Cavity Searches will not be conducted within the Justice Centers.

i. In the event an inmate/detainee needs to be strip searched the Detention Sergeant will be notified and the inmate/detainee will be transported immediately to the IRC for processing.

17003.8 - Maintenance and Tool Control

a) Tool Storage and Control

1. Toolboxes, cabinets and drawers will be closed and locked when not in use.
2. To ensure all tools are accounted for, maintenance personnel working in the secured areas of a Justice Center will make a daily inventory of their tools.
    i. Tools or equipment will never be stored in the detention areas or areas accessible to inmates.
3. Inmates will be removed from areas where workers are assigned to work.
    i. Only in emergency situations will work be performed with inmates nearby and only while being escorted by deputies.
    ii. This will only be allowed when there is no other practical solution.
4. Inmates will never be permitted to handle tools or equipment of the workers.
5. Tools or equipment are never to be left unattended while inside a secure area.
6. Deputies and SSO's will remind the workers of the need to account for all tools and equipment.

b) Outside Workers Not Regularly Assigned to the Facility

1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
2. All staff used as escorts at a Justice Center must be approved by the Facility Lieutenant or his/her designee.
    i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
    ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
3. Prior to tools being permitted inside a secure area, deputies will search toolboxes and equipment containers.

c) Lost Tool Procedure

1. Workers or jail staff shall immediately report the loss of any tool.
    i. A verbal report will be made to the sergeant in charge of the area in which the tool was lost.
2. The area in which the tool was lost will be secured pending an area search.
3. Deputies will conduct a thorough search of the entire area.
    i. Inmates who are in the area, or who were in the area when the tool was lost, will be searched.
4. Un-recovered losses will be documented in a DR.
    i. The sergeant will assign a deputy to write the report.
5. When tools and/or equipment are found, a DR will be written.

i. If the tool was previously reported missing, that report number will be referenced in the "found" report.

6. The tool or equipment will be returned to its owner.

d) Scheduled Job-Walk Tours for Work Projects

1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
    i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
    ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
    iii. Job-walk tours will be limited to the area affected by the planned project.
2. Facility Entrance Requirements
    i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
    ii. Photo ID will be needed to exchange for a visitor badge during visit
    iii. Tour attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
    iv. All tour attendees are subject to a security search of their person and possessions.

e) Contractor Escort

1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility security areas.
2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
4. The Contractor Escort must carry a department issued radio at all times during the escort.
5. Contractors or tools will not be left unattended at any time.
6. See CCOM Section 1712.2 for duties of an Escort Officer.

17003.9 - Electronic Scanning Devices

Electronic searches play an important role in intercepting weapons and other potentially dangerous contraband before it enters our Justice Center facilities. These searches are conducted to insure the safety and security of staff, visitors, inmates, and the facility. Justice Center facility personnel shall follow the guidelines established for these searches.

a) Scanning Devices

1. Electronic Scanning Devices are non-intrusive scanning systems, which utilize low intensity magnetic fields.
2. They are designed to detect small weapons or contraband metal objects concealed on someone's person.

3. These Electronic Scanning Devices do not detect non-metallic objects such as plastics, chemicals and organic substances.

b) Use of an Electronic Scanning Device

1. Use of an Electronic Scanning Device should be used by those staff members who have been trained in their operation.

c) Alarm Activation

1. If a person registers an alarm or the LED reaches the red zone bar, have the person walk through the unit again. If an alarm registers, the deputy has reasonable suspicion to conduct a pat down search.
    i. The handheld metal detector should be used on all persons registering an alarm.
    ii. Persons registering an alarm should be questioned by staff as to the presence of metallic objects on or in their body. This can include surgically or otherwise implanted metallic prosthetics or plates.
    iii. A person can choose to leave the courthouse prior to entering the metal detector, however, they will not be allowed into the Courthouse until completing the screening process.

d) Dosimeters

1. Each person regularly assigned to a weapons screening station where X-ray is used will wear a dosimeter.
    i. A dosimeter measures an individual's or an object's exposure to radiated energy.
    ii. A weapons screening officer from each Justice Center will be assigned to collect and reissue new monitoring films at the end of each month.

17003.10 - Video Documentation

Video recordings should attempt to document activities by providing a visual and audio record of incidents and occurrences. The video will supplement staff reports, aid in prosecution, limit claims of false use of force and assist in continuing training related to officer safety issues.

a) Handheld Camera

1. A Deputy/SSO/CSA will activate the handheld video camera as soon as practical during any unusual or noteworthy event.
2. Events that should be videotaped include, but are not limited to:
    i. Major disturbances
    ii. Emergency Response Team (ERT) activations
    iii. Contacts with uncooperative visitors/inmates that are likely to result in a use of force
    iv. Restraint chair use
    v. Use of Force interviews
    vi. Retrieval of contraband
    vii. Large scale pre-planned searches

17003.11 - Safety Checks

a) Definition and Purpose

1. A safety check is a direct visual observation of each inmate located in an area of responsibility to provide for their health and welfare. The purpose of conducting safety checks is to maintain the safety and health of the inmates and the security of our facilities.

b) Conducting Safety Checks

1. Staff will conduct safety checks from a location which provides a clear, direct view of each inmate. Staff will observe each inmate's presence and apparent condition and investigate any unusual circumstances or situations.
2. Audio/visual electronic surveillance systems shall not be used to conduct safety checks, but may be used to supplement and verify the checks.
3. Staff will pay special attention to areas with low visibility. Diligent enforcement of the jail rules will help prevent inmates from covering the lights or hanging or placing items which obstruct staff's view. This will increase staff's ability to do comprehensive visual checks.
4. Activities which provide staff with a clear, direct view of all inmates in the area of responsibility will meet the safety check requirement.
    i. Distribution of lunches.

c) Frequency of Safety Checks

1. Staff will conduct safety checks to verify the status of inmates in their area of responsibility within the following timeframes. More frequent checks are encouraged.

    i. Isolation Cells – Lamoreaux Justice Center does not use/have Isolation Cells.
    ii. Each check must begin within sixty minutes of the beginning time of the last check.
    iii. Juveniles - Lamoreaux Justice Center does not secure juvenile inmates, they receive all juvenile inmates directly from Juvenile Hall. The juvenile inmates are escorted directly to their assigned courtrooms.
    iv. All safety checks will be documented on the Guard Station log.

a) Documentation of Safety Checks

1. Every safety check will be documented in the most appropriate documentation log, i.e., court operations log, area log, or door log.
2. The entry will include the name(s) of the personnel who conducted the safety check and the actual starting times of each check.
3. The entry will include appropriate details of the check and the conditions observed. Some examples:
    i. No problems to report.
    ii. No unusual activity noted.
    iii. No suspicious activity observed.
    iv. Roof leaking in W-18. Sgt. X and Facility Manager notified.
    v. Light burned out in courtroom 13 holding cell. Facility Manager notified.
    vi. Inmate X found crying on bench. Stated, "Family trouble". No injuries observed, inmate transported back to jail facility. Court Operations Log entry made, Sgt. X notified court clerk and Presiding Judge.

4. Each sergeant will check the logs in his/her area of responsibility to verify staff is properly documenting the safety checks.
    i. A notation will be made in the log with the sergeant's name and the time the log was checked.

b) Late Safety Checks

1. If it appears a safety check cannot be conducted within the required time frame, the area sergeant will be notified as soon as possible, preferably prior to the time the check will be due.
    i. The sergeant will locate and assign available staff to complete the check.
2. If a safety check is not completed within the required time frame, staff must:
    i. Complete the check as soon as possible.
    ii. Notify the area sergeant as soon as possible.
    iii. If staff is still not available to conduct the check, advise the sergeant of the apparent conditions, including any unusual circumstances or activity, and continue to observe the area.
    iv. Make an entry in the Court Operations Log describing the circumstances which caused the check to be delayed, which sergeant was notified, and the information provided to the sergeant.
3. The sergeant will document the late safety check in the log, including the reason the check was late and any corrective action taken.

17003.12 - Audio Video Recordings within Courts

a) Purpose and Scope

1. The Orange County Sheriff's Department provides court security services to all Orange County Justice Centers. The purpose of this policy is to provide deputies and sheriff special officers assigned to Court Operations with guidelines for enforcing the Court Rules regarding photographing, recording, and broadcasting. These Court Rules are not criminal laws or statutes in nature. Therefore, enforcement should be focused on gaining compliance with the Court Rules rather than arrest or prosecution unless there is a separate citable criminal offense.

Policy and Guidelines

b) Inside Courtroom Protocol:

1. Local Rule of Court ("L.R.C.")180 states "No filming, photography or electronic recording is permitted in the justice centers except as permitted in the courtroom consistent with rule 1.150- California Rules of Court"- The California Rules of Court ("C.R.C") rule 1.150 in turn provides that court proceedings may not be recorded without written permission from the Court. An individual who attempts to record inside a courtroom without authorization can be sanctioned and held in contempt of court.
2. Bailiff or security officer responsibilities: Deputies or SSOs assigned to the courtroom should consult or work together with the bench officer (judge, commissioner, or referee) when a possible unauthorized recording device is used in the courtroom.

3. Inquire of the person using the recording device if they have a court order allowing them to record inside the courtroom. Alternatively, inquire of the Clerk of the Court or the Judge/Bench Officer whether the Court has authorized the recording in the courtroom.
    i. If there is no court order authorizing the recording ask the person to stop using the recording device, turn it off, or put it away.
    ii. Advise the judge or Bench Officer that the unauthorized recording device may have been used inside the courtroom. Follow the instructions of the Judge or Bench Officer in regards to taking any action.
    iii. Confiscate or seize the device ONLY at the explicit direction of the Judge or Bench Officer.
4. The primary concern should be to gain compliance and have the individual stop recording or turn off the electronic recording device.

c) Supervisor notification and documentation

1. A supervisor should be notified as soon as possible and the incident documented in the Court Operations Log or in an appropriate departmental report.
    i. All audible electronic devices must be turned off when they are in courtrooms

d) Outside Courtroom Protocol

1. The court policy in place at all justice centers states, “Videotaping, photographing, or electronic recording by the media and general public is not permitted in any part of the court including but not limited to lobby areas, cafeterias, halls, stairs, escalators, and elevators. L.R.C. 180 designates specific areas in each justice center where recording devices may be used without prior authorization or court order (see below).

e) Security Officer & Deputy Responsibilities:

1. The primary concern is to get the person or person(s) recording or attempting to record to stop recording. Verbal requests should be given to gain compliance. Confiscation of the recording device should be avoided outside the confines of the courtroom. Such action would be considered a warrantless search and seizure and there is no criminal foundation to detain someone for this alone.
2. When Sheriff’s personnel encounter someone refusing an order to stop recording outside the courtroom they should not independently take action against the offending party unless that person has violated a different provision of the law (something other than the rules of the court). However they should:
    i. Notify a supervisor.
    ii. Contact a Judge or Judicial Officer for direction.
    iii. Continue to monitor the person violating the court rules.
3. Violators should not be directed to “delete” images unless directed to do so by a Judge or a Bench Officer.
4. Absent an intervening order from the court directing Sheriff’s personnel to take action to confiscate the recording device, any confiscation could be a violation of due process, 1st Amendment Rights and/or an unreasonable seizure under the 4th Amendment. Therefore, Sheriff’s personnel shall not confiscate any recording device without judicial direction.

f) Media Protocol:

1. Requests of any type for video, still photography, or audio coverage including pool cameras must be made to the court and submitted to the Judicial Officer assigned to hear the case on Judicial Council Form MC-510 “Order of Media Request" Form. If the request is granted the limits of the media coverage will be specified and a copy provided to the court Public Information Office.
2. Prohibited Coverage (per C.R.C. or L.R.C. rule 1.150 (e)(6))
    i. A proceeding closed to the public (e.g. juvenile cases)
    ii. Jurors or spectators
    iii. Jury selection
    iv. A conference between an attorney and client, witness, or aide
    v. A conference between attorneys
    vi. A conference between counsel and judge (sidebar)
    vii. A proceeding held in chambers

g) Areas in Court Facilities where Media Activities are Authorized

1. Photos, news conferences and on-camera statements to members of the media and general public are allowed only in areas specified for that purpose, without prior court order or authorization.
    i. Central Justice Center - 700 Civic Center Drive West, Santa Ana
        A. Northeast corner of the second floor, lobby area near the front windows and escalators
    ii. Community Court - 909 North Main Street, Santa Ana
        A. Lobby area outside courtrooms
    iii. Complex Civil Litigation Facility - 751 W. Santa Ana Blvd., Santa Ana
        A. Northwest corner of the building, outside CX101
    iv. Harbor Justice Center - Newport Beach Facility - 4601 Jamboree Road, Newport Beach
        A. Across from Room 108 on the first floor, near the glass doors in the center of the building
    v. Lamoreaux Justice Center - 341 The City Drive, Orange
        A. Due to the privacy concerns and confidential nature of juvenile matters, the front quad exterior of the building has been designated for media interviews. Advance authorization by the Juvenile Court Presiding Judge or the Family Law Probate Court Supervising Judge is needed for requests to bring cameras into the courthouse, and broadcast media must check in with court security at the building entrance
    vi. North Justice Center - 1275 North Berkeley, Fullerton
        A. Exterior steps of main entrance, Central Wing (during inclement weather, use the area across from Dept. 9 at the top of the stairs)
    vii. West Justice Center - 8141 13th Street, Westminster
        A. The main lobby in the front of the building
2. Requests for exceptions must be made through the Court’s Public Information Office and receive approval from the Presiding Judge.

17003.13 - Juvenile Procedures

a) Arrival

1. Juveniles will be housed at Juvenile Hall under Probation Department supervision until requested by a courtroom.
2. Detention will notify Probation and request a juvenile for their court hearing.
3. Probation will notify Detention when the juvenile becomes available for court.
4. Detention deputies will go to Juvenile Hall's court holding area to assume temporary supervision over the juveniles while escorting the requested juveniles to court.

b) Responsibility

1. It is the responsibility of the Court Services Deputy to ask the Probation Department if there are any juveniles who represent a risk or hazard to self or others while being held at the Justice Center.

c) Supervision of Juveniles

1. Juveniles will be moved, escorted and kept separate from adults in accordance with Section 208 of the Welfare and Institutions Code and BSCC Title 15 Section 1161.

2. While entering the court facility or being moved within the building, every effort will be made to ensure that there is no opportunity for contact or communications with adults.

d) Incident Documentation

1. Incident or crime reports Involving minors shall be completed on all incidents that occur at any Justice Center.
    i. Reports shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.
    ii. A written report shall be prepared by the staff assigned to investigate the incident and submitted to the Justice Center Sergeant by the end of the work day of the incident.
        A. A copy of the report will be forwarded to the Probation Department.

For additional information, refer to CCOM Section 11002.13 for Juvenile Procedures.

17003.14 - Response to High Risk-High Profile Trials

For information on High Risk / High Profile Trials see CCOM Section 10005.5.

17003.15 - Security Clearances

It shall be the responsibility of the Court Sergeant or his/her designee to provide, upon request from the Court Facility Services Officer, a Security check of all contractors or vendors requesting to enter the Justice Center to perform work.

a) Policy

1. All contractor employees providing services to the court are required to pass a criminal history security clearance.
2. It is the primary contractor's responsibility to ensure that their employees, independent contractors, consultants, and all other individuals they assign to work on court premises and

or projects have successfully passed a security clearance check prior to assignment at any court facility.

3. Contractors shall provide a completed security clearance form for all personnel and subcontractors working at the court facility.
4. OCSD staff will check to ensure all contractor personnel have proper identification and are on the cleared list to perform work in a court facility.
    i. If an individual is found to be working without proper identification, he/she may be asked to leave the work site.
    ii. Anyone found to be working without a security clearance will be escorted out of the building.
5. Criminal background checks shall be valid for one year from the date of approval.
    i. After one year, a new background check form will need to be submitted and approved for all Contractor personnel to continue performing work in court facilities.
    ii. It will be the responsibility of the Contractor to provide the Court with updated information regarding any illegal activity, arrest, or conviction of any Contractor employee. Failure to provide updated information may result in termination of the contract

b) Disqualifying Offenses

1. Active Warrants.
2. Current Failure to appears.
3. On Formal (Supervised) Probation/Parole.
4. Sex Crime Conviction.
5. Assault on Peace Officer/Emergency Personnel.
6. Sales of narcotic charge/conviction.
7. Violent felony.
8. Non-Violent felony within 5 years (out of Jail or prison for 5 years).
9. Any misdemeanors within the last 3 years (OCSD/Courts discretion based on circumstances and charge).
10. Escape, escape attempts, or aid and abet an escape from a correctional facility.
11. Pending criminal case (discretionary).
12. Relative with pending litigation at any Orange County Justice Center.
13. Weapons convictions.
14. Served any Federal or State time within the last 3 years. (County jail time at OCSD and courts discretion).
15. Extensive criminal history (subject to court and OCSD discretion).
16. Omitting, misstatements, lying-or incomplete statements on application.
17. Gang Affiliation-any documented gang affiliation or membership within 10 years.

c) Outside Workers Not Regularly Assigned to the Facility

1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.

2. All staff used as escorts at a Justice Center must be approved by the Facility Commander or his/her designee.
    i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
    ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
3. Prior to tools being permitted inside a secure area, deputies will search toolboxes and equipment containers.

d) Scheduled Job-Walk Tours for Work Projects

1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
    i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
    ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
    iii. Job-walk tours will be limited to the area affected by the planned project.
2. Facility Entrance Requirements
    i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
    ii. Photo ID will be needed to exchange for a visitor badge during visit
    iii. Job-walk attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
    iv. Job-walk attendees will be escorted by court staff.

e) Contractor Escort

1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility detention areas.
2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
4. The Contractor Escort must carry a department issued radio at all times during the escort.
5. Contractors or tools will not be left unattended at any time.
6. The duties of an Escort Officer are as follows:
    i. Meet contractor at facility point of entry.
    ii. Ensure contractor is not carrying weapons.
    iii. Ensure contractor does not take pictures while in security areas.
    iv. Inventory contractor's tools prior to entering security areas and complete entry portion of tool inventory form.
    v. Conduct inspection of work areas before and after work is done to ensure no tools or dangerous conditions are present.

vi. Maintain security by ensuring doors remain locked in work area.
vii. Remove detainees from work areas if necessary.
viii. Ensure detainees do not have access to contractor or tools if detainees are present.
ix. Visually check the work area for supplies, trash, and tools when contractor has completed work.
x. Secure area where work was done.
xi. Escort contractor out of security upon completion of work.
xii. Inventory contractor's tools and complete exit portion of tool inventory form.
xiii. Forward tool inventory form to the Court Sergeant or his/her designee

17004 - Disturbance / Riot Response

17004.1 - Disturbance Response

a) Response to:

1. Calls for assistance
2. Medical Aids

b) Positions that DO NOT RESPOND:

1. Detention Guard Station
2. One officer must remain at the Weapons Screening station at all times.
3. Bailiffs assigned to an open courtroom.

17004.2 - Emergency Response Team (ERT)

The Court Operations Emergency Response Team will be comprised of a Bureau Commander, Sergeant, Deputies and one Team Leader who are assigned at each of the Justice Centers. It is suggested that initially the assignments be filled by deputies who are classified as Prowlers. Sending Prowlers will affect the courts with the least amount of impact.

A team will only be deployed at the direction of a sergeant or above, with notifications to the Bureau Commander and Division Commander.

E.R.T deputies should have all of their issued equipment staged at their work locations and be ready for deployment. Deputies should be able to depart from their respective facilities within 15 minutes of notification. The team members will be designated daily on the watch list, making them easily identifiable as a team member during that particular shift.

Each Justice Center will have a minimum of one team, with each team consisting of 3 – 5 members. CJC should consider forming multiple teams based on staffing. All members will be MFF / ERT trained. All training, supervision and assignments will be in accordance with Custody & Court Operations Manual (CCOM) Section 1808. Team members will respond to the requesting area/facility and report to the facility Sergeant for deployment.

The Incident Commander will be designated as the E.R.T. Supervisor and will be charged with accountability of OCSD personnel during deployment, coordinating operations, determining resource needs, setting up the command post and implementing the Incident Action Plan (IAP). If an ERT Sergeant is present, he/she will directly supervise the team at the direction of the Incident Commander.

The Bureau Commander/Incident Commander is tasked with handling all notifications to the various Justice Centers as well as making the notification to the Division Commander.

a) Selection of Personnel

1. Participation in the Court Operations Emergency Response Team is voluntary. Members will be paid for training and qualification consistent with the policies of the current Memorandum of Understanding.
2. Court personnel desiring to serve on ERT shall submit a memorandum describing their knowledge, experience and technical competence in firearms, and operations and tactics to their Bureau Commander.
3. Suitability for team membership will be determined upon demonstrated field performance, judgment, decision--making ability, fitness, performance history, and overall work record.
4. Following initial review by the responsible Bureau Commander, requests will be forwarded to the Division Commander for review and final selection.

b) Training

1. All team members, including team leaders, shall train a minimum of twelve hours each year and complete all Department mandated classes in less lethal systems. Training exercises will consist of, but not be limited to, E.R.T briefings, classes, walk-through demonstrations, video presentations, Power Point presentations, handouts, and practical application scenarios.
2. Team leader training consists of E.R.T. Team Leader courses, handouts, Power Point presentations, practical application scenarios; armorer's training for less lethal weapon systems, and other relevant training.
3. The E.R.T. Liaison Sergeant will ensure that each team member is capable of effectively functioning in every position on the team, with the exception of the team leader's position.
4. Failure to complete mandatory training will result in removal from the Court Operations Emergency Response Team.

c) Documentation

1. All ERT training drills and practical application scenarios conducted inside the secure perimeter of a facility will be documented in the Court Operations Log under "ERT Training".
2. All ERT activations will be documented in the Court Operations Log under "ERT Activation".

d) Cell Extractions

1. Emergency extractions occur when the behavior of the inmate(s)/detainee(s) constitutes an immediate and serious threat to the safety of that inmate/detainee, staff, visitors, other inmates/detainees (e.g., assaults and suicide attempts), or to jail security (e.g., controlling disturbances and stopping the massive destruction of property). The incident commander, with notification to the facility watch commander as soon as practical, may authorize staff to conduct an immediate extraction.
2. Calculated extractions occur in situations where an inmate/detainee is in an area that can be isolated or controlled. It does not normally involve the immediate threat to life, substantial loss of property, or institutional security (e.g., removal for court appearance, housing relocation, contraband recovery, etc.). The incident commander, with prior notification to the facility watch commander, may authorize staff to conduct a calculated extraction.
    i. Staff shall utilize all reasonable efforts and resources to gain an inmate's/detainee's compliance prior to using an extraction team. If the purpose of the extraction is to

recover contraband, potential weapons, or other material, and this can be achieved without using force or creating a security risk, the proposed extraction should not be initiated.

ii. If practical, staff will consult with medical staff prior to deployment to determine if the inmate/detainee has any medical issues requiring specific precautions, such as allergies, severe asthma, heart condition, pregnancy, etc. The incident commander will request medical staff to respond to the location. Medical staff will stand by in a designated safe area to provide medical care if necessary.

e) Precautions

1. Deputies assigned to an E.R.T. will limit their exposure to blood and bodily fluids by employing the following universal precautions:
   i. Use either the riot helmet face shield or the personal protective mask to cover your face.
   ii. Wear protective gloves.
   iii. At the conclusion of the call out, remove the gloves and wash your hands.
   iv. Sanitize or replace any contaminated equipment.

