

Policy 11000 - Court Detention Procedures

11001 – Court Operations Detention System

11001.1 - Court Detention System

a) Local Detention System

1. The Orange County Sheriff's Department operates a local detention system with court holding facilities located at each courthouse.
 - i. Inmates are received from Juvenile Hall, County and City Jails.
 - ii. New bookings are received from local law enforcement agencies, the Sheriff's Department, Juvenile Hall and the Courts.
2. At the end of each day, all inmates and new bookings are transported to the County Jail and Juvenile Hall by Sheriff's Transportation.

b) Court Facility Detention Locations

Justice Center	Address	Phone
North Justice Center	1275 N. Berkeley Ave. Fullerton	(714) 773-4525
West Justice Center	8141 13th St Westminster	(714) 896-7244
Central Justice Center	700 Civic Center Dr. West Santa Ana	(714) 834-6173
Lamoreaux Justice Center	341 City Dr. Orange	(714) 935-7560
Harbor Justice Center	4601 Jamboree Blvd. Newport Beach	(949) 476-4830

11001.2 - Forms, Records and Reports

a) Forms

1. The Sheriff or the Sheriff's designee shall determine which forms are authorized for use at each facility. The Detention Supervisor shall determine the proper storage location for the forms.

b) Records

1. A detention records system shall be maintained at each facility. The system shall include the following:
 - i. Daily Detention File: The Daily Detention File contains records such as Activity Reports, Court Lists, Medication Records, Court Orders, Property & Telephone Call Records, Pre Booking Records, Reports and Memos. These files will be identified by date and stored in chronological order.
 - ii. Monthly Inspection File: The Monthly Inspection File contains inspection records for all forms, supplies and equipment including fire suppression equipment. This file will be identified by year and stored with other detention records of the same year.
 - iii. Monthly Reception File: The Monthly Reception File contains records of the number of inmates and new bookings received at a facility. Each monthly record will be categorized by date, the booking or transporting category (Sheriff, or Police) and the gender of the inmate. This file will be identified by year and stored with other detention records of the same year. A copy of each monthly record shall also be submitted to the justice center lieutenant at the end of each month.

NOTE: All detention records shall be maintained at the facility for a period of two (2) years.

c) Reports

1. A report shall be prepared on all incidents that result in physical harm, or serious threat of physical harm, to an employee or inmate of a detention facility or other person. Such reports shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence. Such reports shall be prepared and submitted to the justice center sergeant by the end of his/her shift unless authorized by the sergeant to submit it at a later time.
2. A report shall also be prepared on other incidents such as medical emergencies, violation of jail rules, inadvertent releases, use of force, use of defensive weapons, the taking of hostages, disturbances, escapes and inmate deaths.
3. The report format used (Jail Incident, Casualty, Initial Crime Report or Follow Up) will depend on the circumstances and, in most cases, be governed by departmental rules, regulations, procedures and memorandums.
4. A copy of each report shall be included in the Daily Detention File; the original and other copies will be distributed as required.

11002 – Detention Operations

11002.1 - Receiving City Jail Inmates

a) Receiving City Jail Inmates

1. The Sheriff's Department will receive inmates, for arraignment, from those cities operating Type I Local Detention Facilities, up to the maximum capacity of the Sheriff's court holding detention facility.
2. Inmate Searches - A search of all inmates shall be conducted upon their arrival.
3. Personal Property – See CCOM Section [10006.12](#) (Defendant Remands) for additional information.
4. No Smoking Policy - Smoking is strictly prohibited under Orange County Codified Ordinance 4-7
5. Inmate Clothing - City jail inmates shall be dressed appropriately for court. A top (shirt, T-shirt, blouse, sweater or sweatshirt), a bottom (pants, shorts, skirt or dress) and footwear are required; disposable paper clothing is also permitted. If the inmate lacks suitable clothing, a disposable paper jumpsuit or other available clothing will be provided by the detention deputy.
6. Medical Screening – See CCOM Section [10006.12](#) (Defendant Remands) for additional information.
 - i. If a deputy observes a city jail inmate who seems too sick to appear in court or who is in need of medical attention, the deputy shall contact the Detention Sergeant to make a determination as to accepting or refusing the inmate.
7. Communicable Diseases See CCOM Section [10006.12](#) (Defendant Remands) for additional information.

b) Court List

1. City jails shall prepare a court list similar to the county jail court list. The court list shall contain information such as the name of each inmate including also known as (aka's), the number of personal property bags for each inmate, the date the inmate was booked at the city jail, the charges including additional warrants and holds, the case and warrant numbers, the gender of the inmate and classification notes. City jail transportation officers shall deliver a copy of the list to the facility and other court offices as required. (Does not apply to inmates from the Santa Ana Police Department).

c) OCJ Pre-Booking Form

1. A county jail Pre Booking Form shall be prepared for each inmate, by the city jail, prior to transporting the inmate to the facility. If the inmate was arrested on an out-of-county warrant, a written document advising the inmate as required by 821-822 CPC (1) must be attached to the Pre-Booking Record. The case/warrant number, bail amount and charge blocks will be left blank; the detention deputy will complete these blocks later to coincide with the remanding order, commitment order or any remaining warrant. (Does not apply to inmates from the Santa Ana Police Department).

11002.2 - Opening Facilities

a) Opening Facilities and Daily Inspections

Detention Deputies shall perform the following tasks prior to receiving inmates and new bookings:

1. Obtain the correct key set(s).
2. Turn on all lights, control panels and video equipment and test for operation.
3. Perform a functional check of all cell doors.
4. Ensure that the facility has been properly cleaned and the lighting, plumbing, and ventilation equipment is in working order.
5. Conduct a thorough inspection of all cells, security tunnels, stairways, elevators and other areas accessible to inmates.
 - i. The inspection shall include a search for weapons, contraband and hazards.
 - ii. In addition, ensure that all vents and access panels are secure.
6. Prepare restraints, defensive weapons, metal detectors and other safety equipment as required.
7. Perform a functional check of all telephones, intercoms and radios.
8. Set out toilet paper, sanitary napkins, pencils and court related forms.
9. Obtain, prepare and distribute city and county jail court lists as required.
10. Perform a functional check of all guard station doors.
11. Unsanitary or unsafe conditions and any contraband or weapons found shall be reported immediately to the Detention Sergeant.
12. The results of the daily inspection including unsanitary, unsafe conditions, contraband or weapons found will be documented on the Facility Log and reported to the Detention Sergeant.

11002.3 - Receiving County Inmates

a) Receiving County Inmates

1. The Sheriff's court holding detention facilities will receive inmates, for arraignment and other court appearances, from the county jail system. Inmates will be separated according to their classification (~~J-119~~) as defined in the CCOM. Inmates who are brought to court segregated shall remain so segregated until returned to the county jail.
2. Inmate Clothing - The majority of county jail inmates will be dressed in jail issued clothing. Inmates scheduled for trial are usually dressed in civilian clothing at the jail prior to coming to court. Mixing of jail issued clothing and civilian clothing is not permitted. Inmates shall be returned to the jail wearing the same clothing they arrived in.
3. Transportation List - The court transportation list is available through the Sheriff's Data System (SDS) and can be retrieved from designated computer terminals at each justice center. The court list contains information such as the name of each inmate including Aka's, the inmate's housing location and booking number, the date the inmate was booked at the county jail, the case and warrant numbers, the reason for appearance, the gender of the inmate and classification cautionary codes.
4. Inmate Searches and Control of Contraband - A morning search of all inmates shall be conducted before the inmates are placed into their holding cells.
 - i. Staff will maintain the health and safety of inmates and staff, as well as the security of the Justice Centers by searching inmates to restrict the introduction, possession, and distribution of contraband substances and objects. Searches will be conducted in accordance with CCOM Section Policy 1710.
 - ii. Strip/Visual Body Cavity Searches will not be conducted within the Justice Centers.
 - A. In the event an inmate needs to be stripped searched the Detention Sergeant will be notified and the inmate will be transported immediately to the IRC for processing.
5. Staff conducting a Pat-Down search will be the same gender as the inmate being searched. This restriction may only be overridden:

