

Function of Units

203.1 ADMINISTRATION COMMAND

203.1.1 COMMUNITY PROGRAMS & SERVICES DIVISION

The Community Programs and Services Division was established in 2012 to optimize efficiencies and consolidate Department resources. The primary mission of the Division is to establish better communication, coordination and connectivity between existing programs, the media, other government agencies, while fostering positive and productive relationships with the citizens of Orange County.

There are four core sections within the Division, each with specific functional responsibilities:

1. Community Programs
 - (a) Provides and supports educational programs that primarily focus on school-age children. Additional activities include coordinating award programs and the management of the Sheriff's Advisory Council and Drug Use Is Life Abuse program.
2. Community Services
 - (a) The Community Services Office is responsible for coordinating, supporting and enhancing existing drug education programs and acting as a drug education clearinghouse.
3. Public Affairs
 - (a) Is responsible for engaging our stakeholders and providing honest and transparent communication, aimed at building and maintaining the Department's strong reputation by developing mutually beneficial partnerships with the media and non-governmental agencies. This office consists of the following:
 1. **Community Relations** - Serve as the nonprofit liaison for the Department, coordinates county-wide community relations efforts and promotes OCSD as a committed community partner.
 2. **Government Relations** - Serves as the liaison with Orange County Board of Supervisors and other elected officials promoting and advancing the strategic initiatives and goals of the Department. Also serves as the Department's source of contact with public policy makers, government officials and community leaders.
 3. **Media and Public Relations** - Media / Public Relations is responsible for the handling of media inquiries and the dissemination of honest, transparent, and timely communications to the citizens of Orange County, while being mindful of public safety, news outlet deadlines, and the limitations of Department resources.

203.2 ADMINISTRATIVE SERVICES COMMAND

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203.2.1 FINANCIAL SERVICES DIVISION

The Financial Services Division provides financial operations, administrative, and law enforcement contract services through management of specialized functions for the Sheriff Coroner Department. Providing quality financial and administrative support to front-line public safety services and ensuring the financial integrity of the Sheriff's Department. Striving for excellence when providing the following services:

1. Financial Operations Section
 - (a) The Financial Operations Section provides financial support services for the Sheriff Coroner's Department. These responsibilities include administration of trust funds; inventory control; accounts payable and receivable; general accounting control; grant administration including preparation of grant financial claims and reports; processing of petty cash and travel; asset management, and tuition and mileage reimbursements.
2. Budget Section
 - (a) The Budget Section is responsible for administrative support to the Sheriff-Coroner Department. These responsibilities include budget preparation; expenditure projections control and analysis; development of Five-Year Strategic Financial Plan; analysis of annual State Budgets and special projects.
3. Purchasing Section
 - (a) The Purchasing Section is responsible for purchasing all materials, supplies, furnishings, equipment, livestock, and other personal property required by the Department. The Section also negotiates and executes all professional service contracts, all consultant services contracts, and all equipment contracts, lease purchase agreements, and human services agreements. In addition, Purchasing approves and confirms emergency purchases, develops contracts for commodities and/or services required on an as needed basis, and maintains a procurement system that is fair, effective and efficient.
4. Jail Cashiering Section
 - (a) The Jail Cashiering Section handles and maintains all inmate funds, processes bail and bond transactions and purchases of jail commissary items.
5. Payroll Section
 - (a) The Payroll Section is responsible for processing daily payroll data and ensuring all department employees are paid accurately and timely.
6. Supply/Reproduction Detail Section
 - (a) The Supply Detail Section provides a central area of responsibility in the ordering, receiving, inventory, storage, distribution of supplies and the ordering and/or reproduction of forms and business cards used by the Sheriff-Coroner's Department. The Supply Detail also delivers and picks up mail for the department.
7. Law Enforcement Contract Section

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- (a) The Law Enforcement Contract Section is responsible for the development and administration of law enforcement services contracts. This Section collaborates with various Divisions within OCSD, County agencies including County Counsel and Health Care Agency, as well as other outside Federal, State, and city entities.
- 8. Real Property Section
 - (a) The Real Property Section provides comprehensive real property services to all Sheriff-Coroner Department. These services include real estate planning, acquisition and property management tasks to meet department-wide operational needs. The Real Property Agent handles these services directly, and coordinates contracted services when requested.
- 9. Revenue Audit Section
 - (a) The Revenue/Audit Section is responsible for developing cost studies for law enforcement services including contract cities and Orange County Transit Authority; cost applies for other County agencies; other special rates and fees; and revenue budget and forecast. This Section also coordinates all internal and external audits for OCSD as well as conducting internal reviews of the Department. The primary goal of the audit team is to ensure established procedures are followed and the Sheriff-Coroner's Department assets are being safeguarded.
- 10. Agenda Staff Reports Section
 - (a) The Agenda Staff Reports (ASR) Section is responsible for coordinating the completion of ASRs which are prepared with Division input and processed centrally by the ASR Section for all Department issues requiring Board of Supervisors' approval. The Section also coordinates all financial related California Public Record Act (CPRA) requests.
- 11. Communications Financial Support Section
 - (a) The Communications Financial Support Section supports the financial activities of the Sheriff's Communications and Technology Division. This Section is responsible for billings; processing payroll for the Communications and Technology Division employees; processing purchase requisitions, contracts and accounts payable documents; and monitoring the Division's fixed asset and controlled equipment inventory.

203.2.2 RESEARCH AND DEVELOPMENT DIVISION

The Research and Development Division (R&D) develops and maximizes resources necessary to advance law enforcement objectives and department goals through cost effective, innovative opportunities and partnerships. The division facilitates and manages department-wide construction and maintenance for sheriff's facilities, manages fleet vehicles, procures available state and federal equipment and purchases and issues uniforms and law enforcement equipment to sworn personnel.

There are three core sections within R&D, each with specific functional responsibilities:

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Facilities Planning

1. Project Administration

- Project Administration entails the overall management and coordination of all disciplines and project components as detailed below. Included in this process is the development of detailed design and construction cost estimates for small (purchase order type) to large complex (Board Awarded capital) projects and reviewing the estimates with our customers. Responsibilities include development of comprehensive scopes of work for the architect-engineer (A-E) and a clear comprehensive description of the Public Works construction project. Project administration involves preparation of and control of the overall project budget, assuring adherence to all appropriate federal, state and local codes and ordinances as well as compliance with all appropriate standards and rules imposed by the authorities having jurisdiction (AHJ). Also included is the development of the project bid package, assuring that all appropriate reviews and approvals have been secured, validating the apparent low bidder's credentials and assuring that all County requirements have been met. Another facet of Administrative is the verification of California Environmental Quality Act (CEQA) compliance and development of requirements, such as Environmental Impact Reports (EIRs) and National Pollutant Discharge Elimination System (NPDES) reports. Agenda Staff Reports (ASRs) are also developed, refined, submitted and tracked and the development and maintenance of policies and procedures as well as process mapping, project progress reporting and project prioritization are also a responsibility of the Administrative function. Additionally, Facilities Planning verifies all project activities are within the requirements of the County's Design and Construction Procurement Policy Manual (DCPPM).

2. A-E Contract Management

- This discipline is responsible for negotiating a scope of work and fee agreement with the architect-engineer (A-E), coordinating design reviews with the A-E and the customer, monitoring the progress of the design activity and reviewing and approving the plans and specifications. Responsibilities also include coordinating punch list activity with the A-E and the general contractor.

3. Construction Management

- This discipline is responsible for conducting pre-bid, pre-construction, pre-grading, construction progress and construction closeout meetings along with any special or impromptu meetings that are necessary. These project managers work very closely with the construction general contractor and County inspectors to assure that specification requirements are being met and the construction schedule is being adhered to. Tasks include regular construction site visits and thorough documentation of progress. This discipline assures that all specification requirements are fulfilled at the end of the project including as-built drawings, O&M manuals, warranties, training and other end of project deliverables. Project cost and schedule control are the responsibility of this discipline including examination and analysis of the schedule of values and review and approval of all contractor pay requests.

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4. Plans/Document Management

- This discipline is responsible for maintaining up-to-date as-built documentation on all Sheriff's facilities and completion records for all projects performed by the R&D command. This discipline provides AutoCAD designs as necessary for studies and internal projects and can provide electronic file copies of facilities when required. The Master Planning and Studies discipline is responsible for forward planning activities, what-if studies, analytical comparisons and support to forward looking budget planning.

Facilities Operations

The Facilities Operations Section provides facility maintenance, regulatory compliance management, and facility maintenance contract management to support the Sheriff Department's 56 facilities. The primary mission of Facilities Operations is to perform the essential maintenance and repair services necessary to keep the Department facilities operational and in compliance with legal requirements set forth in various administrative codes and regulations. Minor alterations necessary to restore original function and building systems performance may be included in this category of work.

1. Maintenance Planning Unit

- A team of maintenance planners order repair parts and materials needed for each job in advance, preparing a "ready to work" job schedule for each maintenance shop. Maintenance shop supervisors and maintenance planners combine their efforts to prioritize and schedule the workload for each upcoming week or maintenance cycle.

