

Policy 16000 - Harbor Justice Center

16001 - Position Guidelines

16001.1 - Felony Arraignment

a) Introduction

1. Deputies assigned to a courtroom are an integral part of the court team. They are the primary instrument for maintaining law and order within the courtroom and by their actions can greatly influence the efficiency and effectiveness of court operations.

b) Preparing the Courtroom

1. Prior to the opening and closing of the Courtroom the deputy will perform a search of the courtroom and unlock/lock all doors.
2. The deputy will prepare the court calendar and custody list.
3. Review and replenish forms and supplies.
4. Prior to the judge entering the courtroom, the deputy will make necessary announcements and/or speeches.

c) New Arraignments

1. The deputy will complete a fingerprint form for all new arraignments.
2. Review the DRO's arraignment list and transfer the information to the custody list.
 - i. Prepare the necessary booking forms.

d) Inmate Count

1. The deputy will complete a paper check (count) with the Detention Guard Station no later than 1630 hours.

e) End of Shift

1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
2. Complete a search of the courtroom.
3. Lock front door.

Reference

Felony Arraignment Calendar POST Order [HJC-14-01](#)

16001.2 - Misdemeanor Arraignment

a) Introduction

1. Deputies and Sheriff's Special Officer's (SSO's) assigned to a courtroom are an integral part of the court team. They are the primary instrument for maintaining law and order within the courtroom and by their actions can greatly influence the efficiency and effectiveness of court operations.

b) Preparing the Courtroom

1. Prior to the opening and closing of the courtroom the deputy / SSO will perform a search of the courtroom and lock/unlock all doors.

2. Conduct a roll call of the court calendar.
3. Pull the files for those present and give them to the courtroom clerk.
4. For in-custody defendants, place a "Post-It" note on each file indicating the date of booking and the presence or absence of any holds.
 - i. Give files to the courtroom clerk.
 - ii. For walk-in defendants, verify defendant's presence and give the file to the courtroom clerk.
5. Review and replenish forms and supplies.
6. Prior to the judge entering the courtroom, the deputy / SSO will make necessary announcements and/or speeches.

c) Inmate Count

1. The deputy / SSO will complete a paper check (count) with the Detention Guard Station no later than 1630 hours.

d) End of Shift

1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
2. Complete a search of the courtroom.
3. Lock front door.

Reference:

Misdemeanor Arraignment Calendar POST Orders [HJC 14-02](#)

Post-Conviction Courtroom Calendar POST Order [HJC 14-05](#)

Drug and DUI Courtroom Calendar POST Orders [HJC 14-06](#)

16001.3 - Main Control Deputy

a) Staffing

1. Staffing for Main Control will consist of at least one (1) staff members which could be comprised of any Correctional Services Assistant (CSA), Sheriff Special Officer (SSO), or Deputy Sheriff.
2. Each staff member must be relieved by another staff member before leaving the guard station.
 - i. Each off-going staff member will remain in the guard station until:
 - A.All logs are complete and updated.
 - B.All keys and radios are accounted for.
 - C.The condition of all security equipment is verified.
 - D.Oncoming shift staff member is fully briefed.
3. Notify the Sergeant of any discrepancies in key or radio log
4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.
5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.

6. During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.

b) Receiving Inmates

1. Coordinate the unloading of all inmates received from Sheriff's Transportation.
2. Maintain an accurate account of all inmates entering and leaving the facility on the Court Operations Log.
3. Coordinate the morning search of all inmates entering the facility.

c) Managing Inmates and Staff

1. Coordinate lunch breaks to meet adequate staffing needs.
2. Coordinate the handcuffing and escorting of inmates being sent to and from court.
3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
4. Enter all detention related activity on the Court Operations Log.
5. Review all paperwork prior to the release of new bookings or city jail inmates.

d) Returning Inmates to Transportation

1. Receive, manage and oversee the transfer of all paperwork from the court to the respective jail facility.
2. Coordinate the loading of all inmates being picked up by sheriff's transportation.
3. Ensure that all inmates have been accounted for and the facility has been searched prior to closing.

e) Additional Duties

1. Complete a monthly inspection in accordance with Title 15.
2. Enter the necessary information on the Court Operations Stats Tracker.

16001.4 - Prowler Deputy

a) Security Checks

1. Conduct a complete search of the cells, tunnels and any area that inmates have access to, prior to opening the facility.

b) Receiving Inmates

1. Assist in the unloading of all inmates received from sheriff's transportation.
2. Assist in the morning search of all inmates entering the facility.

c) Managing Inmates

1. Facilitate inmate movement to and from court.
2. Perform a cell check at least once every hour (twice every thirty minutes for juveniles) and record on the Cell Inspection Log.
3. Assist in the handcuffing and escorting of inmates being sent to and from court.
4. The primary duty of the Detention Prowler will be the escorting of inmates to and from the various courtrooms.

- i. In Justice Centers that have un-secured hallways, IE; open doors to Judges Chambers or Court Staff, Inmates will be physically escorted by a deputy.
5. Process all new bookings and submit the proper paperwork to the Lead Jailer.
6. Review all paperwork and release new bookings or city jail inmates at the direction of the Main Control Deputy.
7. Distribute inmate lunches during the noon hour.

d) Additional Duties

1. Act as a back-up deputy in courtrooms requiring additional security.
2. Patrol the building's interior and exterior as directed by the Sergeant.
3. Assist in the loading of all inmates being picked up by sheriff's transportation.
4. Conduct a search of the facility prior to closing.

16001.5 - Weapons Screening Deputy

For details see Section CCOM 16002.2

16001.6 - Weapons Screening SSO

For details see Section CCOM 16002.2

16002 - Control of Weapons and Security Equipment

16002.1 - Armory

a) Location

1. The Armory is located in the locked storage room adjacent to the Female Side Detention Guard Station.
2. Access to the Armory is via a key set located in the Female Side Detention Guard Station.
 - i. Entry into the Armory is restricted to SSO's and Deputies only.
 - ii. Armory access MUST be authorized by the Detention Guard Station Deputy/SSO.
 - iii. The Guard Station Deputy/SSO must log the access on Guard Station Log.

b) ERT Members/Team Leaders

1. Each member of ERT needs to check on their assigned equipment at the beginning of their shift.
2. Each member of ERT needs to have their assigned gas Mask.
3. Where applicable, the Team Leader needs to check:
 - i. Hazardous materials suit.
 - ii. Ammunition for weapons system.
 - iii. Stingballs.
 - iv. Cellbuster canisters.
 - v. Scott Air Packs.
 - vi. ERT Mobile Cart.
4. If any equipment is in need of service it is the responsibility of that deputy to advise the Sergeant and ERT Team Leader of the defective weapon system.
5. No equipment will be removed without the Sergeant or ERT leader's permission.
6. Maintenance and upkeep is the responsibility of all ERT members.