- i. In exigent circumstances
 - ii. Under the direct supervision of a Sergeant
 - iii. At the direction of the Facility Lieutenant
 - iv. Gender Restrictions - Staff conducting a cross gender body search must document the search in an information, jail incident, or crime report as appropriate. The report will include the circumstances which necessitated the cross gender search and the name of the authorizing supervisor.
 6. Inmates going to court will not take books, combs, commissary items, etc. without a court order. Inmates may take court papers that pertain to their case or other documents requested by the court (e.g. classroom certificates to show completion of courses ordered by the judge) and authorized self-carry medications with approved documentation. Pro per inmates are authorized to bring with them required legal books, documents or papers necessary for their court action, or as may be specifically ordered by the Court.
 - i. If an inmate is found to be in possession of personal property or contraband that violates the law or a jail rule, a supervisor will be notified and the appropriate reports submitted. The item(s) will be processed in accordance with departmental policy.
 7. Inmates from the Theo Lacy Facility may arrive with jail issued jackets; these inmates will be allowed to retain them while at court.
 8. Inmates with disabilities may arrive with an assistive device, such as a cane, crutch, walker, wheelchair, etc. Unless a Supervisor determines and documents, based on an individualized assessment, that the said device constitutes an immediate risk of bodily harm to inmates, staff or threatens the security of the facility, the inmate shall be allowed to retain the device. If there is a security issue with a specific device (e.g. metal tipped cane), the inmate will be provided a County-approved substitute device. These inmates will be permitted to possess their assistive device in a temporary holding cell at all times.
 9. Deputies shall check the restraints on those inmates who have been identified as dangerous or escape risks to ensure they are secure.
 10. Email shall be checked at 0930 hours to account for CJ1 Transfers. If an inmate to be transferred cannot be housed at the Justice Centers, Transportation or Court Transfer can be notified to not transport the inmate until sufficient space is available
- b) Inmate Lunches
1. Lunches are prepared by county jail personnel, transported to the facility by Sheriff's Transportation, and distributed to the inmates by detention deputies.
 2. Upon receipt, lunches will be counted and refrigerated immediately. If additional lunches are needed, they will be obtained by telephoning Sheriff's Transportation and notifying them of the number of additional lunches required. The ordering of additional lunches will be accomplished by 1000 hours.
 3. Lunches are normally distributed between 1200 and 1300 hours. Deputies shall maintain control of the lunch detail so that each inmate is given only one lunch. Special diet lunches will be delivered to the specified inmate.
 4. Extra lunches may be given to inmates who participate in cleaning details.
 5. Inmate lunches shall not be eaten by Sheriff Personnel.
- c) Inmate Classification
1. Male and female inmates shall be confined separately.
 2. Juvenile offenders shall be kept separate from, and out of sight of, adult inmates when possible. For additional information see CCOM 11002.13
 3. Protective custody inmates shall be kept separate from general population inmates.
 4. Inmates and new bookings charged with civil contempt shall be kept separate from general population inmates.

5. Inmates who are witnesses in any trial involving any other inmate shall, if possible, be kept separate from general population inmates.
6. Deputies shall be aware of and adhere to specific segregation and/or separation instructions per their classification level. (Ref. CCOM Policy 1201) It shall be the responsibility of the main control deputy to ensure compliance with any segregation and/or separation order or instruction.
7. If it becomes necessary to segregate or separate county jail inmates, a Jail Incident Report shall be prepared and submitted to the Detention Sergeant. The Detention Sergeant shall review and approve the report. The report(s) will be distributed in the following manner:
 - i. Original and one copy to the county jail where the inmates are housed for distribution.
 - ii. Additional copies to:
 - A. Justice Center Lieutenant
 - B. Daily Detention File

11002.4 - New Bookings

a) New Bookings

1. A Supervisor need not be notified when an arrest has been made by Deputy Sheriffs pursuant to a court commitment or remanding order, for any other circumstance(s) a supervisor will be notified.
2. If an arrest has been made by local police pursuant to a warrant of arrest issued by a judge of the court the following schedule will be adhered to:
 - i. The arrestee shall be received at the detention facility no later than 1200 hours.
 - ii. No arrestee will be accepted after 1000 hours at the West Justice Center without prior approval. A call may be made to the clerk's office requesting an exception.
 - iii. Any issues with warrant arrests made by local police will be referred to a supervisor.
3. A new booking shall never be left unattended, have the handcuffs removed, or be placed into a cell with other inmates until a thorough search has been conducted. See CCOM Section 10006.12 for additional information.
4. Casts and bandages on any new booking shall be thoroughly searched to the extent reasonably possible. The search shall include a visual examination, and a scan with the hand held metal detector.
5. Upon completion of the search, the new booking will be "pre booked." Pre booking shall include:
 - i. Filling out the Medical Health Questionnaire Form. :*[Medical Health Questionnaire](#)
 - ii. Filling out the Request for Classification Form. :*[Request for Classification Review](#)
 - iii. An inventory of the new bookings cash, personal property, and number of telephone calls made on the Sheriff's Property Inventory Receipt and Pre Booking Form. For additional information see CCOM Section 3000.4 (d)
6. The Property Inventory Receipt shall be completed in detail. Entries shall be printed using black ink or typed. The gold (agency copy) will be retained and included in the Daily Detention File; the original and copies will be attached to the new bookings personal property bag. For additional information see CCOM Section 3000.4 (d)
7. The OCJ Pre Booking Record shall be completed in detail. Entries shall be printed using black ink or typed. The yellow (officer copy) of the record shall be retained and included in the Daily Detention File. The Notice to Sheriff will be attached to the original Pre-Booking Form and, if necessary, the yellow copy will be given to the booking agency.
8. New-books will be housed separately from OCJ inmates.
9. Ensure the New Book is not from the countries requiring mandatory consulate notification under Article 36 of the Vienna Convention. Refer to the current Sheriff's Training Bulletin for further information.

b) Central Justice Center-New Bookings

1. New books will be processed in the New Book room located on the 3rd floor outside of 3 West by the New Book Deputy.

- i. If the new book deputy is unavailable the new books will be processed in the 2 West holding area.
 2. The bailiff will escort the handcuffed new book inmate to the new book room.
 3. The bailiff will contact the new book deputy by either telephone or radio prior to transporting to confirm if there is room for the new book to be processed.
 4. The new book deputy will complete the booking process while the bailiff stands by.
 5. Once the inmate is processed the new book will be escorted to the proper holding tank by both the bailiff and the new book deputy.
 6. The holding tank deputy receiving the new book shall review all the new book paperwork and confirm it is filled out completely and correctly before accepting the inmate.
- c) Harbor Justice Center, Newport Beach – New Bookings
1. If the new booking can walk up and down stairs, they will be escorted down to detention using the detention tunnels. There are three entrances to the tunnels: between Departments H-1 and H-2; between Departments H-7 and H-8; and between Departments H-13 and H-14.
 2. If the new booking cannot walk up and down stairs, a deputy can retrieve a wheelchair from the bus bay, pick up the arrestee, and bring him/her to detention.
 3. The area used to search and finish booking paperwork inside detention is the landing area outside the female side guard station.
 4. Once the new booking is searched and the paperwork is complete, check with either the male side or female side guard station to see into which cell the arrestee should be placed.
 5. The completed paperwork and property are kept with the detention deputies working the female side guard station.
- d) Lamoreaux Justice Center – New Bookings
1. New-books (remands, warrants or street arrests) will be processed in the detention area at LJC.
 2. Completed paperwork and property are kept in the guard station.
 3. New-books will be housed separately from OCJ inmates.
- e) North Justice Center- New Bookings
1. If a New Book is unable to walk down the stairs, the wheel chair through the elevator can be used to bring the New Book to detention.
 2. In the top left corner of the Pre-Booking Record, place the department from which the new book was taken and if the new book has property.
 3. Walk the New Booking through the metal detecting tower (located in detention between doors 3 and 4) to ensure nothing has been overlooked (if functioning).
 4. Log the New Book's name, date of birth, the department the New Book was remanded from, the presence of property, amount of money and name of arresting deputy in the New Book Property Log (located at the end of the counter in detention).
 5. Give the completed paperwork to the detention deputies.
 6. Check with the detention deputies to see into which cell they want the new booking placed.
- f) West Justice Center New Bookings
1. A new booking remanded by a judge or arrested for a warrant while appearing on a WJC case may be booked into the IRC via Sheriff's Transportation.
 2. A new booking or a defendant arrested for a warrant who does not have a WJC case must be transported to the IRC by a WJC deputy.