2. Maintenance Control Center

- The Maintenance Control Center provides the point of contact for customer maintenance requests and the daily upkeep and administration of the computerized maintenance management database. Work orders, materials requisitions, and a wide variety of reports are produced regularly using specialized software. The Maintenance Control Center also provides general clerical support for Facilities Operations including timekeeping, maintenance of document files and daily work order processing.

3. Maintenance Shops Units

- The Maintenance Shops Units are divided into two areas. Each area is overseen by a Craft Supervisor II and each shop will have a Craft Supervisor I and a Shop Planner assigned to it. One shop area combines responsibility for the Central Jail Complex and the External Support Shop. The External Support Shop is not site specific. This shop is responsible for the Locksmiths, Metalsmiths, Carpenters and Environmental Control Technician which do work in all of the facilities. The second shop area includes James A. Musick Facility and the Theo Lacy Jail Facility. Along with the CJX shop, these shops perform the in-house predictive maintenance, preventive maintenance and demand repair services for a variety of specialized buildings and facilities.

4. Compliance Management Unit

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- The Compliance Management Unit covers a broad range of mandated inspections, environmental protection, safety, and fiscal responsibilities related to maintaining the operating systems of the Departments buildings. A full-time Administrative Manager coordinates resources from other Facilities Operations Units who contribute to the accomplishment of technical maintenance responsibilities mandated by Federal, State and local Regulatory Agencies. This unit performs critical support and compliance functions.
5. Budget Planning and Tracking
 - The Compliance Manager is responsible to coordinate the development of the annual budget plan and to monitor the expenditures throughout the budget cycle. Known responsibilities and planned maintenance account for approximately 80% of Facilities Operations annual budget with the remainder expended throughout the year to correct the inevitable breakdowns and emergencies that occur in buildings operated on a 24/7 schedule.
 6. Regulatory Compliance
 - Mandates include documentation and initiation of air quality control actions, combustion equipment inspections and permitting, Fire/Life/Safety maintenance and inspections, vertical transportation maintenance, underground storage tank permitting and inspections, storm water runoff control inspections and workplace safety inspections. The unit also serves as a checkpoint for compliance with purchasing regulations and internal business rules.
 7. Contract Management
 - The contract management team ensures that Facilities Operations meets the accountability standards defined in the County's Contract Policy Manual and the Sheriff-Coroner's expectation of transparency in the conduct of Department business. A full-time contract services supervisor oversees approximately 80 contracts covering a wide range of specialized maintenance services, parts, and supplies. Assisted by a Craft Supervisor I and a Maintenance Planner, the work of contractors is monitored and documented by this small team to ensure the quality and value of services provided.
 8. Division Safety Training Program
 - A division-wide training program addresses mandated safety training, job knowledge and trade skills required for the work environment, and professional development goals for each R&D employee. Responsibilities include facilitating a combination of professional educational services, County-wide training opportunities, and in-house "train the trainer" programs. Full documentation is retained to meet CAL/OSHA and County workplace safety requirements.
 9. Warehouse
 - The warehouse staff assembles pre-packaged materials ordered by the maintenance planners into our staging area, ready to deliver to the job-site on schedule. The warehouse also stores critical replacement parts and supplies,

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special tools and emergency response equipment needed for rapid responses by maintenance shops when needed.

Resource Management Section

The Resource Management Section provides a variety of services to the Sheriff-Coroner Department through its Quartermaster Unit, Fleet Management, and Administrative Support Unit..

1. Quartermaster Unit

- The Asset Procurement falls within the Quartermaster Unit and obtains excess property from federal, state and military agencies at little or no cost. Through Asset Procurement the team regularly procures products, which includes assets such as vehicles, safety equipment, and emergency supplies valued in excess of a million dollars. Products procured would otherwise be unavailable or would have to be purchased by the department or other recipient agencies. The Quartermaster Unit also purchases and issues uniforms and law enforcement equipment to sworn personnel.

2. Fleet Management Unit

- The Fleet Management Unit works cooperatively with Orange County Public Works to procure, replace, maintain and repair a fleet of over 1,000 vehicles assigned to the Orange County Sheriff-Coroner Department. The Fleet Management Unit works cooperatively with other Sheriff's commands for installation of radios, mobile computers and Patrol Video Systems in new units, servicing and outfitting of fleet vehicles and other tasks as assigned. Responsibilities include maintaining and updating the vehicle database with information on scheduled maintenance, license plates, mileage, transponder data, etc.

3. Administrative Support Unit

- The Administrative Support Unit provides command-wide reception, secretarial and office services to all units within the Research and Development Command. Other duties include representing the command to the OCSO Safety Officer and the County Safety Officer, facilitating mandated R&D facility evacuation drills, annually replenishing safety equipment (fire extinguishers, first aid kits) and providing petty cash services for all R&D Command sections.

203.2.3 THE TECHNOLOGY DIVISION

The Technology Division was established in 2020 as a convergence of two prior existing technical divisions. The Division provides and supports the conception, implementation, maintenance, and forward mobility of all information technology systems for the entire Sheriff's Department as well as all 800 MHz public safety radio communications for the Department, County of Orange, and mutual aid users which has a long and distinguished history and enjoys an outstanding relationship with Orange County public safety community.

The Division designed, built and provides the centralized operation, maintenance, and financial management of the 800 MHz Countywide Coordinated Communications System (CCCS). This system supports law, fire, lifeguard/marine safety, public works, and general government

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operations on behalf of the 34 cities, Orange County Fire Authority, Orange County Transportation Authority, County of Orange, and other participating agencies. The Division has developed a CCCS system life extension plan to assure that the system's operational and technical capabilities are maximized. This radio system has been an excellent example of a true City/County partnership, and also serves as a national model of interoperability.

The information technology provided by the Division covers the development, maintenance, and support of all Orange County Sheriff's Department (OCSD) computer-based applications, as well as the Sheriff's regional network infrastructure. The teams are responsible for 1,900 Desktop Computers, 500 mobile computers, 280 servers, 800 printers, and all tablets and smart phones.

Advanced technologies and firewalls are deployed throughout the Department to provide a safe and efficient computing environment. Security is of primary importance in order to prevent data loss and other potential risks from intrusions such as viruses, spyware, and hackers.

The Division also provides connectivity and support for 26 Sheriff's locations and over 50 City, County, State, and Federal Law Enforcement Agencies in Orange County as the designated CLETS (California Law Enforcement Telecommunications System) host of the County. This network provides access to law enforcement data throughout the county and allows the electronic submission of Live Scan fingerprint to CALID from 45 devices located throughout the County.

The Technology Division consists of personnel organized in nine areas that specialize in specific technical applications and support. The various units maintain a staff of managers, supervisors, engineers, technicians, developers, and support staff to provide a high level of technical expertise to various public safety functions. The Division also provides technical and operational solutions, such as jail automation, courtroom multi-media, closed circuit television, video conferencing, computer-aided dispatch, records management systems, and other custom applications providing the most cost-effective solutions with a focus on long-term reliability.

Emergency Communications Unit

- The Emergency Communications Unit coordinates all emergency communications plans with local, State, Federal and volunteer organizations, provides end-user radio training, and supplements emergency and disaster communications resources and services for all Orange County public safety agencies with trained Amateur Radio volunteers through the Radio Amateur Civil Emergency Service (RACES) program.

Radio Microwave Unit

- The Radio Microwave Unit provides engineering services to evaluate and implement state-of-the-art technologies; providing frequency management, engineering, design, installation, maintenance, and repair of communications infrastructure equipment at 34 remote radio sites and public safety dispatch centers.

Technical Services Unit

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- The Technical Services Unit is responsible for the template development and programming of all 22,000 subscriber radios on the 800 MHz CCCS. This unit also conducts radio repairs, and provides installation of all mobile radios for the Department and partner agencies. The team also supports all PVS (Patrol Video System) and ALPR (Automated License Plate Readers) equipment installations, maintenance, and repairs, as well as MDC (Mobile Data Computer) configuration, maintenance, and installation. The Technical Services Unit also provides the technical support for all public safety dispatch center radio configuration, installation, maintenance, and repairs throughout Orange County.

Operations

- The Operations teams provide financial, customer service, purchasing, warehousing, safety, and facility maintenance support to the Division and our technical users in support of public safety operations and technologies.

Security Electronics Unit

- The Security Electronic Unit is responsible for the planning, design, implementation, and maintenance of technology-based security systems within our jail system and other county facilities, including but not limited to closed circuit television, duress alarm systems, jail electronic controls, audio systems, and on-site audio/visual for events such as meetings, academy graduations, and Board of Supervisor meetings.

Applications Team

- The Applications Team is responsible for developing, implementing, maintaining, and supporting all OCSD computer-based applications. This team also provides connectivity and support for 26 Sheriff's locations and over 50 City, County, State, and Federal Law Enforcement Agencies in Orange County as the designated CLETS host of the County. This network provides access to law enforcement data throughout the county and allows the electronic submission of Live Scan fingerprint to CALID from 45 devices located throughout the County.