A staff member who is exposed to bodily fluids or other potentially infectious materials will follow the procedures listed in Lexipol Policy 1016 –[1] Blood Borne Pathogens Exposure Control Plan.

17005 - Evacuation Procedures

17005.1 - Evacuation of the Public

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order the evacuation of the Lamoreaux Justice Center (LJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Incident Command Post (ICP) will be at the discretion of the Incident Commander.
   i. The ICP will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
   i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
   ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
   iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
   i. Mandatory closure for members of the public only, including jurors.
   ii. Staff may remain at their work stations or be relocated or directed as assigned.

3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, jurors and hourly staff only.
    ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
    iii. Judges, managers, court attorneys and salaried employees may remain.
    iv. Outside agency staff may also remain, at their discretion.
    v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully “operational” such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
    ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
    i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
    ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes

1. Public:
    i. Sheriff's personnel will ensure the public is properly evacuated through a safe evacuation route, usually through the nearest public access.
    ii. If a situation prevents the public from using the public corridor, they will be evacuated through a security hallway with court staff and then directed to a safe route to vacate the premises.
2. Jurors:
    i. There are no Jurors or Jury Trials held at the Lamoreaux Justice Center.

17005.2 - Evacuation of Staff

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff’s Department (OCSD) has authority to order evacuation of the Lamoreaux Justice Center (LJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
    i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
    i. Mandatory closure for members of the public only, including jurors.
    ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, and hourly staff only.
    ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
    iii. Judges, managers, court attorneys and salaried employees may remain.
    iv. Outside agency staff may also remain, at their discretion.
    v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully “operational” such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
    ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
    i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
    ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes

1. Staff:
    i. Sheriff's personnel will ensure that court staff is properly evacuated through a safe evacuation route, usually through the nearest exit.
        A. All employees should know the nearest evacuation route, and an alternative route, from their workstation.
        B. If the nearest route is not available for a safe exit, then the next most feasible exit will be utilized.
2. Court Team Leaders
    i. Court Team Leaders will help with the safe evacuation of all court employees.
    ii. Court Team Leaders will:
        A. Appoint someone to lead employees to the designated assembly area.
        B. Assign personnel to carry their team flag and agency roster to the designated assembly area.
        C. Ensure all employees have evacuated their work area.

iii. Court Team Leaders will advise sheriff's personnel of any employee who was left in the work area due to:

A. Handicap or injury.
B. Employee assisting with injuries
C. Missing employees.

1. If an employee is missing the deputy will re-search the area the employee was last seen or left in.
2. If the employee is not located the Deputy will notify the Incident Commander.

iv. Additionally, Court Team Leaders will report the status of staff to the appropriate sheriff's personnel.

v. Employees will remain in the assembly area until given the all clear by sheriff's personnel.

17005.3 - Evacuation of Inmates

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order evacuation of the Lamoreaux Justice Center (LJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
   i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
   i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
   ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
   iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
   i. Mandatory closure for members of the public only.
   ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
   i. Mandatory closure for members of the public, and hourly staff only.
   ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.

iii. Judges, managers, court attorneys and salaried employees may remain.
iv. Outside agency staff may also remain, at their discretion.
v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.

4. Level 4 Evacuation:
   i. Mandatory for everyone, including the public, judicial officers, managers, staff and inmates.
   ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
   i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
   ii. No evacuation should occur unless specifically instructed.

d) Evacuation of Inmates

1. General Guidelines
   i. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location.
      A. All movement outside the detention area will be done under the immediate supervision of a sergeant.
   ii. From an affected cell, move the inmates to another cell.
   iii. When moving inmates to internal locations away from the detention area, separate them into groups that can be controlled by the available deputies.
   iv. When moving inmates to external locations, separate them into groups that can be controlled by the available deputies.
2. Level 1, 2 or 3 evacuations.
   i. If an emergency occurs within the detention area the primary evacuation area will be the elevator holding cells, vacant large courtroom, detention bus bay or the secured Judges' parking lot.
3. Level 4 evacuations.
   i. The Incident Commander will make the following notifications:
      A. Advise all deputies that an evacuation will take place.
      B. Notify the Orange Police Department to request assistance.
      C. Advise Sheriff's Transportation and request buses for immediate transport of inmates back to their respective jail facilities.
      D. Notify the Division Commander of the evacuation.
      E. Advise the Department Commander and request assistance from patrol units.
   ii. Bailiffs shall return all inmates to the detention facility.
   iii. The Main Control Deputy will collect the master court list, all court orders, booking slips and inmate property.
      A. The Main Control Deputy will maintain communications and control of the detention area.

iv. The Detention Sergeant or his/her designee will obtain the restraint cables from the spools that are located in the secured supply locker in the detention restroom.
v. Inmates will be ordered to stand in the cell door and be handcuffed in pairs.
    A. Inmates who have been identified as dangerous or assaultive towards staff will also be restrained with Martin chains and leg irons.
vi. The restraint cables will be taken to the cell doors and an evacuation team will secure the inmates to the cable.
    A. When all inmates are secured to the restraint cable in groups of 20 (10 pair), they will be escorted down the security hallway to the bus bay.
    B. If the bus bay is damaged or unavailable for any reason the inmates will be escorted out into the Judges' secured parking lot and if necessary escorted by detention personnel to Theo Lacy Facility receiving.
vii. The Main Control Deputy, along with a Prowler Deputy, shall search the detention area to ensure all inmates have been evacuated.
    A. Upon completion the Main Control Deputy will notify the Incident Commander.
viii. The Main Control deputy and Prowler deputies will assist sheriff's transportation deputies with jail paperwork and the loading of inmates onto transportation buses.
    A. The Detention Sergeant will make arrangements for the recovery of all handcuffs, restraint cables, leg irons and Martin Chains.
    B. As soon as possible a report shall be prepared and submitted to the Detention Sergeant detailing the evacuation. The Detention Sergeant shall review the report(s)and have copies distributed to the appropriate destinations.

e) Evacuation Security

1. Evacuation security will be accomplished by armed Deputies and City Police Officers surrounding the evacuation area.
2. These Deputies and Officers will have been requested by the Incident Commander.
    i. Deputies will be assigned to carry shotguns to provide sufficient security.
    ii. Orange Police units should be deployed at opposing corners of the open field, preferably with shotguns.
3. Deputies and Officers will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.

17006 - Safety and Emergency Procedures

17006.1 - Earthquake Procedures

For Facility Earthquake procedures see CCOM Section 11005.1

17006.2 - Flood Procedures

a) Notification of a Flood Condition

1. The Lamoreaux Justice Center is located directly west of a FEMA floodplain.
    i. FEMA Flood Zone A is considered a high risk flood zone.
2. Additionally, there is historical flooding located near the facility at the Santa Ana River.

3. The facility also lies within the Prado Dam inundation zone.

b) Reports on Flood Conditions

1. Reports on flood conditions will be periodically made to the Department Commander.

17006.3 - Bomb Threat-Explosion

For Facility Bomb Threat / Explosion procedures see CCOM Section 11005.3

17006.4 - Escapes

For Facility Escape procedures see CCOM Section 11005.4

17006.5 - Hostage Plan

For Facility Hostage Plan procedures see CCOM Section 11005.5

17006.6 - Emergency Response to Suicides or Serious Injury

For Facility Response to Suicides or Serious Injury procedures see CCOM Section 11005.8

17006.7 - Immediate Action-Rapid Deployement Plan (CIRT)

For Facility Immediate Action / Rapid Deployment Plan procedures see CCOM Section 11005.6

17007 - Emergency Systems and Equipment Locations

Unless otherwise provide in this policy, the emergency supplies and equipment listed in the below sections are maintained and serviced by Court Services Personnel. The Orange County Sheriff's Department has no authority or control over the placement of these devices, nor does the Sheriff have any role in maintaining and servicing the supplies and equipment.

17007.1 - Fire Alarm Pull Stations

a) Fire Alarm Pull Stations

1. There are 77 fire alarm pull box locations within the Lamoreaux Justice Center. Their locations are:

b) First Floor:

1. Main lobby next to public elevators.
2. Between the public stairwell and men's public restroom.
3. West exit door to judge's parking lot.
4. East exit door to judge's parking lot.
5. Loading dock hallway.
6. Outside N/W employee stairwell behind Self-help Center.
7. Emergency exit door to judge's parking lot.
8. Outside of Detention Corridor door

c) Second Floor:

1. Outside public elevators.
2. Behind east secure door by the public elevators.
3. Behind west secure door by the public elevators.
4. Inside the N/E employee stairwell.
5. North wall secure hallway behind Department L-23.

6. Inside the SE employee stairwell.
7. Behind Department L-21 in the secure hallway.
8. Between public stairwell and men's public restroom.
9. Outside the S/W employee stairwell.
10. Outside the N/W employee stairwell

d) Third Floor:

1. Outside public elevators.
2. Behind east secure door by the public elevators.
3. Behind west secure door by the public elevators.
4. Inside the N/E employee stairwell .
5. North wall secure hallway behind Department L-33.
6. Inside the S/E employee stairwell.
7. Behind Department L-31 in the secure hallway.
8. Between public stairwell and men's public restroom.
9. Outside the S/W employee stairwell in the Public Defender's Office.
10. West side of the building in the Public Defender's Office.
11. Outside the N/W employee stairwell.

e) Fourth Floor:

1. Outside public elevators.
2. Behind east secure door by the public elevators.
3. Behind west secure door by the public elevators.
4. Inside the N/E employee stairwell .
5. North wall secure hallway behind Department L-43.
6. Inside the S/E employee stairwell.
7. Behind Department L-41 in the secure hallway.
8. Between public stairwell and men's public restroom.
9. Outside the S/W employee stairwell in the District Attorney's Office.
10. West side of the building in the District Attorney's Office.
11. Outside the N/W employee stairwell.

f) Fifth Floor:

1. Outside public elevators.
2. Behind east secure door by the public elevators.
3. Behind west secure door by the public elevators.
4. Inside the N/E employee stairwell .
5. North wall secure hallway in between Departments L-52 and L-53.
6. Inside the S/E employee stairwell.
7. Behind Department L-54 in the secure hallway.
8. Between public stairwell and men's public restroom.
9. Outside the S/W employee stairwell in Mediation.
10. West side of the building in Mediation.
11. Outside the N/W employee stairwell.

g) Sixth Floor:

1. Outside public elevators.
2. Behind east secure doors by the public elevators.
3. Behind west secure doors by the public elevators.
4. Inside the N/E employee stairwell .
5. North wall secure hallway behind Department L-63.
6. Inside the S/E employee stairwell.
7. Behind Department L-65 in the secure hallway.
8. Between public stairwell and men's public restroom.
9. Outside the SW employee stairwell between Departments L-66 and L-67.
10. West side of the building behind Department L-69.
11. Outside Department L-60.

h) Seventh Floor:

1. Outside public elevators.
2. Behind east secure doors by the public elevators.
3. Behind west secure doors by the public elevators.
4. Outside the N/E employee stairwell .
5. North wall secure hallway between Departments L-72 and L-73.
6. Inside the S/E employee stairwell.
7. Behind Department L-74 in the secure hallway.
8. Between public stairwell and men's public restroom.
9. Outside the S/W employee stairwell in the Clerk's Office.
10. West side of the building in the Clerk's Office.
11. Outside the N/W employee stairwell.

i) Eighth Floor:

1. West side of the freight elevator.
2. East side of the freight elevator.
3. Outside stairwell.
4. North side exit door.

17007.2 - Automated External Defibrillator (AED)

a) AED Locations

1. There are 3 AED's located within the Lamoreaux Justice Center.
2. They are located in the following areas:
    i. Detention Guard Station
    ii. Security desk
    iii. Department L-66

17007.3 - Emergency Supplies

a) Emergency Supply Locations

1. There are 13 caches of emergency supplies located within the Lamoreaux Justice Center.

2. Their locations are:
    i. Security (1)
    ii. Main Control (Detention) Guard Station (1)
    iii. Department L-21 (1)
    iv. Department L-31 (1)
    v. Department L-41 (1)
    vi. Department L-51 (1)
    vii. Department L-60 (1)
    viii. Department L-65 (1)
    ix. Department L-71 (1)
    x. Judges secure east emergency exit corridor (4)

17007.4 - Evacuation Chair and Stretchers

a) Evacuation Chair

1. There are 9 evacuation chairs located in the stairwells of Lamoreaux Justice Center.
    i. Stairwell #1 has evacuation chairs located on the 5th and 7th floors.
    ii. Stairwell #2 has evacuation chairs located on the 3rd, 4th and 6th floors.
    iii. Stairwell #3 has evacuation chairs located on the 5th and 7th floors.
    iv. Stairwell #4 has evacuation chairs located on the 4th and 6th floors.

b) Stretchers

1. There are numerous stretchers located in the supply area behind Department L-11.

17007.5 - Knox Boxes

a) Knox Box Locations

1. There are three (3) Knox Boxes located outside the NW corner of the Lamoreaux Justice Center.

17007.6 - Utility Shut Off Valves

a) Gas Shut Off Valve

1. The gas shut-off is located on the dock between the boiler and fire pump room.
    i. The main gas meter is outside the Judge's exit gate, the gas can also be shut off from here.

b) Domestic Water Shut Off Valve

1. The domestic water shut off valve is located on the northeast side near the secured loading dock bay.

c) Main Electric Shut off Switch

1. The main electric shut off switch is located in the electrical room in the loading dock bay.

17007.7 - Self Contained Breathing Apparatus (SCBA)

a) Scott Air Pack Locations:

1. 3 Scott Air Packs are located in the locked area of the North Sallyport in Detention.

17007.8 - Fire Extinguishers

a) Fire Extinguisher Locations

1. There are 103 fire extinguishers located within the Lamoreaux Justice Center. Their locations are:

b) First Floor:

1. North wall across from Employee restrooms.
2. Control room across from freight elevator.
3. Wall between public stairwell and Men's public restroom.
4. Behind Juvenile Defenders Office.
5. Hallway leading to loading dock.
6. County Councils Hallway outside secure stairwell.
7. Outside of stairwell behind Self-Help Center.
8. Self-Help on North wall
9. Next to secure door leading to Sergeants Offices.
10. Outside Employee breakroom
11. Detention Guard Station.
12. Secure detention hallway.
13. Behind Department L-11.
14. Fire control room.
15. Outside in the loading dock on the west wall.

c) Second Floor

1. On wall outside across from Employee restroom.
2. Electrical room outside freight elevator.
3. Wall between public stairwell and Men's public restroom.
4. Behind Juvenile Clerks' Office outside of secure stairwell.
5. Inside room SW corner of the building.
6. Juvenile Clerk's Office.
7. Outside of stairwell behind Juvenile Clerks Office.
8. West wall by public elevators
9. East wall by public elevators behind the secure door.
10. In-custody hallway between Departments L-22 and L-23.
11. Public hallway between Department L-22 and L-23.
12. East side building secure hallway outside court reporters office.
13. SE corner secure hallway outside Judges Chambers

d) Third Floor

1. Outside of Employee Restrooms
2. Electrical room
3. Between public stairwell and Mens public restroom.
4. SW corner of the Public Defender's Office next to employee stairwell.
5. Public Defenders Office

6. NW side of Public Defenders Office by secured stairwell.
7. By tables north of the public elevators.
8. East wall by public elevators behind the secure door.
9. In-custody hallway between Departments L-32 and L-33.
10. Public hallway between Department L-32 and L-33.
11. East side of building in the secure back hallway between Department L-33 and L-34.
12. In-custody hallway between Departments L-31 and L-34.
13. Judges chambers wall behind Department L-34 .

e) Fourth Floor

1. Outside of Employee Restrooms.
2. Electrical room.
3. Between public stairwell and Mens public restroom.
4. SW corner of the District Attorney's Office next to employee stairwell.
5. District's Attorneys Office.
6. NW side of District Attorney's Office by secured stairwell.
7. By tables north of the public elevators.
8. East wall by public elevators behind the secure door.
9. In-custody hallway between Departments L-42 and L-43.
10. Public hallway between Department L-42 and L-43.
11. East side of building in the secure back hallway between Department L-43 and L-44.
12. In-custody hallway between Departments L-41 and L-44.
13. Judges chambers wall behind Department L-44 .

f) Fifth Floor

1. Outside of Employee Restrooms.
2. Electrical room.
3. Between public stairwell and Mens public restroom.
4. SW corner of the Mediation next to employee stairwell.
5. Mediation back hallway.
6. NW side of Mediation by secured stairwell.
7. North building wall outside DCSS Office.
8. East wall by public elevators behind the secure door.
9. In-custody hallway between Departments L-51 and L-52.
10. Public hallway between Department L-51 and L-52.
11. East side of building in the secure back hallway between Department L-52 and L-53.
12. In-custody hallway between Departments L-53 and L-54.
13. Judges chambers wall behind Department L-53.

g) Sixth Floor

1. Outside of Employee Restrooms.
2. Electrical room.
3. Between public stairwell and Mens public restroom.
4. Public hallway outside Departments L-68 and L-69.

5. South wall Judges chamber's behind L-67.
6. West wall secure hallway behind Department L-69.
7. North wall secure hallway by court reporters offices.
8. Attorney conference room.
9. East wall by public elevators behind the secure door.
10. 6th North sallyport between Department L-63.
11. East side of building in the secure back hallway between Department L-63 and L-64.
12. Judges chambers south wall behind Department L-64.

h) Seventh Floor

1. Outside of Employee Restrooms.
2. Electrical room.
3. Between public stairwell and Mens public restroom.
4. SW side of building in the Clerk's Office.
5. Clerk's Office.
6. West wall by public elevators behind the secure door.
7. Information Workshop.
8. East wall by public elevators behind the secure door.
9. NE corner employee stairwell between Departments L-71 and L-72.
10. East side of building in the secure back hallway behind Department L-72.
11. Secure area between Department L-73 and the Probate Clerk's Office.
12. Judges chambers south wall behind Department L-73.

i) Eighth Floor Penthouse

1. Outside freight elevator.
2. Outside main stairwell.
3. South wall.
4. West wall.
5. Main storage area between main stair well and the freight elevator.

j) Loading Dock

1. Electrical room #1.
2. Electrical room #2.
3. Generator room.
4. Fire pump room.
5. Boiler room.
6. Chiller room #1.
7. Chiller room #2.

17007.9 - Fire Hose Cabinets

a) Fire Hose Cabinet Locations

1. There are no Fire Hose Cabinets located within the Lamoreaux Justice Center.
    i. The Lamoreaux Jusitice Center has an emergency sprinkler system.

17008 - Miscellaneous

17008.1 - Remands

a) Court Remands

1. When a defendant is “remanded to the custody of the Sheriff,” he or she is deemed to be in our custody from the point these words are spoken by the Judge.

See CCOM Section 10006.12 Bailiff for Details

17009 - Judicial Protection Unit

This section is currently under review, for questions please see your supervisor.

Policy 18000 - North Justice Center

18001 - Position Guidelines

18001.1 - Felony Arraignment

a) Introduction

1. Deputies assigned to a courtroom are an integral part of the court team. They are the primary instrument for maintaining law and order within the courtroom and by their actions can greatly influence the efficiency and effectiveness of court operations.

b) Preparing the Courtroom

1. Prior to the opening and closing of the Courtroom the deputy will perform a search of the courtroom and unlock/lock all doors.
2. The deputy will prepare the court calendar and custody list.
3. Review and replenish forms and supplies.
4. Prior to the judge entering the courtroom, the deputy will make necessary announcements and/or speeches.

c) New Arraignments

1. The deputy will complete a fingerprint form for all new arraignments.
2. Review the DRO's arraignment list and transfer the information to the custody list.
    i. Prepare the necessary booking forms.

d) Inmate Count

1. The deputy will complete a paper check (count) with the Main Control Guard Station no later than 1630 hours.

e) End of Shift

1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
2. Complete a search of the courtroom.
3. Lock front door and hang window blinders.

Reference

Felony Arraignment Calendar POST Order NJC-14-01

18001.2 - Misdemeanor Arraignment

a) Introduction

1. Deputies and Sheriff's Special Officer's (SSO's) assigned to a courtroom are an integral part of the court team. They are the primary instrument for maintaining law and order within the courtroom and by their actions can greatly influence the efficiency and effectiveness of court operations.

b) Preparing the Courtroom

1. Prior to the opening and closing of the courtroom the deputy / SSO will perform a search of the courtroom and lock/unlock all doors.
2. Conduct a roll call of the court calendar.
3. Pull the files for those present and give them to the courtroom clerk.
4. For in-custody defendants, place a "Post-It" note on each file indicating the date of booking and the presence or absence of any holds.
    i. Give files to the courtroom clerk.
    ii. For walk-in defendants, verify defendant's presence and give the file to the courtroom clerk.
5. Review and replenish forms and supplies.
6. Prior to the judge entering the courtroom, the deputy / SSO will make necessary announcements and/or speeches.

c) Inmate Count

1. The deputy / SSO will complete a paper check (count) with the Detention Guard Station no later than 1630 hours.

d) End of Shift

1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
2. Complete a search of the courtroom.
3. Lock front door and hang window blinders.

Reference
Misdemeanor Arraignment Calendar POST Order NJC-14-02

18001.3 - Main Control Deputy

a) Staffing

1. Staffing for Main Control will consist of at least one (1) staff members which could be comprised of any Correctional Services Assistant (CSA), Sheriff Special Officer (SSO), or Deputy Sheriff.
2. Each staff member must be relieved by another staff member before leaving the guard station.
    i. Each off-going staff member will remain in the guard station until:
        A. All logs are complete and updated.
        B. All keys and radios are accounted for.
        C. The condition of all security equipment is verified.
        D. Oncoming shift staff member is fully briefed.
3. Notify the Sergeant of any discrepancies in key or radio log
4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.

5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
6. During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.

b) Receiving Inmates

1. Coordinate the unloading of all inmates received from Sheriff's Transportation.
2. Maintain an accurate account of all inmates entering and leaving the facility on the Court Operations Log.
3. Coordinate the morning search of all inmates entering the facility.

c) Managing Inmates and Staff

1. Coordinate lunch breaks to meet adequate staffing needs.
2. Coordinate the handcuffing and escorting of inmates being sent to and from court.
3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
4. Enter all detention related activity on the Court Operations Log.
5. Review all paperwork prior to the release of new bookings or city jail inmates.

d) Returning Inmates to Transportation

1. Receive, manage and oversee the transfer of all paperwork from the court to the respective jail facility.
2. Coordinate the loading of all inmates being picked up by sheriff's transportation.
3. Ensure that all inmates have been accounted for and the facility has been searched prior to closing.

e) Additional Duties

1. Complete a monthly inspection in accordance with Title 15.
2. Enter the necessary information on the Court Operations Stats Tracker.