11002.5 - Interviews and Court Ordered Visits

- a) Private attorneys, public defenders, physicians, surgeons, psychologists and court attachés are permitted to interview their clients providing they log in, identify themselves and are approved by Sheriff Personnel.

1. Detention deputies will verify the identity of those visitors with whom they are unfamiliar by checking a photo I.D.
 2. Visitors will not be allowed to take their briefcases into the detention facility.
- b) Peace officers are permitted to interview inmates providing the inmate gives his voluntary consent.
1. Peace officers shall log in and identify themselves.
 2. Peace officers will not be allowed to take their briefcases into the detention facility.
- c) All court orders pertaining to visitation shall be checked by the Detention Supervisor or Justice Center Lieutenant prior to the start of the visit. A copy of the court order shall be attached to the visitation log. Court ordered visitors, except attorneys, peace officers and court attachés shall be searched before entering the facility and may, at the discretion of the detention deputy, be searched prior to leaving. Inmates will also be searched before and after a court ordered visit.
- NOTE: For purposes of this section, "court attachés" are defined as court interpreters, Public Defender interviewers, social workers (LJC) and other members of the court contingent as locally defined by facility managers.
- d) Inmates who are out of their cell for a visit will be handcuffed at all times. Any exceptions will be made by a supervisor.
- e) Inmates will not be allowed to accept any personal items from visitors.
- f) Visitation logs will indicate the name of the attorney or visitor, the name of the inmate, and the date and time of the visit. Visitation logs will be included in the Daily Detention File.
- g) When a detention facility has rooms designated for inmate visitation they shall be used for that purpose.

11002.6 - Inmate Movement

- a) Movement within the Facility
1. The movement of a large group of inmates shall be accomplished with an adequate number of deputies present. Deputies will ensure that all restraints are securely fastened on all inmates. Inmates directed to move through the facility shall proceed as follows:
 - i. Remain along one side of the corridor;
 - ii. Walk single file;
 - iii. Place hands in pockets or clasp hands behind the back if there are no pockets;
 - iv. Stay clear of all phones and alarms.
 2. Inmates who are out of a secure detention area will be handcuffed at all times, unless otherwise directed by a supervisor. Handcuffs will be double locked when in use.
 3. Inmates considered escape risks, especially dangerous, or physically or mentally incapacitated shall be personally escorted to and from courtrooms by deputies. When in doubt, the detention deputy shall have the inmate personally escorted.
 4. Inmates who are known or thought to be suicidal shall be personally escorted to and from court.
 5. Inmates with canes, crutches, leg restraints or wheelchairs shall be personally escorted to and from court. For additional information see CCOM Policy 1800 Section 1800.3 - Security Restraints.
 6. Inmates who are being escorted through a public or security corridor will be handcuffed together in groups. Males, females and protective custodies will be kept in separate groups. If there are 3 or more inmates in a group, a second deputy shall be present.
 7. Deputies who transport inmates to a courtroom with a SSO bailiff shall remain with the inmate and will be responsible for the inmate at all times. This responsibility shall not be delegated to a SSO bailiff.
- b) Movement outside the Facility
1. Transport to the Hospital
 - i. Inmates who are being transported to an emergency medical facility will be handcuffed and in Leg restraints at all times. See CCOM Policy 2200 for additional information.

2. Viewing a Crime Scene

- i. At least two deputies shall be used to transport an inmate to the viewing of a crime scene. The inmate shall be transported in a caged vehicle and handcuffed at all times unless uncuffed as a result of a judge's order. If the inmate has been identified as dangerous or an escape risk, he will also be restrained with waist restraints and leg restraints

11002.7 - Releasing Personal Property

- a) Upon taking a remand into custody the bailiff may ask the remand if he or she would like to give someone in the audience some or all of his/her cash or personal property. If the remand declines, or there is no one readily available to receive the cash or property the following procedure will be adhered to:
 1. The property shall be recorded on the Sheriff's Property Inventory Receipt and sent along with the inmate to the IRC.
 2. See CCOM Policy 1400.12 for details.
- b) City Jail Inmates
 1. Property for City Jail Inmates will not be released at any Justice Center.
 2. See CCOM Policy 1400.12 for details.
- c) County Jail Inmates
 1. See CCOM Policy 1400.12 for details.

11002.8 - Releasing Inmates

- a) New Bookings (Remands)
 1. Prior to releasing an arrestee ensure that all fines have been paid, commitments served, bail amounts posted and release orders secured. A court order or bail receipt must be obtained for each pending case or outstanding warrant.
 2. Ensure that a warrant check (968) has been made.
 3. Ensure that you are releasing the correct person by comparing the physical description of the arrestee with the description entered on the county jail Pre Booking Record. If the arrestee has a picture identification in his property, compare it to the arrestee. Compare signatures and identification marks. In addition, ask several personal questions of the arrestee and compare his answers with the information entered on the Pre Booking Record. Examples of these questions are as follows:
 - i. What is your middle name?
 - ii. What is your date of birth?
 - iii. What is your address?
 - iv. What is your occupation?
 - v. What is your social security number?
 - vi. What is your home phone number?
 - vii. What is the name of your next of kin?
 4. Ensure that the arrestee receives and signs for all cash and personal property. The deputy conducting the release shall record the date and time and sign name and identification number.
 5. The Property Inventory Receipt, Pre Booking Record, commitments, release orders and bail receipts will be fastened together and included in the Daily Detention File.
- b) City Jail Inmates
 1. City jail inmates will be released in the same manner as new bookings.
- c) County Jail Inmates
 1. County jail inmates should only be released from a county jail facility.
 2. If a judge orders the release of a county jail inmate from a Sheriff's court holding detention facility, the following steps shall be taken:
 - i. Notify the Detention Supervisor.

- ii. Notify Transportation
 - iii. If Transportation is unavailable, the inmate shall be transported to the IRC by the Detention Prowler.
 - iv. Notify the Jail Watch Commander
- d) Inadvertent Release
- 1. There have been occasions in which inmates in our court detention facilities have been inadvertently released.
 - i. For information on inadvertent releases see CCOM: 1400.15 - Inadvertent Release

11002.9 - Closing Facilities

- a) Detention deputies shall perform the following tasks prior to leaving the facility:
- 1. Ensure that all logs, forms, reports, records and court lists are completed and filed correctly.
 - 2. Check all cells for remaining inmates, clothing and items of contraband.
 - 3. Leave all cell doors open for custodians.
 - 4. Secure all restraints, defensive weapons, metal detectors and other safety equipment.
 - 5. Turn off lights, control panels, video equipment and heat sealers.
 - 6. Inventory and secure all key sets.