16002.2 - Weapon Screening Guidelines

The Superior Court of California, County of Orange, in conjunction with the Orange County Sheriff's Department, Court Operations Division, has established the following guidelines regarding the use of weapons screening within each Justice Center. The primary purpose of the screening process is to prevent illegal weapons from entering the buildings; however, other items the Sheriff's Department deems dangerous may also be excluded. For additional information see CCOM [Policy 1717](#) and [19003.9](#).

a) Screening Times

1. Weapons screening will be conducted during normal business hours.
 - i. Exceptions to this process may be granted by the Superior Court Executive Committee, the Presiding Judge or the Court Operations Division Commander.
 - ii. The Court Operations Division has the authority to vary this process for individuals who are disabled or are experiencing medical problems.
2. Court employees and building tenants who are authorized early and late access to a Justice Center may enter through the employee card access door(s) during the hours the weapons screening process is not in operation.

b) Screening Process

1. All members of the public, jurors, attorneys, building tenants and court employees who enter a Justice Center where weapons' screening is deployed shall be required to walk through a metal detection device and pass all hand-carried items through an x-ray scanner before being allowed entry.
 - i. Illegal weapons or objects (as specified in the California Penal Code) brought into a Justice Center will be confiscated by the Sheriff's Department. Violations may result in arrest and prosecution.
2. Unauthorized weapons or objects deemed dangerous by the Sheriff's Department will not be permitted into a Justice Center. Individuals will be given the opportunity of removing the item(s) from the building, or relinquishing it to Security.
 - i. All items relinquished are subject to destruction.
 - ii. Unauthorized weapons include, but are not limited to: concealed firearms (even when the person has been issued a Carrying Concealed Weapons Permit), tear gas, pepper spray, stun gun devices or other similar self-defense weapons, knives, and instruments designed for stabbing.
3. Judicial Officers with a Carry Concealed Weapons (CCW) Permit and prior approval of the Presiding Judge are exempt from this policy.

c) Exception

1. Duly appointed peace officers in uniform or in plain clothes who have proper identification are exempt from the weapons screening process.
 - i. Officers who are party to an action will be required to comply with Penal Code §171b.
2. Contractors, maintenance workers, county service agency employees, and vendors will be required to check in with the Sheriff Department's Court Operations Security Officer(s) and present authorization of their work assignment.

- i. Upon verification of the authorization, the Sheriff's Security Officers will permit them to enter the Justice Center with the tools necessary to perform their work.

d) Notification of Incidents

1. An incident is an event in which an X-ray machine emits a warning, is disabled, or fails to function as designed and poses a potential risk of exposure to radiation. The Court Safety Officer must then notify the CDPH Radiological Health Branch, of an incident as soon as possible after it occurs. Notification will be made to CDPH no later than four hours after the discovery of an incident where radiation or radioactive materials are emitted which could exceed regulatory limits.
 - i. In the event of an incident, an X-Ray machine operator must immediately contact:
 - A. Court Sergeant.
 - B. Local Facility Service Officer.
 - ii. The local Facility Service Officer should immediately contact the Court Safety Officer. The Court Safety Officer will then contact:
 - A. Orange County Health Care Agency (Hazardous Materials) – (714) 433-6000.
 - B. California Department of Public Health (CDPH) Radiologic Health Branch (RHB) – (916) 327-5106 or (714) 524-5681.
 - iii. The Court Safety Officer will submit a written follow-up report to the RHB within 30 days of the incident.
 - iv. A point of contact form for maintenance and emergency issues will be maintained and distributed to the Court Sergeant by the Facility Services Officer.

e) Utilization Log

1. All Sheriff's personnel who operate an X-ray machine must document the date and time in/out on a utilization log.
 - i. Sheriff's personnel will be responsible for maintaining a utilization log for each machine.

f) Self-Inspections

1. X-ray machine operators will conduct weekly inspections of the X-ray machines they activate and run. Sheriff's personnel should note:
 - i. Type of checks performed.
 - ii. Interval at which they are conducted.
 - iii. Actions taken, if problems are noted.
 - iv. Name of the person who conducted the check.
2. Results of the weekly self-inspections should be documented on the Self Inspection Log.
3. Any problems found during the inspection will be brought to the Court Sergeants attention immediately.
 - i. The Court Sergeant (or designee) will notify the Facility Services Officer of any problems.
4. X-Ray machines stored as backup are not subject to inspection on a weekly basis as long as there is an inspection before its first use.

g) Equipment Security

1. CCR Title 17, Section 30332.1 requires each X-ray machine have a lock which prevents unauthorized access or exposure.
2. X-ray machines must remain locked, except during authorized use or when under the direct surveillance of a trained individual.
3. All X-ray machines must have:
 - i. A physical barrier, photoelectric safety interlock, or other means which makes it impossible to insert any part of the human body into the primary X-ray beam.
 - ii. A lock-and-key control which ensures X-ray generation is impossible with the key removed.
 - iii. An illuminated indicator which shows when X-rays are being generated. This indicator must be prominently visible to operators in their normal working positions.
 - iv. An emergency shut off switch (“dead man’s switch”) which operators use to control X-rays. The emergency shut off switch is a safety feature which causes the machine to stop moving or to shut down if the switch is released.

h) Security Provider Training

1. CCR Title 17, Section 30337 requires training be provided to any individual who operates an X-ray machine.
2. Before operating an X-ray machine, an individual must:
 - i. Review the manufacturer’s operations manual (or comparable information on how to operate the X-ray screening device properly and safely).
 - ii. Receive and review copies of regulations which apply to X-ray screening devices for court use (CCR Title 17 and 10 CFR 20).
 - iii. Receive instruction on how to use the screening device.
 - iv. Pass two tests. The two tests consist of a written exam and a practical, hands-on exercise.
 - A. To become an operator, an employee must show proficiency in both the written exam and practical exercise with a score of at least 80 percent.
 - B. Employees who fail one or both tests are eligible to retake the tests.
 - v. The tests evaluate an employee’s:
 - A. Knowledge of the general responsibilities (such as completing utilization logs and knowing where important information can be found).
 - B. Knowledge of the regulations which apply to X-ray screening devices for court use.
 - C. Knowledge of the safe and proper operation of the X-ray equipment.
 - D. Knowledge of the emergency procedures for the X-ray equipment.
 - E. Competence in using the X-ray screening device.
 - vi. All X-ray operators must pass the above two tests on an annual basis.

- vii. Sheriff's personnel must maintain a log of employees who have taken the tests and record whether they passed the two tests.
 - A. Individual test scores should be kept confidential.
- viii. A Training Log must be completed for every employee who operates an x-ray machine. A copy of the log will be sent to the Court Safety Officer annually by June 30th. The log will include:
 - A. The operator's full name.
 - B. The date the written and practical exams were passed.
 - C. The test administrator's full name.
- 3. The Administrative Office of the Court (AOC) has created a "Radiation Safety and Protection Program Toolkit: Security Provider Training for the California Judicial Branch."
 - i. The Emergency Response and Security Services Division (ERSS) can supply Sheriff's personnel copies of the AOC Security Provider Training.
- 4. The training and test administration should be conducted by Sheriff's personnel who are knowledgeable and have experience working with X-ray machines.

i) Recordkeeping

- 1. The following records will be collected and maintained by Sheriff's Court Operations Personnel:
 - i. Utilization logs
 - ii. Self-inspection logs
 - iii. Training log for Sheriff's personnel utilizing X-ray machines (A copy of this training log will be sent to the Court Safety Officer on an annual basis)
- 2. These records will be inspected on an annual basis by the Court Safety Officer in accordance with the annual audit of the Radiation Safety and Protection Program.
- 3. If a machine is transferred to a different justice center, all of the above records should be sent to the receiving justice center.
 - i. If a machine is retired, all of the above records should be sent to the Court Safety Officer.