18001.4 - Prowler Deputy

a) Security Checks

1. Conduct a complete search of the cells, tunnels and any area that inmates have access to, prior to opening the facility.

b) Receiving Inmates

1. Assist in the unloading of all inmates received from sheriff's transportation.
2. Assist in the morning search of all inmates entering the facility.

c) Managing inmates

1. Facilitate inmate movement to and from court.
2. Perform a cell check at least once every hour (twice every thirty minutes for juveniles) and record on the appropriate Daily Cell Inspection Log.

3. Assist in the handcuffing and escorting of inmates being sent to and from court.
4. The primary duty of the Detention Prowler will be the escorting of inmates to and from the various courtrooms.
    i. In Justice Centers that have un-secured hallways, IE; open doors to Judges Chambers or Court Staff, Inmates will be physically escorted by a deputy.
5. Process all new bookings and submit the proper paperwork to the Main Control Deputy.
6. Review all paperwork, receive and release new bookings or city jail inmates at the direction of the Main Control Deputy.
7. Distribute inmate lunches during the noon hour.

d) Additional Duties

1. Act as a back-up deputy in courtrooms requiring additional security.
2. Patrol the building's interior and exterior as directed by the Sergeant.
3. Assist in the loading of all inmates being picked up by sheriff's transportation.
4. Conduct a search of the facility prior to closing.

18001.5 - Weapons Screening Deputy

For details see Section CCOM 18002.2

18001.6 - Weapons Screening SSO

For details see Section CCOM 18002.2

18002 - Control of Weapons and Security Equipment

18002.1 - Facility Armory

a) Location

1. The Armory is located in the Sergeants Office.
2. Access to the Armory is via a key set located in the Sergeants Office.
    i. Entry into the Armory is restricted to SSO's and Deputies only.
    ii. Armory access MUST be authorized by the Detention Sergeant.
    iii. The Detention Sergeant must log the access on the Facility Log.

b) ERT Members/Team Leaders

1. Each member of ERT needs to check on their assigned equipment at the beginning of their shift.
2. Each member of ERT needs to have their assigned gas Mask.
3. Where applicable, the Team Leader needs to check:
    i. Hazardous materials suit.
    ii. Ammunition for weapons system.
    iii. Stingballs.
    iv. Cellbuster canisters.
    v. Scott Air Packs.
    vi. ERT Mobile Cart.

4. If any equipment is in need of service it is the responsibility of that deputy to advise the Sergeant and ERT Team Leader of the defective weapon system.
5. No equipment will be removed without the Sergeant or ERT leader's permission.
6. Maintenance and upkeep is the responsibility of all ERT members.

18002.2 - Weapons Screening Guidelines

The Superior Court of California, County of Orange, in conjunction with the Orange County Sheriff's Department, Court Operations Division, has established the following guidelines regarding the use of weapons screening within each Justice Center. The primary purpose of the screening process is to prevent illegal weapons from entering the buildings; however, other items the Sheriff's Department deem dangerous may also be excluded. For additional information see CCOM Policy_ 1717.

a) Screening Times

1. Weapons screening will be conducted during normal business hours.
    i. Exceptions to this process may be granted by the Superior Court Executive Committee, the Presiding Judge or the Court Operations Division Commander.
    ii. The Court Operations Division has the authority to vary this process for individuals who are disabled or are experiencing medical problems.
2. Court employees and building tenants who are authorized early and late access to a Justice Center may enter through the employee card access door(s) during the hours the weapons screening process is not in operation.

b) Screening Process

1. All members of the public, jurors, attorneys, building tenants and court employees who enter a Justice Center where weapons' screening is deployed shall be required to walk through a metal detection device and pass all hand-carried items through an x-ray scanner before being allowed entry.
    i. Illegal weapons or objects (as specified in the California Penal Code) brought into a Justice Center will be confiscated by the Sheriff's Department. Violations may result in arrest and prosecution.
2. Unauthorized weapons or objects deemed dangerous by the Sheriff's Department will not be permitted into a Justice Center. Individuals will be given the opportunity of removing the item from the building, or relinquishing it to Security.
    i. All items relinquished are subject to destruction.
    ii. Unauthorized weapons include, but are not limited to: concealed firearms (even when the person has been issued a Carrying Concealed Weapons permit), tear gas, pepper spray, stun gun devices or other similar self-defense weapons, knives, and instruments designed for stabbing.

c) Exception

1. Duly appointed peace officers in uniform or in plain clothes who have proper identification are exempt from the weapons screening process.

i. Officers who are party to an action will be required to comply with Penal Code §171b.

2. Contractors, maintenance workers, county service agency employees, and vendors will be required to check in with the Sheriff Department's Court Operations Security Officer(s) and present authorization of their work assignment.
    i. Upon verification of the authorization, the Sheriff's Security Officers will permit them to enter the Justice Center with the tools necessary to perform their work.

d) Notification of Incidents

1. An incident is an event in which an X-ray machine emits a warning, is disabled, or fails to function as designed and poses a potential risk of exposure to radiation. The Court Safety Officer must then notify the CDPH Radiological Health Branch, of an incident as soon as possible after it occurs. Notification will be made to CDPH no later than four hours after the discovery of an incident where radiation or radioactive materials are emitted which could exceed regulatory limits.

    i. In the event of an incident, an X-Ray machine operator must immediately contact:
        A. Local Facility Service Officer
        B. Court Sergeant
    ii. The local Facility Service Officer should immediately contact the Court Safety Officer. The Court Safety Officer will then contact:
        A. Orange County Health Care Agency (Hazardous Materials) – (714) 433-6000
        B. California Department of Public Health (CDPH) Radiologic Health Branch (RHB) – (916) 327-5106 or (714) 524-5681
    iii. The Court Safety Officer will submit a written follow-up report to the RHB within 30 days of the incident.
    iv. A point of contact form for maintenance and emergency issues will be maintained and distributed to the Court Sergeant by the Facility Services Officer.

e) Utilization Log

1. All Sheriff's personnel who operate an X-ray machine must document the date and time in/out on a utilization log.
    i. Sheriff's personnel will be responsible for maintaining a utilization log for each machine.

f) Self-Inspections

1. X-ray machine operators will conduct weekly inspections of the X-ray machines they activate and run. Sheriff's personnel should note:
    i. Type of checks performed
    ii. Interval at which they are conducted
    iii. Actions taken, if problems are noted
    iv. Name of the person who conducted the check
2. Results of the weekly self-inspections should be documented on the Self Inspection Log.
3. Any problems found during the inspection will be brought to the Court Sergeants attention immediately.

i. The Court Sergeant (or designee) will notify the Facility Services Officer of the problems.

4. X-Ray machines stored as backup are not subject to inspection on a weekly basis as long as there is an inspection before its first use.

g) Equipment Security

1. CCR Title 17, Section 30332.1 requires each X-ray machine have a lock which prevents unauthorized access or exposure.
2. X-ray machines must remain locked, except during authorized use or when under the direct surveillance of a trained individual.
3. All X-ray machines must have:
   i. A physical barrier, photoelectric safety interlock, or other means which makes it impossible to insert any part of the human body into the primary X-ray beam
   ii. A lock-and-key control which ensures X-ray generation is impossible with the key removed
   iii. An illuminated indicator which shows when X-rays are being generated. This indicator must be prominently visible to operators in their normal working positions
   iv. An emergency shut off switch ("dead man's switch") which operators use to control X-rays. The emergency shut off switch is a safety feature which causes the machine to stop moving or to shut down if the switch is released.

h) Security Provider Training

1. CCR Title 17, Section 30337 requires training be provided to any individual who operates an X-ray machine.
2. Before operating an X-ray machine, an individual must:
   i. Review the manufacturer's operations manual (or comparable information on how to operate the X-ray screening device properly and safely)
   ii. Receive and review copies of regulations which apply to X-ray screening devices for court use (CCR Title 17 and 10 CFR 20)
   iii. Receive instruction on how to use the screening device
   iv. Pass two tests. The two tests consist of a written exam and a practical, hands-on exercise.
      A. To become an operator, an employee must show proficiency in both the written exam and practical exercise with a score of at least 80 percent.
      B. Employees who fail one or both tests are eligible to retake the tests.
   v. The tests evaluate an employee's:
      A. Knowledge of the general responsibilities (such as completing utilization logs and knowing where important information can be found)
      B. Knowledge of the regulations which apply to X-ray screening devices for court use
      C. Knowledge of the safe and proper operation of the X-ray equipment
      D. Knowledge of the emergency procedures for the X-ray equipment
      E. Competence in using the X-ray screening device
   vi. All X-ray operators must pass the above two tests on an annual basis.

vii. Sheriff's personnel must maintain a log of employees who have taken the tests and record whether they passed the two tests.
    A. Individual test scores should be kept confidential.
viii. A Training Log must be completed for every employee who operates an x-ray machine. A copy of the log will be sent to the Court Safety Officer annually by June 30th. The log will include:

    A.The operators full name.
    B.The date the written and practical exams were passed.
    C.The test administrators full name.

3. The Administrative Office of the Court (AOC) has created a "Radiation Safety and Protection Program Toolkit: Security Provider Training for the California Judicial Branch."
    i. The Emergency Response and Security Services Division (ERSS) can supply Sheriff's personnel copies of the AOC Security Provider Training.
4. The training and test administration should be conducted by Sheriff's personnel who are knowledgeable and have experience working with X-ray machines.

i) Recordkeeping

1. The following records will be collected and maintained by Sheriff's Court Operations Personnel:
    i. Utilization logs
    ii. Self-inspection logs
    iii. Training log for Sheriff's personnel utilizing X-ray machines (A copy of this training log will be sent to the Court Safety Officer on an annual basis)
2. These records will be inspected on an annual basis by the Court Safety Officer in accordance with the annual audit of the Radiation Safety and Protection Program.
3. If a machine is transferred to a different justice center, all of the above records should be sent to the receiving justice center.
    i. If a machine is retired, all of the above records should be sent to the Court Safety Officer.

18003 - Facility Security and Control

18003.1 - Security Inspections

a) Employee Responsibilities

1. Every employee of the facility will be observant and aware of equipment and procedures in his/her assigned area(s).
2. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
3. Defective security equipment will be brought to the attention of the employee's supervisor.
4. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.

5. Employees will use security equipment correctly as instructed, in order to ensure proper use and longer service.

b) Supervisor Responsibilities

1. Each day, excluding holidays and weekends, supervisory staff will visit and inspect every area of the facility to ensure the integrity of security devices and security areas.
    i. Monthly, supervisors will walk the perimeter with the Facility Services Officer to inspect the facility landscape to include the monitoring and removal of plants/trees, particularly against facility walls.
2. Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates on the condition of security equipment.
3. Routine repairs of facility equipment will be requested in writing via email to the Facilities Management Group. The Sergeant will document the request in the Court Operations Log.
4. The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Court Operations Log.
5. Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures be correctly carried out in a timely manner.
6. Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted to the Facility Lieutenant by the supervisors.

c) Monthly Formal Inspections

1. The Court Sergeants will conduct formal inspections of the facility on their assigned shifts.
2. The report shall be submitted to the Facility Lieutenant by the end of the first week of the following month.
    i. The report will identify noted deficiencies.
    ii. Work requests will be submitted on needed new repairs.
    iii. The report will state the date the repair was first requested and the original work request number.
3. Repairs that involve safety issues will be immediately addressed.

d) Inspection of Perimeter

1. Twice daily the Operations Sergeant will assign a deputy/SSO to inspect the perimeter of the facility to check for conditions that may be considered a breach of security.
    i. At facilities with a perimeter fence, the assigned staff member will inspect the outer facility perimeter fence for damage, signs of tampering or any other condition that may be considered a breach of security.
2. The inspection will be noted on the Court Operations Log.
    i. The assigned staff member will make an entry in this log each time an inspection is completed.
    ii. A written report of the inspection will be submitted to the Watch Commander if any damage, signs of tampering or other breach of security is discovered.
3. The Watch Commander shall take immediate and appropriate action to ensure the security and integrity of the perimeter fence.
4. Time of the perimeter fence inspection

i. Pacific Standard Time
ii. A.M. Inspection: 0700 hours, P.M. Inspection: 1600 hours.

e) Annual Security Inspection

1. The Division Commander shall review both internal and external security measures at least annually if not more frequently.
2. All reviews will be documented in a Departmental Memo and submitted to the Custody and Courts Area Commander for review.
3. The Division Commander will submit an annual report to the Custody and Courts Area Commander. The report will:
   i. Identify noted deficiencies.
   ii. State any corrective action the Division Commander took.
   iii. Explain when a follow up inspection was conducted and what action was taken.
   iv. Include an update on any long standing unresolved equipment or procedural problems.

18003.2 - Security Identification

a) Employee Identification

1. To maintain the internal security of the facility, all employee entrances will have controlled access to and from the facility. Each security entrance ***when manned*** will coordinate, integrate and monitor all external and internal security, communications and safety systems of the facility to ensure order, security and safety for staff, visitors and inmates.

   i. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will display an authorized Identification Badge at all times.
   ii. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will present this Identification to the security entrance ***/Weapons Screening*** staff member prior to entering or exiting the facility.
   iii. DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside ***the Justice Center.***

18003.3 - Facility Alarms

a) Exterior Alarm Activation

1. Upon receiving an alarm activation the alarm company will notify OCSD Dispatch.
   i. OCSD personnel will be dispatched to the Justice Center to determine if a breach of security has occurred.
   ii. If a breach has occurred a Facility Services Officer or designee will be requested to respond to the site to allow access to the building.
   iii. Dispatch will notify the Facility Commander of the security breach.
2. The alarm company will monitor the alarm system and will notify the Facility Services Officer of any needed repairs.

b) Interior Duress / Panic Alarms

1. The North Justice Center has numerous duress/panic alarms located throughout the facility.
2. Deputies will receive initial training on the use and response to these alarms after being assigned to the facility.
3. The North Justice Center uses a wireless duress system maintained by Stop Tech.
    i. The system self tests daily and produces an email report.
    ii. The assigned deputy will oversee a quarterly test of the system.
    iii. The quarterly test will be documented on the Court Operations Log.
    iv. Any issues will be reported to the Facility Services Officer for immediate repair.
4. When an alarm is activated a page is sent to deputies wearing wireless pagers.
    i. Staff will respond to the site of the alarm.

18003.4 - Key Control

a) Key Lockers – Inventory

1. Storage lockers for keys not checked out will be secured in the appropriate facility location.
2. Doors to the key lockers will remain closed and locked when keys are not being inventoried, issued or returned.
3. The key to the lockers will remain in the Sergeants Office.
    i. The assigned deputies/SSO's will maintain control over their assigned keys at all times while on duty.
4. Each key locker will have numbered pegs in the locker upon which correspondingly numbered key sets will be hung when not in use.
5. Each key locker will contain an inventory of all the key sets assigned to that locker.
6. The inventory will be dated and signed by the Division Commander's designee.
    i. Any changes to the inventory will be made by the Division Commander's designee.
7. Sheriff's Security keys may not be kept or duplicated by anyone without the Division Commander's approval.

b) Key Accountability

1. It will be the responsibility of the assigned Main Control (Detention) Guard Station Deputy to account for all Sheriff's Security Keys.
2. At the end of each day, the Main Control Deputy will conduct a visual check of the key locker to ensure every key peg has a key set or Key Control Card attached. Any peg without a key set or Key Card will be brought to the attention of the Detention Sergeant.
3. The off-going Detention Guard Station Deputy will not be relieved from duty until all keys have been accounted for.
4. When the Detention Guard Station Deputy needs to be relieved during the shift the above listed procedures will apply to the relieving Deputy.

c) Key Issuance

1. Security keys will only be issued to approved staff members at the Sergeants Office.

i. Most key sets are comprised of only those keys that will be required of a designated staff member in an assigned position.
ii. A Key Control Card is needed to have security keys issued at any facility. If no Key Control Card has been issued, approved identification (e.g., Department I.D., Drivers License, etc.) may temporarily be accepted.

2. Emergency/evacuation key sets will be clearly designated.
    i. Emergency master key sets will only be issued at the direction of a sergeant or higher rank.
    ii. Internal evacuation sets will only be issued at the direction of a sergeant or higher rank.
    iii. Exterior door keys may only be issued with the prior approval of a sergeant or higher rank.
3. All key sets are numbered and have the designated position stamped on the key ring tag.
4. Keys will not be issued to one staff member for later transfer to another member.
    i. Each key set issued to staff will be carried throughout the shift or be returned by that member to the Detention Guard Station.
5. A Key Control Log will be prepared by the Main Control.
    i. The Log will be dated.
6. The oncoming shift will be issued a key set at the Sergeants Office.
    i. The requesting staff members will exchange their Key Control Card for the necessary keys.
7. At the beginning of each shift, the Detention Guard Station Deputy or a Prowler will conduct an inventory of all key sets to assure accountability of all keys.
    i. The result of the inventory will be recorded on the Key Control Log.
    ii. The Detention Sergeant will be notified if there are any discrepancies with the keys.
8. When a key set is returned to the Detention Guard Station, the staff member's Key Control Card will be returned.

d) Handling of Keys

1. All employees will observe the following key control procedures:
    i. Carry and use keys as inconspicuously as possible.
    ii. Avoid reference to key numbers or any identifying information in the presence of inmates. Employees will not mark keys for identification.
    iii. Avoid dropping keys. Keys shall be exchanged hand-to-hand, never tossed or thrown.
    iv. Do not force keys into locks. If a lock does not function easily, the malfunction shall be reported to the Detention Sergeant.
    v. Inmates are never permitted to handle security keys under any circumstances. At maximum security facilities, security keys will not be taken into inmate housing areas.
    vi. Employees will not exchange keys with other employees at their work station.

e) Key Return

1. All Sheriff's Security keys will be returned to the Sergeants Office whenever the employee leaves the security area of Detention.

2. Staff must leave their keys at the Sergeants Office BEFORE exiting the security area.
3. In times of urgent responses to assist other areas of the court, deputies will leave their key sets at the Detention Guard Station.
4. When leaving the facility at the conclusion of the shift, keys must be checked back in. Once the key set is checked back in, the employee will have his/her Key Control Card returned.

f) Broken or Worn Keys

1. Whenever a key is broken or no longer works properly, the staff member using the key will inform his/her supervisor.
    i. The supervisor will determine if the lock has been rendered inoperable and will determine if immediate locksmith services are needed.
    ii. If locksmith services are needed immediately, the Supervisor will contact the appropriate Facility Services Officer and advise them of the need.
    iii. All pieces of the key will be recovered by the supervisor.
2. A memorandum describing the key breakage will be written by the involved employee. Original will be given to the Facility Commander and a copy given to the Facility Services Officer.
    i. Broken keys (all pieces) will be turned in to the Detention Guard Station.
3. The Facility Commander will authorize the key's replacement, and will review the memorandum and ensure that the key was used properly.
    i. If improper use was involved, the employee will be informed of proper key usage.
    ii. If willful misconduct is linked to the breakage, the Facility Commander will be notified for possible further action.
4. Broken keys will be retained in the Sergeants Office. The broken key will be turned over to the Facility Services Officer who will process a replacement key through the appropriate Locksmith.

g) Lost/Misplaced/Not Returned Key Sets

1. Lost or misplaced keys will be brought to the employee's supervisor's attention.
    i. An immediate search will be conducted.
    ii. The area sergeant will seal off the area in which the keys are believed lost.
    iii. Assistance with the search may be summoned.
    iv. Any inmates in the area will be properly searched.
2. The Detention Sergeant will be informed of any keys not properly returned.
3. When the Detention Sergeant discovers an unaccounted key set at the end of a shift, the responsible employee will be contacted.
    i. When the employee has gone off-duty and left the facility, the Court Sergeant will call his/her residence and/or other contact number.
4. When an employee discovers he/she has a key set outside security, or at home, he/she will immediately notify the Court Sergeant.
5. A DR will be written on all lost, misplaced or un-returned keys.
    i. Lost keys must be documented on a report prior to the end of the employee's shift.
    ii. When keys are found or relocated, that information will be documented in a Jail Incident Report.

h) Key Cards

1. All employees will observe the following key card control procedures.

    i. Key cards are generally distributed to all employees who work inside the facility.
        A. It is each employee's responsibility to exercise care and control of his/her key card.
    ii. These individually numbered cards are important security items and should be handled/treated as any facility security key set.
    iii. If a facility key card is lost, damaged or destroyed, the Operations Sergeant will be notified.

i) Electronic Access Cards

1. Employees may be issued electronic access cards.
2. These access cards are to be treated as any other key issued by the Sheriff's Department.
    i. At no time will inmates be permitted to handle electronic access cards.

18003.5 - 800 MHz Radios

a) 800 MHz Radios

1. Location

i. Hand held radios are located in the Sergeants Office.
ii. Radios are assigned to the various positions throughout the Justice Center.
    A. Deputies/SSO's at the North Justice Center have their radios assigned to them.
iii. All radios will be returned prior to going off duty for the day.

b) The primary frequency for each facility is as follows

Radio Frequency	Facility
Zone 5 SHRF	CJC (Position 8)
Zone 5 SHRF	HJC (Position 9)
Zone 5 SHRF	LJC (Position 10)
Zone 5 SHRF	NJC (Position 11)
Zone 5 SHRF	WJC (Position 14)

c) The radio call signs for each facility

Radio Call Sign	Facility
18-40	CJC
18-43	HJC
18-41	LJC
18-42	NJC

18-39	WJC

d) Accidental Activation

1. Accidental activation of the radio's emergency button will require the staff member to contact the on-duty Sergeant and the Sheriff's Emergency Communications Bureau to clear the activation

18003.6 - CCTV Camera System

a) General Guidelines

1. The North Justice Center has approximately 86 CCTV Cameras throughout the facility.
2. Images can be stored for approximately 90 days before being recorded over.
3. The court Facility Services Officer will maintain a portable flash drive with usernames, passwords, camera descriptions and preferences.
    i. The flash drive will be stored in a secured location.
    ii. The flash drive will be used as a backup to replace corrupt files and install new cameras.

b) Camera Monitoring

1. The North Justice Center CCTV System provides the capability to monitor and record incidents.
2. Areas of coverage will be determined by the following personnel:
    i. The Presiding Judge of the Justice Center.
    ii. The Security Committee.
    iii. The Court Facility Manager.
    iv. The ERSS Manager.
    v. The Facility Services Officer.

c) Review and Request for Video Copies

1. The review of the CCTV video by any judicial officer, court staff or sheriff's personnel without a specific reason is prohibited.
2. Examples of specific reasons include but are not limited to:
    i. Training.
    ii. Investigating of complaints.
    iii. Commendations.
    iv. Quality assurance.
    v. The review of critical incidents.
3. Copies of the CCTV tape(s) will not be duplicated or released except by:
    i. Court Order.
    ii. District Attorney / Public Defender discovery request.
    iii. Upon written request pursuant to California Rules of Court 10.500 or PRA.
4. All requests must be submitted to the Court Executive Officer / Clerk of the Court.
5. Court staff, sheriff's personnel and judicial officers can request a copy of a tape from the custodian of records or his/her designee.
6. At a minimum, personnel requesting a copy of a tape will provide:

i. Date and Time of requested incident.
ii. Date of request.
iii. Number of copies.
iv. Person authorizing the copy(s).

d) Training

1. Personnel assigned to monitor the CCTV System will be trained in its use.
    i. Training will be conducted by a supervisor or the Facility Services Officer.