11002.10 - Safety and Security

- a) For information on Safety Checks for individual Justice Centers refer to CCOM Section 15003.11
- b) For information on Searches of Detention Areas for individual Justice Centers refer to CCOM Section 15003.7(c)
- c) For information on Key Control for individual Justice Centers refer to CCOM Section 15003.4

[REDACTED]

[REDACTED]

[REDACTED] shall be assigned to all Justice Center detention facilities.
[REDACTED] shall be the responsibility of the Detention Supervisor.

- 5. The Detention Supervisor or his designee shall conduct a monthly inspection of [REDACTED]
 - i. This inspection shall be recorded and stored along with other detention records.
- f) Safety Hazards
- 1. Safety hazards in detention areas are to be corrected as soon as possible.
 - 2. All safety hazards shall be reported to the Detention Sergeant immediately.
 - 3. All safety hazards shall be documented on the Facility Log.

11002.11 - Sanitation and Maintenance

- a) Justice Center Lieutenants shall develop and implement written plans for the maintenance of an acceptable level of cleanliness, repair and safety throughout each facility they manage.
 - 1. Such plans shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.
- b) A health and safety inspection, pursuant to Section 459 [1] of the Health and Safety Code, will be conducted annually by the Health Care Agency.
- c) The Board of State and Community Corrections (BSCC) conducts a biennial inspection to ensure compliance with the minimum jail standards for this type of facility.
- d) For additional information refer to CCOM Policy 2400.

11002.12 - Inmate Discipline and Notifications

a) Inmate Discipline

1. For Department policy on Jail Rules and Inmate Discipline refer to CCOM [Policy 1600](#) - Orange County Jail Rules.

b) Notifications from Court Operations

This notification procedure is to be used when inmates are involved in significant events such as; medical aids, assaults, and disciplinary rules violations occurring at our Justice Centers:

1. The Justice Center Sergeant or his/her designee will call the respective jail facility where the inmate is housed.
2. The Sergeant or his/her designee will brief the Jail Operations Sergeant on the following:
 - i. Name of the inmate(s) involved.
 - ii. Type of illness/injuries.
 - iii. Type of medical aid given/needed.
 - iv. The events surrounding the incident.
 - v. Crime(s) involved.
 - vi. Disciplinary action requested.
3. The Justice Center Sergeant or his/her designee will notify the Transportation Sergeant and brief him/her about the incident.
4. For medical aids or injuries, the Justice Center Sergeant or his/her designee will notify the Triage Nurse and brief him/her about the incident.
5. All notifications will be documented in a report or memorandum.
6. A copy of the completed/approved report will be faxed to the Watch Commander of the respective jail facility and the Transportation Sergeant.

11002.13 - Juvenile Inmates

a) Juvenile Procedures

1. Arrival

- i. Upon notification of the arrival of a juvenile, Deputies assigned to the Justice Center will assist Transportation Deputies with the movement of juveniles to their holding cell(s).
- ii. Deputies will search and secure all juveniles prior to the removal of any adult inmates from any transportation vehicle.
- iii. All juveniles will be secured and held in a court holding cell until called for court.
- iv. When female juveniles are present, a female staff member will be immediately available and accessible.

2. Responsibility

- i. It is the responsibility of the Court Services Deputy to ask the Transportation Deputy if there are any juveniles who represent a risk or hazard to self or others while being held at the Justice Center.
- i. Additionally, the Court Services Deputy will check the Temporary Custody of Minor / Classification Form provided by the Probation Department to ensure the Juvenile does not represent a risk or hazard to his/her self or others and that the Juvenile has been approved to go to Court
- ii. If the Probation Department Temporary Custody of Minor / Classification Form is incomplete, the Juvenile can be refused.
- iii. While being held at the Justice Center it shall be the responsibility of the Justice Center Sergeant to notify the Probation Department of any incident involving a juvenile including; a suicide attempt, serious illness, and injury or death.
- iv. The Juvenile along with the Temporary Custody / Classification Form will be returned to the Probation Department at the conclusion of their court hearing.

3. Supervision of Juveniles

- i. Juveniles will be moved, housed and kept separate from adults and when applicable other Juvenile Inmates in accordance with Section 208 of the Welfare and Institutions Code [\[1\]](#), BSCC Title 15 Section 1161 and the Temporary Custody of Minor / Classification Form.
 - ii. While entering the court facility or being moved within the building, every effort will be made to ensure that there is no opportunity for contact or communications with adults.
 - iii. While being secured in a court holding cell, the prowler deputy will perform a safety check on all juveniles at least twice every 30 minutes. All safety checks will be documented on the Court Operations Log.
4. Incident Documentation
- i. Incident or crime reports Involving minors shall be completed on all incidents that occur at any Justice Center.
 - A. Reports shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.
 - B. A written report shall be prepared by the staff assigned to investigate the incident and submitted to the Justice Center Sergeant by the end of the work day of the incident.
 - 1. A copy of the report will be forwarded to the Probation Department

11002.14 - Electronic Devices

- a) This policy applies to all Department personnel, to include the following individuals while working in a Court Holding Facility: maintenance staff, support staff, and vendors.
- b) For current policy refer to CCOM Section Policy 1714.1

11002.15 - Personal Property

- a) Any person who enters the secured area of a court holding facility is subject to a search of their personal property. These searches play an important role in the exclusion of weapons and other potentially dangerous contraband into court holding facilities. These searches may be conducted to ensure the safety and security of staff, visitors, inmates, and the facility.
- b) For current policy refer to CCOM Section Policy 1718.

11002.16 - Federal/Outside Agency Inmates

From time to time inmates are brought in by federal /outside agencies to testify in existing Superior Court cases. A process has been set up to deal with these inmates who are considered “no sight no sound” inmates. They cannot be exposed to the public, or other inmates in any way. The following procedure will be adhered to:

- a) Federal / outside agencies will provide the Detention Supervisor all inmate information prior to their arrival or testimony at any Justice Center.
 - 1. The information will include date(s), time(s), and pertinent security information.
- b) Before an inmate is brought to any Justice Center, the Detention Supervisor will notify the Facility Lieutenant, who will notify the Presiding Judge.
 - 1. If the Facility Lieutenant is not available a Sergeant or his designee will make the notification.
 - 2. No inmate will enter the building without prior notification to the Presiding Judge.
- c) When feasible, the inmate will be moved in the judge’s elevator to prevent the possibility of anyone but authorized personnel having contact with the inmate.
- d) The inmate will be escorted by, and will be in the custody of U.S. Marshals / outside agency at all times.
 - 1. Sheriff’s personnel will escort the armed Marshals / outside agency personal with their inmate to the appropriate holding area associated with the courtroom where the inmate will testify.
 - 2. At no time will the inmate be considered to be in the custody of the Sheriff’s Department, unless the inmate is remanded to the custody of the Sheriff’s Department by Court Order.
 - 3. If possible, when using an elevator, a bypass key will be used to prevent unnecessary contact with bench officers or professional staff during inmate movement.

- e) Once the inmate is finished in court he / she will be escorted back to the detention area where the Marshals / outside agency will remove the inmate from the building.
- f) At no time will a bench officer be asked to step off the elevator in order to place an inmate on the elevator.
- g) Courtesy and deference will always be in the favor of the bench officers and court staff over the inmate(s).