Network/Infrastructure Team

- The Network/Infrastructure Teams are responsible for all Sheriff's regional network servers and infrastructure including storage, upgrades, patches, and replacements. The Desk Top team within this group also deploys and maintains over 1,900 Desktop Computers, 500 Mobile Computers, 280 Servers, 800 Printers, and all tablets and smart phones for the Department.

Security

- The Security Team is responsible for the security and safe-guarding of all Department technologies. Advanced technologies and firewalls are deployed throughout the Department to provide a safe and efficient computing environment. Security is of primary importance in order to prevent data loss and other potential risks from intrusions such as viruses, spyware, and hackers. This team also provides email support, VPN (Virtual Private Network) approvals and accesses, and user authorization approvals for the Sheriff's Department.

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Project Management Office

- The PMO (Project Management Office) is responsible for the coordination, planning, tracking, and implementation support of all major technological projects. This group assists with the development of timelines, provides progress updates, establishes and solicits resources, and supports the vision of each project through their technical expertise in software, hardware, and development.

203.3 CUSTODY & INMATE SERVICES COMMAND

203.3.1 CENTRAL JAIL COMPLEX

The Central Jail Complex consists of the following:

1. Central Men's Jail
 - The Central Men's Jail houses pre-trial and maximum security sentenced male inmates.
2. Central Women's Jail
 - There are no inmates housed at the Central Women's Jail at this time.

203.3.2 INTAKE RELEASE CENTER

The Intake Release Center consists of the following:

1. Intake Release Center
 - The Intake Release Center houses medium and maximum security, pretrial and sentenced male and female inmates. Provides mental health treatment to male and female inmates in modules specifically designed for Lanterman Petris Short patients and associated conservator hearings.
 - Additional services to released inmates, including: placement in housing and programs, multiple weeks supplies of medication, and access to other services.
 - Is the sole booking facility for all male and female arrestees for Orange County.
2. Transportation Bureau
 - The Transportation Bureau's primary duty is the in county transportation of all inmates committed to the county jail, to and from the courts of jurisdiction, medical facilities, and special court ordered movement.
 - It is also responsible for transporting Sheriff-Coroner's prisoners to and from institutions of confinement anywhere in the state.

203.3.3 INMATE SERVICES DIVISION

The Inmate Services Command was formalized in October 2004 by consolidating three existing jail support operations; Commissary Operations, Food Services, and Correctional Programs. By consolidating these Units into a central operation it unified their overall interaction between professional and law enforcement staff to provide a cohesive, consistent, and professional level of service to the inmate population incarcerated in the County's five jail facilities. There are five

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distinct units within the Inmate Services Command; Commissary Operations, Food Services, Correctional Programs, Inmate Re-Entry, and Command Support.

1. Commissary Operations
 - (a) Commissary Operations is a highly automated, profit-based unit with fiduciary responsibilities over inmate funds. The primary goal of Commissary Operations is to provide high quality products and services to those incarcerated in the Sheriff's jail facilities and secondly to provide funding to the Sheriff's Inmate Welfare Fund to support vocational and educational training programs.
2. Food Services
 - (a) Food Services provide three nutritionally balanced meals to each inmate housed in the County's five jail facilities. Food Services prepares special medical diets ordered by Correctional Medical Services staff for inmates with special dietary needs as well as religious diets, court ordered meals, and cold bag meals for inmates attending court, County inmate work crews and emergent operational situations. These meals must meet or exceed the requirements set forth by the California Board of Corrections, Title 15, the National Academy of Sciences Recommended Daily Allowances, and the California Retail Food Code.
3. Correctional Programs
 - (a) Correctional Programs provides inmates the opportunity for an effective, rehabilitative experience while incarcerated. Inmate programs and services related to rehabilitation opportunities are mandated by Title 15 Minimum Jail Standards and related case law. Typical programs include educational classes, vocational education training, and "life skills" classes such as Parenting and Job Development. Correctional Programs also provides opportunities for personal change, by offering classes focusing on substance abuse recovery, domestic violence, anger management, fitness and exercise, general and law library services, religious and inspirational programs and pre-release preparation and assistance - all designed to maximize the chances of an inmate's successful transition to the community at release.
4. Inmate Re-Entry
 - (a) The Inmate Re-Entry Unit was created to combat the continuing high recidivism rates that have plagued our state. The Orange County Sheriff's Department is taking a proactive role in changing the way we rehabilitate inmates by providing extensive in-custody programs and post release after care services. In-custody programs include individual assessments, pre-release planning classes, domestic violence classes, anger management classes, and pre-release planning sessions. Upon release, these formerly incarcerated individuals are encouraged to use the Unit's Great Escape Resource Center. The Great Escape Resource Center provides resources to formerly incarcerated individuals who have participated in rehabilitative programs while in custody.

203.4 CORRECTIONS & COURT OPERATIONS COMMAND

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203.4.1 THEO LACY JAIL FACILITY

Theo Lacy Jail houses pre-trial and sentenced minimum, medium, and maximum-security male inmates, including weekender inmates. This facility also receives and books all male stays of execution and administers the Community Work Program.

203.4.2 JAMES A. MUSICK JAIL FACILITY

The James A. Musick Facility houses pre-trial and sentenced minimum-security male and female inmates. Custodial and rehabilitative programs are available, which include educational courses. The Musick Facility's laundry operation serves the Musick Facility, Theo Lacy Jail Facility, and Orange County Juvenile Hall.

203.4.3 COURT OPERATIONS DIVISION

The Court Operations Division consists of Court Services and Civil Process Services. Their primary responsibilities are to:

1. Protect and serve the judiciary and the public.
2. Ensure a safe environment in the Justice Centers.
3. Operate court holding facilities.

The Court Operations Command is spread among nine geographic locations:

1. Court Operations Administration Building (Santa Ana)
2. Central Justice Center (Santa Ana)
3. Central Justice Center-Civil Complex Center (Santa Ana)
4. Central Justice Center Community Court (Santa Ana)
5. Lamoreaux Justice Center (Orange)
6. North Justice Center (Fullerton)
7. West Justice Center (Westminster)
8. Harbor Justice Center (Newport Beach)
9. Superior Court Service Center (Mission Viejo)

Judicial Protection Unit

1. This unit is charged with the responsibility for receiving and assessing perceived threats to members of the Orange County Superior Court.

Civil Field Bureau

1. The Civil Field Bureau has the responsibility for serving and enforcing subpoenas, orders, notices, summonses, and other processes of the court. Civil Field deputies

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seize property under court order, sell property seized to satisfy judgments, and enforce eviction orders.

203.5 PATROL OPERATIONS COMMAND

203.5.1 NORTH OPERATIONS DIVISION

North Operations, based at Sheriff's Headquarters in Santa Ana, is responsible for patrol services in the north Orange County unincorporated areas and contract police services for the cities of Yorba Linda, Stanton, and Villa Park. North Operations is responsible for specialized law enforcement functions including the Security Bureau, Special Events, School Crossing Guards, County Parks, and the OC Fair & Event Center. The Emergency Communications Bureau, comprised of Dispatch and Control One is also a part of North Operations.

North Operations Division provides police services for approximately 75,000 residents of unincorporated North Orange County. These 41 County Islands are located adjacent to the cities of Anaheim, Costa Mesa, Brea, Garden Grove, Newport Beach, Orange, Santa Ana, Tustin, Irvine, La Mirada, Huntington Beach, Fountain Valley and Placentia. Also included are the communities of Midway City, Emerald Bay, Rossmoor, and Silverado Canyon.

In addition to the patrol function, North Operations manages the following bureaus and units:

North Investigations

- North Investigations consists of general criminal investigators and in-custody court liaisons. The Investigators and Investigative Assistants assigned to this detail are responsible for investigating crimes committed in the contract City of Villa Park, Airport Police Services, Harbor Patrol, the OC Fairgrounds, and the unincorporated areas of Anaheim, Brea, Costa Mesa, Emerald Bay, Fountain Valley, Irvine, La Mirada, Midway City, Orange, Placentia, Rossmoor, Yorba Linda, and the canyon communities of Blackstar, Modjeska, Silverado, and Santiago.

Directed Enforcement Team (DET)

- The team handles specific crime problems or concerns of north county communities. The deputies assigned to DET receive advanced training on intelligence gathering, surveillance techniques, and search warrant service. The DET team targets career criminals and violent offenders, conducts high risk warrants, conducts surveillance, search warrant service and intelligence.

School Resource Officers (SRO)

- The SRO Program places uniformed officers within educational institutions to meet a variety of needs. SROs are assigned predominantly to Middle and High Schools that are located in Sheriff's jurisdiction of Orange County. SROs handle criminal as well as social problems that occur with our youth and regularly attend sporting events, school functions, and parent meetings while still enforcing criminal laws.

Gang Reduction and Intervention Program (GRIP)

- The Orange County Gang Reduction and Intervention Partnership (GRIP) is a partnership between OCSD, the Orange County District Attorney's Office, Orange

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County Probation Department, local businesses in the community, and School Districts to identify at-risk students. GRIP aims to increase school attendance and decrease gang activity with the communities. Deputies assigned to this program are in direct contact with at-risk students.

Special Events

- Contract police services are provided regularly for numerous special events including but not limited to: The OC Fair and Event Center, County Parks, and Holiday Events.