18003.7 - Control of Contraband

a) Purpose of Search

1. Random, unscheduled searches of inmates and the facility will be conducted periodically in order to:

    i. Prevent the introduction of weapons or other contraband into the facility.
    ii. Detect the presence of weapons, escape devices or other contraband within the facility.
    iii. Check malicious waste or destruction of facility property.
    iv. Prevent and maintain sanitary conditions in the facility.

b) Search of Facility Perimeter

1. All facilities will inspect the outer security perimeter for signs of tampering, damage, or other indications of a breach of security.
    i. To ensure best visibility, the landscaped area around the building will be checked once during each shift.
    ii. Foreign objects will be removed and placed in refuse containers outside of security.
    iii. The facility exterior will be examined for signs of damage.
2. The security parking lot, vehicle and pedestrian gate areas will be periodically searched.
3. Foreign objects will be inspected and disposed of in refuse containers outside of security.
4. The condition of the gates and fences will be observed.
    i. Damaged or malfunctioning equipment will be reported to a Sergeant at the conclusion of the search.
5. All search activity will be documented on the Court Operations Log.

c) Search of Detention Areas

d) Planned Searches'

1. A planned search is a calculated search which involves specific steps, timing and resources used to locate drugs, weapons or contraband which may be concealed.
2. The Detention Sergeant will plan periodic searches of areas under their supervision.
    i. The Sergeant will keep a Detention area search log book to record dates and areas searched.
    ii. The Sergeant will also keep an operations area search log book to record dates and areas searched.

3. Female deputies will be the primary searchers when searching female holding cells areas, and male deputies will be the primary searchers when searching male housing areas.
    i. This can be modified by an on-duty Sergeant or the Facility Lieutenant.
4. Each search will be planned so that it causes minimum disruption to the facility's operation.
5. Searches will be coordinated between the Facility Lieutenant and the appropriate Sergeant.
6. A sufficient number of deputies will be assigned to the search activity, assuring a quick but thorough search.
7. Deputies may be assigned to the search group from any area or work assignment.
8. When necessary and practical, deputies may be reassigned to a search group from another facility.
9. A pre-search briefing will be conducted by the area sergeant to explain the search plan:
    i. The exact area to be searched.
    ii. Beginning time of the search.
    iii. Assignments for each deputy.
    iv. Video documentation plan.
    v. Specific items of contraband being sought.
    vi. The type of search to be applied to the inmates.
    vii. The proper handling of inmate personal property.
    viii. The proper handling of evidence/contraband.
    ix. The location of the inmates during the search.
    x. The expected ending time of the search.
10. A Sergeant will be present during the entire search.
    i. The Sergeant will direct the search activities and answer questions of the deputies.
    ii. The Sergeant will observe the end of the search and facilitate the return of inmates to their cells.
    iii. The Sergeant will hear inmate complaints and take appropriate steps to resolve any complaints.
11. A verbal report detailing the search activities will be made to the Facility Lieutenant by the supervising Sergeant.
12. Observations on the general condition of the facility in the area that was searched will be reported to the Facility Lieutenant by the Sergeant.
13. The Sergeant will sign and approve any Incident Reports that were prepared.
14. Search results will be noted in the search log book.
15. The Facility Lieutenant will review all reports generated from the search. Information extracted from the reports will be entered into the Facility log as deemed necessary.

e) Spontaneous Searches

1. A spontaneous search is one that is unscheduled, sudden and done without planning.
2. Deputies are encouraged to conduct small scale spontaneous searches at their discretion, at random, or in response to a criminal act or jail rule violation.
3. Deputies shall notify their immediate supervisor when practical.

f) The Search Process

1. The Detention Deputy will be directed to observe the search and maintain control over all doors in the area during the search.
2. To minimize distractions, messages for the sergeant and/or search deputies will be coordinated through the Detention Deputy.
3. The Detention Deputy will move the inmates out of the search area and into a secure area.

    i. Inmates will be directed to be dressed in full jail issue.
    ii. Inmates in street clothing will not be required to be dressed in full jail issue but will be searched along with other inmates.

4. Deputies will search each cell.
5. Any excess jail issue property and excess personal property items found will be taken and returned to the inmates housing area (e.g.: CJX, TLF, or JAMF).
6. Every hiding place around the cell will be searched. Dark areas should be illuminated by use of a flashlight.
7. Deputies will use extra caution to not rub their fingers and hands over areas that cannot be seen. Sharp, hidden objects may cause severe injuries.
8. Deputies will not destroy jail or personal property during the search. Searches are not to be viewed as punishment.
9. Handcrafted items deemed to be contraband will be disposed of outside the facility at the Sergeant's direction.
10. Evidence of crime will be brought to the Sergeant's attention at its point of discovery.

    i. The discovering Deputy will initial the item.
    ii. The Sergeant may require photographs.
    iii. An Evidence tag will be attached to the item.
    iv. The item will then be placed into the Sheriff's Property/Evidence Bureau.
    v. Interviews of suspects will be conducted as directed by the Sergeant.

11. The facility and equipment in the area of the search will be examined for damage or malfunction during the search.
12. The Sergeant will make note of needed repairs and forward the memo to the Facility Services Manager.
13. Unsanitary conditions and marking on the facility surfaces will be brought to the Detention Deputy's attention for further action.
14. All inmates will be searched prior to their return to their cells.

g) Body Searches of Inmates and Detainees

1. See Custody & Court Operations Manual (CCOM) Section 1710.5.5 for information on Searches of Inmates and Detainees.
2. Strip/Visual Body Cavity Searches will not be conducted within the Justice Centers.
    i. In the event an inmate/detainee needs to be stripped searched the Detention Sergeant will be notified and the inmate/detainee will be transported immediately to the IRC for processing.

18003.8 - Maintenance and Tool Control

a) Tool Storage and Control

1. Toolboxes, cabinets and drawers will be closed and locked when not in use.
2. To ensure all tools are accounted for, maintenance personnel working in the secured areas of a Justice Center will make a daily inventory of their tools.
    i. Tools or equipment will never be stored in the detention areas or areas accessible to inmates.
3. Inmates will be removed from areas where workers are assigned to work.
    i. Only in emergency situations will work be performed with inmates nearby and only while being escorted by deputies.
    ii. This will only be allowed when there is no other practical solution.
4. Inmates will never be permitted to handle tools or equipment of the workers.
5. Tools or equipment are never to be left unattended while inside a secure area.
6. Deputies and SSO's will remind the workers of the need to account for all tools and equipment.

b) Outside Workers Not Regularly Assigned to the Facility

1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
2. All staff used as escorts at a Justice Center must be approved by the Facility Lieutenant or his/her designee.
    i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
    ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
3. Prior to tools being permitted inside a secure area, deputies will search toolboxes and equipment containers.

c) Lost Tool Procedure

1. Workers or jail staff shall immediately report the loss of any tool.
    i. A verbal report will be made to the sergeant in charge of the area in which the tool was lost.
2. The area in which the tool was lost will be secured pending an area search.
3. Deputies will conduct a thorough search of the entire area.
    i. Inmates who are in the area, or who were in the area when the tool was lost, will be searched.
4. Un-recovered losses will be documented in a DR.
    i. The sergeant will assign a deputy to write the report.
5. When tools and/or equipment are found, a DR will be written.
    i. If the tool was previously reported missing, that report number will be referenced in the "found" report.
6. The tool or equipment will be returned to its owner.

d) Scheduled Job-Walk Tours for Work Projects

1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
    i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
    ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
    iii. Job-walk tours will be limited to the area affected by the planned project.
2. Facility Entrance Requirements
    i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
    ii. Photo ID will be needed to exchange for a visitor badge during visit
    iii. Tour attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
    iv. All tour attendees are subject to a security search of their person and possessions.

e) Contractor Escort

1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility security areas.
2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
4. The Contractor Escort must carry a department issued radio at all times during the escort.
5. Contractors or tools will not be left unattended at any time.
6. See CCOM Section 1712.2 for duties of an Escort Officer.

18003.9 - Electronic Scanning Devices

Electronic searches play an important role in intercepting weapons and other potentially dangerous contraband before it enters our Justice Center facilities. These searches are conducted to insure the safety and security of staff, visitors, inmates, and the facility. Justice Center facility personnel shall follow the guidelines established for these searches.

a) Scanning Devices

1. Electronic Scanning Devices are non-intrusive scanning systems, which utilize low intensity magnetic fields.
2. They are designed to detect small weapons or contraband metal objects concealed on someone's person.
3. These Electronic Scanning Devices do not detect non-metallic objects such as plastics, chemicals and organic substances.

b) Use of an Electronic Scanning Device

1. Use of an Electronic Scanning Device should be used by those staff members who have been trained in their operation.

c) Alarm Activation

1. If a person registers an alarm or the LED reaches the red zone bar, have the person walk through the unit again. If an alarm registers, the deputy has reasonable suspicion to conduct a pat down search.
    i. The handheld metal detector should be used on all persons registering an alarm.
    ii. Persons registering an alarm should be questioned by staff as to the presence of metallic objects on or in their body. This can include surgically or otherwise implanted metallic prosthetics or plates.
    iii. A person can choose to leave the courthouse prior to entering the metal detector, however, they will not be allowed into the Courthouse until completing the screening process.

d) Dosimeters

1. Each person regularly assigned to a weapons screening station where X-ray is used will wear a dosimeter.
    i. A dosimeter measures an individual's or an object's exposure to radiated energy.
    ii. A weapons screening officer from each Justice Center will be assigned to collect and reissue new monitoring films at the end of each month.

18003.10 - Video Documentation

Video recordings should attempt to document activities by providing a visual and audio record of incidents and occurrences. The video will supplement staff reports, aid in prosecution, limit claims of false use of force and assist in continuing training related to officer safety issues.

a) Handheld Camera

1. A Deputy/SSO/CSA will activate the handheld video camera as soon as practical during any unusual or noteworthy event.
2. Events that should be videotaped include, but are not limited to:
    i. Major disturbances
    ii. Emergency Response Team (ERT) activations
    iii. Contacts with uncooperative visitors/inmates that are likely to result in a use of force
    iv. Restraint chair use
    v. Use of Force interviews
    vi. Retrieval of contraband
    vii. Large scale pre-planned searches

18003.11 - Safety Checks

a) Definition and Purpose

1. A safety check is a direct visual observation of each inmate located in an area of responsibility to provide for their health and welfare. The purpose of conducting safety checks is to maintain the safety and health of the inmates and the security of our facilities.

b) Conducting Safety Checks

1. Staff will conduct safety checks from a location which provides a clear, direct view of each inmate. Staff will observe each inmate's presence and apparent condition and investigate any unusual circumstances or situations.
2. Audio/visual electronic surveillance systems shall not be used to conduct safety checks, but may be used to supplement and verify the checks.
3. Staff will pay special attention to areas with low visibility. Diligent enforcement of the jail rules will help prevent inmates from covering the lights or hanging or placing items which obstruct staff's view. This will increase staff's ability to do comprehensive visual checks.
4. Activities which provide staff with a clear, direct view of all inmates in the area of responsibility will meet the safety check requirement.
    i. Distribution of lunches.

c) Frequency of Safety Checks

1. Staff will conduct safety checks to verify the status of inmates in their area of responsibility within the following timeframes. More frequent checks are encouraged.

    i. Isolation Cells – Each check must begin within thirty minutes of the beginning time of the previous check.
    ii. In all other areas, each check must begin within sixty minutes of the beginning time of the last check.
    iii. Juveniles held at the Justice Center - While being secured in a court holding cell, the prowler deputy will perform a safety check on all juveniles at least twice every 30 minutes. All safety checks will be documented on the Guard Station log.

d) Documentation of Safety Checks

1. Every safety check will be documented in the most appropriate documentation log, i.e., court operations log, area log, or door log.
2. The entry will include the name(s) of the personnel who conducted the safety check and the actual starting times of each check.
3. The entry will include appropriate details of the check and the conditions observed. Some examples:
    i. No problems to report.
    ii. No unusual activity noted.
    iii. No suspicious activity observed.
    iv. Roof leaking in W-18. Sgt. X and Facility Manager notified.
    v. Light burned out in courtroom 13 holding cell. Facility Manager notified.
    vi. Inmate X found crying on bench. Stated, "Family trouble". No injuries observed, inmate transported back to jail facility. Court Operations Log entry made, Sgt. X notified court clerk and Presiding Judge.
4. Each sergeant will check the logs in his/her area of responsibility to verify staff is properly documenting the safety checks.

i. A notation will be made in the log with the sergeant's name and the time the log was checked.

e) Late Safety Checks

1. If it appears a safety check cannot be conducted within the required time frame, the area sergeant will be notified as soon as possible, preferably prior to the time the check will be due.
    i. The sergeant will locate and assign available staff to complete the check.
2. If a safety check is not completed within the required time frame, staff must:
    i. Complete the check as soon as possible.
    ii. Notify the area sergeant as soon as possible.
    iii. If staff is still not available to conduct the check, advise the sergeant of the apparent conditions, including any unusual circumstances or activity, and continue to observe the area.
    iv. Make an entry in the Court Operations Log describing the circumstances which caused the check to be delayed, which sergeant was notified, and the information provided to the sergeant.
3. The sergeant will document the late safety check in the log, including the reason the check was late and any corrective action taken.

18003.12 - Audio Video Recordings within Courts

a) Purpose and Scope

1. The Orange County Sheriff's Department provides court security services to all Orange County Justice Centers. The purpose of this policy is to provide deputies and sheriff special officers assigned to Court Operations with guidelines for enforcing the Court Rules regarding photographing, recording, and broadcasting. These Court Rules are not criminal laws or statutes in nature. Therefore, enforcement should be focused on gaining compliance with the Court Rules rather than arrest or prosecution unless there is a separate citable criminal offense.

b) Policy and Guidelines

1. Inside Courtroom Protocol:

i. Local Rule of Court ("L.R.C.")180 states "No filming, photography or electronic recording is permitted in the justice centers except as permitted in the courtroom consistent with rule 1.150- California Rules of Court"- The California Rules of Court ("C.R.C") rule 1.150 in turn provides that court proceedings may not be recorded without written permission from the Court. An individual who attempts to record inside a courtroom without authorization can be sanctioned and held in contempt of court.

ii. Bailiff or security officer responsibilities: Deputies or SSOs assigned to the courtroom should consult or work together with the bench officer (judge, commissioner, or referee) when a possible unauthorized recording device is used in the courtroom.

iii. Inquire of the person using the recording device if they have a court order allowing them to record inside the courtroom. Alternatively, inquire of the Clerk of the Court or the Judge/Bench Officer whether the Court has authorized the recording in the courtroom.
    A. If there is no court order authorizing the recording ask the person to stop using the recording device, turn it off, or put it away.
    B. Advise the judge or Bench Officer that the unauthorized recording device may have been used inside the courtroom. Follow the instructions of the Judge or Bench Officer in regards to taking any action.
    C. Confiscate or seize the device ONLY at the explicit direction of the Judge or Bench Officer.

iv. The primary concern should be to gain compliance and have the individual stop recording or turn off the electronic recording device.

c) Supervisor Notification and Documentation

1. A supervisor should be notified as soon as possible and the incident documented in the Court Operations Log or in an appropriate departmental report.
    i. All audible electronic devices must be turned off when they are in courtrooms

d) Outside Courtroom Protocol

1. The court policy in place at all justice centers states, “Videotaping, photographing, or electronic recording by the media and general public is not permitted in any part of the court including but not limited to lobby areas, cafeterias, halls, stairs, escalators, and elevators. L.R.C. 180 designates specific areas in each justice center where recording devices may be used without prior authorization or court order (see below).

e) Security Officer & Deputy Responsibilities:

a) The primary concern is to get the person or person(s) recording or attempting to record to stop recording. Verbal requests should be given to gain compliance. Confiscation of the recording device should be avoided outside the confines of the courtroom. Such action would be considered a warrantless search and seizure and there is no criminal foundation to detain someone for this alone.
b) When Sheriff’s personnel encounter someone refusing an order to stop recording outside the courtroom they should not independently take action against the offending party unless that person has violated a different provision of the law (something other than the rules of the court). However they should:
    i. Notify a supervisor.
    ii. Contact a Judge or Judicial Officer for direction.
    iii. Continue to monitor the person violating the court rules.
c) Violators should not be directed to “delete” images unless directed to do so by a Judge or a Bench Officer.
d) Absent an intervening order from the court directing Sheriff’s personnel to take action to confiscate the recording device, any confiscation could be a violation of due process, 1st

Amendment Rights and/or an unreasonable seizure under the 4th Amendment. Therefore, Sheriff's personnel shall not confiscate any recording device without judicial direction.

e) Media Protocol:

1. Requests of any type for video, still photography, or audio coverage including pool cameras must be made to the court and submitted to the Judicial Officer assigned to hear the case on Judicial Council Form MC-510 "Order of Media Request" Form. If the request is granted the limits of the media coverage will be specified and a copy provided to the court Public Information Office.
2. Prohibited Coverage (per C.R.C. or L.R.C. rule 1.150 (e)(6))
    i. A proceeding closed to the public (e.g. juvenile cases)
    ii. Jurors or spectators
    iii. Jury selection
    iv. A conference between an attorney and client, witness, or aide
    v. A conference between attorneys
    vi. A conference between counsel and judge (sidebar)
    vii. A proceeding held in chambers

f) Areas in Court Facilities where Media Activities are Authorized

1. Photos, news conferences and on-camera statements to members of the media and general public are allowed only in areas specified for that purpose, without prior court order or authorization.
    i. Central Justice Center - 700 Civic Center Drive West, Santa Ana
        A. Northeast corner of the second floor, lobby area near the front windows and escalators
    ii. Community Court - 909 North Main Street, Santa Ana
        A. Lobby area outside courtrooms
    iii. Complex Civil Litigation Facility - 751 W. Santa Ana Blvd., Santa Ana
        A. Northwest corner of the building, outside CX101
    iv. Harbor Justice Center - Newport Beach Facility - 4601 Jamboree Road, Newport Beach
        A. Across from Room 108 on the first floor, near the glass doors in the center of the building
    v. Lamoreaux Justice Center - 341 The City Drive, Orange
        A. Due to the privacy concerns and confidential nature of juvenile matters, the front quad exterior of the building has been designated for media interviews. Advance authorization by the Juvenile Court Presiding Judge or the Family Law Probate Court Supervising Judge is needed for requests to bring cameras into the courthouse, and broadcast media must check in with court security at the building entrance
    vi. North Justice Center - 1275 North Berkeley, Fullerton
        A. Exterior steps of main entrance, Central Wing (during inclement weather, use the area across from Dept. 9 at the top of the stairs)
    vii. West Justice Center - 8141 13th Street, Westminster

A. The main lobby in the front of the building

2. Requests for exceptions must be made through the Court's Public Information Office and receive approval from the Presiding Judge.

18003.13 - Juvenile Procedures

See CCOM Section 11002.13 for Juvenile Procedures.

18003.14 - Response to High Risk-High Profile Trials

For information on High Risk / High Profile Trials see CCOM Section 10005.5.

18003.15 - Security Clearances

It shall be the responsibility of the Court Sergeant or his/her designee to provide, upon request from the Court Facility Services Officer, a Security check of all contractors or vendors requesting to enter the Justice Center to perform work.

a) Policy

1. All contractor employees providing services to the court are required to pass a criminal history security clearance.
2. It is the primary contractor's responsibility to ensure that their employees, independent contractors, consultants, and all other individuals they assign to work on court premises and or projects have successfully passed a security clearance check prior to assignment at any court facility.
3. Contractors shall provide a completed security clearance form for all personnel and subcontractors working at the court facility.
4. OCSD staff will check to ensure all contractor personnel have proper identification and are on the cleared list to perform work in a court facility.
    i. If an individual is found to be working without proper identification, he/she may be asked to leave the work site.
    ii. Anyone found to be working without a security clearance will be escorted out of the building.
5. Criminal background checks shall be valid for one year from the date of approval.
    i. After one year, a new background check form will need to be submitted and approved for all Contractor personnel to continue performing work in court facilities.
    ii. It will be the responsibility of the Contractor to provide the Court with updated information regarding any illegal activity, arrest, or conviction of any Contractor employee. Failure to provide updated information may result in termination of the contract

b) Disqualifying Offenses

1. Active Warrants.
2. Current Failure to appears.
3. On Formal (Supervised) Probation/Parole.
4. Sex Crime Conviction.

5. Assault on Peace Officer/Emergency Personnel.
6. Sales of narcotic charge/conviction.
7. Violent felony.
8. Non-Violent felony within 5 years (out of Jail or prison for 5 years).
9. Any misdemeanors within the last 3 years (OCSD/Courts discretion based on circumstances and charge).
10. Escape, escape attempts, or aid and abet an escape from a correctional facility.
11. Pending criminal case (discretionary).
12. Relative with pending litigation at any Orange County Justice Center.
13. Weapons convictions.
14. Served any Federal or State time within the last 3 years. (County jail time at OCSD and courts discretion).
15. Extensive criminal history (subject to court and OCSD discretion).
16. Omitting, misstatements, lying-or incomplete statements on application.
17. Gang Affiliation-any documented gang affiliation or membership within 10 years.

c) Outside Workers Not Regularly Assigned to the Facility

1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
2. All staff used as escorts at a Justice Center must be approved by the Facility Commander or his/her designee.
    i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
    ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
3. Prior to tools being permitted inside a secure area, deputies will search toolboxes and equipment containers.

d) Scheduled Job-Walk Tours for Work Projects

1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
    i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
    ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
    iii. Job-walk tours will be limited to the area affected by the planned project.
2. Facility Entrance Requirements
    i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
    ii. Photo ID will be needed to exchange for a visitor badge during visit
    iii. Job-walk attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.

iv. Job-walk attendees will be escorted by court staff.

e) Contractor Escort

1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility detention areas.
2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
4. The Contractor Escort must carry a department issued radio at all times during the escort.
5. Contractors or tools will not be left unattended at any time.
6. The duties of an Escort Officer are as follows:
    i. Meet contractor at facility point of entry.
    ii. Ensure contractor is not carrying weapons.
    iii. Ensure contractor does not take pictures while in security areas.
    iv. Inventory contractor's tools prior to entering security areas and complete entry portion of tool inventory form.
    v. Conduct inspection of work areas before and after work is done to ensure no tools or dangerous conditions are present.
    vi. Maintain security by ensuring doors remain locked in work area.
    vii. Remove detainees from work areas if necessary.
    viii. Ensure detainees do not have access to contractor or tools if detainees are present.
    ix. Visually check the work area for supplies, trash, and tools when contractor has completed work.
    x. Secure area where work was done.
    xi. Escort contractor out of security upon completion of work.
    xii. Inventory contractor's tools and complete exit portion of tool inventory form.
    xiii. Forward tool inventory form to the Court Sergeant or his/her designee

18004 - Disturbance / Riot Response

18004.1 - Disturbance Response

a) Response to:

1. Calls for assistance
2. Medical Aids

b) Positions that DO NOT RESPOND:

1. Detention Guard Station
2. One officer must remain at the Weapons Screening station at all times.
3. Bailiffs assigned to an open courtroom.