16003 - Facility Security and Control

16003.1 - Security Inspections

a) Employee Responsibilities

- 1. Every employee of the facility will be observant and aware of equipment and procedures in his/her assigned area(s).
- 2. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
- 3. Defective security equipment will be brought to the attention of the employee's supervisor.
- 4. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
- 5. Employees will use security equipment correctly as instructed, in order to ensure proper use and longer service.

b) Supervisor Responsibilities

1. Each day, excluding holidays and weekends, supervisory staff will visit and inspect every area of the facility to ensure the integrity of security devices and security areas.
 - i. Monthly, supervisors will walk the perimeter with the Facility Services Officer to inspect the facility landscape to include the monitoring and removal of plants/trees, particularly against facility walls.
2. Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates on the condition of security equipment.
3. Routine repairs of facility equipment will be requested in writing via email to the Facilities Management Group. The Sergeant will document the request in the Court Operations Log.
4. The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Court Operations Log.
5. Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures be correctly carried out in a timely manner.
6. Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted to the Facility Lieutenant by the supervisors.

c) Monthly Formal Inspections

1. The Court Sergeants will conduct formal inspections of the facility on their assigned shifts.
2. The report shall be submitted to the Facility Lieutenant by the end of the first week of the following month.
 - i. The report will identify noted deficiencies.
 - ii. Work requests will be submitted on needed new repairs.
 - iii. The report will state the date the repair was first requested and the original work request number.
3. Repairs that involve safety issues will be immediately addressed.

d) Inspection of Perimeter

1. Twice daily the Operations Sergeant will assign a deputy/SSO to inspect the perimeter of the facility to check for conditions that may be considered a breach of security.
 - i. At facilities with a perimeter fence, the assigned staff member will inspect the outer facility perimeter fence for damage, signs of tampering or any other condition that may be considered a breach of security.
2. The inspection will be noted on the Court Operations Log.
 - i. The assigned staff member will make an entry in this log each time an inspection is completed.
 - ii. A written report of the inspection will be submitted to the Facility Lieutenant if any damage, signs of tampering or other breach of security is discovered.
3. The Facility Lieutenant shall take immediate and appropriate action to ensure the security and integrity of the perimeter fence.
4. Time of the perimeter fence inspection
 - i. Pacific Standard Time
 - ii. A.M. Inspection: 0700 hours, P.M. Inspection: 1600 hours.

e) Annual Security Inspection

1. The Division Commander shall review both internal and external security measures at least annually if not more frequently.
2. All reviews will be documented in a Departmental Memo and submitted to the Custody and Courts Assistant Sheriff for review.
3. The Division Commander will submit an annual report to the Custody and Courts Assistant Sheriff. The report will:
 - i. Identify noted deficiencies.
 - ii. State any corrective action the Division Commander took.
 - iii. Explain when a follow up inspection was conducted and what action was taken.
 - iv. Include an update on any long standing unresolved equipment or procedural problems.

16003.2 - Security Identification

a) Employee Identification

1. To maintain the internal security of the facility, all employee entrances will have controlled access to and from the facility. Each security entrance **when manned** will coordinate, integrate and monitor all external and internal security, communications and safety systems of the facility to ensure order, security and safety for staff, visitors and inmates.
 - i. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will display an authorized Identification Badge at all times.
 - ii. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will present this Identification to the security entrance **/Weapons Screening** staff member prior to entering the facility.
 - iii. DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside **the Justice Center**.

16003.3 - Facility Alarms

a) Exterior Alarm Activation

1. Upon receiving an alarm activation the alarm company will notify OCSD Dispatch.
 - i. OCSD personnel will be dispatched to the Justice Center to determine if a breach of security has occurred.
 - ii. If a breach has occurred a Facility Services Officer or designee will be requested to respond to the site to allow access to the building.
 - iii. Dispatch will notify the Facility Lieutenant of the security breach.
2. The alarm company will monitor the alarm system and will notify the Facility Services Officer of any needed repairs.

b) Interior Duress / Panic Alarms

1. The Harbor Justice Center has numerous duress/panic alarms located throughout the facility.

2. Deputies will receive initial training on the use and response to these alarms after being assigned to the facility.
3. The Harbor Justice Center uses a wireless duress system maintained by Stop Tech.
 - i. The system self-tests daily and produces an email report.
 - ii. The Court Sergeant will oversee a monthly test of the system.
 - iii. The monthly test will be documented on the Court Operations Log.
 - iv. Any issues will be reported to the Facility Services Officer for immediate repair.
4. When an alarm is activated a page is sent to deputies wearing wireless pagers.
 - i. Staff will respond to the site of the alarm.

16003.4 - Key Control

a) Key Lockers - Inventory

1. Storage lockers for keys not checked out will be secured in the appropriate facility location.
2. Doors to the key lockers will remain closed and locked when keys are not being inventoried, issued or returned.
3. The key to the lockers will remain in the male side of the Detention Guard Station.
 - i. The assigned deputies/SSO's will maintain control over their assigned keys at all times while on duty.
4. Each key locker will have numbered pegs in the locker upon which correspondingly numbered key sets will be hung when not in use.
5. Each key locker will contain an inventory of all the key sets assigned to that locker.
6. The inventory will be dated and signed by the Division Commander's designee.
 - i. Any changes to the inventory will be made by the Division Commander's designee.
7. Sheriff's Security keys may not be kept or duplicated by anyone without the Division Commander's approval.

b) Key Accountability

1. It will be the responsibility of the assigned Detention Guard Station Deputy to account for all Sheriff's Security Keys.
2. At the end of each day, the Detention Guard Station Deputy will conduct a visual check of the key locker to ensure every key peg has a key set or Key Control Card attached. Any peg without a key set or Key Card will be brought to the attention of the Detention Sergeant.
3. The off-going Detention Guard Station Deputy will not be relieved from duty until all keys have been accounted for.
4. When the Detention Guard Station Deputy needs to be relieved during the shift the above listed procedures will apply to the relieving Deputy.

c) Key Issuance

1. Security keys will only be issued to approved staff members at the Detention Guard Station.
 - i. Most key sets are comprised of only those keys that will be required of a designated staff member in an assigned position.

- ii. A Key Control Card is needed to have security keys issued at any facility. If no Key Control Card has been issued, approved identification (e.g., Department I.D., Driver's License, etc.) may temporarily be accepted.
2. Emergency/evacuation key sets will be clearly designated.
 - i. Emergency master key sets will only be issued at the direction of a sergeant or higher rank.
 - ii. Internal evacuation sets will only be issued at the direction of a sergeant or higher rank.
 - iii. Exterior door keys may only be issued with the prior approval of a sergeant or higher rank.
3. All key sets are numbered and have the designated position stamped on the key ring tag.
4. Keys will not be issued to one staff member for later transfer to another member.
 - i. Each key set issued to staff will be carried throughout the shift or be returned by that member to the Detention Guard Station.
5. A Key Control Log will be prepared by the issuing Detention Guard Station Deputy.
 - i. The Log will be dated.
6. The oncoming shift will be issued a key set at the Detention Guard Station.
 - i. The requesting staff members will exchange their Key Control Card for the necessary keys.
7. At the beginning of each shift, the Detention Guard Station Deputy or a Prowler will conduct an inventory of all key sets to assure accountability of all keys.
 - i. The result of the inventory will be recorded on the Key Control Log.
 - ii. The Detention Sergeant will be notified if there are any discrepancies with the keys.
8. When a key set is returned to the Detention Guard Station, the staff member's Key Control Card will be returned.

d) Handling of Keys

1. All employees will observe the following key control procedures:
 - i. Carry and use keys as inconspicuously as possible.
 - ii. Avoid reference to key numbers or any identifying information in the presence of inmates. Employees will not mark keys for identification.
 - iii. Avoid dropping keys. Keys shall be exchanged hand-to-hand, never tossed or thrown.
 - iv. Do not force keys into locks. If a lock does not function easily, the malfunction shall be reported to the Detention Sergeant.
 - v. Inmates are never permitted to handle security keys under any circumstances. At maximum security facilities, security keys will not be taken into inmate housing areas.
 - vi. Employees will not exchange keys with other employees at their work station.

e) Key Return

1. All Sheriff's Security keys will be returned to the Detention Guard Station whenever the employee leaves the security area of Detention.
2. Staff must leave their keys at the Detention Guard Station BEFORE exiting the security area.