Emergency Communications Bureau (ECB)

- ECB serves as the communications center for the Department. Staffed by Radio Dispatchers and Call Takers who are also supervised by professional staff supervisors, ECB receives all incoming calls for service. Calls are dispatched via radio to the appropriate units for handling. The radio dispatchers also provide radio communications to all Sheriff-Coroner vehicles. Supplemental communications support is provided to the District Attorney's Office, the Probation Department, Park Rangers and Saddleback College. ECB provides a Public-Service Answering Point for the County 9-1-1 emergency telephone and text systems as well as non-emergency calls for service.

Control One is the County wide Coordinated Communications System providing wants/warrant teletype service and coordinating communications between all County of Orange fire and law enforcement agencies, and coordination between Orange County agencies and agencies from outside of Orange County. This unit is staffed by Communications Coordinator II's and Supervising Communications Coordinators. Control-One is the countywide point of contact for any major disasters or incidents. Control One would notify all agencies of resources requested and make necessary state and federal contacts for further assistance.

Security Bureau

- The Security Bureau has the responsibility of providing law enforcement and security services to County Agencies that have contracted for services. These Agencies include the Probation Department, Social Services Agency, Health Care Agency and particular buildings within the Civic Center Plaza. The Security Bureau has Sheriff's Special Officers posted at the following locations:

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1. County
 - (a) HOA Building #10 Civic Center Plaza, Santa Ana [REDACTED]
 - (b) Tax Collector Building 601 N. Ross St., Santa Ana [REDACTED]
2. Department of Child Support Services
 - (a) 1055 N. Main St., Santa Ana [REDACTED]
3. Health Care Agency
 - (a) 405 W. 5th St., Santa Ana [REDACTED]
 - (b) 1725 W. 17th St, Santa Ana [REDACTED]
 - (c) 1200 N. Main St., Santa Ana [REDACTED]
4. Sheriff's Buildings
 - (a) 550 N. Flower St., Santa Ana [REDACTED]
 - (b) Brad Gates Bldg. / Forensic Science Services 320 N. Flower St., Santa Ana [REDACTED]
5. Social Service Agency
 - (a) 6100 Chip Ave., Cypress [REDACTED]
 - (b) 12912 Brookhurst Ave., Garden Grove [REDACTED]
 - (c) 2020 W. Walnut St., Santa Ana [REDACTED]
 - (d) 1928 S. Grand Ave. A, B & C, Santa Ana [REDACTED]
 - (e) 3320 E. La Palma Ave., Anaheim [REDACTED]
 - (f) 800 Eckhoff St., Orange [REDACTED]
 - (g) 301 City Dr. S., Orange [REDACTED]
 - (h) 401 City Dr. S., Orange [REDACTED]
 - (i) 23330 Moulton Pkwy., Laguna Hills [REDACTED]
 - (j) 115 Columbia, Aliso Viejo [REDACTED]
 - (k) 1240 State College Blvd., Anaheim [REDACTED]

Most of the facilities are staffed during regular business hours with the exception of Orangewood, 401 City Dr. which is staffed 24-hours a day.

Each facility has a different set of "Post Orders". The Post Orders detail the Sheriff's Special Officer's duties and responsibilities for that particular location.

- The personnel currently assigned to the Security Bureau consist of a Captain, 3 Sergeants, 5 Deputies and 46 Sheriff's Special Officers. One Deputy is permanently assigned to a fixed post at the Hall Of Administration. In addition to the post orders at the Hall of Administration, this Deputy's duties include taking criminal counter reports at Sheriff's Headquarters. The other four Deputies are assigned to the field. They

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respond to any of the facilities to assist the Sheriff's Special Officers with any type of law violation.

All of the Sheriff's Special Officers positions are fixed posts and they report directly to their work location. In addition to the post orders at each facility, Sheriff's Special Officers duties include the security of locations or facilities as directed by the Sheriff.

203.5.2 SOUTHWEST OPERATIONS DIVISION

The Southwest Operations Division is located in the City of Aliso Viejo and provides law enforcement services to more than 300,000 residents for seven contract cities: Aliso Viejo, Dana Point, Laguna Hills, Laguna Niguel, Laguna Woods, San Clemente and San Juan Capistrano. The area covered by the Southwest Operations Division encompasses approximately 72 square miles and necessitates the service of about 220 sworn and 50 professional staff members.

In addition to providing patrol operations, the Southwest Operations Division manages the following bureaus and units:

Facility Community Service Officers

- The Community Service Officers who are assigned to the Southwest Operations Facility oversee all assigned patrol equipment, fleet maintenance, distribute personal protective equipment and the patrol video system. Additionally, CSOs perform "Livescan" fingerprinting, facility maintenance, customer service at the front counter.

Southwest Investigations

- Southwest Investigations consists of a Sergeant supervising fifteen Investigators, two Investigative Assistants, and one Office Specialist. The Investigators and an Investigative Assistant is responsible for investigating general crimes committed in the seven Southwest Operations Division's contract cities. An Investigator Assistant and Office Specialist are responsible for ensuring the filing of in-custody criminal cases for the Southwest Operations Division.

Regional Traffic Bureau

- The Regional Traffic Bureau consists of one Sergeant, five Deputies and two Investigative Assistants, one Staff Specialist, and two Office Specialists. They provide review and follow-up traffic collision investigative services for the Sheriff's Department's contract cities. This includes filing cases with the District Attorney's Office, issuing citations, providing traffic statistics to the contract cities, and managing the Sheriff's Department's towing services contracts. The Regional Traffic Bureau is also responsible for administering all DUI grants from the Office of Traffic Safety.

Major Accident Reconstruction Team (MART)

- M.A.R.T. consists of sergeants and deputies; all of whom have received specialized training in conducting the investigations of major injury or fatal traffic collisions. This detail also provides assistance to local law enforcement agencies in the field of traffic collision investigation and provides investigative support to other investigative units.

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Auto Theft Bureau

- The regional Auto Theft Bureau is assigned to investigate all cases of stolen and recovered vehicles within the Sheriff's Department jurisdiction. The Bureau is comprised of two Investigators, an Investigative Assistant and an Office Specialist.

Orange County Auto Theft Taskforce (OCATT)

- The Sheriff's Department provides a Sergeant and two Investigators to the regional Orange County Auto Theft Taskforce, which investigates auto thefts by professional criminals in Orange County and throughout the Southern California region.

Regional Motorcycle Traffic Enforcement Program

- The Regional Motorcycle Traffic Enforcement Program consists of a Sergeant and twenty-five Deputies that operate motorcycles and conduct traffic enforcement and investigate traffic collisions for eleven contract cities. When needed by the Department, the Regional Motorcycle Traffic Enforcement also functions as the Motor Strike Team which provides immediate assistance for crowd and traffic control.

Drug Recognition Expert (DRE) Program

- Two Sergeants are assigned the ancillary responsibility of managing the Department's Drug Recognition Expert Program. The DRE Program facilitates training for our Deputies to recognize impairment in subjects that are under the influence of a controlled substance. All DREs must successfully complete all phases of the Drug Evaluation and Classification Program's training requirements to be certified as a DRE by the International Association of Chiefs of Police and the National Highway Traffic Safety Administration.

Behavioral Health Bureau

- The Behavioral Health Bureau consists of Sergeants and Deputies that are specially trained to work collaboratively with various stakeholders to reduce recidivism and increase crisis intervention services for those experiencing mental health and/or homeless issues.

203.5.3 SOUTHEAST OPERATIONS DIVISION

The Southeast Operations Division provides law enforcement services to the three contract cities of Lake Forest, Mission Viejo, and Rancho Santa Margarita. In addition to servicing the three contract cities, the Southeast Operations Division provides law enforcement services to the unincorporated communities of Coto De Caza, Ladera Ranch, Las Flores, Wagon Wheel, Trabuco Canyon, and Rancho Mission Viejo. The Southeast Operations Division's geographic area of responsibility covers over 273 square miles and includes portions of the Santa Ana Mountain range. The division provides law enforcement services to more than 280,753 residents. The Southeast Operations Division works in a continuous partnership with the Southwest Operations Division to provide special services to all contract cities and unincorporated areas.

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Southeast Operations Division deploys 65 patrol cars during each 24-hour period to carry out our mission. This requires approximately 223 staff members, of which 168 are sworn peace officers. These Deputy Sheriffs are assigned to patrol, traffic enforcement, Directed Enforcement Team (DET), Juvenile Services Bureau (JSB), School Resource Officer (SRO) programs, the School Mobile Assessment Response Team (SMART), Gang Reduction Intervention Partnership (GRIP), supervision, management and other essential support functions. In addition to providing patrol operations, the Southeast Operations Division manages the following bureaus and units:

Community Service Officers

- The Community Service Officers who are assigned to the Southeast Operations Facility, aka "Saddleback Station," oversee all assigned patrol equipment, fleet maintenance, distribute patrol equipment, personal protective equipment (PPE) and the patrol video system. Additionally, CSOs perform "Livescan" fingerprinting, correctable citation approval, facility maintenance, and a variety of customer service resources at the front counter.