18004.2 - Emergency Response Team (ERT)

The Court Operations Emergency Response Team will be comprised of a Bureau Commander, Sergeant, Deputies and one Team Leader who are assigned at each of the Justice Centers. It is suggested that initially the assignments be filled by deputies who are classified as Prowlers. Sending Prowlers will affect the courts with the least amount of impact.

A team will only be deployed at the direction of a sergeant or above, with notifications to the Bureau Commander and Division Commander.

E.R.T deputies should have all of their issued equipment staged at their work locations and be ready for deployment. Deputies should be able to depart from their respective facilities within 15 minutes of notification. The team members will be designated daily on the watch list, making them easily identifiable as a team member during that particular shift.

Each Justice Center will have a minimum of one team, with each team consisting of 3 – 5 members. CJC should consider forming multiple teams based on staffing. All members will be MFF / ERT trained. All training, supervision and assignments will be in accordance with Custody & Court Operations Manual (CCOM) Section 1808. Team members will respond to the requesting area/facility and report to the facility Sergeant for deployment.

The Incident Commander will be designated as the E.R.T. Supervisor and will be charged with accountability of OCSD personnel during deployment, coordinating operations, determining resource needs, setting up the command post and implementing the Incident Action Plan (IAP). If an ERT Sergeant is present, he/she will directly supervise the team at the direction of the Incident Commander.

The Bureau Commander/Incident Commander is tasked with handling all notifications to the various Justice Centers as well as making the notification to the Division Commander.

a) Selection of Personnel

1. Participation in the Court Operations Emergency Response Team is voluntary. Members will be paid for training and qualification consistent with the policies of the current Memorandum of Understanding.
2. Court personnel desiring to serve on ERT shall submit a memorandum describing their knowledge, experience and technical competence in firearms, and operations and tactics to their Bureau Commander.
3. Suitability for team membership will be determined upon demonstrated field performance, judgment, decision--making ability, fitness, performance history, and overall work record.
4. Following initial review by the responsible Bureau Commander, requests will be forwarded to the Division Commander for review and final selection.

b) Training

1. All team members, including team leaders, shall train a minimum of twelve hours each year and complete all Department mandated classes in less lethal systems. Training exercises will consist of, but not be limited to, E.R.T briefings, classes, walk-through demonstrations, video presentations, Power Point presentations, handouts, and practical application scenarios.
2. Team leader training consists of E.R.T. Team Leader courses, handouts, Power Point presentations, practical application scenarios; armorer's training for less lethal weapon systems, and other relevant training.
3. The E.R.T. Liaison Sergeant will ensure that each team member is capable of effectively functioning in every position on the team, with the exception of the team leader's position.

4. Failure to complete mandatory training will result in removal from the Court Operations Emergency Response Team.

c) Documentation

1. All ERT training drills and practical application scenarios conducted inside the secure perimeter of a facility will be documented in the Court Operations Log under "ERT Training".
2. All ERT activations will be documented in the Court Operations Log under "ERT Activation".

d) Cell Extractions

1. Emergency extractions occur when the behavior of the inmate(s)/detainee(s) constitutes an immediate and serious threat to the safety of that inmate/detainee, staff, visitors, other inmates/detainees (e.g., assaults and suicide attempts), or to jail security (e.g., controlling disturbances and stopping the massive destruction of property). The incident commander, with notification to the facility watch commander as soon as practical, may authorize staff to conduct an immediate extraction.
2. Calculated extractions occur in situations where an inmate/detainee is in an area that can be isolated or controlled. It does not normally involve the immediate threat to life, substantial loss of property, or institutional security (e.g., removal for court appearance, housing relocation, contraband recovery, etc.). The incident commander, with prior notification to the facility watch commander, may authorize staff to conduct a calculated extraction.
    i. Staff shall utilize all reasonable efforts and resources to gain an inmate's/detainee's compliance prior to using an extraction team. If the purpose of the extraction is to recover contraband, potential weapons, or other material, and this can be achieved without using force or creating a security risk, the proposed extraction should not be initiated.
    ii. If practical, staff will consult with medical staff prior to deployment to determine if the inmate/detainee has any medical issues requiring specific precautions, such as allergies, severe asthma, heart condition, pregnancy, etc. The incident commander will request medical staff to respond to the location. Medical staff will stand by in a designated safe area to provide medical care if necessary.

e) Precautions

1. Deputies assigned to an E.R.T. will limit their exposure to blood and bodily fluids by employing the following universal precautions:

    i. Use either the riot helmet face shield or the personal protective mask to cover your face.
    ii. Wear protective gloves.
    iii. At the conclusion of the call out, remove the gloves and wash your hands.
    iv. Sanitize or replace any contaminated equipment.

        A. A staff member who is exposed to bodily fluids or other potentially infectious materials will follow the procedures listed in Lexipol Policy 1016 [1]– Blood Borne Pathogens Exposure Control Plan.

18005 - Evacuation Procedures

18005.1 - Evacuation of the Public

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order the evacuation of the North Justice Center (NJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Incident Command Post (ICP) will be at the discretion of the Incident Commander.
    i. The ICP will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
    i. Mandatory closure for members of the public only, including jurors.
    ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, jurors and hourly staff only.
    ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
    iii. Judges, managers, court attorneys and salaried employees may remain.
    iv. Outside agency staff may also remain, at their discretion.
    v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
    ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
    i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.

ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes

1. Public:
    i. Sheriff's personnel will ensure the public is properly evacuated through a safe evacuation route, usually through the nearest public access.
    ii. If a situation prevents the public from using the public corridor, they will be evacuated through a security hallway with court staff and then directed to a safe route to vacate the premises.
2. Jurors:
    i. Jurors in the Jury Assembly Room who have not been assigned to courtrooms will be directed to report to the Jury Services Assembly Area.
    ii. Jurors will receive instructions from the Jury Clerk as to dismissal or how/when to report back to the Jury Assembly Room.
    iii. Jurors who have been impaneled in a courtroom will be evacuated by the Court Clerk.
        A. Impaneled jurors must be released by the courtroom judge.
    iv. The court clerk who has impaneled jurors in a courtroom will bring a roster of the jurors and give it to the Jury Clerk in the assembly area.
    v. The court clerk will take the recommended evacuation route, leading the jurors out of the building and instructing them to report to the Jury Services Assembly Area.

18005.2 - Evacuation of Staff

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order evacuation of the North Justice Center (NJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
    i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:

i. Mandatory closure for members of the public only, including jurors.
ii. Staff may remain at their work stations or be relocated or directed as assigned.

3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, jurors and hourly staff only.
    ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
    iii. Judges, managers, court attorneys and salaried employees may remain.
    iv. Outside agency staff may also remain, at their discretion.
    v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
    ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
    i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
    ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes

1. Staff:
    i. Sheriff's personnel will ensure that court staff is properly evacuated through a safe evacuation route, usually through the nearest exit.
        A. All employees should know the nearest evacuation route, and an alternative route, from their workstation.
        B. If the nearest route is not available for a safe exit, then the next most feasible exit will be utilized.
2. Court Team Leaders
    i. Court Team Leaders will help with the safe evacuation of all court employees.
    ii. Court Team Leaders will:
        A. Appoint someone to lead employees to the designated assembly area.
        B. Assign personnel to carry their team flag and agency roster to the designated assembly area.
        C. Ensure all employees have evacuated their work area.
    iii. Court Team Leaders will advise sheriff's personnel of any employee who was left in the work area due to:
        A. Handicap or injury.
        B. Employee assisting with injuries
        C. Missing employees.
            1. If an employee is missing the deputy will re-search the area the employee was last seen or left in.

2. If the employee is not located the Deputy will notify the Incident Commander.

iv. Additionally, Court Team Leaders will report the status of staff to the appropriate sheriff's personnel.

v. Employees will remain in the assembly area until given the all clear by sheriff's personnel.

18005.3 - Evacuation of Inmates

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order evacuation of the North Justice Center (HJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
    i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
    i. Mandatory closure for members of the public only, including jurors.
    ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, jurors and hourly staff only.
    ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel. ##Judges, managers, court attorneys and salaried employees may remain.
    iii. Outside agency staff may also remain, at their discretion.
    iv. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers, staff and inmates.
    ii. Typically due to an emergency condition or event.

5. Shelter-In-Place:
    i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
    ii. No evacuation should occur unless specifically instructed.

d) Evacuation of Inmates

1. General Guidelines
    i. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location.
        A. All movement outside the detention area will be done under the immediate supervision of a sergeant.
    ii. From an affected cell, move the inmates to another cell.
    iii. When moving inmates to internal locations away from the detention area, separate them into groups that can be controlled by the available deputies.
    iv. When moving inmates to external locations, separate them into groups that can be controlled by the available deputies.
2. Level 1, 2 or 3 evacuations.
    i. If an emergency occurs within the detention area the primary evacuation area will be the security tunnel, detention stairway, courtroom custody boxes or a vacant large courtroom.
3. Level 4 evacuations.
    i. The Incident Commander will make the following notifications:
        A. Advise all deputies that an evacuation will take place.
        B. Notify the Fullerton Police Department to request assistance.
        C. Advise Sheriff's Transportation and request buses for immediate transport of inmates back to their respective jail facilities.
        D. Notify the Division Commander of the evacuation.
        E. Advise the Department Commander and request assistance from patrol units.
    ii. Bailiffs shall return all inmates to the detention facility.
    iii. The Main Control Deputy will collect the master court list, all court orders, booking slips and inmate property.
        A. The Main Control Deputy will maintain communications and control of the detention area.
    iv. The Detention Sergeant or his/her designee will obtain the restraint cables from the spools that are located in the Main Control (Detention) Guard Station.
    v. Inmates will be ordered to stand in the cell door and be handcuffed in pairs.
        A. Inmates who have been identified as dangerous or assaultive towards staff will also be restrained with Martin chains and leg irons.
    vi. The restraint cables will be taken to the cell doors and an evacuation team will secure the inmates to the cable.
        A. When all inmates are secured to the restraint cable in groups of 20 (10 pair), they will be escorted through the north secured exit inside detention and

into the bus bay and into the main secured compound. One deputy will be posted on the overhang of the third floor break room with shotgun/pepper ball gun and an additional deputy will be posted outside the main gate.

vii. The Main Control Deputy, along with a Prowler Deputy, shall search the detention area to ensure all inmates have been evacuated.
   A. Upon completion the Main Control Deputy will notify the Incident Commander.

viii. The Main Control deputy and Prowler deputies will assist sheriff's transportation deputies with jail paperwork and the loading of inmates onto transportation buses.
   A. The Detention Sergeant will make arrangements for the recovery of all handcuffs, restraint cables, leg irons and Martin Chains.
   B. As soon as possible a report shall be prepared and submitted to the Detention Sergeant detailing the evacuation. The Detention Sergeant shall review the report(s) and have copies distributed to the appropriate destinations.

e) Evacuation Security

1. Evacuation security will be accomplished by armed Deputies and City Police Officers surrounding the evacuation area.
2. These Deputies and Officers will have been requested by the Incident Commander.
   i. Deputies will be assigned to carry shotguns to provide sufficient security.
   ii. Fullerton Police units should be deployed at opposing corners of the open field, preferably with shotguns.
3. Deputies and Officers will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.

18006 - Safety and Emergency Procedures

18006.1 - Earthquake Procedures

For Facility Earthquake procedures see CCOM Section 11005.1

18006.2 - Flood Procedures

a) Notification of a Flood Condition

1. The North Justice Center is located directly north of a FEMA floodplain.
   i. FEMA Flood Zone AO is considered a high risk flood zone.
2. The facility also lies within a 1/2 mile of the Brea Dam, however the Facility is not within the inundation zone.

b) Reports on Flood Conditions

1. Reports on flood conditions will be periodically made to the Department Commander.

18006.3 - Bomb Threat-Explosion

For Facility Bomb Threat / Explosion procedures see CCOM Section 11005.3

18006.4 - Escapes

For Facility Escape procedures see CCOM Section 11005.4

18006.5 - Hostage Plan

For Facility Hostage Plan procedures see CCOM Section 11005.5

18006.6 - Emergency Response to Suicides or Serious Injury

For Facility Response to Suicides or Serious Injury procedures see CCOM Section 11005.8

18006.7 - Immediate Action-Rapid Deployment Plan (CIRT)

For Facility Immediate Action / Rapid Deployment Plan procedures see CCOM Section 11005.6

18007 - Emergency Systems and Equipment Locations

Unless otherwise provide in this policy, the emergency supplies and equipment listed in the below sections are maintained and serviced by Court Services Personnel. The Orange County Sheriff's Department has no authority or control over the placement of these devices, nor does the Sheriff have any role in maintaining and servicing the supplies and equipment.

18007.1 - Fire Alarm Pull Stations

a) Fire Alarm Pull Stations

1. There are 56 fire alarm pull box locations within the North Justice Center. Their locations are:

b) Basement:

1. North building, on top of gun locker in watch commander's office #MI-39.
2. North building, doorway inside sally port/bus bay #MI-33.
3. North building, bus bay next to electric room #MI-3.
4. Central building, detention guard shack #MI-54.

c) First Floor:

1. South building, judges parking lot #M2-388.
2. South building, first floor, traffic weapons screening #M2-392.
3. South building, public area, collections #M2-395.
4. South building, public area by N-1 #M2-402.
5. South building, inside vestibule, N-1 #M2-405.
6. South building, secure hallway, behind N-1 #M2-413.
7. South building, public hallway, next to south public elevator #M2-379.
8. South building, secure hallway, next to elevator #M2-420.

c) Second Floor:

1. Central building, detention area, green line, base of stairs to departments N-9 and N-10 #M1-24.
2. South building, detention area, red line, base of stairs to N-3.
3. South building, hallway to emergency stairs #M2-338.
4. South building, public hallway, next to public elevator #M2-24.

d) Third Floor:

1. South building, public hallway, in front of administration office #M2-286.
2. South building, secured hallway, behind department N-3 #M2-303.
3. South building, public hallway, south elevator #M2-269.
4. South building, public hallway, across from women restroom #M2-257.
5. North building, public hallway, across from department N-18 #M1-94.
6. North building secured hallway, inside emergency exit behind department N-18 #M1-97.
7. North building, secured hallway, next to north stairway, behind department N-18 #M1-103
8. North building, public hallway, across from the small claims office #M1-155.
9. North building secured office, District Attorney's office #M1-124.
10. North building, public hallway, across from the District Attorney's office #M1-156.
11. North building, public hallway
12. Central building, public stairwell, between N-12/N-13 M2-70
13. Central building, stairway to watch commander office #M2-130.
14. Central building, public hallway, just before stairs #M2-129.
15. Central building, employee lounge #M2-136.
16. Central building, public hallway, next to room 360 #M2-179.
17. Central building, bottom of public staircase #M2-124.
18. Central weapons screening #M2-121.
19. Central building, public hallway, criminal operations #M2-180.
20. North building, secure hallway, behind N-13 #M1-258.
21. North building, public hallway, across from N-13 #M1-255.

e) Fourth Floor:

1. South building, public hallway, in front of department N-4 #M2-209.
2. South building, secured hallway, behind department N-5 #M2-243.
3. South building, public hallway, in front of N-6 #M2-193.
4. North building, public hallway, outside N-17#M1-185.
5. North building, secure hallway, behind N-17 #M1-251.
6. North building, public hallway, next to N-15 #M1-254.
7. North building, secure hallway, behind N-15 #M1-256.
8. North building, public hallway, across from N-14 #M1-172.
9. North building, secure hallway, behind N-14 #M1-257.
10. Central building, secure hallway, clerk's office behind N-12 #M2-110.
11. Central building, secure hallway, between jury assembly and break room #M2-111.
12. Central building, public hallway, by women's restroom and N-11 #M2-107.
13. Central building, public stairway, across from N-10 #M2-58.
14. Central building, public hallway, in front of N-9 #M2-54.
15. Central building, secure hallway, in front of jury library #M2-112.
16. Central building, secure hallway, behind N-7 #M2-113.
17. Central building, public hallway, in front of N-8 #M2-108.
18. Central building, public hallway, across from APD liaison #M2-109.

18007.2 - Automated External Defibrillator (AED)

a) AED Locations

1. There are 3 AED located within the North Justice Center.
2. They are located in the following areas:
    i. In the Detention Guard Station
    ii. At the central weapons screening station.
    iii. At the south weapons screening station.

18007.3 - Emergency Supplies

a) There are 11 caches of emergency supplies located within the North Justice Center.
b) Their locations are:
    1. North Building – 4th Floor – Room #492 (Court Services Supervisor Office)
    2. North Building – 3rd Floor – Room # 380 – (Civil/Small Claims)
    3. Central Building – 4th Floor – Room # 422 (Court Services Manager's Office)
    4. Central Building – 3rd Floor – Room # 350 (Criminal Operations, 1 set by Copier Area and 1 set behind Officers Window)
    5. Central Building – 3rd Floor – Room # 355 (POU Area, by IDF Room)
    6. South Building – 4th Floor – Room # 411 (Jury Deliberation Room)
    7. South Building – 3rd Floor – Room # 315 (Administration Office)
    8. South Building – 2nd Floor – Room # 200 (Court Reporter's Office)
    9. South Building – 1st Floor – Room # 100 (Collections, 1 set adjacent to Window # 8 and 1 set adjacent to the mail station)

18007.4 - Evacuation Chair and Stretchers

a) Evacuation Chair

1. There are 2 evacuation chairs located in the North Justice Center.
    i. One evacuation chair on the 4th floor of the south building in the secured hallway.
    ii. One evacuation chair on the 4th floor of the north building behind department N-17.

b) Stretchers

1. North Justice Center does not have stretchers.

18007.5 - Knox Boxes

a) Knox Box Locations

1. There are two (2) Knox Boxes located outside of the North Justice Center.
2. Their locations are:
    i. Near the central weapons screening station entrance.
    ii. Near the south weapons screening entrance.

18007.6 - Utility Shut Off Valves

a) Gas Shut Off Valve

1. The main gas shut off valve is located on Berkeley Avenue by the bus stop (painted grey).
2. The secondary shut off is located in the old boiler room in the bus bay, left corner of room painted grey.

b) Domestic Water Shut Off Valve

1. The domestic water shut off valve is located on the corner of Berkeley and Valley View (painted green).
2. The secondary water shut off valve is located in the south judges parking lot (painted grey).

c) Main Electric Shut off Switch

1. The main electric shut off switch is located in the bus bay far left side behind the weight area.
    i. A Single door with sign that says main electrical room.

18007.7 - Self Contained Breathing Apparatus (SCBA)

a) Scott Air Pack Locations:

1. All Scott Air Packs are located in the Main Control Guard Station.

18007.8 - Fire Extinguishers

a) Fire Extinguisher Locations

1. There are 62 fire extinguishers located within the North Justice Center.

b) Basement

1. Sheriff's Detention office
2. Sheriff's Detention (by kitchen sink)
3. Tunnel area (bubble)
4. Tunnel area (bubble)
5. Detention Stairwell behind Door #12
6. Elevator Room

c) 1st Floor

1. Traffic Dept. across from elevator #4
2. Weapon Screening area
3. Elevator pit (behind Dept. N1 courtroom)

d) 2nd Floor

1. Security hallway next to Store room
2. Security hallway inside the Server room (IDF 2.4)
3. Court Reporters' office, Room 200
4. File Room (behind east door)
5. File Room (southeast wall)
6. File Room (behind west door)

7. Air Handler Room
8. Employees Lounge
9. CTS Area, Room 200

e) 3rd Floor South

1. Public hallway next to Administration office
2. Admin Room 315
3. Security hallway behind Dept. N3 courtroom

f) 3rd Floor Central

1. Jury Services, Room 320
2. Public hallway across from Business Center
3. Business Center Room
4. Criminal Operations adjacent to Xerox copier
5. Criminal Operations next to south door
6. Criminal Operations next to north door
7. Criminal Operations (across from movable shelves)
8. Criminal Operations (outside Franco Espinosa's office)
9. Self-Help Center (back office), Room 360
10. Self-Help Center (front office), Room 350
11. Public hallway (across from employees lounge)
12. Employees Lounge

g) 3rd Floor North

1. Public hallway near DA's office
2. DA's office (by reception's desk)
3. DA's office – (north side)
4. DA's office (across from Supervisor's office)
5. Civil/Small Claims (near the door to file room)
6. Security hallway behind N18 courtroom back door
7. Public hallway outside Civil Operations
8. Air Handler Room

h) 4th Floor, North

1. Public hallway next to Victim Witness office, Room 490
2. Public hallway next to Room 480
3. Security hallway behind N14 courtroom
4. Security hallway behind N15 courtroom
5. Air Handler Room

i) 4th Floor, Central

1. Public stairwell (north end)
2. Public hallway across from N12 courtroom
3. Security hallway behind Dept. C12 courtroom

4. Security hallway behind Dept. C10 courtroom
5. Security hallway behind Dept. N8 courtroom
6. Public hallway across from Room 425

j) 4th Floor, South

1. Public hallway outside Anaheim City Atty. Offices, Room 400
2. Security hallway behind Dept. N5 courtroom

k) Chiller Room

1. Chiller room (by entrance door)
2. Chiller room (outside A/H Room)
3. OCNET Room
4. A/H Room
5. Electrical Room

l) Boiler Room (lower level judge's parking lot)

1. Boiler room

m) Roof

1. Elevator pit

Note:
Spare Fire Extinguisher (In Storeroom, 2nd floor)

18007.9 - Fire Hose Cabinets

a) Fire Hose Cabinet Locations

1. There are 23 Fire Hose Cabinets located within the North Justice Center. Their locations are:

b) 1st Floor

1. Behind department N-1 across from the elevator.
2. Men's locker room.
3. Entrance to detention by door 3 and 4.

c) 2nd Floor

1. South Building employee hallway behind court technology services.

d) 3rd Floor

1. South building public hallway next to administration office #300.
2. South building secured hallway between N-2 and N-3.
3. Central building, public hallway, across from jury assembly room #320.
4. Central building, public hallway, across from self help center room #360.
5. North building, public hallway, just before the District Attorney's office room #380.
6. North building, public hallway, across from Civil/Small Claims windows.
7. North building, secured hallway, next to N-18's judge's chambers.

e) 4th Floor

1. South building, secured stairwell.
2. North building , Secured hallway, behind department N-17.
3. South building, secured hallway, between departments N-4 and N-5.
4. South building, public hallway, next Anaheim District Attorney's Office room #400.
5. Central building, public hallway, next to department N-8.
6. Central building, public hallway, across from department N-12.
7. Central building, secured hallway, behind department N-8.
8. Central building, secured hallway, behind department N10.
9. Central building, secured hallway, behind department N-12.
10. North building, public hallway, across from department N-13.
11. North building, public hallway, across from department N-16.
12. North building, secured hallway, behind department N-15.