3. In times of urgent responses to assist other areas of the court, deputies will leave their key sets at the Detention Guard Station.
4. When leaving the facility at the conclusion of the shift, keys must be checked back in. Once the key set is checked back in, the employee will have his/her Key Control Card returned.

f) Broken or Worn Keys

1. Whenever a key is broken or no longer works properly, the staff member using the key will inform his/her supervisor.
 - i. The supervisor will determine if the lock has been rendered inoperable and will determine if immediate locksmith services are needed.
 - ii. If locksmith services are needed immediately, the Supervisor will contact the appropriate Facility Services Officer and advise them of the need.
 - iii. All pieces of the key will be recovered by the supervisor.
2. A memorandum describing the key breakage will be written by the involved employee. Original will be given to the Facility Lieutenant and a copy given to the Facility Services Officer.
 - i. Broken keys (all pieces) will be turned in to the Detention Guard Station.
3. The Facility Lieutenant will authorize the key's replacement, and will review the memorandum and ensure that the key was used properly.
 - i. If improper use was involved, the employee will be informed of proper key usage.
 - ii. If willful misconduct is linked to the breakage, the Facility Lieutenant will be notified for possible further action.
4. Broken keys will be retained in the Detention Guard Station. The broken key will be turned over to the Facility Services Officer who will process a replacement key through the appropriate Locksmith.

g) Lost/Misplaced/Not Returned Key Sets

1. Lost or misplaced keys will be brought to the employee's supervisor's attention.
 - i. An immediate search will be conducted.
 - ii. The area sergeant will seal off the area in which the keys are believed lost.
 - iii. Assistance with the search may be summoned.
 - iv. Any inmates in the area will be properly searched.
2. The Detention Guard Station Deputy will be informed of any keys not properly returned.
3. When the Detention Guard Station discovers an unaccounted key set at the end of a shift, the responsible employee will be contacted.
 - i. When the employee has gone off-duty and left the facility, the Court Sergeant will call his/her residence and/or other contact number.
4. When an employee discovers he/she has a key set outside security, or at home, he/she will immediately notify the Court Sergeant.
5. A DR will be written on all lost, misplaced or un-returned keys.
 - i. Lost keys must be documented on a report prior to the end of the employee's shift.
 - ii. When keys are found or relocated, that information will be documented in a Jail Incident Report.

h) Key Cards

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

h) Electronic Access Cards

1. Employees may be issued electronic access cards.
2. These access cards are to be treated as any other key issued by the Sheriff's Department.
 - i. At no time will inmates be permitted to handle electronic access cards.

16003.5 - 800 MHz Radios

a) Location

1. Hand held radios are located in the Sheriff's Briefing Room.
2. Radios are assigned to the various positions throughout the Justice Center.
 - i. Deputies/SSO's will check out / pick-up their radios based on their assignment for the day.
3. All radios will be returned prior to going off duty for the day.

b) The primary frequency for each facility is as follows

Radio Frequency	Facility
Zone 5 SHRF	CJC (Position 8)
Zone 5 SHRF	HJC (Position 9)
Zone 5 SHRF	LJC (Position 10)
Zone 5 SHRF	NJC (Position 11)
Zone 5 SHRF	WJC (Position 14)

c) The radio call signs for each facility

CJC	
Division Commander	18-00-09
Lieutenant	18-40-Lima-1
Sergeants	18-40-Sam-1 thru Sam-10
Deputies	18-40-11 thru 99

HJC	
Division Commander	18-00-09
Lieutenant	18-43-Lima-1
Sergeants	18-43-Sam-1 thru Sam-4
Deputies	18-43-05 thru 99
LJC	
Division Commander	18-00-09
Lieutenant	18-41-Lima-1
Sergeants	18-41-Sam-1 thru Sam-4
Deputies	18-41-05 thru 99
NJC	
Division Commander	18-00-09
Lieutenant	18-42-Lima-1
Sergeants	18-42-Sam-1 thru Sam-4
Deputies	18-42-05 thru 99
WJC	
Division Commander	18-00-09
Lieutenant	18-39-Lima-1
Sergeants	18-39-Sam-1 thru Sam-4
Deputies	18-39-05 thru 99

d) Accidental Activation

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

16003.6 - CCTV Camera System

a) General Guidelines

1. The Harbor Justice Center has approximately 47 CCTV Cameras throughout the facility.
2. Images can be stored for approximately 90 days before being recorded over.
3. The court Facility Services Officer will maintain a portable flash drive with usernames, passwords, camera descriptions and preferences.
 - i. The flash drive will be stored in a secured location.
 - ii. The flash drive will be used as a backup to replace corrupt files and install new cameras.

b) Camera Monitoring

1. The Harbor Justice Center CCTV System provides the capability to monitor and record incidents.
2. Areas of coverage will be determined by the following personnel:
 - i. The Presiding Judge of the Justice Center.
 - ii. The Security Committee.
 - iii. The Court Facility Manager.
 - iv. The ERSS Manager.
 - v. The Facility Services Officer.

c) Review and Request for Video Copies

1. The review of the CCTV video by any judicial officer, court staff or sheriff's personnel without a specific reason is prohibited.
2. Examples of specific reasons include but are not limited to:
 - i. Training.
 - ii. Investigating of complaints.
 - iii. Commendations.
 - iv. Quality assurance.
 - v. The review of critical incidents.
3. Copies of the CCTV tape(s) will not be duplicated or released except by:
 - i. Court Order.
 - ii. District Attorney / Public Defender discovery request.
 - iii. Upon written request pursuant to California Rules of Court 10.500 or PRA.
4. All requests must be submitted to the Court Executive Officer / Clerk of the Court.
5. Court staff, sheriff's personnel and judicial officers can request a copy of a tape from the custodian of records or his/her designee.
6. At a minimum, personnel requesting a copy of a tape will provide:
 - i. Date and Time of requested incident.
 - ii. Date of request.
 - iii. Number of copies.
 - iv. Person authorizing the copy(s).

d) Training

1. Personnel assigned to monitor the CCTV System will be trained in its use.
 - i. Training will be conducted by a supervisor or the Facility Services Officer.