11002.17 - Pro-Per Inmates

- a) A Pro-Per inmate is one who represents him/herself in a legal proceeding. Any inmate claiming to have Pro-Per status must furnish a court order establishing his/her Pro-Per status.
 - 1. All court orders will be confirmed with Inmate Records for a "Watch Commander Approved" copy.
 - i. The Sheriff's Department has no part in the court order except for agreeing to allow the inmate to possess certain items and to follow the court order.
- b) Supplies:
 - 1. Once an inmate is approved for pro-per status a packet of stationary supplies is provided by the court.
 - i. These supplies have been approved by OCSD and are in compliance with jail rules.
 - ii. The court monitors and pays for all supplies.
 - 2. If the inmate runs out of supplies, for whatever reason, they get new supplies via their court appointed investigator (if they have one) or they have to go back to court and ask the judge for more supplies.
 - 3. All of these processes are entered into the court minutes documenting the order and the supplies issued.
- c) Grievance:
 - 1. If an inmate files a grievance for not getting supplies from the court, he/she should be advised that he/she needs to contact the court or issuing judge, not the Sheriff's Department.
 - 2. If the grievance is "OCSD" or another inmate took my supplies, this grievance will be handled by current OCSD grievance procedure.
 - 3. A Pro-Per's property can be searched for security purposes.
- d) Reference:
 - 1. CCOM Section 1202.5
 - 2. CCOM Section 1600.2 (o)4
 - 3. CCOM Section 1600.5

11003 – Use of Force

11003.1 - Use of Force Policy

- a) Court Operations personnel will follow the Use of Force Guidelines set forth in CCOM Policy 1800.

11003.2 - Less - Non Lethal Weapons Systems

- a) Court Operations personnel will follow the Use of Force Guidelines set forth in CCOM Policy 1806.

11003.3 - Security Restraints

- a) Court Operations personnel will follow the Use of Force Guidelines set forth in CCOM Policy 1800.

11003.4 - Use of Safety Cells

- a) It is the policy of the Sheriff's Department that detention safety cells will not be used at any time to house inmates within Court Operations.
 - 1. If an inmate exhibits a mental health condition that may require housing in a safety cell he/she shall be transported as soon as possible to the IRC.
 - 2. All court paperwork shall be transported with the inmate to the IRC for processing.
 - 3. IRC - CHS will be notified of the circumstances prior to transportation of the inmate.

11003.5 - Use of Deadly Force

- a) For department policy on the Use of Deadly Force refer to CCOM Policy 1806.3 (c) and Department Policy 300 (1).

11004 – Medical Emergency

11004.1 - Medical Emergency Procedures

a) Inmates

1. Medical emergencies involving inmates should be handled with caution. Deputies shall not enter a cell until sufficient personnel are present.
2. Prior to entering a cell, deputies will direct all inmates to sit on the floor or benches in an area away from the ill or injured inmate.
 - i. Universal precaution should be used when assisting any injured person. For additional information refer to CCOM Policy 1808.
3. Paramedics will be requested to provide medical aid for all medical emergencies.
4. A deputy will be assigned to collect all pertinent information and provide the paramedics with the name and age of the inmate including any information known concerning the inmate's medical history and prescribed medication.
 - i. For additional information see CCOM Policy 2106.
 - ii. If the booking records or court documents were not available at the time the inmate was transported, the responsible detention deputy shall ensure that the records or documents are obtained and promptly forwarded to Inmate Records.
5. The Detention Sergeant will contact Correctional Health Services (CHS) and inform them of the emergency and the name of the medical facility where the inmate was taken.
6. The Detention Sergeant will make arrangements with the Jail Operations Sergeant where the inmate is housed to have the Security Deputy relieved if the inmate is admitted to the hospital.
 - i. If the inmate was received from a local police agency, and the inmate has not yet been sentenced or remanded to the custody of the Sheriff, arrangements for relieving the Hospital Security Deputy will be made with the local police agency.
7. When the inmate's treatment is complete, the inmate will be returned to the court holding facility so that the inmate may appear in court and be transported to the county jail by Sheriff's Transportation. If the court holding facility is closed, the inmate will be transported to the IRC.
 - i. Prior to leaving the hospital, the inmate will again be searched for weapons.
 - ii. A caged vehicle is required for the transportation of all inmates.
8. A Department Report (DR) number will be drawn with a Casualty Report completed by the assigned staff member with copies distributed to:
 - i. Original and a copy to North Operations Division.
 - ii. Housing Sergeant at the jail
 - iii. Daily Detention File
 - iv. OCJ - Correctional Medical Services
 - v. Medical records received from the medical facility will be attached to the copy of the report sent to Correctional Medical Services.

b) Civilians/Staff

1. Paramedics will be requested to provide medical aid for all medical emergencies.
 - i. Universal precaution should be used when assisting any injured person. For additional information refer to CCOM Policy 1808 and Lexipol Policy 1016 (1)
2. Do not move the victim unless exigent circumstances exist prior to the arrival of paramedics.
3. A deputy will be assigned to collect all pertinent information if possible and provide the paramedics with the name and age of the victim including any information known concerning the victims medical history and prescribed medication.

4. A Department Report (DR) number will be drawn with a Casualty Report completed by the assigned staff member and distributed to:
 - i. Original and a Copy to North Operations
- c) Juror Illness or Injury
 1. See CCOM Policy 10009.7

11004.2 - Inmate Deaths

- a) If a death occurs within a court holding facility deputies will immediately implement the following procedure:
 1. Notify the Detention Supervisor and Justice Center Lieutenant immediately.
 2. Paramedics shall be requested
 3. Allow no one in the immediate area except emergency medical personnel and the assigned investigators.
 4. Stop all inmate movement until approved by the Justice Center Lieutenant or his designee.
 5. Death of a Minor
 - i. In any case in which a minor dies while detained in a jail, lockup, or court holding facility:
 - A. The administrator of the facility shall provide to the Board of State and Community Corrections (BSCC) a copy of the report submitted to the Attorney General. A copy of the report shall be submitted within 10 calendar days after the death.
 - B. Upon receipt of a report of death of a minor from the administrator, the BSCC may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility.
 6. For additional information and guidance see CCOM Policy 2114.
- b) The Justice Center Lieutenant will make the following notifications in addition to those listed in CCOM Policy 2114
 1. Presiding/Supervising Judge for the Justice Center
 2. Court Administrator
 3. Sheriff Personnel shall refer all news media requests to the Sheriff's Press Information Officer, 714-647-7042.

11004.3 - Suicide Prevention

- a) Any inmate or new booking may be a possible suicide threat.
 1. Deputies must be aware of this and stay alert when making checks of the facility.
- b) At no time shall an inmate or new booking be allowed to retain any personal items that could be used for suicide and/or attempt of suicide.
 1. Such items, especially belts, shall be taken from the inmate or new booking prior to placing them into a cell.
- c) Special attention shall be given to any inmate or new bookings that have been identified as a suicide risk.
 1. These inmates shall be placed in cells that are in direct view of the guard station and monitored until they can be transferred to the appropriate jail facility.
- d) If the inmate's behavior changes and the inmate appears to be a danger to himself/herself or others, or if the inmate reveals intent to cause self-inflicted physical harm, the inmate will be segregated, (as in 3 above) and transferred back to the appropriate jail facility as soon as possible.
 1. NOTE:
For additional information see CCOM Policy 2614 Emergency Response to Suicides or Serious Injury.
For additional information see CCOM Policy 2104 Mental Health Care Services.