18008 - Miscellaneous

a) Court Remands

1. When a defendant is "remanded to the custody of the Sheriff," he or she is deemed to be in our custody from the point these words are spoken by the Judge.

See CCOM Section 10006.12 Bailiff for Details

Policy 19000 - West Justice Center

19001 - Position Guidelines

19001.1 - Felony Arraignment

a) Introduction

1. Deputies assigned to a courtroom are an integral part of the court team. They are the primary instrument for maintaining law and order within the courtroom and by their actions can greatly influence the efficiency and effectiveness of court operations.

b) Preparing the Courtroom

1. Prior to the opening and closing of the Courtroom the deputy will perform a search of the courtroom and unlock/lock all doors.
2. The deputy will prepare the court calendar and custody list.
3. Review and replenish forms and supplies.
4. Prior to the judge entering the courtroom, the deputy will make necessary announcements and/or speeches.

c) New Arraignments

1. The deputy will complete a fingerprint form for all new arraignments.
2. Review the DRO's arraignment list and transfer the information to the custody list.
    i. Prepare the necessary booking forms.

d) Inmate Count

1. The deputy will complete a paper check (count) with the Main Control Guard Station no later than 1630 hours.

e) End of Shift

1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
2. Complete a search of the courtroom.
3. Lock front door and hang window blinders.

19001.2 - Misdemeanor Arraignment

a) Introduction

1. Deputies and Sheriff's Special Officer's (SSO's) assigned to a courtroom are an integral part of the court team. They are the primary instrument for maintaining law and order within the courtroom and by their actions can greatly influence the efficiency and effectiveness of court operations.

b) Preparing the Courtroom

1. Prior to the opening and closing of the Courtroom the deputy/SSO will perform a search of the courtroom and lock/unlock all doors.
2. Conduct a roll call of the court calendar.

3. Pull the files for those present and give them to the courtroom clerk.
4. For in-custody defendants, place a "Post-It" note on each file indicating the date of booking and the presence or absence of any holds.
    i. Give files to the courtroom clerk.
    ii. For walk-in defendants, verify defendant's presence and give the file to the courtroom clerk.
5. Review and replenish forms and supplies.
6. Prior to the judge entering the courtroom, the deputy/SSO will make necessary announcements and/or speeches.

c) Inmate Count

1. The deputy/SSO will complete a paper check (count) with the Detention Guard Station no later than 1630 hours.

d) End of Shift

1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
2. Complete a search of the courtroom.
3. Lock front door and hang window blinders.

19001.3 - Main Control Deputy

a) Staffing

1. Staffing for Main Control will consist of at least one (1) staff members which could be comprised of any Correctional Services Assistant (CSA), Sheriff Special Officer (SSO), or Deputy Sheriff.
2. Each staff member must be relieved by another staff member before leaving the guard station.
    i. Each off-going staff member will remain in the guard station until:
        A. All logs are complete and updated.
        B. All keys and radios are accounted for.
        C. The condition of all security equipment is verified.
        D. Oncoming shift staff member is fully briefed.
3. Notify the Sergeant of any discrepancies in key or radio log
4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.
5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
6. During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.

b) Receiving Inmates

1. Coordinate the unloading of all inmates received from Sheriff's Transportation.

2. Maintain an accurate account of all inmates entering and leaving the facility on the Court Operations Log.
3. Coordinate the morning search of all inmates entering the facility.

c) Managing Inmates and Staff

1. Coordinate lunch breaks to meet adequate staffing needs.
2. Coordinate the handcuffing and escorting of inmates being sent to and from court.
3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
4. Enter all detention related activity on the Court Operations Log.
5. Review all paperwork prior to the release of new bookings or city jail inmates.

d) Returning Inmates to Transportation

1. Receive, manage and oversee the transfer of all paperwork from the court to the respective jail facility.
2. Coordinate the loading of all inmates being picked up by sheriff's transportation.
3. Ensure that all inmates have been accounted for and the facility has been searched prior to closing.

e) Additional Duties

1. Complete a monthly inspection in accordance with Title 15.
2. Enter the necessary information on the Court Operations Stats Tracker.

19001.4 - Prowler Deputy

a) Security Checks

1. Conduct a complete search of the cells, tunnels and any area that inmates have access to, prior to opening the facility.

b) Receiving Inmates

1. Assist in the unloading of all inmates received from sheriff's transportation.
2. Assist in the morning search of all inmates entering the facility.

c) Managing Inmates

1. Facilitate inmate movement to and from court.
2. Perform a cell check at least once every hour (twice every thirty minutes for juveniles) and record on the appropriate Daily Cell Inspection Log.
3. Assist in the handcuffing and escorting of inmates being sent to and from court.
4. The primary duty of the Detention Prowler will be the escorting of inmates to and from the various courtrooms.
    i. In Justice Centers that have un-secured hallways, IE; open doors to Judges Chambers or Court Staff, Inmates will be physically escorted by a deputy.
5. Process all new bookings and submit the proper paperwork to the Main Control Deputy.
6. Review all paperwork, receive and release new bookings or city jail inmates at the direction of the Main Control Deputy.

7. Distribute inmate lunches during the noon hour.

d) Additional Duties

1. Act as a back-up deputy in courtrooms requiring additional security.
2. Patrol the building's interior and exterior as directed by the Sergeant.
3. Assist in the loading of all inmates being picked up by sheriff's transportation.
4. Conduct a search of the facility prior to closing.

19001.5 - Weapons Screening Deputy

For details see Section CCOM 19002.2

19001.6 - Weapons Screening SSO

For details see Section CCOM 19002.2

19002 - Control of Weapons and Security Equipment

19002.1 - Armory

a) Location

1. The Armory is located in the basement next to the Sergeants office.
2. Access to the Armory is via combination lock.
    i. Entry into the Armory is restricted to SSO's and Deputies only.
    ii. Armory access MUST be authorized by the Main Control Guard Station Deputy/SSO.
    iii. The Guard Station Deputy/SSO must log the access on the Facility Log.

b) ERT Members/Team Leaders

1. Each member of ERT needs to check on their assigned equipment at the beginning of their shift.
2. Each member of ERT needs to have their assigned gas Mask.
3. Where applicable, the Team Leader needs to check:
    i. Hazardous materials suit.
    ii. Ammunition for weapons system.
    iii. Stingballs.
    iv. Cellbuster canisters.
    v. Scott Air Packs.
    vi. ERT Mobile Cart.
4. If any equipment is in need of service it is the responsibility of that deputy to advise the Sergeant and ERT Team Leader of the defective weapon system.
5. No equipment will be removed without the Sergeant or ERT leader's permission.
6. Maintenance and upkeep is the responsibility of all ERT members.

19002.2 - Weapons Screening Guidelines

The Superior Court of California, County of Orange, in conjunction with the Orange County Sheriff's Department, Court Operations Division, has established the following guidelines regarding the use of weapons screening within each Justice Center. The primary purpose of the screening process is to

prevent illegal weapons from entering the buildings; however, other items the Sheriff's Department deems dangerous may also be excluded. For additional information see CCOM Policy_ 1717and 19003.9.

a) Screening Times

1. Weapons screening will be conducted during normal business hours.
    i. Exceptions to this process may be granted by the Superior Court Executive Committee, the Presiding Judge or the Court Operations Division Commander.
    ii. The Court Operations Division has the authority to vary this process for individuals who are disabled or are experiencing medical problems.
2. Court employees and building tenants who are authorized early and late access to a Justice Center may enter through the employee card access door(s) during the hours the weapons screening process is not in operation.

b) Screening Process

1. All members of the public, jurors, attorneys, building tenants and court employees who enter a Justice Center where weapons' screening is deployed shall be required to walk through a metal detection device and pass all hand-carried items through an x-ray scanner before being allowed entry.
    i. Illegal weapons or objects (as specified in the California Penal Code) brought into a Justice Center will be confiscated by the Sheriff's Department. Violations may result in arrest and prosecution.
2. Unauthorized weapons or objects deemed dangerous by the Sheriff's Department will not be permitted into a Justice Center. Individuals will be given the opportunity of removing the item(s) from the building, or relinquishing it to Security.
    i. All items relinquished are subject to destruction.
    ii. Unauthorized weapons include, but are not limited to: concealed firearms (even when the person has been issued a Carrying Concealed Weapons Permit), tear gas, pepper spray, stun gun devices or other similar self-defense weapons, knives, and instruments designed for stabbing.
3. Judicial Officers with a Carry Concealed Weapons (CCW) Permit and prior approval of the Presiding Judge are exempt from this policy.

c) Exception

1. Duly appointed peace officers in uniform or in plain clothes who have proper identification are exempt from the weapons screening process.
    i. Officers who are party to an action will be required to comply with Penal Code §171b.
2. Contractors, maintenance workers, county service agency employees, and vendors will be required to check in with the Sheriff Department's Court Operations Security Officer(s) and present authorization of their work assignment.
    i. Upon verification of the authorization, the Sheriff's Security Officers will permit them to enter the Justice Center with the tools necessary to perform their work.

d) Notification of Incidents

1. An incident is an event in which an X-ray machine emits a warning, is disabled, or fails to function as designed and poses a potential risk of exposure to radiation. The Court Safety Officer must then notify the CDPH Radiological Health Branch, of an incident as soon as possible after it occurs. Notification will be made to CDPH no later than four hours after the discovery of an incident where radiation or radioactive materials are emitted which could exceed regulatory limits.

    i. In the event of an incident, an X-Ray machine operator must immediately contact:

        A. Court Sergeant.
            1. Local Facility Service Officer.

    ii. The local Facility Service Officer should immediately contact the Court Safety Officer. The Court Safety Officer will then contact:
        A. Orange County Health Care Agency (Hazardous Materials) – (714) 433-6000.
        B. California Department of Public Health (CDPH) Radiologic Health Branch (RHB) – (916) 327-5106 or (714) 524-5681.

    iii. The Court Safety Officer will submit a written follow-up report to the RHB within 30 days of the incident.

    iv. A point of contact form for maintenance and emergency issues will be maintained and distributed to the Court Sergeant by the Facility Services Officer.

e) Utilization Log

1. All Sheriff's personnel who operate an X-ray machine must document the date and time in/out on a utilization log.
    i. Sheriff's personnel will be responsible for maintaining a utilization log for each machine.

f) Self-Inspections

1. X-ray machine operators will conduct weekly inspections of the X-ray machines they activate and run. Sheriff's personnel should note:
    i. Type of checks performed.
    ii. Interval at which they are conducted.
    iii. Actions taken, if problems are noted.
    iv. Name of the person who conducted the check.
2. Results of the weekly self-inspections should be documented on the Self Inspection Log.
3. Any problems found during the inspection will be brought to the Court Sergeants attention immediately.
    i. The Court Sergeant (or designee) will notify the Facility Services Officer of any problems.
4. X-Ray machines stored as backup are not subject to inspection on a weekly basis as long as there is an inspection before its first use.

g) Equipment Security

1. CCR Title 17, Section 30332.1 requires each X-ray machine have a lock which prevents unauthorized access or exposure.

2. X-ray machines must remain locked, except during authorized use or when under the direct surveillance of a trained individual.
3. All X-ray machines must have:
    i. A physical barrier, photoelectric safety interlock, or other means which makes it impossible to insert any part of the human body into the primary X-ray beam.
    ii. A lock-and-key control which ensures X-ray generation is impossible with the key removed.
    iii. An illuminated indicator which shows when X-rays are being generated. This indicator must be prominently visible to operators in their normal working positions.
    iv. An emergency shut off switch ("dead man's switch") which operators use to control X-rays. The emergency shut off switch is a safety feature which causes the machine to stop moving or to shut down if the switch is released.

h) Security Provider Training

1. CCR Title 17, Section 30337 requires training be provided to any individual who operates an X-ray machine.
2. Before operating an X-ray machine, an individual must:
    i. Review the manufacturer's operations manual (or comparable information on how to operate the X-ray screening device properly and safely).
    ii. Receive and review copies of regulations which apply to X-ray screening devices for court use (CCR Title 17 and 10 CFR 20).
    iii. Receive instruction on how to use the screening device.
    iv. Pass two tests. The two tests consist of a written exam and a practical, hands-on exercise.
        A. To become an operator, an employee must show proficiency in both the written exam and practical exercise with a score of at least 80 percent.
        B. Employees who fail one or both tests are eligible to retake the tests.
    v. The tests evaluate an employee's:

        A. Knowledge of the general responsibilities (such as completing utilization logs and knowing where important information can be found).
        B. Knowledge of the regulations which apply to X-ray screening devices for court use.
        C. Knowledge of the safe and proper operation of the X-ray equipment.
        D. Knowledge of the emergency procedures for the X-ray equipment.
        E. Competence in using the X-ray screening device.

    vi. All X-ray operators must pass the above two tests on an annual basis.
    vii. Sheriff's personnel must maintain a log of employees who have taken the tests and record whether they passed the two tests.

        A. Individual test scores should be kept confidential.

viii. A Training Log must be completed for every employee who operates an x-ray machine. A copy of the log will be sent to the Court Safety Officer annually by June 30th. The log will include:

A. The operator's full name.

B. The date the written and practical exams were passed.

C. The test administrator's full name.

3. The Administrative Office of the Court (AOC) has created a "Radiation Safety and Protection Program Toolkit: Security Provider Training for the California Judicial Branch."
   i. The Emergency Response and Security Services Division (ERSS) can supply Sheriff's personnel copies of the AOC Security Provider Training.
4. The training and test administration should be conducted by Sheriff's personnel who are knowledgeable and have experience working with X-ray machines.

i) Recordkeeping

1. The following records will be collected and maintained by Sheriff's Court Operations Personnel:
   i. Utilization logs
   ii. Self-inspection logs
   iii. Training log for Sheriff's personnel utilizing X-ray machines (A copy of this training log will be sent to the Court Safety Officer on an annual basis)
2. These records will be inspected on an annual basis by the Court Safety Officer in accordance with the annual audit of the Radiation Safety and Protection Program.
3. If a machine is transferred to a different justice center, all of the above records should be sent to the receiving justice center.
   i. If a machine is retired, all of the above records should be sent to the Court Safety Officer.

19003 - Facility Security and Control

19003.1 - Security Inspections

a) Employee Responsibilities

1. Every employee of the facility will be observant and aware of equipment and procedures in his/her assigned area(s).
2. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
3. Defective security equipment will be brought to the attention of the employee's supervisor.
4. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
5. Employees will use security equipment correctly as instructed, in order to ensure proper use and longer service.

b) Supervisor Responsibilities

1. Each day, excluding holidays and weekends, supervisory staff will visit and inspect every area of the facility to ensure the integrity of security devices and security areas.
    i. Monthly, supervisors will walk the perimeter with the Facility Services Officer to inspect the facility landscape to include the monitoring and removal of plants/trees, particularly against facility walls.
2. Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates on the condition of security equipment.
3. Routine repairs of facility equipment will be requested in writing via email to the Facilities Management Group. The Sergeant will document the request in the Court Operations Log.
4. The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Court Operations Log.
5. Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures be correctly carried out in a timely manner.
6. Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted to the Facility Lieutenant by the supervisors.

c) Monthly Formal Inspections

1. The Court Sergeants will conduct formal inspections of the facility on their assigned shifts.
2. The report shall be submitted to the Facility Lieutenant by the end of the first week of the following month.
    i. The report will identify noted deficiencies.
    ii. Work requests will be submitted on needed new repairs.
    iii. The report will state the date the repair was first requested and the original work request number.
3. Repairs that involve safety issues will be immediately addressed.

d) Inspection of Perimeter

1. Twice daily the Operations Sergeant will assign a deputy/SSO to inspect the perimeter of the facility to check for conditions that may be considered a breach of security.
    i. At facilities with a perimeter fence, the assigned staff member will inspect the outer facility perimeter fence for damage, signs of tampering or any other condition that may be considered a breach of security.
2. The inspection will be noted on the Court Operations log.
    i. The assigned staff member will make an entry in this log each time an inspection is completed.
    ii. A written report of the inspection will be submitted to the Facility Lieutenant if any damage, signs of tampering or other breach of security is discovered.
3. The Facility Lieutenant shall take immediate and appropriate action to ensure the security and integrity of the perimeter fence.
4. Time of the perimeter fence inspection
    i. Pacific Standard Time
    ii. A.M. Inspection: 0700 hours, P.M. Inspection: 1600 hours.

e) Annual Security Inspection

1. The Division Commander shall review both internal and external security measures at least annually if not more frequently.
2. All reviews will be documented in a Departmental Memo and submitted to the Custody and Courts Area Commander for review.
3. The Division Commander will submit an annual report to the Custody and Courts Area Commander. The report will:
    i. Identify noted deficiencies.
    ii. State any corrective action the Division Commander took.
    iii. Explain when a follow up inspection was conducted and what action was taken.
    iv. Include an update on any long standing unresolved equipment or procedural problems.

19003.2 - Security Identification

a) Employee Identification

1. To maintain the internal security of the facility, all employee entrances will have controlled access to and from the facility. Each security entrance ***when manned*** will coordinate, integrate and monitor all external and internal security, communications and safety systems of the facility to ensure order, security and safety for staff, visitors and inmates.

    i. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will display an authorized Identification Badge at all times.
    ii. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will present this Identification to the security entrance ***/Weapons Screening*** staff member prior to entering the facility.
    iii. DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside ***the Justice Center.***

19003.3 - Facility Alarms

a) Exterior Alarm Activation

1. Upon receiving an alarm activation the alarm company will notify OCSD Dispatch.
    i. OCSD personnel will be dispatched to the Justice Center to determine if a breach of security has occured.
    ii. If a breach has occurred a Facility Services Officer or designee will be requested to respond to the site to allow access to the building.
    iii. Dispatch will notify the Facility Lieutenant of the security breach.
2. The alarm company will monitor the alarm system and will notify the Facility Services Officer of any needed repairs.

b) Interior Duress / Panic Alarms

1. The West Justice Center has numerous duress/panic alarms located throughout the facility.
2. Deputies will receive initial training on the use and response to these alarms after being assigned to the facility.

3. The West Justice Center uses a wireless duress system maintained by Stop Tech.
    i. The system self tests daily and produces an email report.
    ii. The Court Sergeant will oversee a monthly test of the system.
    iii. The monthly test will be documented on the Court Operations Log.
    iv. Any issues will be reported to the Facility Services Officer for immediate repair.
4. When an alarm is activated a page is sent to deputies wearing wireless pagers.
    i. Staff will respond to the site of the alarm.

19003.4 - Key Control

a) Key Lockers - Inventory

1. Storage lockers for keys not checked out will be secured in the appropriate facility location.
2. Doors to the key lockers will remain closed and locked when keys are not being inventoried, issued or returned.
3. The key to the lockers will remain in the Detention Guard Station.
    i. The assigned deputies/SSO's will maintain control over their assigned keys at all times while on duty.
4. Each key locker will have numbered pegs in the locker upon which correspondingly numbered key sets will be hung when not in use.
5. Each key locker will contain an inventory of all the key sets assigned to that locker.
6. The inventory will be dated and signed by the Division Commander's designee.
    i. Any changes to the inventory will be made by the Division Commander's designee.
7. Sheriff's Security keys may not be kept or duplicated by anyone without the Division Commander's approval.

b) Key Accountability

1. It will be the responsibility of the assigned Detention Guard Station Deputy to account for all Sheriff's Security Keys.
2. At the end of each day, the Detention Guard Station Deputy will conduct a visual check of the key locker to ensure every key peg has a key set or Key Control Card attached. Any peg without a key set or Key Card will be brought to the attention of the Detention Sergeant.
3. The off-going Detention Guard Station Deputy will not be relieved from duty until all keys have been accounted for.
4. When the Detention Guard Station Deputy needs to be relieved during the shift the above listed procedures will apply to the relieving Deputy.

c) Key Issuance

1. Security keys will only be issued to approved staff members at the Detention Guard Station.
    i. Most key sets are comprised of only those keys that will be required of a designated staff member in an assigned position.
    ii. A Key Control Card is needed to have security keys issued at any facility. If no Key Control Card has been issued, approved identification (e.g., Department I.D., Drivers License, etc.) may temporarily be accepted.
2. Emergency/evacuation key sets will be clearly designated.

i. Emergency master key sets will only be issued at the direction of a sergeant or higher rank.
ii. Internal evacuation sets will only be issued at the direction of a sergeant or higher rank.
iii. Exterior door keys may only be issued with the prior approval of a sergeant or higher rank.

3. All key sets are numbered and have the designated position stamped on the key ring tag.
4. Keys will not be issued to one staff member for later transfer to another member.
    i. Each key set issued to staff will be carried throughout the shift or be returned by that member to the Detention Guard Station.
5. A Key Control Log will be prepared by the issuing Detention Guard Station Deputy.
    i. The Log will be dated.
6. The oncoming shift will be issued a key set at the Detention Guard Station.
    i. The requesting staff members will exchange their Key Control Card for the necessary keys.
7. At the beginning of each shift, the Detention Guard Station Deputy or a Prowler will conduct an inventory of all key sets to assure accountability of all keys.
    i. The result of the inventory will be recorded on the Key Control Log.
    ii. The Detention Sergeant will be notified if there are any discrepancies with the keys.
8. When a key set is returned to the Detention Guard Station, the staff member's Key Control Card will be returned.

d) Handling of Keys

1. All employees will observe the following key control procedures:
    i. Carry and use keys as inconspicuously as possible.
    ii. Avoid reference to key numbers or any identifying information in the presence of inmates. Employees will not mark keys for identification.
    iii. Avoid dropping keys. Keys shall be exchanged hand-to-hand, never tossed or thrown.
    iv. Do not force keys into locks. If a lock does not function easily, the malfunction shall be reported to the Detention Sergeant.
    v. Inmates are never permitted to handle security keys under any circumstances. At maximum security facilities, security keys will not be taken into inmate housing areas.
    vi. Employees will not exchange keys with other employees at their work station.

e) Key Return

1. All Sheriff's Security keys will be returned to the Detention Guard Station whenever the employee leaves the security area of Detention.
2. Staff must leave their keys at the Detention Guard Station BEFORE exiting the security area.
3. In times of urgent responses to assist other areas of the court, deputies will leave their key sets at the Detention Guard Station.
4. When leaving the facility at the conclusion of the shift, keys must be checked back in. Once the key set is checked back in, the employee will have his/her Key Control Card returned.

f) Broken or Worn Keys

1. Whenever a key is broken or no longer works properly, the staff member using the key will inform his/her supervisor.
    i. The supervisor will determine if the lock has been rendered inoperable and will determine if immediate locksmith services are needed.
    ii. If locksmith services are needed immediately, the Supervisor will contact the appropriate Facility Services Officer and advise them of the need.
    iii. All pieces of the key will be recovered by the supervisor.
2. A memorandum describing the key breakage will be written by the involved employee. Original will be given to the Facility Lieutenant and a copy given to the Facility Services Officer.
    i. Broken keys (all pieces) will be turned in to the Detention Guard Station.
3. The Facility Lieutenant will authorize the key's replacement, and will review the memorandum and ensure that the key was used properly.
    i. If improper use was involved, the employee will be informed of proper key usage.
    ii. If willful misconduct is linked to the breakage, the Facility Lieutenant will be notified for possible further action.
4. Broken keys will be retained in the Detention Guard Station. The broken key will be turned over to the Facility Services Officer who will process a replacement key through the appropriate Locksmith.

g) Lost/Misplaced/Not Returned Key Sets

1. Lost or misplaced keys will be brought to the employee's supervisor's attention.
    i. An immediate search will be conducted.
    ii. The area sergeant will seal off the area in which the keys are believed lost.
    iii. Assistance with the search may be summoned.
    iv. Any inmates in the area will be properly searched.
2. The Detention Guard Station Deputy will be informed of any keys not properly returned.
3. When the Detention Guard Station discovers an unaccounted key set at the end of a shift, the responsible employee will be contacted.
    i. When the employee has gone off-duty and left the facility, the Court Sergeant will call his/her residence and/or other contact number.
4. When an employee discovers he/she has a key set outside security, or at home, he/she will immediately notify the Court Sergeant.
5. A DR will be written on all lost, misplaced or un-returned keys.
    i. Lost keys must be documented on a report prior to the end of the employee's shift.
    ii. When keys are found or relocated, that information will be documented in a Jail Incident Report.

h) Key Cards

1. All employees will observe the following key card control procedures.

    i. Key cards are generally distributed to all employees who work inside the facility.
        A. It is each employee's responsibility to exercise care and control of his/her key card.

ii. These individually numbered cards are important security items and should be handled/treated as any facility security key set.
iii. If a facility key card is lost, damaged or destroyed, the Operations Sergeant will be notified.

i) Electronic Access Cards

1. Employees may be issued electronic access cards.
2. These access cards are to be treated as any other key issued by the Sheriff's Department.
    i. At no time will inmates be permitted to handle electronic access cards.