16003.7 - Control of Contraband

a) Purpose of Search

1. Random, unscheduled searches of inmates and the facility will be conducted periodically in order to:
 - i. Prevent the introduction of weapons or other contraband into the facility.
 - ii. Detect the presence of weapons, escape devices or other contraband within the facility.
 - iii. Check malicious waste or destruction of facility property.
 - iv. Prevent and maintain sanitary conditions in the facility.

b) Search of Facility Perimeter

1. All facilities will inspect the outer security perimeter for signs of tampering, damage, or other indications of a breach of security.
 - i. To ensure best visibility, the landscaped area around the building will be checked once during each shift.
 - ii. Foreign objects will be removed and placed in refuse containers outside of security.
 - iii. The facility exterior will be examined for signs of damage.
2. The security parking lot, vehicle and pedestrian gate areas will be periodically searched.
3. Foreign objects will be inspected and disposed of in refuse containers outside of security.
4. The condition of the gates and fences will be observed.
 - i. Damaged or malfunctioning equipment will be reported to a Sergeant at the conclusion of the search.
5. All search activity will be documented on the Court Operations Log.

c) Search of Detention Areas

1. Planned Searches

- i. A planned search is a calculated search which involves specific steps, timing and resources used to locate drugs, weapons or contraband which may be concealed.
- ii. The Detention Sergeant will plan periodic searches of areas under their supervision.
 - A. The Sergeant will keep a Detention area search log book to record dates and areas searched.
 - B. The Sergeant will also keep an operations area search log book to record dates and areas searched.
- iii. Female deputies will be the primary searchers when searching female housing areas, and male deputies will be the primary searchers when searching male housing areas.
 - A. This can be modified by an on-duty Sergeant or the Facility Lieutenant.
- iv. Each search will be planned so that it causes minimum disruption to the facility's operation.
- v. Searches will be coordinated between the Facility lieutenant and the appropriate Sergeant.
- vi. A sufficient number of deputies will be assigned to the search activity, assuring a quick but thorough search.

- vii. Deputies may be assigned to the search group from any area or work assignment.
- viii. When necessary and practical, deputies may be reassigned to a search group from another facility.
- ix. A pre-search briefing will be conducted by the area sergeant to explain the search plan:
 - A. The exact area to be searched.
 - B. Beginning time of the search.
 - C. Assignments for each deputy.
 - D. Video documentation plan.
 - E. Specific items of contraband being sought.
 - F. The type of search to be applied to the inmates.
 - G. The proper handling of inmate personal property.
 - H. The proper handling of evidence/contraband.
 - I. The location of the inmates during the search.
 - J. The expected ending time of the search.
- x. A Sergeant will be present during the entire search.
 - A. The Sergeant will direct the search activities and answer questions of the deputies.
 - B. The Sergeant will observe the end of the search and facilitate the return of inmates to their cells.
 - C. The Sergeant will hear inmate complaints and take appropriate steps to resolve any complaints.
- xi. A verbal report detailing the search activities will be made to the Facility Lieutenant by the supervising Sergeant.
- xii. Observations on the general condition of the facility in the area that was searched will be reported to the Facility Lieutenant by the Sergeant.
- xiii. The Sergeant will sign and approve any Incident Reports that were prepared.
- xiv. Search results will be noted in the search log book.
- xv. The Facility Lieutenant will review all reports generated from the search. Information extracted from the reports will be entered into the Facility log as deemed necessary.

2. Spontaneous Searches

- i. A spontaneous search is one that is unscheduled, sudden and done without planning.
- ii. Deputies are encouraged to conduct small scale spontaneous searches at their discretion, at random, or in response to a criminal act or jail rule violation.
- iii. Deputies shall notify their immediate supervisor when practical.

3. The Search Process

- i. The Detention Deputy will be directed to observe the search and maintain control over all doors in the area during the search.
- ii. To minimize distractions, messages for the sergeant and/or search deputies will be coordinated through the Detention Deputy.

- iii. The Detention Deputy will move the inmates out of the search area and into a secure area.
 - A. Inmates will be directed to be dressed in full jail issue.
- iv. Deputies will search each cell.
- v. Any excess jail issue property and excess personal property items found will be taken and returned to the inmates housing area (e.g.: CJX, TLF, or JAMF).
- vi. Every hiding place around the cell will be searched. Dark areas should be illuminated by use of a flashlight.
- vii. Deputies will use extra caution to not rub their fingers and hands over areas that cannot be seen. Sharp, hidden objects may cause severe injuries.
- viii. Deputies will not destroy jail or personal property during the search. Searches are not to be viewed as punishment.
- ix. Handcrafted items deemed to be contraband will be disposed of outside the facility at the Sergeant's direction.
- x. Evidence of crime will be brought to the Sergeant's attention at its point of discovery.
 - A. The discovering Deputy will initial the item.
 - B. The Sergeant may require photographs.
 - C. An Evidence tag will be attached to the item.
 - D. The item will then be placed into the Sheriff's Property/Evidence Bureau.
 - E. Interviews of suspects will be conducted as directed by the Sergeant.
- xi. The facility and equipment in the area of the search will be examined for damage or malfunction during the search.
- xii. The Sergeant will make note of needed repairs and forward the memo to the Facility Services Manager.
- xiii. Unsanitary conditions and marking on the facility surfaces will be brought to the Detention Deputy's attention for further action.
- xiv. All inmates will be searched prior to their return to their cells.

4. Body Searches of Inmates and Detainees

- i. See Custody & Court Operations Manual (CCOM) Section 1710.5.5 for information on Searches of Inmates and Detainees.
- ii. Strip/Visual Body Cavity Searches will not be conducted within the Justice Centers.
 - A. In the event an inmate/detainee needs to be strip searched the Detention Sergeant will be notified and the inmate/detainee will be transported immediately to the IRC for processing.

16003.8 - Maintenance and Tool Control

a) Tool Storage and Control

- 1. Toolboxes, cabinets and drawers will be closed and locked when not in use.
- 2. To ensure all tools are accounted for, maintenance personnel working in the secured areas of a Justice Center will make a daily inventory of their tools.
 - i. Tools or equipment will never be stored in the detention areas or areas accessible to inmates.

3. Inmates will be removed from areas where workers are assigned to work.
 - i. Only in emergency situations will work be performed with inmates nearby and only while being escorted by deputies.
 - ii. This will only be allowed when there is no other practical solution.
4. Inmates will never be permitted to handle tools or equipment of the workers.
5. Tools or equipment are never to be left unattended while inside a secure area.
6. Deputies and SSO's will remind the workers of the need to account for all tools and equipment.

b) Outside Workers Not Regularly Assigned to the Facility

1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
2. All staff used as escorts at a Justice Center must be approved by the Facility Lieutenant or his/her designee.
 - i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
 - ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
3. Prior to tools being permitted inside a secure area, deputies will search toolboxes and equipment containers.

c) Lost Tool Procedure

1. Workers or jail staff shall immediately report the loss of any tool.
 - i. A verbal report will be made to the sergeant in charge of the area in which the tool was lost.
2. The area in which the tool was lost will be secured pending an area search.
3. Deputies will conduct a thorough search of the entire area.
 - i. Inmates who are in the area, or who were in the area when the tool was lost, will be searched.
4. Un-recovered losses will be documented in a DR.
 - i. The sergeant will assign a deputy to write the report.
5. When tools and/or equipment are found, a DR will be written.
 - i. If the tool was previously reported missing, that report number will be referenced in the "found" report.
6. The tool or equipment will be returned to its owner.

d) Scheduled Job-Walk Tours for Work Projects

1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
 - i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.

- ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
 - iii. Job-walk tours will be limited to the area affected by the planned project.
2. Facility Entrance Requirements
- i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
 - ii. Photo ID will be needed to exchange for a visitor badge during visit
 - iii. Tour attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
 - iv. All tour attendees are subject to a security search of their person and possessions.

e) Contractor Escort

1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility security areas.
2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
4. The Contractor Escort must carry a department issued radio at all times during the escort.
5. Contractors or tools will not be left unattended at any time.
6. See CCOM Section 1712.2 for duties of an Escort Officer.