Southeast Investigations

- Southeast Investigations consists of a Sergeant supervising ten Investigators, five Investigator Assistants, and one Office Specialist. The Investigators and an Investigator Assistant are responsible for investigating general crimes committed in the three Southeast Operations Division's contract cities and Unincorporated Areas. An Investigator Assistant and an Office Specialist are responsible for ensuring the filing of in-custody criminal cases for the Southeast Operations Division.

South Direct Enforcement Team (DET)

- The South DET team consists of a Sergeant, an Investigator, ten Deputies and one Deputy Probation Officer. DET operates as a plainclothes investigative detail. Their primary mission is to conduct investigative follow-up for their respective operational areas, targeting career criminals and violent offenders. Employing the use of investigative measures including crime analysis and surveillance, DET effectively focuses on problem areas and criminal matters, both within the Sheriff's Departments' jurisdiction and beyond. Members of DET author and serve both search and arrest warrants, and prepare and file their own criminal cases. DET collaborates with the Probation Department in monitoring probationers, including those released under AB 109, and routinely work with other Sheriff's Department specialty units. The DET team also assists with ensuring ABC compliance at licensed alcohol sales establishments throughout all jurisdictions serviced by the Department.

Juvenile Services Bureau (JSB)

- Juvenile Services hosts a broad series of programs that cover early intervention programs, investigations, school violence prevention, and juvenile diversion. It also includes outreach and community forum programs that inform parents about issues they may find beneficial.

Juvenile Services is overseen by the Southeast Operations Division Commander, and includes to sergeants, three deputy sheriffs, and juvenile investigators and

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investigative assistants from each of the Sheriff's Department Contract City partners and unincorporated areas. It further includes the contract partnership with Pepperdine University for the Pepperdine Resource Youth Diversion and Education (PRYDE) program that brings diversion programs and clinicians from the university to address early intervention and mental health issues.

JSB works to provide comprehensive investigative, counseling, rehabilitation and referral services to area youths that come in contact with law enforcement. In concert with the goals of the Juvenile Court System to rehabilitate youthful offenders, JSB works in collaborative effort with the Orange County Juvenile Probation Department to divert selected juvenile offenders away from the criminal justice system into alternative programs.

The JSB Sergeant acts as a program coordinator for the School Resource Officers (SRO) throughout the Orange County Sheriff's Department operational areas. SROs collaborate on ongoing student trends, problems at schools, and efforts to provide appropriate service to the student and administrative customers they serve.

JSB staff work hand-in-hand with probation officers, the juvenile court, and psychologists from Pepperdine University's PRYDE program. The JSB sergeant operates as the liaison between the PRYDE program and the Sheriff's Department. The sergeant also coordinates Sheriff's Department efforts with the Orange County Board of Education, Juvenile Justice Commission, and several local school districts on a variety of projects, issues, and programs.

School Mobile Assessment and Resource Team (SMART)

- The School Mobile Assessment and Resource Team is utilized in school situations and incidents related to violence, threats, possession and/or use of weapons, unstable behaviors, and suicidal actions or tendencies. SMART works collaboratively in conjunction with school officials, the Health Care Agency, the Probation Department, and the District Attorney's Office, to help resolve safety issues and concerns involving all personnel associated to schools. SMART is comprised of a sergeant, an investigator, three deputies and a clinician from the Orange County Health Care Agency. The team responds at the request of law enforcement personnel or school administration to provide services and resources, including threat assessments, criminal investigation, case management and referrals to mandatory counseling, where deemed appropriate. The goal of SMART is to evaluate and assess each incident individually, to effectively resolve the matter through the least intrusive mean available (while still maintaining safety and security to the school), and ultimately return the staff and students to their daily routine.

Orange County Gang Reduction and Intervention Partnership (OC GRIP)

- Orange County Gang Reduction and Intervention Partnership (OC GRIP) is a collaborative effort between the Orange County District Attorney's Office, Orange County Sheriff's Department, Orange County Probation Department and various police departments with the goal to prevent minors from joining criminal street gangs.

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OC GRIP also works closely with Waymakers, a non-profit organization that shelters children, supports victims, counsels families, and educates communities. Faith based organizations, private businesses, and community groups also partner with the program.

Field Training Bureau (FTB)

- The Field Training Bureau (FTB) operates in the Field Operations Command and consists of one Captain and three Sergeants. It is responsible for the management and oversight of the Department's Field Training Program (FTP). The following are the primary functions of Bureau:
 - Provide oversight of each patrol trainee's progress through the Field Training Program
 - Manage the database utilized to document trainee's performance
 - Management of FTO selection process, FTO training and development
 - Administer the Patrol Readiness Education Program (PREP)
 - Manage the Field Operations Manual (FOM)
 - Address/research law enforcement "industry standards / best practices"
 - Disseminate training bulletins related to case law, patrol procedures, and officer safety
- FTB works collaboratively with the Department's three Patrol Divisions to successfully prepare and transition deputies to assignments in Field Operations. In addition, the Bureau provides accurate and timely information to Field Operations' personnel that enhance their effectiveness and expertise in providing service to our community.

203.5.4 TRANSIT OPERATIONS DIVISION

Airport Police Services Bureau

- The Airport Police Services Bureau has the responsibility to provide law enforcement services and security for the residents and visitors of Orange County on the publicly owned property at John Wayne Airport. This includes the protection of all persons and property through the enforcement of laws, security regulations and procedures.

The bureau works closely with Airport management, the Department of Homeland Security (including the Transportation Security Administration), the Federal Bureau of Investigations, the Orange County Intelligence Assessment Center, U.S. Customs and Border Protection, and the air carriers serving the airport.

The bureau routinely provides dignitary protection to high profile government officials that are transiting through John Wayne Airport. They work collaboratively with the United States Secret Service, the State Department, Capital Police, the California Highway Patrol, and other involved entities to coordinate the safe arrival and departure of these dignitaries through John Wayne Airport.

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The bureau's Explosives Detection Teams provide K-9 services to John Wayne Airport through a cooperative agreement with the Department of Homeland Security/Transportation Security Administration. The team protects the public, airport employees, and property by acting as a pro-active deterrent against possible terrorist and criminal activity. They conduct random and directed bomb sweeps of the airport's parking lots, terminals, commercial ramp, aircraft, freight building and cargo area.

Harbor Patrol Bureau

- The Harbor Patrol Bureau provides around-the-clock law enforcement, marine fire-fighting and search/rescue services along the 48 miles of Orange County coastline and within the county's three major harbors at Newport Beach, Sunset-Huntington and Dana Point. Deputies are on heightened alert to any possibility of terrorist activity, and constantly monitor potential targets within the harbors and along the county coastline. The bureau works closely with local and federal government agencies, sharing information for the detection and prevention of suspected acts of terrorism.

The Newport Beach office services as the headquarters for the Harbor Patrol Bureau and also as an official reporting station for the National Weather Service as well as the National Oceanic and Atmospheric Administration (NOAA). The 7,000 square foot Harbor Patrol Headquarters building contains an emergency operations center, conference and training rooms, a marine maintenance facility, and a state-of-the-art 800 MHz dispatch area. This dispatch center also serves as a backup for the county's primary dispatch facility at Loma Ridge.

The bureau provides the services of the Underwater Search and Recovery Team (Dive Team) for the varied duties of evidence and body recoveries, boating accident investigation on sunken or damaged vessels, and emergency inspections. With ongoing threats of terrorist activities targeting small and large harbors, the need for a fully equipped team ready to respond at any time has become essential. The Dive Team is also utilized for inspection of large vessels and docks for prevention of possible terrorist acts.

Transit Police Services Bureau

- The Transit Police Services Bureau has the responsibility to provide security and law enforcement for the Orange County Transportation Authority (OCTA). This includes providing security and other services on OCTA buses, vehicles and transit facilities, as well as for OCTA patrons and employees. The bureau also provides special law enforcement services and investigative services for violations on transit properties and along OCTA's 47 miles of active rail right of way properties as well as 13 miles of non-operating right of way properties.

The bureau deploys a team of uniformed Deputy Sheriffs dedicated to providing specialized security and law enforcement services on OCTA buses in addition to supplementing local law enforcement agencies at transportation centers, OCTA facilities, and park & ride facilities.

Due to the extreme level of danger along our railway properties, the bureau deploys a dedicated Right of Way Team. This team of Deputy Sheriffs is tasked with the mitigation of

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trespassing and security threats along our Orange County railway right of way properties. This team works in concert with local law enforcement, federal law enforcement, railway police, and the public at large to maintain the highest level of safety and security along these vital infrastructure sites.

The bureau deploys an investigative element which is primarily tasked with investigating criminal violations which occur on OCTA buses and OCTA owned right of way properties. This element also conducts threat assessments, special operations with surveillance capabilities, and coordinates with allied agencies for joint operations which enhance safety and security in Orange County's transit environment.

The bureau is a participant in the Department of Homeland Security/Transportation Security Administration Explosive Detection Canine Program. The bureau deploys multiple canine teams that provide support to OCTA directly by conducting searches of buses, trains, bus routes, properties, and special events to locate any explosive devices.