19003.5 - 800 MHz Radios

a) Location

1. Hand held radios are located in the Sheriff's area.
2. Radios are assigned to the various positions throughout the Justice Center.
    i. Deputies/SSO's will check out / pick-up their radios based on their assignment for the day.
3. All radios will be returned prior to going off duty for the day.

b) The primary frequency for each facility is as follows

Radio Frequency	Facility
Zone 5 SHRF	CJC (Position 8)
Zone 5 SHRF	HJC (Position 9)
Zone 5 SHRF	LJC (Position 10)
Zone 5 SHRF	NJC (Position 11)
Zone 5 SHRF	WJC (Position 14)

c) The radio call signs for each facility

CJC	
Division Commander	18-00-09
Lieutenant	18-40-Lima-1
Sergeants	18-40-Sam-1 thru Sam-10
Deputies	18-40-11 thru 99
HJC	
Division Commander	18-00-09

Lieutenant	18-43-Lima-1
Sergeants	18-43-Sam-1 thru Sam-4
Deputies	18-43-05 thru 99
LJC	
Division Commander	18-00-09
Lieutenant	18-41-Lima-1
Sergeants	18-41-Sam-1 thru Sam-4
Deputies	18-41-05 thru 99
NJC	
Division Commander	18-00-09
Lieutenant	18-42-Lima-1
Sergeants	18-42-Sam-1 thru Sam-4
Deputies	18-42-05 thru 99
WJC	
Division Commander	18-00-09
Lieutenant	18-39-Lima-1
Sergeants	18-39-Sam-1 thru Sam-4
Deputies	18-39-05 thru 99

d) Accidental Activation

1. Accidental activation of the radio's emergency button will require the staff member to contact the on-duty Sergeant and the Sheriff's Emergency Communications Bureau to clear the activation.

19003.6 - CCTV Camera System

a) General Guidelines

1. The West Justice Center has approximately 47 CCTV Cameras throughout the facility.

2. Images can be stored for approximately 90 days before being recorded over.
3. The court Facility Services Officer will maintain a portable flash drive with usernames, passwords, camera descriptions and preferences.
    i. The flash drive will be stored in a secured location.
    ii. The flash drive will be used as a backup to replace corrupt files and install new cameras.

b) Camera Monitoring

1. The West Justice Center CCTV System provides the capability to monitor and record incidents.
2. Areas of coverage will be determined by the following personnel:
    i. The Presiding Judge of the Justice Center.
    ii. The Security Committee.
    iii. The Court Facility Manager.
    iv. The ERSS Manager.
    v. The Facility Services Officer.

c) Review and Request for Video Copies

1. The review of the CCTV video by any judicial officer, court staff or sheriff's personnel without a specific reason is prohibited.
2. Examples of specific reasons include but are not limited to:
    i. Training.
    ii. Investigating of complaints.
    iii. Commendations.
    iv. Quality assurance.
    v. The review of critical incidents.
3. Copies of the CCTV tape(s) will not be duplicated or released except by:
    i. Court Order.
    ii. District Attorney / Public Defender discovery request.
    iii. Upon written request pursuant to California Rules of Court 10.500 or PRA.
4. All requests must be submitted to the Court Executive Officer / Clerk of the Court.
5. Court staff, sheriff's personnel and judicial officers can request a copy of a tape from the custodian of records or his/her designee.
6. At a minimum, personnel requesting a copy of a tape will provide:
    i. Date and Time of requested incident.
    ii. Date of request.
    iii. Number of copies.
    iv. Person authorizing the copy(s).

d) Training

1. Personnel assigned to monitor the CCTV System will be trained in its use.
    i. Training will be conducted by a supervisor or the Facility Services Officer.

19003.7 - Control of Contraband

a) Purpose of Search

1. Random, unscheduled searches of inmates and the facility will be conducted periodically in order to:

    i. Prevent the introduction of weapons or other contraband into the facility.
    ii. Detect the presence of weapons, escape devices or other contraband within the facility.
    iii. Check malicious waste or destruction of facility property.
    iv. Prevent and maintain sanitary conditions in the facility.

b) Search of Facility Perimeter

1. All facilities will inspect the outer security perimeter for signs of tampering, damage, or other indications of a breach of security.
    i. To ensure best visibility, the landscaped area around the building will be checked once during each shift.
    ii. Foreign objects will be removed and placed in refuse containers outside of security.
    iii. The facility exterior will be examined for signs of damage.
2. The security parking lot, vehicle and pedestrian gate areas will be periodically searched.
3. Foreign objects will be inspected and disposed of in refuse containers outside of security.
4. The condition of the gates and fences will be observed.
    i. Damaged or malfunctioning equipment will be reported to a Sergeant at the conclusion of the search.
5. All search activity will be documented on the Court Operations Log.

c) Search of Detention Areas

d) **Planned Searches**

1. A planned search is a calculated search which involves specific steps, timing and resources used to locate drugs, weapons or contraband which may be concealed.
2. The Detention Sergeant will plan periodic searches of areas under their supervision.
    i. The Sergeant will keep a Detention area search log book to record dates and areas searched.
    ii. The Sergeant will also keep an operations area search log book to record dates and areas searched.
3. Female deputies will be the primary searchers when searching female housing areas, and male deputies will be the primary searchers when searching male housing areas.
    i. This can be modified by an on-duty Sergeant or the Facility Lieutenant.
4. Each search will be planned so that it causes minimum disruption to the facility's operation.
5. Searches will be coordinated between the Facility Lieutenant and the appropriate Sergeant.
6. A sufficient number of deputies will be assigned to the search activity, assuring a quick but thorough search.
7. Deputies may be assigned to the search group from any area or work assignment.
8. When necessary and practical, deputies may be reassigned to a search group from another facility.

9. A pre-search briefing will be conducted by the area sergeant to explain the search plan:
    i. The exact area to be searched.
    ii. Beginning time of the search.
    iii. Assignments for each deputy.
    iv. Video documentation plan.
    v. Specific items of contraband being sought.
    vi. The type of search to be applied to the inmates.
    vii. The proper handling of inmate personal property.
    viii. The proper handling of evidence/contraband.
    ix. The location of the inmates during the search.
    x. The expected ending time of the search.
10. A Sergeant will be present during the entire search.
    i. The Sergeant will direct the search activities and answer questions of the deputies.
    ii. The Sergeant will observe the end of the search and facilitate the return of inmates to their cells.
    iii. The Sergeant will hear inmate complaints and take appropriate steps to resolve any complaints.
11. A verbal report detailing the search activities will be made to the Facility Lieutenant by the supervising Sergeant.
12. Observations on the general condition of the facility in the area that was searched will be reported to the Facility Lieutenant by the Sergeant.
13. The Sergeant will sign and approve any Incident Reports that were prepared.
14. Search results will be noted in the search log book.
15. The Facility Lieutenant will review all reports generated from the search. Information extracted from the reports will be entered into the Facility log as deemed necessary.

e) **Spontaneous Searches**

1. A spontaneous search is one that is unscheduled, sudden and done without planning.
2. Deputies are encouraged to conduct small scale spontaneous searches at their discretion, at random, or in response to a criminal act or jail rule violation.
3. Deputies shall notify their immediate supervisor when practical.

f) **The Search Process**

1. The Detention Deputy will be directed to observe the search and maintain control over all doors in the area during the search.
2. To minimize distractions, messages for the sergeant and/or search deputies will be coordinated through the Detention Deputy.
3. The Detention Deputy will move the inmates out of the search area and into a secure area.
    i. Inmates will be directed to be dressed in full jail issue.
4. Deputies will search each cell.
5. Any excess jail issue property and excess personal property items found will be taken and returned to the inmates housing area (e.g.: CJX, TLF, or JAMF).
6. Every hiding place around the cell will be searched. Dark areas should be illuminated by use of a flashlight.

7. Deputies will use extra caution to not rub their fingers and hands over areas that cannot be seen. Sharp, hidden objects may cause severe injuries.
8. Deputies will not destroy jail or personal property during the search. Searches are not to be viewed as punishment.
9. Handcrafted items deemed to be contraband will be disposed of outside the facility at the Sergeant's direction.
10. Evidence of crime will be brought to the Sergeant's attention at its point of discovery.
    i. The discovering Deputy will initial the item.
    ii. The Sergeant may require photographs.
    iii. An Evidence tag will be attached to the item.
    iv. The item will then be placed into the Sheriff's Property/Evidence Bureau.
    v. Interviews of suspects will be conducted as directed by the Sergeant.
11. The facility and equipment in the area of the search will be examined for damage or malfunction during the search.
12. The Sergeant will make note of needed repairs and forward the memo to the Facility Services Manager.
13. Unsanitary conditions and marking on the facility surfaces will be brought to the Detention Deputy's attention for further action.
14. All inmates will be searched prior to their return to their cells.

g) Body Searches of Inmates and Detainees

1. See Custody & Court Operations Manual (CCOM) Section 1710.5.5 for information on Searches of Inmates and Detainees.
2. Strip/Visual Body Cavity Searches will not be conducted within the Justice Centers.
    i. In the event an inmate/detainee needs to be strip searched the Detention Sergeant will be notified and the inmate/detainee will be transported immediately to the IRC for processing.

19003.8 - Maintenance and Tool Control

a) Tool Storage and Control

1. Toolboxes, cabinets and drawers will be closed and locked when not in use.
2. To ensure all tools are accounted for, maintenance personnel working in the secured areas of a Justice Center will make a daily inventory of their tools.
    i. Tools or equipment will never be stored in the detention areas or areas accessible to inmates.
3. Inmates will be removed from areas where workers are assigned to work.
    i. Only in emergency situations will work be performed with inmates nearby and only while being escorted by deputies.
    ii. This will only be allowed when there is no other practical solution.
4. Inmates will never be permitted to handle tools or equipment of the workers.
5. Tools or equipment are never to be left unattended while inside a secure area.
6. Deputies and SSO's will remind the workers of the need to account for all tools and equipment.

b) Outside Workers Not Regularly Assigned to the Facility

1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
2. All staff used as escorts at a Justice Center must be approved by the Facility Lieutenant or his/her designee.
    i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
    ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
3. Prior to tools being permitted inside a secure area, deputies will search toolboxes and equipment containers.

c) Lost Tool Procedure

1. Workers or jail staff shall immediately report the loss of any tool.
    i. A verbal report will be made to the sergeant in charge of the area in which the tool was lost.
2. The area in which the tool was lost will be secured pending an area search.
3. Deputies will conduct a thorough search of the entire area.
    i. Inmates who are in the area, or who were in the area when the tool was lost, will be searched.
4. Un-recovered losses will be documented in a DR.
    i. The sergeant will assign a deputy to write the report.
5. When tools and/or equipment are found, a DR will be written.
    i. If the tool was previously reported missing, that report number will be referenced in the "found" report.
6. The tool or equipment will be returned to its owner.

d) Scheduled Job-Walk Tours for Work Projects

1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
    i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
    ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
    iii. Job-walk tours will be limited to the area affected by the planned project.
2. Facility Entrance Requirements
    i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
    ii. Photo ID will be needed to exchange for a visitor badge during visit
    iii. Tour attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
    iv. All tour attendees are subject to a security search of their person and possessions.

e) Contractor Escort

1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility security areas.
2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
4. The Contractor Escort must carry a department issued radio at all times during the escort.
5. Contractors or tools will not be left unattended at any time.
6. See CCOM Section 1712.2 for duties of an Escort Officer.

19003.9 - Electronic Scanning Devices

Electronic searches play an important role in intercepting weapons and other potentially dangerous contraband before it enters our Justice Center facilities. These searches are conducted to insure the safety and security of staff, visitors, inmates, and the facility. Justice Center facility personnel shall follow the guidelines established for these searches.

a) Scanning Devices

1. Electronic Scanning Devices are non-intrusive scanning systems, which utilize low intensity magnetic fields.
2. They are designed to detect small weapons or contraband metal objects concealed on someone's person.
3. These Electronic Scanning Devices do not detect non-metallic objects such as plastics, chemicals and organic substances.

b) Use of an Electronic Scanning Device

1. Use of an Electronic Scanning Device should be used by those staff members who have been trained in their operation.

c) Alarm Activation

1. If a person registers an alarm or the LED reaches the red zone bar, have the person walk through the unit again. If an alarm registers, the deputy has reasonable suspicion to conduct a pat down search.
    i. The handheld metal detector should be used on all persons registering an alarm.
    ii. Persons registering an alarm should be questioned by staff as to the presence of metallic objects on or in their body. This can include surgically or otherwise implanted metallic prosthetics or plates.
    iii. A person can choose to leave the courthouse prior to entering the metal detector, however, they will not be allowed into the Courthouse until completing the screening process.

d) Dosimeters

1. Each person regularly assigned to a weapons screening station where X-ray is used will wear a dosimeter.
    i. A dosimeter measures an individual's or an object's exposure to radiated energy.
    ii. A weapons screening officer from each Justice Center will be assigned to collect and reissue new monitoring films at the end of each month.

19003.10 - Video Documentation

Video recordings should attempt to document activities by providing a visual and audio record of incidents and occurrences. The video will supplement staff reports, aid in prosecution, limit claims of false use of force and assist in continuing training related to officer safety issues.

a) Handheld Camera

1. A Deputy/SSO/CSA will activate the handheld video camera as soon as practical during any unusual or noteworthy event.
2. Events that should be videotaped include, but are not limited to:
    i. Major disturbances
    ii. Emergency Response Team (ERT) activations
    iii. Contacts with uncooperative visitors/inmates that are likely to result in a use of force
    iv. Restraint chair use
    v. Use of Force interviews
    vi. Retrieval of contraband
    vii. Large scale pre-planned searches

19003.11 - Safety Checks

a) Definition and Purpose

1. A safety check is a direct visual observation of each inmate located in an area of responsibility to provide for their health and welfare. The purpose of conducting safety checks is to maintain the safety and health of the inmates and the security of our facilities.

b) Conducting Safety Checks

1. Staff will conduct safety checks from a location which provides a clear, direct view of each inmate. Staff will observe each inmate’s presence and apparent condition and investigate any unusual circumstances or situations.
2. Audio/visual electronic surveillance systems shall not be used to conduct safety checks, but may be used to supplement and verify the checks.
3. Staff will pay special attention to areas with low visibility. Diligent enforcement of the jail rules will help prevent inmates from covering the lights or hanging or placing items which obstruct staff’s view. This will increase staff's ability to do comprehensive visual checks.
4. Activities which provide staff with a clear, direct view of all inmates in the area of responsibility will meet the safety check requirement.
    i. Distribution of lunches.

c) Frequency of Safety Checks

1. Staff will conduct safety checks to verify the status of inmates in their area of responsibility within the following timeframes. More frequent checks are encouraged.

    ii. Isolation Cells – Each check must begin within thirty minutes of the beginning time of the previous check.
    iii. In all other areas, each check must begin within sixty minutes of the beginning time of the last check.
    iv. Juveniles held at the Justice Center - While being secured in a court holding cell, the prowler deputy will perform a safety check on all juveniles at least twice every 30 minutes. All safety checks will be documented on the Guard Station log.

d) Documentation of Safety Checks

1. Every safety check will be documented in the most appropriate documentation log, i.e., court Operations log, area log, or door log.
2. The entry will include the name(s) of the personnel who conducted the safety check and the actual starting times of each check.
3. The entry will include appropriate details of the check and the conditions observed. Some examples:
    i. No problems to report.
    ii. No unusual activity noted.
    iii. No suspicious activity observed.
    iv. Roof leaking in W-18. Sgt. X and Facility Manager notified.
    v. Light burned out in courtroom 13 holding cell. Facility Manager notified.
    vi. Inmate X found crying on bench. Stated, “Family trouble”. No injuries observed, inmate transported back to jail facility. Court Operations Log entry made, Sgt. X notified court clerk and Presiding Judge.
4. Each sergeant will check the logs in his/her area of responsibility to verify staff is properly documenting the safety checks.
    i. A notation will be made in the log with the sergeant’s name and the time the log was checked.

e) Late Safety Checks

1. If it appears a safety check cannot be conducted within the required time frame, the area sergeant will be notified as soon as possible, preferably prior to the time the check will be due.
    i. The sergeant will locate and assign available staff to complete the check.
2. If a safety check is not completed within the required time frame, staff must:
    i. Complete the check as soon as possible.
    ii. Notify the area sergeant as soon as possible.
    iii. If staff is still not available to conduct the check, advise the sergeant of the apparent conditions, including any unusual circumstances or activity, and continue to observe the area.
    iv. Make an entry in the Court Operations Log describing the circumstances which caused the check to be delayed, which sergeant was notified, and the information provided to the sergeant.

3. The sergeant will document the late safety check in the log, including the reason the check was late and any corrective action taken.

19003.12 - Audio Video Recordings within Courts

a) Purpose and Scope

1. The Orange County Sheriff's Department provides court security services to all Orange County Justice Centers. The purpose of this policy is to provide deputies and sheriff special officers assigned to Court Operations with guidelines for enforcing the Court Rules regarding photographing, recording, and broadcasting. These Court Rules are not criminal laws or statutes in nature. Therefore, enforcement should be focused on gaining compliance with the Court Rules rather than arrest or prosecution unless there is a separate citable criminal offense.

b) Policy and Guidelines

1. Inside Courtroom Protocol:

i. Local Rule of Court ("L.R.C.")180 states "No filming, photography or electronic recording is permitted in the justice centers except as permitted in the courtroom consistent with rule 1.150- California Rules of Court"- The California Rules of Court ("C.R.C") rule 1.150 in turn provides that court proceedings may not be recorded without written permission from the Court. An individual who attempts to record inside a courtroom without authorization can be sanctioned and held in contempt of court.

ii. Bailiff or security officer responsibilities: Deputies or SSOs assigned to the courtroom should consult or work together with the bench officer (judge, commissioner, or referee) when a possible unauthorized recording device is used in the courtroom.

iii. Inquire of the person using the recording device if they have a court order allowing them to record inside the courtroom. Alternatively, inquire of the Clerk of the Court or the Judge/Bench Officer whether the Court has authorized the recording in the courtroom.

A. If there is no court order authorizing the recording ask the person to stop using the recording device, turn it off, or put it away.

B. Advise the judge or Bench Officer that the unauthorized recording device may have been used inside the courtroom. Follow the instructions of the Judge or Bench Officer in regards to taking any action.

C. Confiscate or seize the device ONLY at the explicit direction of the Judge or Bench Officer.

iv. The primary concern should be to gain compliance and have the individual stop recording or turn off the electronic recording device.

c) Supervisor Notification and Documentation

1. A supervisor should be notified as soon as possible and the incident documented in the Court Operations Log or in an appropriate departmental report.

i. All audible electronic devices must be turned off when they are in courtrooms

d) Outside Courtroom Protocol

1. The court policy in place at all justice centers states, “Videotaping, photographing, or electronic recording by the media and general public is not permitted in any part of the court including but not limited to lobby areas, cafeterias, halls, stairs, escalators, and elevators. L.R.C. 180 designates specific areas in each justice center where recording devices may be used without prior authorization or court order (see below).

e) Security Officer & Deputy Responsibilities:

1. The primary concern is to get the person or person(s) recording or attempting to record to stop recording. Verbal requests should be given to gain compliance. Confiscation of the recording device should be avoided outside the confines of the courtroom. Such action would be considered a warrantless search and seizure and there is no criminal foundation to detain someone for this alone.
2. When Sheriff’s personnel encounter someone refusing an order to stop recording outside the courtroom they should not independently take action against the offending party unless that person has violated a different provision of the law (something other than the rules of the court). However they should:
    i. Notify a supervisor.
    ii. Contact a Judge or Judicial Officer for direction.
    iii. Continue to monitor the person violating the court rules.
3. Violators should not be directed to “delete” images unless directed to do so by a Judge or a Bench Officer.
4. Absent an intervening order from the court directing Sheriff’s personnel to take action to confiscate the recording device, any confiscation could be a violation of due process, 1st Amendment Rights and/or an unreasonable seizure under the 4th Amendment. Therefore, Sheriff’s personnel shall not confiscate any recording device without judicial direction.

f) Media Protocol:

1. Requests of any type for video, still photography, or audio coverage including pool cameras must be made to the court and submitted to the Judicial Officer assigned to hear the case on Judicial Council Form MC-510 “Order of Media Request" Form. If the request is granted the limits of the media coverage will be specified and a copy provided to the court Public Information Office.
2. Prohibited Coverage (per C.R.C. or L.R.C. rule 1.150 (e)(6))
    i. A proceeding closed to the public (e.g. juvenile cases)
    ii. Jurors or spectators
    iii. Jury selection
    iv. A conference between an attorney and client, witness, or aide
    v. A conference between attorneys
    vi. A conference between counsel and judge (sidebar)
    vii. A proceeding held in chambers

g) Areas in Court Facilities where Media Activities are Authorized:

1. Photos, news conferences and on-camera statements to members of the media and general public are allowed only in areas specified for that purpose, without prior court order or authorization.
    i. Central Justice Center - 700 Civic Center Drive West, Santa Ana
        A. Northeast corner of the second floor, lobby area near the front windows and escalators
    ii. Community Court - 909 North Main Street, Santa Ana
        A. Lobby area outside courtrooms
    iii. Complex Civil Litigation Facility - 751 W. Santa Ana Blvd., Santa Ana
        A. Northwest corner of the building, outside CX101
    iv. Harbor Justice Center - Newport Beach Facility - 4601 Jamboree Road, Newport Beach
        A. Across from Room 108 on the first floor, near the glass doors in the center of the building
    v. Lamoreaux Justice Center - 341 The City Drive, Orange
        A. Due to the privacy concerns and confidential nature of juvenile matters, the front quad exterior of the building has been designated for media interviews. Advance authorization by the Juvenile Court Presiding Judge or the Family Law Probate Court Supervising Judge is needed for requests to bring cameras into the courthouse, and broadcast media must check in with court security at the building entrance
    vi. North Justice Center - 1275 North Berkeley, Fullerton
        A. Exterior steps of main entrance, Central Wing (during inclement weather, use the area across from Dept. 9 at the top of the stairs)
    vii. West Justice Center - 8141 13th Street, Westminster
        A. The main lobby in the front of the building
2. Requests for exceptions must be made through the Court's Public Information Office and receive approval from the Presiding Judge.