[16003.9 - Electronic Scanning Devices](#)

Electronic searches play an important role in intercepting weapons and other potentially dangerous contraband before it enters our Justice Center facilities. These searches are conducted to insure the safety and security of staff, visitors, inmates, and the facility. Justice Center facility personnel shall follow the guidelines established for these searches.

a) Scanning Devices

1. Electronic Scanning Devices are non-intrusive scanning systems, which utilize low intensity magnetic fields.
2. They are designed to detect small weapons or contraband metal objects concealed on someone's person.
3. These Electronic Scanning Devices do not detect non-metallic objects such as plastics, chemicals and organic substances.

b) Use of an Electronic Scanning Device

1. Use of an Electronic Scanning Device should be used by those staff members who have been trained in their operation.

c) Alarm Activation

1. If a person registers an alarm or the LED reaches the red zone bar, have the person walk through the unit again. If an alarm registers, the deputy has reasonable suspicion to conduct a pat down search.
 - i. The handheld metal detector should be used on all persons registering an alarm.
 - ii. Persons registering an alarm should be questioned by staff as to the presence of metallic objects on or in their body. This can include surgically or otherwise implanted metallic prosthetics or plates.
 - iii. A person can choose to leave the courthouse prior to entering the metal detector, however, they will not be allowed into the Courthouse until completing the screening process.

d) Dosimeters

1. Each person regularly assigned to a weapons screening station where X-ray is used will wear a dosimeter.
 - i. A dosimeter measures an individual's or an object's exposure to radiated energy.
 - ii. A weapons screening officer from each Justice Center will be assigned to collect and reissue new monitoring films at the end of each month.

[16003.10 - Video Documentation](#)

Video recordings should attempt to document activities by providing a visual and audio record of incidents and occurrences. The video will supplement staff reports, aid in prosecution, limit claims of false use of force and assist in continuing training related to officer safety issues.

Handheld Camera

- a) A Deputy/SSO/CSA will activate the handheld video camera as soon as practical during any unusual or noteworthy event.
- b) Events that should be videotaped include, but are not limited to:
 1. Major disturbances
 2. Emergency Response Team (ERT) activations
 3. Contacts with uncooperative visitors/inmates that are likely to result in a use of force
 4. Restraint chair use
 5. Use of Force interviews
 6. Retrieval of contraband
 7. Large scale pre-planned searches

[16003.11 - Safety Checks](#)

a) Definition and Purpose

1. A safety check is a direct visual observation of each inmate located in an area of responsibility to provide for their health and welfare. The purpose of conducting safety checks is to maintain the safety and health of the inmates and the security of our facilities.

b) Conducting Safety Checks

1. Staff will conduct safety checks from a location which provides a clear, direct view of each inmate. Staff will observe each inmate's presence and apparent condition and investigate any unusual circumstances or situations.

2. Audio/visual electronic surveillance systems shall not be used to conduct safety checks, but may be used to supplement and verify the checks.
3. Staff will pay special attention to areas with low visibility. Diligent enforcement of the jail rules will help prevent inmates from covering the lights or hanging or placing items which obstruct staff's view. This will increase staff's ability to do comprehensive visual checks.
4. Activities which provide staff with a clear, direct view of all inmates in the area of responsibility will meet the safety check requirement.
 - i. Distribution of lunches.

c) Frequency of Safety Checks

1. Staff will conduct safety checks to verify the status of inmates in their area of responsibility within the following timeframes. More frequent checks are encouraged.
 - i. Isolation Cells – Each check must begin within thirty minutes of the beginning time of the previous check.
 - ii. In all other areas, each check must begin within sixty minutes of the beginning time of the last check.
 - iii. Juveniles held at the Justice Center - While being secured in a court holding cell, the prowler deputy will perform a safety check on all juveniles at least twice every 30 minutes. All safety checks will be documented on the Guard Station log.

d) Documentation of Safety Checks

1. Every safety check will be documented in the most appropriate documentation log, i.e., court operations log, area log, or door log.
2. The entry will include the name(s) of the personnel who conducted the safety check and the actual starting times of each check.
3. The entry will include appropriate details of the check and the conditions observed. Some examples:
 - i. No problems to report.
 - ii. No unusual activity noted.
 - iii. No suspicious activity observed.
 - iv. Roof leaking in W-18. Sgt. X and Facility Manager notified.
 - v. Light burned out in courtroom 13 holding cell. Facility Manager notified.
 - vi. Inmate X found crying on bench. Stated, "Family trouble". No injuries observed, inmate transported back to jail facility. Court Operations Log entry made, Sgt. X notified court clerk and Presiding Judge.
4. Each sergeant will check the logs in his/her area of responsibility to verify staff is properly documenting the safety checks.
 - i. A notation will be made in the log with the sergeant's name and the time the log was checked.

e) Late Safety Checks

1. If it appears a safety check cannot be conducted within the required time frame, the area sergeant will be notified as soon as possible, preferably prior to the time the check will be due.

- i. The sergeant will locate and assign available staff to complete the check.
2. If a safety check is not completed within the required time frame, staff must:
 - i. Complete the check as soon as possible.
 - ii. Notify the area sergeant as soon as possible.
 - iii. If staff is still not available to conduct the check, advise the sergeant of the apparent conditions, including any unusual circumstances or activity, and continue to observe the area.
 - iv. Make an entry in the Court Operations Log describing the circumstances which caused the check to be delayed, which sergeant was notified, and the information provided to the sergeant.
3. The sergeant will document the late safety check in the log, including the reason the check was late and any corrective action taken.

16003.12 - Audio Video Recordings within Courts

a) Purpose and Scope

1. The Orange County Sheriff's Department provides court security services to all Orange County Justice Centers. The purpose of this policy is to provide deputies and sheriff special officers assigned to Court Operations with guidelines for enforcing the Court Rules regarding photographing, recording, and broadcasting. These Court Rules are not criminal laws or statutes in nature. Therefore, enforcement should be focused on gaining compliance with the Court Rules rather than arrest or prosecution unless there is a separate citable criminal offense.

b) Policy and Guidelines

1. Inside Courtroom Protocol:

- i. Local Rule of Court ("L.R.C.") 180 states "No filming, photography or electronic recording is permitted in the justice centers except as permitted in the courtroom consistent with rule 1.150- California Rules of Court"- The California Rules of Court ("C.R.C") rule 1.150 in turn provides that court proceedings may not be recorded without written permission from the Court. An individual who attempts to record inside a courtroom without authorization can be sanctioned and held in contempt of court.
- ii. Bailiff or security officer responsibilities: Deputies or SSOs assigned to the courtroom should consult or work together with the bench officer (judge, commissioner, or referee) when a possible unauthorized recording device is used in the courtroom.
- iii. Inquire of the person using the recording device if they have a court order allowing them to record inside the courtroom. Alternatively, inquire of the Clerk of the Court or the Judge/Bench Officer whether the Court has authorized the recording in the courtroom.
 - A. If there is no court order authorizing the recording ask the person to stop using the recording device, turn it off, or put it away.
 - B. Advise the judge or Bench Officer that the unauthorized recording device may have been used inside the courtroom. Follow the instructions of the Judge or Bench Officer in regards to taking any action.

C. Confiscate or seize the device ONLY at the explicit direction of the Judge or Bench Officer.

iv. The primary concern should be to gain compliance and have the individual stop recording or turn off the electronic recording device.

2. Supervisor Notification and Documentation

i. A supervisor should be notified as soon as possible and the incident documented in the Court Operations Log or in an appropriate departmental report.