11004.4 - Medication

- a) Topical Medications
 1. Analgesic balm in 1oz plastic tube
 2. Benzoyl peroxide gel 10% in 1oz plastic tube and 1.5oz plastic tube (dependent on what is available from our wholesaler)
 3. Clindamycin Solution 1% 30ml
 4. Hydrocortisone Cream 1% 1oz plastic tube and 1.5 gram foil packs
 5. Miconazole Cream 2% 1oz plastic tube

6. Permethrin Cream 5% 60 gram
 7. Triple Antibiotic Ointment 1oz plastic tube and 0.9 gram foil packs
 8. If a prescription cream/ointment/shampoo is ordered and is not available in an acceptable plastic tube, it will be dispensed in the medication cup and labeled by pharmacy.
- b) Oral Medications
1. Acetaminophen 325mg 2 tablets/packet.
 2. Alamag Plus (Mylanta) 2 tablets/packet.
 3. Diotame (PeptoBismol) 262mg 2 tablets/packet.
 4. Calcium Carbonate 420/168mg 2 tablets/packet.
 5. Ibuprofen (Advil) 200mg 2 tablets/packet.
 6. Chlorpheniramine/Phenylephrine (Actifed replaced with Allerest PE) 4mg/10mg tablets.
 - i. All of the above except Alamag is currently sent out for self-carry in all areas.
 - ii. All of these are acceptable and clearly labeled per packet or box.
- c) Inhalers
1. Albuterol Inhaler
- d) Miscellaneous Items
1. Contact Lens Solutions:
 - i. ReNu for soft contact lens.
 - ii. Boston for hard contact lens.
 - iii. Aquify for silicone lens.
 - A. If it comes with a hard contact lens case, ok to give it. Otherwise, we send out soft plastic lens cases.
 2. Artificial Tears Solution 15ml.
 3. Nitroglycerin 1/150gr Sublingual Tablets in glass container containing 25 tablets.
 4. Metamucil Powder Packets.
 5. Normal Saline Nasal Spray 15ml.
 6. Effergrip Denture Adhesive Cream 2.5oz plastic tube.
- e) COMMENTS:
1. All prescriptions dispensed by the pharmacy for self-carry will have a green dot on the zip lock bag.
 - i. This tells OCS D that the inmate is allowed to Self-Carry these medications throughout all facilities and should not be taken away when the inmate is transferred between facilities.
 2. Over the counter (OTC) medications handed out by the nurse will not have a prescription label but will be labeled with the name and booking number of the inmate.
 3. All prescriptions and OTC medications for self-carry will be accompanied by documentation from nursing.
 4. All inmates going to court and/or released should be allowed to take their self-carry medications with them.
- f) Other Self-Carry Prescription Medications Given to Inmates in the Morning
- The following medications are given by the nurse each morning to the patient for that day's meals and the patient will self-administer at each meal time.
1. Phosphate Binders
 - i. Calcium acetate (PhosLo) 667mg oral capsules.
 - ii. Lanthanum carbonate (Fosrenol) 500mg oral tablets.
 - iii. Sevelamer carbonate (Renagel) 400mg oral tablets.
 - A. These medications must be administered at meal times in order to be effective in limiting the amount of phosphate absorption in renal dialysis patients.
 2. Pancreatic Enzymes
 - i. Pancrelipase (Pancreaze) contains lipase/protease/ and amylase.

A. These medications must be administered at meal times in order to be effective in providing the needed enzymes for digestion.

3. Lactase Enzyme

- i. Lactase (Lactaid) tablets contains lactase enzyme which are lacking in some patients and needed for digestion of lactose containing foods.

11005 – Detention Safety and Emergency Procedures

11005.1 - Earthquake Procedures

a) Earthquake Procedures

1. Earthquakes producing damage will result in all staff providing security and survival needs in an expedient and efficient manner to fellow staff, visitors and the inmate population.

b) General

1. In preparation for the effects of an earthquake all Correctional Services Assistants (CSA's), Sheriff's Special Officer (SSO) and deputy personnel will be instructed in First Aid and earthquake survival techniques.
2. Staff is instructed to remain at their assigned work stations until relieved. Widespread damage to the community could require the facility to be self-sufficient for a period of days.

c) During an Earthquake

1. During an actual earthquake, staff will attempt to secure all inmates. Staff will direct inmates to return to their holding cell to seek immediate protective refuge.
2. Inmates not able to return to the court holding cell area will be instructed by staff to move away from glass windows and into doorways or under structural supports during the earthquake.

d) Following an Earthquake

1. Following an earthquake, on duty staff will be required to perform certain duties at the facility.
2. Staff will remain at their assigned duty stations and retain control over inmates in their assigned area.
3. An immediate assessment of damage and injuries must be made by each staff member.
4. Reports of injury and damage will be given to Main Control as soon as possible.
 - i. Reports must be accurate and thorough in order to determine the extent of outside assistance to be requested and where to assign internal assistance.
5. The Facility Lieutenant will establish the Main Control Guard Station as the Facility Emergency Operations Center. An alternate site may be designated as required.
6. Lifesaving first aid will be performed by staff members as required. Other injuries will be treated by staff in order of priority until staff is relieved by Medical Personnel.
7. When all communication is disrupted, the area supervisors will designate employees as "runners". Internal message transmissions may be conducted by memos as required.
8. Evacuation procedures will be followed at the direction of the Watch Commander if necessary.

e) The Facility Lieutenant or Sergeant will assess the following

1. Damage reports.
2. Evacuation plans.
3. Facility habitation.
4. Continuation of inmate services.

f) Detention Staff Functions

1. Sworn staff will continue to provide for the safety and security of the inmates and staff.
2. Non-sworn staff will assist as directed by the area sergeant.

g) Staff Relief

1. Each staff member shall remain in their assigned duty station until relieved or directed to leave by the area sergeant.

2. When all inmates have been returned to safe custody, serious injuries treated and facility hazards eliminated, the Watch Commander will establish a relief schedule for on duty staff.

h) Toilet and Waste Elimination

1. A specific area in each area of the Justice Center, or in holding cell areas, will be designated by the area sergeant for toilet or waste disposal.
2. Any functioning toilets will be designated for use by as many inmates, visitors and staff as possible.
3. Toilet drainage must not be into another area of confinement used by staff or inmates.
4. House cleaning chemicals may be used cautiously to control odors.
 - i. Adverse odors and chemical reactions must be avoided.
 - ii. Do not mix ammonia, bleach and floor stripper.

11005.2 - Flood Procedures

- a) For information on Flood Procedures for individual Justice Centers refer to CCOM Section 15006.2

11005.3 - Bomb Threat or Explosion

a) Bomb Threat / Explosion

1. Staff will handle bomb threats in a calm, thorough and expedient manner in order to minimize the disruption of facility operations. In the event of an explosion, the staff will ensure facility security, provide first aid to the injured and help return the facility to full operation quickly.

b) Bomb Threat

1. If any employee receives a bomb threat by telephone, he/she should make notes of the caller's sex, accent, background noises, and exact words used.
 - i. He/she will attempt to ascertain the type of bomb, time of detonation and location.

3. Notification must be made to the Court Sergeant who will notify the Facility Lieutenant.
4. The Facility Lieutenant or his/her designee will notify the Department Commander.
5. The Court Sergeant will dispatch available deputies to check the alleged location of the device and all public access areas outside security.
 - i. Prior to searching the above areas, each deputy will search [REDACTED]
6. The Court Sergeant will contact all supervisors throughout the building and have their staff search all workspaces for any suspicious objects.
 - i. The findings of the search will be reported back to the Court Sergeant as soon as possible.
7. The Court Sergeant will notify all personnel [REDACTED] use and operation of electrical doors pending the search activities.
8. The building exterior will be searched by a [REDACTED]
9. If no device was located, the Court Sergeant will notify all personnel to resume normal operations.
10. A designated employee will write the appropriate crime report and interview witnesses.

c) When a Suspected Device is Located

1. No one will touch the item under any circumstances.
2. Staff, visitors and/or inmates will be moved a safe distance away.
 - i. Dispatch will notify the Hazardous Device Squad (HDS) who will respond.
3. The Hazardous Devices Squad (HDS) will respond to evaluate and/or dispose of the device.
 - i. HDS members will also advise facility personnel if further movement away from the device is required.
 - ii. Evacuation of the facility may be deemed necessary

d) Bomb Explosion

1. If a bomb explodes at a facility, the Court Sergeant will be informed and notify the Watch Commander, Department Commander and Dispatch.
2. Staff must immediately check the area for a second device upon arrival.
3. Deputies and the Fire Department will respond to the damaged area to provide security and render first aid.
4. All normal functions will cease immediately in any damaged area.
 - i. Inmates will be secured in a safe area.
5. Injured members of the public will be given immediate first aid.
 - i. Upon arrival of the fire department, the public's medical attention will be turned over to the paramedics.
 - ii. Injured inmates will be treated at the facility or moved to the hospital if necessary.
6. The damaged area will be secured.
 - i. Only authorized persons will be allowed entry.
 - ii. The damaged area will be treated as a crime scene.
 - iii. Preserve any evidence of a bomb for the Crime Lab and Investigative Units.
7. The extent of the damage will be preliminarily assessed to determine if court operations may continue.