19003.13 - Juvenile Procedures

See CCOM Section 11002.13 for Juvenile Procedures.

19003.14 - Response to High Risk-High Profile Trials

For information on High Risk / High Profile Trials see CCOM Section 10005.5.

19003.15 - Security Clearances

It shall be the responsibility of the Court Sergeant or his/her designee to provide, upon request from the Court Facility Services Officer, a Security check of all contractors or vendors requesting to enter the Justice Center to perform work.

a) Policy

1. All contractor employees providing services to the court are required to pass a criminal history security clearance.

2. It is the primary contractor's responsibility to ensure that their employees, independent contractors, consultants, and all other individuals they assign to work on court premises and or projects have successfully passed a security clearance check prior to assignment at any court facility.
3. Contractors shall provide a completed security clearance form for all personnel and subcontractors working at the court facility.
4. OCSD staff will check to ensure all contractor personnel have proper identification and are on the cleared list to perform work in a court facility.
    i. If an individual is found to be working without proper identification, he/she may be asked to leave the work site.
    ii. Anyone found to be working without a security clearance will be escorted out of the building.
5. Criminal background checks shall be valid for one year from the date of approval.
    i. After one year, a new background check form will need to be submitted and approved for all Contractor personnel to continue performing work in court facilities.
    ii. It will be the responsibility of the Contractor to provide the Court with updated information regarding any illegal activity, arrest, or conviction of any Contractor employee. Failure to provide updated information may result in termination of the contract

b) Disqualifying Offenses

1. Active Warrants.
2. Current Failure to appears.
3. On Formal (Supervised) Probation/Parole.
4. Sex Crime Conviction.
5. Assault on Peace Officer/Emergency Personnel.
6. Sales of narcotic charge/conviction.
7. Violent felony.
8. Non-Violent felony within 5 years (out of Jail or prison for 5 years).
9. Any misdemeanors within the last 3 years (OCSD/Courts discretion based on circumstances and charge).
10. Escape, escape attempts, or aid and abet an escape from a correctional facility.
11. Pending criminal case (discretionary).
12. Relative with pending litigation at any Orange County Justice Center.
13. Weapons convictions.
14. Served any Federal or State time within the last 3 years. (County jail time at OCSD and courts discretion).
15. Extensive criminal history (subject to court and OCSD discretion).
16. Omitting, misstatements, lying-or incomplete statements on application.
17. Gang Affiliation-any documented gang affiliation or membership within 10 years.

c) Outside Workers Not Regularly Assigned to the Facility

1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
2. All staff used as escorts at a Justice Center must be approved by the Facility Commander or his/her designee.
    i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
    ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
3. Prior to tools being permitted inside a secure area, deputies will search toolboxes and equipment containers.

d) Scheduled Job-Walk Tours for Work Projects

1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
    i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
    ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
    iii. Job-walk tours will be limited to the area affected by the planned project.
2. Facility Entrance Requirements
    i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
    ii. Photo ID will be needed to exchange for a visitor badge during visit
    iii. Job-walk attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
    iv. Job-walk attendees will be escorted by court staff.

e) Contractor Escort

1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility detention areas.
2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
4. The Contractor Escort must carry a department issued radio at all times during the escort.
5. Contractors or tools will not be left unattended at any time.
6. The duties of an Escort Officer are as follows:
    i. Meet contractor at facility point of entry.
    ii. Ensure contractor is not carrying weapons.
    iii. Ensure contractor does not take pictures while in security areas.
    iv. Inventory contractor’s tools prior to entering security areas and complete entry portion of tool inventory form.

v. Conduct inspection of work areas before and after work is done to ensure no tools or dangerous conditions are present.
vi. Maintain security by ensuring doors remain locked in work area.
vii. Remove detainees from work areas if necessary.
viii. Ensure detainees do not have access to contractor or tools if detainees are present.
ix. Visually check the work area for supplies, trash, and tools when contractor has completed work.
x. Secure area where work was done.
xi. Escort contractor out of security upon completion of work.
xii. Inventory contractor's tools and complete exit portion of tool inventory form.
xiii. Forward tool inventory form to the Court Sergeant or his/her designee

19004 - Disturbance / Riot Response

19004.1 - Disturbance Response

a) Response to:

1. Calls for assistance
2. Medical Aids

b) Positions that DO NOT RESPOND:

1. Detention Guard Station
2. One officer must remain at the Weapons Screening station at all times.
3. Bailiffs assigned to an open courtroom.

19004.2 - Emergency Response Team (ERT)

The Court Operations Emergency Response Team will be comprised of a Bureau Commander, Sergeant, Deputies and one Team Leader who are assigned at each of the Justice Centers. It is suggested that initially the assignments be filled by deputies who are classified as Prowlers. Sending Prowlers will affect the courts with the least amount of impact.

A team will only be deployed at the direction of a sergeant or above, with notifications to the Bureau Commander and Division Commander.

E.R.T deputies should have all of their issued equipment staged at their work locations and be ready for deployment. Deputies should be able to depart from their respective facilities within 15 minutes of notification. The team members will be designated daily on the watch list, making them easily identifiable as a team member during that particular shift.

Each Justice Center will have a minimum of one team, with each team consisting of 3 – 5 members. CJC should consider forming multiple teams based on staffing. All members will be MFF / ERT trained. All training, supervision and assignments will be in accordance with Custody & Court Operations Manual (CCOM) Section 1808. Team members will respond to the requesting area/facility and report to the facility Sergeant for deployment.

The Incident Commander will be designated as the E.R.T. Supervisor and will be charged with accountability of OCSD personnel during deployment, coordinating operations, determining resource

needs, setting up the command post and implementing the Incident Action Plan (IAP). If an ERT Sergeant is present, he/she will directly supervise the team at the direction of the Incident Commander.
The Bureau Commander/Incident Commander is tasked with handling all notifications to the various Justice Centers as well as making the notification to the Division Commander.

a) Selection of Personnel

1. Participation in the Court Operations Emergency Response Team is voluntary. Members will be paid for training and qualification consistent with the policies of the current Memorandum of Understanding.
2. Court personnel desiring to serve on ERT shall submit a memorandum describing their knowledge, experience and technical competence in firearms, and operations and tactics to their Bureau Commander.
3. Suitability for team membership will be determined upon demonstrated field performance, judgment, decision--making ability, fitness, performance history, and overall work record.
4. Following initial review by the responsible Bureau Commander, requests will be forwarded to the Division Commander for review and final selection.

b) Training

1. All team members, including team leaders, shall train a minimum of twelve hours each year and complete all Department mandated classes in less lethal systems. Training exercises will consist of, but not be limited to, E.R.T briefings, classes, walk-through demonstrations, video presentations, Power Point presentations, handouts, and practical application scenarios.
2. Team leader training consists of E.R.T. Team Leader courses, handouts, Power Point presentations, practical application scenarios; armorer's training for less lethal weapon systems, and other relevant training.
3. The E.R.T. Liaison Sergeant will ensure that each team member is capable of effectively functioning in every position on the team, with the exception of the team leader's position.
4. Failure to complete mandatory training will result in removal from the Court Operations Emergency Response Team.

c) Documentation

1. All ERT training drills and practical application scenarios conducted inside the secure perimeter of a facility will be documented in the Court Operations Log under "ERT Training".
2. All ERT activations will be documented in the Court Operations Log under "ERT Activation".

d) Cell Extractions

1. Emergency extractions occur when the behavior of the inmate(s)/detainee(s) constitutes an immediate and serious threat to the safety of that inmate/detainee, staff, visitors, other inmates/detainees (e.g., assaults and suicide attempts), or to jail security (e.g., controlling disturbances and stopping the massive destruction of property). The incident commander, with notification to the facility watch commander as soon as practical, may authorize staff to conduct an immediate extraction.
2. Calculated extractions occur in situations where an inmate/detainee is in an area that can be isolated or controlled. It does not normally involve the immediate threat to life,

substantial loss of property, or institutional security (e.g., removal for court appearance, housing relocation, contraband recovery, etc.). The incident commander, with prior notification to the facility watch commander, may authorize staff to conduct a calculated extraction.

i. Staff shall utilize all reasonable efforts and resources to gain an inmate's/detainee's compliance prior to using an extraction team. If the purpose of the extraction is to recover contraband, potential weapons, or other material, and this can be achieved without using force or creating a security risk, the proposed extraction should not be initiated.

ii. If practical, staff will consult with medical staff prior to deployment to determine if the inmate/detainee has any medical issues requiring specific precautions, such as allergies, severe asthma, heart condition, pregnancy, etc. The incident commander will request medical staff to respond to the location. Medical staff will stand by in a designated safe area to provide medical care if necessary.

e) Precautions

1. Deputies assigned to an E.R.T. will limit their exposure to blood and bodily fluids by employing the following universal precautions:

   i. Use either the riot helmet face shield or the personal protective mask to cover your face.
   ii. Wear protective gloves.
   iii. At the conclusion of the call out, remove the gloves and wash your hands.
   iv. Sanitize or replace any contaminated equipment.

      A. A staff member who is exposed to bodily fluids or other potentially infectious materials will follow the procedures listed in Lexipol Policy 1016 [1] – Blood Borne Pathogens Exposure Control Plan.

19005 - Evacuation Procedures

19005.1 - Evacuation of the Public

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order the evacuation of the West Justice Center (WJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Incident Command Post (ICP) will be at the discretion of the Incident Commander.

i. The ICP will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
    i. Mandatory closure for members of the public only, including jurors.
    ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, jurors and hourly staff only.
    ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
    iii. Judges, managers, court attorneys and salaried employees may remain.
    iv. Outside agency staff may also remain, at their discretion.
    v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully “operational” such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
    ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
    i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
    ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes

1. Public:
    i. Sheriff's personnel will ensure the public is properly evacuated through a safe evacuation route, usually through the nearest public access.
    ii. If a situation prevents the public from using the public corridor, they will be evacuated through a security hallway with court staff and then directed to a safe route to vacate the premises.
2. Jurors:
    i. Jurors in the Jury Assembly Room who have not been assigned to courtrooms will be directed to report to the Jury Services Assembly Area.
    ii. Jurors will receive instructions from the Jury Clerk as to dismissal or how/when to report back to the Jury Assembly Room.
    iii. Jurors who have been impaneled in a courtroom will be evacuated by the Court Clerk.

A. Impaneled jurors must be released by the courtroom judge.

iv. The court clerk who has impaneled jurors in a courtroom will bring a roster of the jurors and give it to the Jury Clerk in the assembly area.

v. The court clerk will take the recommended evacuation route, leading the jurors out of the building and instructing them to report to the Jury Services Assembly Area.

19005.2 - Evacuation of Staff

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order evacuation of the West Justice Center (WJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
    i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
    i. Mandatory closure for members of the public only, including jurors.
    ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, jurors and hourly staff only.
    ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
    iii. Judges, managers, court attorneys and salaried employees may remain.
    iv. Outside agency staff may also remain, at their discretion.
    v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
    ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:

i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes

1. Staff:
   i. Sheriff's personnel will ensure that court staff is properly evacuated through a safe evacuation route, usually through the nearest exit.
      A. All employees should know the nearest evacuation route, and an alternative route, from their workstation.
      B. If the nearest route is not available for a safe exit, then the next most feasible exit will be utilized.
2. Court Team Leaders
   i. Court Team Leaders will help with the safe evacuation of all court employees.
   ii. Court Team Leaders will:

      A. Appoint someone to lead employees to the designated assembly area.
      B. Assign personnel to carry their team flag and agency roster to the designated assembly area.
      C. Ensure all employees have evacuated their work area.

   iii. Court Team Leaders will advise sheriff's personnel of any employee who was left in the work area due to:

      A.Handicap or injury.
      B.Employee assisting with injuries
      C.Missing employees.

         1. If an employee is missing the deputy will re-search the area the employee was last seen or left in.
         2. If the employee is not located the Deputy will notify the Incident Commander.
   iv. Additionally, Court Team Leaders will report the status of staff to the appropriate sheriff's personnel.
   v. Employees will remain in the assembly area until given the all clear by sheriff's personnel.

19005.3 - Evacuation of Inmates

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order evacuation of the West Justice Center (WJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.

3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
    i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
    i. Mandatory closure for members of the public only, including jurors.
    ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, jurors and hourly staff only.
    ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
    iii. Judges, managers, court attorneys and salaried employees may remain.
    iv. Outside agency staff may also remain, at their discretion.
    v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully “operational” such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, judicial officers, managers, staff and inmates.
    ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
    i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
    ii. No evacuation should occur unless specifically instructed.

d) Evacuation of Inmates

1. General Guidelines
    i. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location.
        A. All movement outside the detention area will be done under the immediate supervision of a sergeant.
    ii. From an affected cell, move the inmates to another cell.

iii. When moving inmates to internal locations away from the detention area, separate them into groups that can be controlled by the available deputies.
iv. When moving inmates to external locations, separate them into groups that can be controlled by the available deputies.

2. Level 1, 2 or 3 evacuations.
   i. If an emergency occurs within the detention area the primary evacuation area will be the security tunnel, detention stairway, courtroom custody boxes or a vacant large courtroom.
3. Level 4 evacuations.
   i. The Incident Commander will make the following notifications:
      A. Advise all deputies that an evacuation will take place.
      B. Notify the Westminster Police Department to request assistance.
      C. Advise Sheriff's Transportation and request buses for immediate transport of inmates back to their respective jail facilities.
      D. Notify the Division Commander of the evacuation.
      E. Advise the Department Commander and request assistance from patrol units.
   ii. Bailiffs shall return all inmates to the detention facility.
   iii. The Main Control Deputy will collect the master court list, all court orders, booking slips and inmate property.
      A. The Main Control Deputy will maintain communications and control of the detention area.
   iv. The Detention Sergeant or his/her designee will obtain the restraint cables from the spools that are located in the secured supply cage behind Main Control.
   v. Inmates will be ordered to stand in the cell door and be handcuffed in pairs.
      A. Inmates who have been identified as dangerous or assaultive towards staff will also be restrained with Martin chains and leg irons.
   vi. The restraint cables will be taken to the cell doors and an evacuation team will secure the inmates to the cable.
      A. When all inmates are secured to the restraint cable in groups of 20 (10 pair), they will be escorted up the stairs and south across the parking lot to the vacant lot.
   vii. The Main Control Deputy, along with a Prowler Deputy, shall search the detention area to ensure all inmates have been evacuated.
      A. Upon completion the Main Control Deputy will notify the Incident Commander.
   viii. The Main Control deputy and Prowler deputies will assist sheriff's transportation deputies with jail paperwork and the loading of inmates onto transportation buses.

      A. The Detention Sergeant will make arrangements for the recovery of all handcuffs, restraint cables, leg irons and Martin Chains.
      B. As soon as possible a report shall be prepared and submitted to the Detention Sergeant detailing the evacuation. The Detention Sergeant shall review the report(s) and have copies distributed to the appropriate destinations.

e) Evacuation Security

1. Evacuation security will be accomplished by armed Deputies and City Police Officers surrounding the evacuation area.
2. These Deputies and Officers will have been requested by the Incident Commander.
    i. Deputies will be assigned to carry shotguns to provide sufficient security.
    ii. Westminster Police units should be deployed at opposing corners of the open field, preferably with shotguns.
3. Deputies and Officers will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.

19006 - Safety and Emergency Procedures

19006.1 - Earthquake Procedures

For Facility Earthquake procedures see CCOM Section 11005.1

19006.2 - Flood Procedures

a) Notification of a Flood Condition

1. The West Justice Center is located directly north of a FEMA floodplain.
    i. FEMA Flood Zone A is considered a high risk flood zone.
2. Additionally, there are historical flooding locations near the facility at Beach Blvd and Newland Street.
3. The facility also lies within the Prado Dam inundation zone.

b) Reports on Flood Conditions

1. Reports on flood conditions will be periodically made to the Department Commander.

19006.3 - Bomb Threat-Explosion

For Facility Bomb Threat / Explosion procedures see CCOM Section 11005.3

19006.4 - Escapes

For Facility Escape procedures see CCOM Section 11005.4

19006.5 - Hostage Plan

For Facility Hostage Plan procedures see CCOM Section 11005.5

19006.6 - Emergency Response to Suicides or Serious Injury

For Facility Response to Suicides or Serious Injury procedures see CCOM Section 11005.8

19006.7 - Immediate Action-Rapid Deployment Plan (CIRT)

For Facility Immediate Action / Rapid Deployment Plan procedures see CCOM Section 11005.6

19007 - Emergency Systems and Equipment Locations

Unless otherwise provide in this policy, the emergency supplies and equipment listed in the below sections are maintained and serviced by Court Services Personnel. The Orange County Sheriff's

Department has no authority or control over the placement of these devices, nor does the Sheriff have any role in maintaining and servicing the supplies and equipment.

19007.1 - Fire Alarm Pull Stations

a) Fire Alarm Pull Stations

1. There are 19 fire alarm pull box locations within the West Justice Center. Their locations are:

b) Basement:

1. Outside the electrical room.
2. In the Telecommunications Room.

c) First Floor:

1. Outside W-1 Jury Room near the southeast exit
2. Outside W-2 Jury Room near the southwest exit.
3. Outside W-1.
4. Behind W-4 Chambers near exit.
5. Behind W-5 Chambers near exit.
6. Inside the main public entrance by Traffic/Criminal.
7. East side of Traffic/Criminal near the walk up windows.
8. Outside W-9 in hallway.
9. Near the stairwell outside W-9 Chambers.
10. Outside W-12 in hallway.
11. In the hallway near the north public entrance.
12. Outside the Jury Assembly Area.

d) Second Floor:

1. Inside the employees break room on the northwest wall.
2. Inside the employees break room on the northeast wall.
3. Inside the employees break room on the east wall.
4. Outside W-18 Chambers in hallway.
5. Outside the D.A. office in hallway.

19007.2 - Automated External Defibrillator (AED)

a) AED Locations

1. There are 4 AED located within the West Justice Center.
2. They are located in the following areas:
    i. In the Detention Guard Station
    ii. In the secured hallway between Departments W2 and W3.
    iii. At the top of the Detention stairwell.
    iv. In the secured hallway by Department W17.

19007.3 - Emergency Supplies

a) Emergency Supply Locations

1. Court Services Personnel have 9 caches of emergency supplies located within the West Justice Center. Their locations are:
    i. Administration Office.
    ii. Collections Office.
    iii. Traffic/ Criminal Courtroom.
    iv. W3 Jury Room.
    v. Court Services Manager's Office.
    vi. Jury Room behind W7/ W8.
    vii. Jury Room W14.
    viii. Behind W17- copy room.
    ix. Behind W11- copy room.
2. Sheriff's Personnel Emergency Supplies are located in the basement in lockers near the woman's locker room.

19007.4 - Evacuation Chair and Stretchers

a) Evacuation Chair

1. There is one evacuation chair located on the 2nd Floor in the storage closet between W13 and W14.

b) Stretchers

1. There are numerous stretchers located in the locked area behind the Main Control Guard Station.

19007.5 - Knox Boxes

a) Knox Box Locations

1. There are two (2) Knox Boxes located outside of the West Justice Center.
2. Their locations are:
    i. Near the gate to the secured parking lot.
    ii. Near the door behind W4 in the secured parking lot.

19007.6 - Utility Shut Off Valves

a) Gas Shut Off Valve

1. The gas shut off valve is located in the secured parking lot on the northwest side near the concrete wall.

b) Domestic Water Shut Off Valve

1. The domestic water shut off valve is located on the northeast side near the gate to secured parking lot on 13th Street.

c) Main Electric Shut off Switch

1. The main electric shut off switch is located in the electrical room in the basement.

19007.7 - Self Contained Breathing Apparatus (SCBA)

a) Scott Air Pack Locations:

1. Scott Air Packs are located in the locked area behind the Main Control Guard Station.

19007.8 - Fire Extinguishers

a) Fire Extinguisher Locations:

1. There are 40 fire extinguishers located within the West Justice Center. Their locations are:

b) Basement:

1. Outside the Telecommunications room.
2. Inside the Telecommunications room.
3. Inside the Detention Guard Station.
4. In the corridor on the west wall (2).
5. In the Civil Squad room.

c) First Floor:

1. Outside W-2 Jury Room near the southwest exit.
2. Behind W-4 Courtroom.
3. Behind W-5 Courtroom.
4. Inside Traffic/Criminal on west wall.
5. Inside Traffic/Criminal on south wall.
6. Outside W-4 in hallway.
7. Inside Records Room on west wall.
8. Outside W-5 in hallway.
9. Inside the Sheriff's Interview Room.
10. Outside W-8 Chambers.
11. Outside W-12 in hallway.
12. Outside W-8 Courtroom.
13. Inside the Jury Assembly Area.
14. Outside the Collections Office in hallway.
15. Outside the Financial Office in hallway.
16. In the hallway near Jury Room outside W-10.
17. Inside the Administration Office.
18. In the hallway outside the supply and meeting room.
19. Inside the reception area

d) Second Floor:

1. Outside W-14 Chambers.
2. Outside W-14 Courtroom.
3. Outside W-18 Courtroom.
4. Outside the Jury Room across from W-16.
5. 4-Inside the District Attorney's Office.

6. Outside the Mechanical Rooms on the roof.
7. 4-Inside the Mechanical Rooms on the roof.
8. Inside the employees break room on the south wall.
9. Inside the employees break room on the east wall.

19007.9 - Fire Hose Cabinets

a) Fire Hose Cabinet Locations:

1. There are 2 Fire Hose Cabinets located within the West Justice Center. Their locations are:

b) Basement:

1. In the corridor on the west wall (2).

19008 - Miscellaneous

19008.1 - Remands

a) Court Remands:

1. When a defendant is “remanded to the custody of the Sheriff,” he or she is deemed to be in our custody from the point these words are spoken by the Judge.

See CCOM Section 10006.12 Bailiff for Details