The bureau deploys a Community Oriented Policing (COP) Team comprised of deputies with primary focus of improving the quality of life by building ties and working closely with members of the ridership and other members of the community to prevent or reduce crime and disorder. The team takes a collaborative, multi-disciplined approach to finding solutions to the increased homeless issues within OCTA jurisdictions and properties, with equivalent emphasis on outreach, enforcement and security functions.

The bureau provides contracted services to OCTA as a representative to the Orange County Taxicab Administration (OCTAP) Public Safety Committee. TPS receives and investigates initial applications for permits pursuant to OCTAP regulations.

203.6 INVESTIGATIONS & SPECIAL OPERATIONS COMMAND

203.6.1 INVESTIGATIONS DIVISION

The Investigations Command is charged with the responsibility of investigating and following up specific criminal activity, which has occurred within the jurisdiction of the Sheriff-Coroner's Department. To ensure maximum efficiency; the Investigations Command has been organized into two specific bureaus:

Criminal Investigations Bureau

The specialized organization and operating technique of the Criminal Investigation Bureau permits the concentration of investigative effort in the most productive manner. The bureau consists of the following details:

1. Homicide
2. Special Victims
3. Family Protection
4. Economic Crimes

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5. Computer Crimes
6. Crime Analysis

The Criminal Investigations Bureau prepares and develops material derived during investigations for presentation to the District Attorney for complaint and/or warrants, which ultimately result in apprehension and successful prosecution of the offender.

Special Investigations Bureau

The Special Investigations Bureau's primary responsibilities include:

1. Gang Enforcement Team
 - (a) The primary responsibility of this detail is the tracking and policing of gang activity within the Sheriff-Coroner's jurisdiction. Through street contacts, team members concentrate on gathering intelligence to help address specific enforcement needs. Special attention is given to the monitoring of sentenced gang members who have been released from custody on "gang term" probation.
 - (b) In addition, team members help coordinate anti-gang activities within the department as well as assisting with community awareness programs to help disseminate information in our areas of responsibility.
2. Special Operations / Intelligence
 - (a) This detail is responsible for:
 1. Intelligence
 2. Dignitary Protection
 3. Threat Assessment
 4. Technical Operations
 - (b) The primary function of this team is to conduct specialty investigations requiring intelligence gathering, resource networking, protection of elected officials or other dignitaries, undercover operations, and electronic surveillance.
3. Narcotics/Vice Detail
 - (a) The purpose of this detail is to investigate, analyze, deter and arrest narcotic violators. The detail itself is broken into three components addressing the street level violator and individual user, an Airport Narcotics unit and a Vice Team.
 - (b) The detail's vice responsibilities center on the investigation, arrest and conviction of violators of criminal statutes relating to all types of prostitution, disorderly conduct, gambling and pornography.

203.6.2 CRIME LAB DIVISION

Criminalistics Bureau

- The Criminalistics Bureau performs qualitative and quantitative tests on physical evidence, organic and inorganic substances using chemical, microscopic and instrumental techniques. For purposes of identification, comparison and

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individualization; this bureau is responsible for the interpretation of analytical data that assists in the investigation of crimes, prosecution of offenders or the exclusion of suspects. The most frequent examinations are conducted in the fields of seized drugs, firearms comparison, arson and explosives, and trace evidence such as hair and fibers. The Bureau is also responsible for major (homicide, officer-involved shootings) crime scene investigation, including blood splatter interpretation and the collection of evidence. The Seized Drugs Unit of this bureau is responsible for examining evidence for presence of all controlled substances, evidence collected from clandestine laboratories.

DNA Bureau

- The DNA Bureau is responsible for examining physical evidence for the presence of biological material, analyzing the biological samples for the presence of DNA, and generating DNA profiles from these samples. The DNA profiles generated from this bureau provide investigatory information to law enforcement. This bureau also participates in the state and national CODIS DNA database system. The CODIS database allows searching and comparison of DNA profiles from casework samples submitted by other jurisdictions at the local, state, and national levels.

Forensic Chemistry Bureau

- The Forensic Chemistry Bureau is responsible for the detection, quantitation and interpretation of the significance of drugs and other toxins in physiological samples from (both living and deceased subjects). The analytical results may be used to help determine cause of death in Coroner cases, the presence of prescription drugs and drug of abuse in living subjects, and the effects of alcohol and drugs on driving-under-the-influence investigations. The laboratory coordinates the county-wide DUI/D blood and breath alcohol program including the analysis of blood and urine samples for alcohol and commonly abused drugs, and the maintenance of breath alcohol devices throughout the County. The bureau provides expert opinion and analysis court testimony on the effects of alcohol and other drugs on driving behavior.

Identification Bureau

- The Identification Bureau is responsible for crime scene photography and diagramming, processing crime scene latent fingerprints, the comparison and development of fingerprints from evidence to known samples, the laboratory processing of evidence for fingerprints, and the comparison of shoeprints, tire tracks and other impression evidence. The Identification Bureau maintains a full service photographic studio and darkroom to document physical evidence and trauma on victims as well as the developing and printing of booking photos and crime scene photographs for court and investigation purposes. The bureau includes the laboratory Evidence Control unit, which is responsible for logging and tracking of all evidence handled by the laboratory.

Cal-ID Bureau

- The Cal-ID Bureau is responsible for the operation of the county-wide Automated Biometric Identification System (ABI) and the associated county Livescan and Mobile ID systems. Through this system, the fingerprints and other biometric modalities from

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arrestees throughout the county are identified on a timely basis. Latent fingerprints collected from crime scenes are compared to the database fingerprints of known criminals. The Cal-ID Bureau maintains communication and integrates with the Department of Justice AFIS in Sacramento. This permits the comparison of arrestee fingerprints and crime scene latent prints with fingerprints from criminals statewide.

203.6.3 CORONER DIVISION

Investigations Unit

- The Investigations Unit is responsible for carrying out the statutory duties of the Coroner as defined in California Government Code Section 27491 and Health and Safety Code Section 102850. Those duties include investigation into the circumstances surrounding all deaths falling within the Coroner's jurisdiction for the purpose of determining the identity of the deceased, the medical cause of death, the manner of death, and the date and time of death. Medicolegal death investigations are conducted countywide on all homicides, suicides, accidents, suspicious, and unexplained deaths. Other duties include locating and notifying the legal next of kin, safeguarding personal property, collection and preservation of evidence, and completion of mandatory records and documents. Deputy Coroners are P.O.S.T. certified sworn peace officers under Penal Code 830.35(c) whose authority extends to any place in the state for the purpose of performing their primary duty under Section 27469 and 274971 to 27491.4.

Forensic Unit

- The Forensic Unit is comprised of Forensic Assistants with primary responsibility for assisting the Forensic Pathologists with autopsy examinations; scheduling and assisting outside neuropathologists, odontologists and anthropologists; collecting, chronicling, and maintain all autopsy-related evidentiary specimens; processing the decedents into and out of the Coroner facility; and providing training opportunities for medical residents/students and mortuary science students: On a daily basis, the Forensics Unit works in coordinated effort with any and all county law enforcement agencies, local and state health departments, funeral homes, organ and tissue procurement agencies, and California DOJ as needed. Forensic Pathology Services are provided by Juguilon Medical Corporation. The staff is comprised of four Board Certified Forensic Pathologists and is managed by Chief Forensic Pathologist Anthony A. Juguilon.

Training Unit

- The Coroner Facility houses the California Coroner Training Center, the sole educational institution in the State designated specifically for the specialized training needs of Coroners. The Division provides all of the POST mandated medicolegal death investigation training for California Coroners and Medical Examiners. The Division is also proactive in the community, participating in awareness programs geared toward preventing drunk driving and drug use; domestic violence, child abuse, and elder abuse; and reporting consumer products that cause fatal injury. The Division provides educational services for medical, legal and law enforcement professionals, collaborates with research organizations pursuing medical science advancements and

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maintains collaborative relationships with non-profit organ and tissue procurement agencies to enhance the quality of life and save lives.

203.6.4 EMERGENCY MANAGEMENT DIVISION

Emergency Management Division serves as the Operational Area Coordinator Point under the direction of the Sheriff-Coroner and the Operational Area Executive Board. Emergency Management staff provides planning and training for all types of emergencies within the county and coordination with state and federal resources. The staff of the Emergency Management Division provides support to the Emergency Operations Center (EOC) that functions as the county's command center for natural disasters or unusual events.

203.6.5 SPECIAL OPERATIONS DIVISION

1. O.C. Intelligence Assessment Center

(a) The Orange County Intelligence Assessment Center (OCIAC) was built on the foundation established by the Orange County Sheriff's Department Terrorism Early Warning Group from 2001 to 2007. OCIAC is a proactive multi-agency, multi-discipline collaborative which provides comprehensive analysis, intelligence, timely information sharing, and critical infrastructure protection. Direct responsibility for the overall policy and direction of OCIAC will rest with the Orange County Sheriff-Coroner or his/her designee. The Sheriff-Coroner or his/her designee will closely coordinate with the Orange County Chiefs of Police and Sheriff's Association, and Parties' Chiefs of Police, the Fire Authority Chief and the Director of the Health Care Agency or their designees regarding matters of mutual concern related to policy and direction to ensure appropriate resolution of the issues satisfactory to all parties.