A. All audible electronic devices must be turned off when they are in courtrooms

3. Outside Courtroom Protocol

i. The court policy in place at all justice centers states, "Videotaping, photographing, or electronic recording by the media and general public is not permitted in any part of the court including but not limited to lobby areas, cafeterias, halls, stairs, escalators, and elevators. L.R.C. 180 designates specific areas in each justice center where recording devices may be used without prior authorization or court order (see below).

c) Security Officer & Deputy Responsibilities:

1. The primary concern is to get the person or person(s) recording or attempting to record to stop recording. Verbal requests should be given to gain compliance. Confiscation of the recording device should be avoided outside the confines of the courtroom. Such action would be considered a warrantless search and seizure and there is no criminal foundation to detain someone for this alone.
2. When Sheriff's personnel encounter someone refusing an order to stop recording outside the courtroom they should not independently take action against the offending party unless that person has violated a different provision of the law (something other than the rules of the court). However they should:
 - i. Notify a supervisor.
 - ii. Contact a Judge or Judicial Officer for direction.
 - iii. Continue to monitor the person violating the court rules.
3. Violators should not be directed to "delete" images unless directed to do so by a Judge or a Bench Officer.
4. Absent an intervening order from the court directing Sheriff's personnel to take action to confiscate the recording device, any confiscation could be a violation of due process, 1st Amendment Rights and/or an unreasonable seizure under the 4th Amendment. Therefore, Sheriff's personnel shall not confiscate any recording device without judicial direction.

d) Media Protocol:

1. Requests of any type for video, still photography, or audio coverage including pool cameras must be made to the court and submitted to the Judicial Officer assigned to hear the case on Judicial Council Form MC-510 "Order of Media Request" Form. If the request is granted the limits of the media coverage will be specified and a copy provided to the court Public Information Office.

2. Prohibited Coverage (per C.R.C. or L.R.C. rule 1.150 (e)(6))
 - i. A proceeding closed to the public (e.g. juvenile cases)
 - ii. Jurors or spectators
 - iii. Jury selection
 - iv. A conference between an attorney and client, witness, or aide
 - v. A conference between attorneys
 - vi. A conference between counsel and judge (sidebar)
 - vii. A proceeding held in chambers

e) Areas in Court Facilities where Media Activities are Authorized

1. Photos, news conferences and on-camera statements to members of the media and general public are allowed only in areas specified for that purpose, without prior court order or authorization.
 - i. Central Justice Center - 700 Civic Center Drive West, Santa Ana
 - A. Northeast corner of the second floor, lobby area near the front windows and escalators
 - ii. Community Court - 909 North Main Street, Santa Ana
 - A. Lobby area outside courtrooms
 - iii. Complex Civil Litigation Facility - 751 W. Santa Ana Blvd., Santa Ana
 - A. Northwest corner of the building, outside CX101
 - iv. Harbor Justice Center - Newport Beach Facility - 4601 Jamboree Road, Newport Beach
 - A. Across from Room 108 on the first floor, near the glass doors in the center of the building
 - v. Lamoreaux Justice Center - 341 The City Drive, Orange
 - A. Due to the privacy concerns and confidential nature of juvenile matters, the front quad exterior of the building has been designated for media interviews. Advance authorization by the Juvenile Court Presiding Judge or the Family Law Probate Court Supervising Judge is needed for requests to bring cameras into the courthouse, and broadcast media must check in with court security at the building entrance
 - vi. North Justice Center - 1275 North Berkeley, Fullerton
 - A. Exterior steps of main entrance, Central Wing (during inclement weather, use the area across from Dept. 9 at the top of the stairs)
 - vii. West Justice Center - 8141 13th Street, Westminster
 - A. The main lobby in the front of the building
2. Requests for exceptions must be made through the Court's Public Information Office and receive approval from the Presiding Judge.

[16003.13 - Juvenile Procedures](#)

See CCOM Section 11002.13 for Juvenile Procedures.

[16003.14 - Response to High Risk-High Profile Trials](#)

For information on High Risk / High Profile Trials see CCOM Section 10005.5.

16003.15 - Security Clearances

It shall be the responsibility of the Court Sergeant or his/her designee to provide, upon request from the Court Facility Services Officer, a Security check of all contractors or vendors requesting to enter the Justice Center to perform work.

a) Policy

1. All contractor employees providing services to the court are required to pass a criminal history security clearance.
2. It is the primary contractor's responsibility to ensure that their employees, independent contractors, consultants, and all other individuals they assign to work on court premises and or projects have successfully passed a security clearance check prior to assignment at any court facility.
3. Contractors shall provide a completed security clearance form for all personnel and subcontractors working at the court facility.
4. OCS staff will check to ensure all contractor personnel have proper identification and are on the cleared list to perform work in a court facility.
 - i. If an individual is found to be working without proper identification, he/she may be asked to leave the work site.
 - ii. Anyone found to be working without a security clearance will be escorted out of the building.
5. Criminal background checks shall be valid for one year from the date of approval.
 - i. After one year, a new background check form will need to be submitted and approved for all Contractor personnel to continue performing work in court facilities.
 - ii. It will be the responsibility of the Contractor to provide the Court with updated information regarding any illegal activity, arrest, or conviction of any Contractor employee. Failure to provide updated information may result in termination of the contract

b) Disqualifying Offenses

1. Active Warrants.
2. Current Failure to appears.
3. On Formal (Supervised) Probation/Parole.
4. Sex Crime Conviction.
5. Assault on Peace Officer/Emergency Personnel.
6. Sales of narcotic charge/conviction.
7. Violent felony.
8. Non-Violent felony within 5 years (out of Jail or prison for 5 years).
9. Any misdemeanors within the last 3 years (OCS/Courts discretion based on circumstances and charge).
10. Escape, escape attempts, or aid and abet an escape from a correctional facility.
11. Pending criminal case (discretionary).
12. Relative with pending litigation at any Orange County Justice Center.
13. Weapons convictions.

14. Served any Federal or State time within the last 3 years. (County jail time at OCSD and courts discretion).
15. Extensive criminal history (subject to court and OCSD discretion).
16. Omitting, misstatements, lying-or incomplete statements on application.
17. Gang Affiliation-any documented gang affiliation or membership within 10 years.

c) Outside Workers Not Regularly Assigned to the Facility

1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
2. All staff used as escorts at a Justice Center must be approved by the Division Commander or his/her designee.
 - i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
 - ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
3. Prior to tools being permitted inside a secure area, deputies will search toolboxes and equipment containers.

d) Scheduled Job-Walk Tours for Work Projects

1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
 - i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
 - ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
 - iii. Job-walk tours will be limited to the area affected by the planned project.
2. Facility Entrance Requirements
 - i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
 - ii. Photo ID will be needed to exchange for a visitor badge during visit
 - iii. Job-walk attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
 - iv. Job-walk attendees will be escorted by court staff.

e) Contractor Escort

1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility detention areas.
2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
4. The Contractor Escort must carry a department issued radio at all times during the escort.