11005.4 - Escape

a) Escape

1. Suspected escapes will be immediately disproved or confirmed. The identity of escapees and other pertinent information will be rapidly disseminated to aid in their capture and return to custody. Emergency escape procedures and notifications will be made upon any reasonable suspicion of an escape.

b) Escape Suspected

1. When any staff member reasonably suspects that there has been an escape from custody, that employee will immediately notify his/her supervisor.
 - i. The staff member will immediately radio a request to cease all inmate movement.
 - ii. All inmates will be returned to the holding area.
2. Notification to the supervisor will include all available information
 - i. Location where escape occurred (or is occurring).
 - ii. Description of the escapee, if known.
 - iii. Means of escape (running, in a car, over the roof).
 - iv. Time of the escape.
 - v. Number of involved inmates.
 - vi. Propensity for violence based on booking charge, criminal history, nature of escape.
3. The supervisor will make the following notifications:
 - i. The Sergeants will be notified of the suspected escape.
 - ii. The Facility Lieutenant will be notified when the escape is confirmed. The Facility Lieutenant will also notify the Division Commander.
 - iii. The Department Commander will be notified of the suspected escape as soon as possible.
 - iv. Personnel will check all security door alarms to confirm proper conditions.
 - v. The Supervising Judge will be notified of the possible escape and inmate lockdown.

c) Inmate Count

1. The Facility Lieutenant or Court Sergeant will direct that an immediate physical body count be conducted.
2. Confirmation of an escape can be made prior to the count if staff provides eyewitness information and can positively identify the inmate. However, a count should be conducted to determine if other inmates are involved, and to validate the identity of the escapee(s).
3. All inmates must be identified and located.

d) Interior/Exterior Search

1. The Sergeant will direct a team consisting of [REDACTED] to conduct an interior perimeter search.
 2. When completed, the deputies will conduct an exterior building search [REDACTED]
[REDACTED]
 3. Deputies will be directed to conduct a room-by-room search of the entire facility, including a thorough search of the roof. Any point of escape will be secured and searched for evidence. Breaches of security will be secured by a posted deputy until repairs can be made.
- e) Staff Roll Call
1. The Watch Commander will direct that supervisors conduct a roll call for all staff. Each member must be accounted for in order to determine if violence and/or injury was used in the escape.
 2. Medical treatment will be given to staff, visitors or other inmates as appropriate.
 3. Injured staff, visitors or inmates will be interviewed during treatment to expedite information gathering.
- f) Secure Inmate's Property/Interview Inmates
1. Any personal property items will be gathered by a deputy and taken to the Court Sergeants office for review by Investigators.
- g) Notifications
1. The Facility Lieutenant will direct the sergeant responsible for the area where the escape occurred to have all available information ready for dissemination as soon as possible.
 - i. The Facility Lieutenant shall make a preliminary notification to the Department Commander of the possible escape and that further information will follow when received by the area sergeant.
 2. As soon as possible, the Facility Lieutenant shall re-contact the Department Commander and request a conference call with [REDACTED] to provide the following minimum information for a general broadcast.
 - i. Location and time of escape.
 - ii. Complete name, AKA's and physical description of escapee(s) including clothing, last known address, tattoos, etc.
 - iii. Direction of travel, if known.
 - iv. Arresting agency, booking charges, and known propensity for violence.
 - v. Any known weapons or hostages.
 - vi. Any other pertinent information that may assist in the capture of the escapee.
 3. The Facility Lieutenant shall also notify the Division Commander and the Assistant Sheriff of Custody and Court Operations.
 - i. Either the Division Commander or the Assistant Sheriff of Custody and Court Operations will notify the Sheriff unless such notification is delegated to the Facility Lieutenant.
 4. In addition to establishing the conference call between the Facility Lieutenant and Orange County Communications (previously referred to a "Control One"), the Department Commander will make the following notifications and/or take the listed actions:
 - i. Patrol Dispatchers.
 - ii. The Investigations Lieutenant responsible for fugitives (this lieutenant will notify the required Fugitive Investigators).
 - iii. The Watch Commander(s) for the home of record for the escaped inmate, and if the inmate was arrested for violence.
 - iv. The Watch Commander of the jurisdiction where he/she was arrested.
 - v. The Public Information Office (PIO), if required.
 5. The notification to Orange County Communications will specify if an immediate broadcast is requested to all local police departments, or if a teletype will suffice.
 - i. The request for a radio broadcast will be made if the escape occurred within the past four hours, if the escape involved a vehicle, or was accomplished by force.

- ii. The broadcast will include the escapee's name, physical description, clothing, and direction of travel, if known.
 - iii. The escapee's last known address will be included in the broadcast if that address is within Orange County.
6. When the escapee's last address is outside Orange County, the Fugitive Investigators will notify the agency having jurisdiction.
7. The Department Commander will request that a search of the area surrounding the facility be conducted.
 - i. As deemed necessary, the Facility Lieutenant will request assistance from the Sheriff's Department's Operations Division and the local Police Department having jurisdiction.
 - ii. The Court Sergeant will establish a Command Post.
 - iii. Copies of the escapee's booking and module card photographs if available will be requested and provided to the first patrol units arriving at the facility and to the Patrol Sergeant. "Mug photos" from Headquarters Records will also be used if they are available.
8. Any clothing items recently worn by the escapee will be delivered to the Patrol Sergeant in a paper bag. K-9 units may be able to use the garment.

h) Reports

1. The Sergeant responsible for the area in which the escape occurred will complete the Sergeant Escape Checklist and assign one deputy to write the Initial Crime Report.
 - i. The crime report narrative will contain a description of the escape, the escapee's complete identity and commitment information.
 - ii. The Sergeant Escape Checklist will be attached to the final report.
2. Every deputy who handled evidence or interviewed witnesses will write his/her own witness statements.
 - i. All reports will be submitted to the sergeant prior to the deputies leaving the facility at the end of their shift.
3. If applicable, the jail where the inmate was housed will be notified and the escapee's personal items will be taken from the housing area and property storage area to the Watch Commander's office for review by the Investigators.
 - i. Items seized as evidence will be described in the report.
 - ii. Perishable items will be noted in the inmate's file prior to disposal.
 - iii. After examination by investigators, clothing and bulk items will be placed into a large bag identified with the inmate's name and booking number. The bag(s) will be stored in the Property Storage Room pending further disposition.
 - iv. The escapee's money will be processed by the Cashier's Office as "Unclaimed funds."
4. The escapee's file will be held in the Watch Commander's office pending completion of the investigator's report(s). After all reports have been submitted, the file will be sent to Inmate Records for disposition.
5. Visitor passes (logs) will be retained with the escapee's file pending completion of the investigator's reviews.
6. The Crime Report and supporting reports will be submitted to the sergeant for review and approval prior to submission to the Watch Commander.
 - i. Evidence will be properly marked and placed in an evidence container with a completed evidence tag.
 - ii. The Crime Report will reflect the disposition of the evidence.