2. Joint Terrorism Force (JTTF)

(a) In order to prevent, investigate and respond to a potential terrorist threat more effectively, the Orange County Sheriff's Department teamed with the FBI and other Local, State and Federal police agencies in forming the Orange County Joint Terrorism Task Force (OC JTTF). Formed in March 2002, the OCJTTF is one of sixty-six JTTF's across the United States and the 3rd largest in the nation. This task force is a driving force in the war on terror. Task Force members are responsible for collecting, analyzing and sharing critical information and intelligence related to any investigation occurring in or affecting the Orange County area. Task Force Members have undergone extensive training in FBI and Homeland Security protocol. Working together, the Orange County Joint Terrorism Task Force remains effective in its ability to respond to all matters of Homeland Security within Orange County.

3. Law Enforcement Mutual Aid Bureau

(a) The Law Enforcement Mutual Aid Bureau is responsible for ensuring an effective and coordinated response to any law enforcement mutual aid request within the Operational Area.

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- (b) The Department's Reserve Unit is contained within the Mutual Aid Bureau. The Orange County Sheriff's Department Reserve Program is one of the most exciting and innovative law enforcement volunteer forces in the nation. Volunteers provide a wide variety of services to the community, volunteering their time to work alongside career law enforcement personnel. The Reserve Unit consists of the following:
 - (a) **Reserves** - Reserve Deputies provide a wide variety of services to the community/department while augmenting existing staffing levels free of charge.
 - (b) **Professional Services Responders** - The Professional Services Responder (PSR) Program supplements traditional Reserve programs with non-sworn volunteers. PSRs provide administrative and leadership support in the areas of emerging technologies, communications, web design, graphic arts, legal and accounting services, and emergency response resources.
 - (c) **Chaplains** - The Chaplains are trained and utilized in counseling Department personnel and family members in a confidential manner in a wide variety of subjects, including spiritual matters, emotional difficulties, interpersonal conflict, family conflicts, and work stress related concerns.
 - (d) **Explorers** - The Explorers are young men and women between the ages of 14 and 21 years. They assist deputies with traffic control and crowd control at events, attend weekly meetings, and volunteer thousands of hours to the department every year.
 - (c) The Department's Mounted Enforcement Unit (M.E.U.) is contained within the Mutual Aid Bureau. The M.E.U. functions as an auxiliary mobile field force. The M.E.U. patrols beaches and parks on major holidays, performs crowd control at special events, provides security when dignitaries or high-ranking officials visit the county, and assists regular patrol personnel in high-risk crime areas or search missions. The Sheriff's M.E.U. is part of the Regional Mounted Enforcement Unit that includes other Orange County law enforcement agencies and provides for mutual aid response to major incidents. The M.E.U. is contracted by OCTA to provide regular patrols in the Trabuco Rose Canyon area.
 - (d) The Sheriff's Response Team (SRT) is contained within the Mutual Aid Bureau. SRT consists of a core group of trained personnel that can be mobilized quickly and are able to respond to a variety of emergencies and disasters. SRT is an ancillary duty.
4. Special Enforcement Bureau
- (a) Special Enforcement Bureau has the mission of saving lives during extraordinary law enforcement situations, which are beyond the capabilities of traditional police personnel. They also assist other Sheriff Commands and patrol stations with crime suppression, service of high risk search and arrest warrants, as well as

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providing advanced training and special security operations, such as high risk prisoner escorts and site VIP protection.

5. Crisis Negotiations Team
 - (a) Crisis Negotiations Team provides expertise in establishing and maintaining communications during crisis situations, involving barricaded suspects, hostage takers, as well as individuals who are a danger to themselves or others.
6. Hazardous Device Section
 - (a) Hazardous Device Section is in charge of all explosive related incidents in this county, from detection, disposal, and the rendering devices safe. The technicians are also qualified to handle hazardous materials and underwater explosives.
7. Warrant Bureau
 - (a) The Warrant Bureau is responsible for the service of felony and misdemeanor warrants. Their duties include the investigation, location, and apprehension of named individuals and fugitives.
8. Homeland Security Grant Unit
 - (a) Homeland Security Grant Unit is responsible for administering a variety of federal and state programs. These programs include the Nuclear Power Preparedness Program and Emergency Management Performance Grant. Grant funding priorities are determined by multidisciplinary committees comprised of representatives from agencies across Orange County for the benefit of local law, fire, and health agencies. The grants unit is responsible for implementing the decisions of committees and ensuring that, in doing so, the projects and expenditures conform to the Sheriff's Department and County policies and procedures, State and Federal guidelines and regulations.
9. Aviation Support Bureau
 - (a) The Aviation Support Bureau is responsible for providing a daily law enforcement aerial patrol for unincorporated areas of the county and cities contracting for services with the Sheriff-Coroner's Department. Its objectives are to improve efficiency through swift response to life saving or life threatening incidents as well as increase officer safety through air support of ground officers. The Bureau also responds to emergency service requests from any city in Orange County and provides support to the Regional Narcotics Suppression Program.
 - (b) In addition to its primary duties, the Aviation Support Bureau participates in joint operations with the Orange County Fire Department. Some of their primary duties include:
 1. Providing aerial support during major emergencies.
 2. Fire prevention and detection activities.
 3. Transportation of personnel and equipment to emergency incidents.
 4. Actual firefighting.

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203.7 PROFESSIONAL SERVICES COMMAND

203.7.1 PROFESSIONAL STANDARDS DIVISION

The Professional Standards Division functions include all pre-employment processing and the maintenance of personnel records on all Sheriff-Coroner Department employees. The Command coordinates employee records with County Personnel; ensures the department's compliance with State and Federal employment laws and statues; receives and processes applications for and issues various county licenses. To carry out these functions, the Command is divided into various units:

Recruiting Unit

- The Recruiting Unit is responsible for identifying and targeting applicant pools to fill sworn and professional staff vacancies in the Sheriff's Department. Recruiting Unit conducts public, county-wide, and agency recruitment for sworn and professional staff positions. Active efforts are undertaken to select the most qualified applicants by administering rigorous selection processes. Advertising and community involvement are cornerstone activities of the Recruiting Unit.

Position Control Unit

- The Position Control Unit is responsible for the placement of newly hired and promoted employees into one of 3,962 allotted positions and 168 different job classifications; is responsible for tracking all Department transfers within its 23 Divisions; and generating and disseminating monthly Department-wide vacancy reports to Sheriff's Administration, Financial Services, and all other divisions.

Backgrounds Unit

- The Backgrounds Unit is responsible for investigating applicants to ensure they meet the high standards of employment maintained by the Sheriff-Coroner Department. Detailed investigations are undertaken to scrutinize the history of applicants to include previous criminal behavior, prior work performance, credit, personal relationships, and driving record. In addition to conducting backgrounds for all Sheriff's Department hires (sworn and professional staff), the Backgrounds unit conducts backgrounds for Park Rangers, Reserves, Professional Service Responder, Health Care Agency, Interns, Advisory Council members and the Grand Jury.

Employee Services Unit

- The Employee Services Unit consists of two teams, Employee Services Support and HR Records. These teams provide ongoing career lifecycle support to employees and divisions of the Department by processing a wide range of personnel transactions in addition to maintaining all personnel and background files. Employee Services Support processes employment verification letters, retiree CCW renewals, DMV Confidentiality requests, POST applications, issues Department Identification Cards, and provides PSD Front Desk customer service. HR Records is responsible for processing department personnel transactions in the Countywide Accounting and Personnel Systems (CAPS), facilitates the on-boarding and off-boarding process, and manages leave of absences, including the Catastrophic Leave program.

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Employee Relations Unit

- The Employee Relations (ER) Team is instrumental in ensuring Human Resources (HR) practices comply with Federal and State Labor Laws and the Memoranda of Understanding (MOUs) of all bargaining units.
- The ER Team's HR Analysts provide consultation services on employee relations issues that include but is not limited to; work performance, Department classification maintenance studies and operational practices that involve MOU interpretation as it relates to the terms and conditions of employment. Members of the ER team monitor Extra Help workforce activities and Conflict of Interest Filers to ensure County Policy compliance.
- HR Analysts EEOC issues and other workforce complaints on behalf of the Department and respond to EEO and DFEH inquiries regarding Harassment/ Discrimination in the workplace. In addition, guidance on addressing non-disciplinary interventions and corrective action is provided in an advisory capacity. This may include conflict resolution as well as facilitation of training and education of Division employees, supervisors and managers. HR Analysts are responsible for working with various employee bargaining units for meet and confer issues as well as facilitation of grievance hearings. The ER Team collaborates with the SAFE Division/Return to Work Unit in the facilitation of reasonable accommodation requests and absence management along with the County's Risk Management's Illness and Disability Attendance Management (IDAM) team.

CCW/Business License Unit

- This Unit oversees the application process and issuing of concealed weapons permits and various business licenses required by County and Contract City ordinance. They also manage active licenses to ensure compliance and when necessary suspend and revoke licenses.

203.7.2 S.A.F.E. DIVISION

The S.A.F.E. Division consists of the Risk Management, S.A.F.E., and Internal Affairs Bureaus.

Risk Management Bureau

The Risk Management Bureau works in close collaboration on legal issues with County Counsel, the County's Risk Management Office, and contract legal counsel. The Bureau evaluates legislative mandates, policy, and procedures; provides training to mitigate risk to the Department and its members; and manages civil litigation that arises. The Risk Management Bureau oversees the Department's Return to Work Program and develops Departmental performance measures.

The Risk Management Bureau contains the Civil Litigation Unit, the Return to Work Unit, the Critical Incident Review Board and the Performance, Planning, and Development Unit.

Civil Litigation Unit

- This unit investigates and manages all claims and lawsuits against the department in coordination with County Risk Management. The unit strives to reduce Department

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liability exposure through proactive root cause and trend analysis. The unit also advises the Command Staff in mitigation efforts.

Return to Work Unit

- This unit assists the County's Workers' Compensation Unit in processing, tracking and monitoring work-related injury claims. This process is performed with the goal of supporting the injured Member and helping them return to work as quickly as possible.

Performance, Planning, and Development Unit

- The Performance, Planning, and Development Unit partners with all OCSO divisions to help improve the delivery of services, while striving to eliminate waste and create value for the public we serve. This unit is focused on building competency, continuous improvement, performance metrics, strategic planning, and the overall growth and development of each division and OCSO as a whole.

Traffic Collision Review Board

- The Traffic Collision Review Board is chaired by the Assistant Sheriff of the Professional Services Command. The board is composed of several department members from various divisions. They meet quarterly to review all traffic collisions involving an unintended event that produces damage, injury or death involving a Department Member and a Department assigned motor vehicle or watercraft; regardless of whether the vehicle is owned by the county, a city, or leased.

S.A.F.E. Bureau

The Strategy, Accountability, Focus, and Evaluation (S.A.F.E.) Bureau is tasked with revision and creation of policies and procedures to ensure that the Department meets and exceeds industry standards utilizing the best practices available. The ultimate goal of the unit is to reduce the Department's exposure to liability and create a streamlined system for supervisors and managers to support and promote the delivery of quality service; build competency; identify and address opportunities for improvement; and measure and celebrate successes. The following are some of the roles and responsibilities of the Bureau:

Use of Force Review

- Manages the Department's Use of Force database and provides regular reports to Department stakeholders identifying trends to be used for liability management. Qualifying use of force incidents are reported to the Department of Justice and other entities. Compliance review is completed prior to the enacting of legislative bills and any amendments to current laws. This is to ensure members of the department receive advice and guidance related to new legal requirements.

Policy

- The Sheriff Department contracts with LEXIPOL to provide a foundational policy manual. Over the years, sections have been tailored to meet the needs and desires of Executive Management. The policy team ensures our manuals are current with industry standards as well as the vision and direction of the Sheriff. All policies are approved by County Counsel prior to implementation. The policy team coordinates

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with all Department divisions, manages the Lexipol Policy Manual, and revises policy based on research, case law, best practices and the findings of the Critical Incident Review Board.

Critical Incident Review Board

- The purpose of the Critical Incident Review is to identify and discuss issues requiring immediate action and/or additional follow-up. By doing so, it increases the Department's ability to recommend necessary changes to policies, procedures, practices, tactics, and training to assist personnel in dealing with future critical incidents.

Labor Relations

- The S.A.F.E. Bureau serves as the department liaison with the various bargaining units on all labor relation and contract negotiation issues.

Internal Affairs

- The Internal Affairs Bureau is responsible for conducting investigations of alleged misconduct by department members while ensuring appropriate due process and Peace Officer Bill of Rights assurances are provided. In addition, they are responsible for responding to officer involved shootings, firearm discharge incidents, and suspicious in-custody deaths. The Internal Affairs Bureau is given the responsibility of being the custodian of records for the Professional Standards Division and providing a representative to the Critical Incident Review Board.

203.7.3 TRAINING DIVISION

The Training Division is responsible for developing, scheduling and hosting law enforcement training for sworn peace officers as well as professional staff. Personnel from the Orange County Sheriff-Coroner's Department as well as local municipal and federal law enforcement agencies from throughout Orange County and surrounding areas regularly attend both Advanced Officer Training (AOT) and courses required by California Peace Officer Standard and Training (POST). Classes are primarily held at one of two locations; the Katella Training Facility located in the city of Orange and the Sheriff's Regional Training Academy located in the city of Tustin.

Katella Facility

- The Katella Facility is the location of the Tactical Training Center, Firearms Training Unit, and Advanced Officer Training. The Tactical Training Center consists of driver simulators, force option simulators and a realistic street with houses and businesses. The Firearms Training Unit has an armory, three ranges on site and one mobile range that are dispatched to a variety of venues. Advanced Officer Training and Standards and Training for Corrections classes are taught in multiple instructional classrooms, including a computer training classroom.

The Sheriff's Regional Training Academy

- The Sheriff's Regional Training Academy located on the former Marine Corps, Lighter than Air Base (LTA) property in Tustin was officially opened in September of 2007 and

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facilitates up to six Basic Academies per year, as well as a modular training academy program. The site is jointly occupied by training command staff as well as our training partners from the Santa Ana College Criminal Justice offices. This 52,000 square foot, state of the art facility boasts four classrooms, indoor and outdoor recruit dining areas, an arrest and control techniques training area, a state of the art weight room, a special events room with a stage and seating for approximately 1,300 guests, dual obstacle courses, an outdoor running trail, a formal inspection grounds, and video production offices with a fully equipped production studio. The facility also houses the Sheriff's Mutual Aid Bureau and hosts Sheriff's Explorer and Reserve Officer meetings and training, as well as Citizens Emergency Response Team (CERT) training, pre-employment (PEP) and mentoring training, and more. Multiple agencies utilize the facility for recruiting and testing of law enforcement candidates. The site is also home to the Orange County Peace Officer's Memorial.

203.7.4 RECORDS AND PROPERTY DIVISION

The Records and Property Division consists of several service areas, broken out into four bureaus; these bureaus include: Records and Information Services, Property and Evidence, Discovery and Media Analysis.

Records and Information Services Bureau

- The Records and Information Services Bureau consists of nine details, employing over seventy professional staff in a variety of support and technical functions. Their duties include, but are not limited to: processing California Public Records Act (CPRA) requests, subpoenas duces tecum (criminal and civil), summonses, record sealing, clearance letters, and local criminal record reviews. They maintain the local summary criminal history information in the Local Arrest Record System (LARS), ensuring the information is complete and accurate, and manage centralized record keeping, records management, and imaging systems. They conduct record searches for authorized law enforcement and criminal justice agencies, provide applicant fingerprinting, release crime reports to authorized individuals and agencies, and fulfill the National Incident Based Reporting System (NIBRS) reporting requirements to the Department of Justice. They maintain a central file in the Automated Warrant Service System (AWSS) on all original warrants issued in Orange County. They operate 24/7 to run inquiries for officers in the field and make updates into the Wanted Persons System, Stolen Vehicle System, Missing Persons System, Automated Property System, Automated Boat System, Automated Firearms System, and Protection Orders System via the California Law Enforcement Telecommunication Systems (CLETS).
- This bureau is responsible for overseeing all department-wide Criminal Offender Record Information (CORI) and National Criminal Information Center/Criminal Justice Information System (NCIC/CJIS) and National Data Exchange (N-Dex) audits, conducted by the F.B.I. and the D.O.J.

Property and Evidence Bureau

- The Property and Evidence Bureau receives and safeguards all evidence and property from the Sheriff's Department and County Law Enforcement Agencies. They produce

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evidence for investigative purposes and upon order of the court. They assist patrol and investigations with the collection of large amounts of property and evidence, and provide a field evidence booking team to assist officers with booking evidence into the automated system in the field. They coordinate the destruction of all narcotics and firearms authorized for destruction, and coordinate the disposition of all other property and evidence authorized to be purged from the system. This includes releasing property to the original owner or finder, disposing of contraband items, donating bicycles and toys to CSP (Community Service Program) or Orangewood Children's Home, converting items to Department use, and organizing property auctions through Property Bureau.com.

Discovery Bureau

- The Discovery Bureau is responsible for processing "Discovery Requests." "Discovery" refers to the legal process of obtaining evidence or information from prosecuting attorneys and/or law enforcement agencies which investigated or prepared the case against the defendant. When a Discovery Request is received, and Investigative Assistant sends a request to the appropriate division or divisions to produce the material requested. The Discovery Bureau collects and delivers the material to the requesting party in a timely and professional manner.

Media Analysis Bureau

- The Media Analysis Bureau administers the department's body worn camera program and manages all digital multimedia facets, including classification, cataloging, redacting, and preserving the chain-of-custody of digital evidence. The bureau supports the Department by utilizing a digital evidence management system (DEMS) that stores and labels digital evidence captured in the field. Bureau staff create and share digital case files containing related evidence to fulfill subpoena and discovery requests from the District Attorney's office and other law enforcement agencies including coordinating the public release of video footage per SB-1421 and AB-748.