i) Capture and Return of Escapee

1. When an escapee is captured, the Patrol Deputies or Police Officers involved in the capture will conduct the arrest, interview the inmate and write the appropriate reports.
2. Arresting/transporting officers will return the inmate to the CJX for the appropriate booking.
3. Upon confirmation that an escapee has been returned to custody, the Watch Commander will ensure that notifications are made to:

- i. Sheriff's Department Commander
- ii. If the returned escapee had escaped from another facility, the Shift Commander of that facility
- iii. Division Commander
 - A. The request for cancellation broadcast/teletype will be coordinated with the Fugitive Investigators.
 - B. Notification to the media is a function of the Public Information Officer (PIO)
4. Upon being advised an escapee has been returned, the Facility Lieutenant shall advise:
 - i. Division Commander
 - ii. Assistant Sheriff of Custody and Court Operations

11005.5 - Hostage Plan

a) Hostage Plan

1. Hostage incidents will be dealt with in a manner that will ensure the safe release of the hostage, safeguard the lives of staff and visitors, and to take the hostage-taker into safe custody.

b) Notifications

1. Any staff member discovering a hostage situation will immediately notify the appropriate Sergeant.
2. The Sergeant will make proper notifications following the chain of command.
3. The Facility Lieutenant/Incident Commander will immediately notify the Department Commander. The Department Commander will request that the Crisis Negotiations Team (CNT) and SWAT respond to the facility.
4. An exterior perimeter should be set up utilizing patrol deputies or an outside agency.
5. The Facility Lieutenant/Incident Commander will have paramedics respond to the facility and stage at a designated location.
 - i. A staff member will be assigned to meet Paramedics.

c) Management of the Scene

1. Deputies will isolate and control the scene to keep the incident in a fixed area.
2. Spectators are not allowed at the scene.
 - i. Everyone at the scene will participate in solving the problem as directed, or be kept away.
3. Prior to CNT personnel arriving, only the Incident Commander will grant demands made by the hostage taker(s).
4. An inner perimeter will be established by the sergeant responsible for the area in which the incident is occurring.
 - i. The incident will be under the supervision of the same sergeant regardless of where the perimeter moves within the facility.
 - ii. No one will enter or leave the scene except with the sergeant's permission.
 - iii. The perimeter will be set in a manner that blocks all avenues of escape.
5. While establishing the perimeter, the Sergeant will:
 - i. Identify the hostage taker(s).
 - ii. Identify the hostage(s).
 - iii. Identify the type of weapon(s) involved.
 - iv. Identify the deputies as they are posted.
6. The Facility Lieutenant will be notified of the scene containment and participant identities.
7. The sergeant will assess the situation and determine further logistic and personnel requirements.
8. The sergeant will establish a Command Post near the activity, but out of sight and sound of the suspect(s).
9. The designated ERT team will be staged appropriately.
10. An outer perimeter will be established to provide a buffer zone in which assigned staff can work.

11. Deputies assigned to the scene will be positioned by the sergeant. Staff at the scene will be cautioned not to influence the hostage taker(s) through speech or actions.
12. The sergeant will assign deputies to:
 - i. Obtain a copy of the hostage taker(s) booking record (if applicable).
 - ii. Obtain a copy of the area floor plan.
 - iii. Personally update the Facility Lieutenant on all current available information.
 - iv. Ensure the incident is being recorded on video tape.
 - v. Maintain a written log of the incident to include:
 - A. All demands made by the hostage taker(s).
 - B. All crimes committed

- [REDACTED]
14. When possible, the incident will be contained in one location. The remainder of the facility will be on a lock down status.
 15. Sheriff Special Officer (SSO) involvement at the onset of an emergency or critical incident as a force multiplier is allowed under exigent circumstances. Their initial role is to assist deputies in containing and isolating the incident until additional resources can respond. SSO's should not be used as a response, rescue or arrest team unless the immediacy of the incident requires their involvement to prevent serious bodily harm or escalation of the event. Once deputies become available SSO's should be rotated to perimeter positions as soon as practical.

d) During Negotiations

1. While at the scene the CNT members will conduct all communications between the hostage taker(s) and command staff.
2. No person has rank or authority while being held hostage.
3. The hostage taker(s) may be informed, if necessary, that no inmate will be allowed to escape from custody because of a hostage situation.
4. Any CNT request(s) of command staff will be expeditiously acted upon by command staff.
5. Significant changes in the situation will be relayed to all involved staff immediately. When an agreement is reached in negotiations all involved staff will be informed prior to implementation of the agreement.
6. The Division Commander or Facility Lieutenant will formulate an action plan using appropriate force to terminate the hostage situation in the event negotiations fail. Hostage safety will be the paramount concern. Rescue by force may be attempted when:

[REDACTED]

e) Ending the Incident

1. Upon the release of the hostage(s) or termination of the crisis, the sergeant will ensure that:
 - i. Medical attention is provided as required.
 - ii. The hostage taker(s) is isolated/separated in the facility under close supervision.
 - iii. The crime scene integrity is maintained and Sheriff's Department Identification is called to respond.
 - iv. The facility is returned to normal operations, as soon as possible, when safety and security permits.

2. The sergeant will direct that deputies involved in the incident write the appropriate report(s).
 - i. One deputy will be assigned to write the Initial Crime Report
 - ii. Each deputy involved will write a Follow-up report
3. The Facility Lieutenant will ensure that all staff members, including CNT members, involved in the incident participate in debriefing.
 - i. A written critique of the incident will begin following debriefing. The critique will be submitted to the Division Commander the same day.
4. Media relations are the function of the Public Information Office (PIO) who will prepare all releases to the media.

11005.6 - Immediate Action and Rapid Deployment Plan (CIRT)

- a) Violence on a school campus or business is an everyday occurrence. You watch the news and you hear about another student, teacher or worker getting killed or injured at a school or workplace somewhere in the United States. To deal with these types of violence at these locations, law enforcement in this country had to develop an "Extraordinary Deployment" plan. Immediate Action/Rapid Deployment is such a plan. It utilizes the initial responders, who are the first deputy's on scene of an "Active Shooter" incident, and they immediately deploy into the school campus, business or Justice Center to save as many lives as possible, while additional resources, such as the Special Weapons and Tactics Team (SWAT), are responding to the scene. The initial responders will organize into a "Contact Team" made up ideally, but not limited to, four officers. They will then aggressively seek out the shooter and stop him or her from continuing with the violent action.
 1. Court Operations personnel assigned to CIRT will adhere to Field Operations Manual Section 67 and 74 [\[1\]](#)

11005.7 - Evacuation of Inmates

- a) For information on Evacuation of Inmates for individual Justice Centers refer to CCOM Section 15005.3

11005.8 - Emergency Response to Suicides or Serious Injury

- a) Initial Response/Discovery of Incident
 1. The primary responsibility is the preservation of life and lifesaving measures.
 2. The first deputy on scene is generally responsible for the preservation, protection and integrity of the crime scene.
 - i. Deputies shall also consider officer safety issues when rendering/obtaining medical aid for injured parties.
- b) Discovered Suicide/Attempt Suicide/Serious Injury
 1. Call for assistance, notify supervisor and medical services.
 2. Lockdown the immediate area and secure the scene to ensure responder safety.
 3. Security Staff shall initiate and continue appropriate lifesaving measures, if necessary, until relieved by arriving medical personnel.
 4. The preservation of life should be the primary consideration. In a hanging incident or the use of a ligature, use the "cut down tool"/Safety Scissors from the Detention Guard Station to immediately cut down the inmate/victim or remove the ligature.
 5. The arriving medical personnel shall perform the appropriate medical evaluation and take over lifesaving measures.
 6. Protect items of apparent evidentiary value.
 7. Consult supervisor to determine necessity of a crime scene log.