5. Contractors or tools will not be left unattended at any time.
6. The duties of an Escort Officer are as follows:
 - i. Meet contractor at facility point of entry.
 - ii. Ensure contractor is not carrying weapons.
 - iii. Ensure contractor does not take pictures while in security areas.
 - iv. Inventory contractor's tools prior to entering security areas and complete entry portion of tool inventory form.
 - v. Conduct inspection of work areas before and after work is done to ensure no tools or dangerous conditions are present.
 - vi. Maintain security by ensuring doors remain locked in work area.
 - vii. Remove detainees from work areas if necessary.
 - viii. Ensure detainees do not have access to contractor or tools if detainees are present.
 - ix. Visually check the work area for supplies, trash, and tools when contractor has completed work.
 - x. Secure area where work was done.
 - xi. Escort contractor out of security upon completion of work.
 - xii. Inventory contractor's tools and complete exit portion of tool inventory form.
 - xiii. Forward tool inventory form to the Court Sergeant or his/her designee

16004 - Disturbance / Riot Response

16004.1 - Disturbance Response

a) Response to:

1. Calls for assistance
2. Medical Aids

b) Positions that DO NOT RESPOND:

1. Detention Guard Station
2. One officer must remain at the Weapons Screening station at all times.
3. Bailiffs assigned to an open courtroom.

16004.2 - Emergency Response Team (ERT)

The Court Operations Emergency Response Team will be comprised of a Captain, Sergeant, Deputies and one Team Leader who are assigned at each of the Justice Centers. It is suggested that initially the assignments be filled by deputies who are classified as Prowlers. Sending Prowlers will affect the courts with the least amount of impact.

A team will only be deployed at the direction of a sergeant or above, with notifications to the Captain and Division Commander.

E.R.T deputies should have all of their issued equipment staged at their work locations and be ready for deployment. Deputies should be able to depart from their respective facilities within 15 minutes of notification. The team members will be designated daily on the watch list, making them easily identifiable as a team member during that particular shift.

Each Justice Center will have a minimum of one team, with each team consisting of 3 – 5 members. CJC should consider forming multiple teams based on staffing. All members will be MFF / ERT trained. All

training, supervision and assignments will be in accordance with Custody & Court Operations Manual (CCOM) Section 1808. Team members will respond to the requesting area/facility and report to the facility Sergeant for deployment.

The Incident Commander will be designated as the E.R.T. Supervisor and will be charged with accountability of OCSD personnel during deployment, coordinating operations, determining resource needs, setting up the command post and implementing the Incident Action Plan (IAP). If an ERT Sergeant is present, he/she will directly supervise the team at the direction of the Incident Commander.

The Captain/Incident Commander is tasked with handling all notifications to the various Justice Centers as well as making the notification to the Division Commander.

a) Selection of Personnel

1. Participation in the Court Operations Emergency Response Team is voluntary. Members will be paid for training and qualification consistent with the policies of the current Memorandum of Understanding.
2. Court personnel desiring to serve on ERT shall submit a memorandum describing their knowledge, experience and technical competence in firearms, and operations and tactics to their Captain.
3. Suitability for team membership will be determined upon demonstrated field performance, judgment, decision--making ability, fitness, performance history, and overall work record.
4. Following initial review by the responsible Captain requests will be forwarded to the Division Commander for review and final selection.

b) Training

1. All team members, including team leaders, shall train a minimum of twelve hours each year and complete all Department mandated classes in less lethal systems. Training exercises will consist of, but not be limited to, E.R.T briefings, classes, walk-through demonstrations, video presentations, Power Point presentations, handouts, and practical application scenarios.
2. Team leader training consists of E.R.T. Team Leader courses, handouts, Power Point presentations, practical application scenarios; armorer's training for less lethal weapon systems, and other relevant training.
3. The E.R.T. Liaison Sergeant will ensure that each team member is capable of effectively functioning in every position on the team, with the exception of the team leader's position.
4. Failure to complete mandatory training will result in removal from the Court Operations Emergency Response Team.

c) Documentation

1. All ERT training drills and practical application scenarios conducted inside the secure perimeter of a facility will be documented in the Court Operations Log under "ERT Training".
2. All ERT activations will be documented in the Court Operations Log under "ERT Activation".

d) Cell Extractions

1. Emergency extractions occur when the behavior of the inmate(s)/detainee(s) constitutes an immediate and serious threat to the safety of that inmate/detainee, staff, visitors, other inmates/detainees (e.g., assaults and suicide attempts), or to jail security (e.g., controlling

disturbances and stopping the massive destruction of property). The incident commander, with notification to the facility watch commander as soon as practical, may authorize staff to conduct an immediate extraction.

2. Calculated extractions occur in situations where an inmate/detainee is in an area that can be isolated or controlled. It does not normally involve the immediate threat to life, substantial loss of property, or institutional security (e.g., removal for court appearance, housing relocation, contraband recovery, etc.). The incident commander, with prior notification to the facility watch commander, may authorize staff to conduct a calculated extraction.
 - i. Staff shall utilize all reasonable efforts and resources to gain an inmate's/detainee's compliance prior to using an extraction team. If the purpose of the extraction is to recover contraband, potential weapons, or other material, and this can be achieved without using force or creating a security risk, the proposed extraction should not be initiated.
 - ii. If practical, staff will consult with medical staff prior to deployment to determine if the inmate/detainee has any medical issues requiring specific precautions, such as allergies, severe asthma, heart condition, pregnancy, etc. The incident commander will request medical staff to respond to the location. Medical staff will stand by in a designated safe area to provide medical care if necessary.

e) Precautions

1. Deputies assigned to an E.R.T. will limit their exposure to blood and bodily fluids by employing the following universal precautions:
 - i. Use either the riot helmet face shield or the personal protective mask to cover your face.
 - ii. Wear protective gloves.
 - iii. At the conclusion of the call out, remove the gloves and wash your hands.
 - iv. Sanitize or replace any contaminated equipment.
2. A staff member who is exposed to bodily fluids or other potentially infectious materials will follow the procedures listed in Lexipol Policy 1016 – [\[1\]](#) Blood Borne Pathogens Exposure Control Plan.

16005 - Evacuation Procedures

16005.1 - Evacuation of the Public

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order the evacuation of the Harbor Justice Center (HJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Incident Command Post (ICP) will be at the discretion of the Incident Commander.
 - i. The ICP will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
 - i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
 - ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
 - iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
 - i. Mandatory closure for members of the public only, including jurors.
 - ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
 - i. Mandatory closure for members of the public, jurors and hourly staff only.
 - ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
 - iii. Judges, managers, court attorneys and salaried employees may remain.
 - iv. Outside agency staff may also remain, at their discretion.
 - v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
 - i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
 - ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
 - i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
 - ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes

1. Public:
 - i. Sheriff's personnel will ensure the public is properly evacuated through a safe evacuation route, usually through the nearest public access.
 - ii. If a situation prevents the public from using the public corridor, they will be evacuated through a security hallway with court staff and then directed to a safe route to vacate the premises.
2. Jurors:
 - i. Jurors in the Jury Assembly Room who have not been assigned to courtrooms will be directed to report to the Jury Services Assembly Area.
 - ii. Jurors will receive instructions from the Jury Clerk as to dismissal or how/when to report back to the Jury Assembly Room.

- iii. Jurors who have been impaneled in a courtroom will be evacuated by the Court Clerk.
 - A. Impaneled jurors must be released by the courtroom judge.
- iv. The court clerk who has impaneled jurors in a courtroom will bring a roster of the jurors and give it to the Jury Clerk in the assembly area.
- v. The court clerk will take the recommended evacuation route, leading the jurors out of the building and instructing them to report to the Jury Services Assembly Area.

16005.2 - Evacuation of Staff

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSA) has authority to order evacuation of the Harbor Justice Center (HJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
 - i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
 - i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
 - ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
 - iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
 - i. Mandatory closure for members of the public only, including jurors.
 - ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
 - i. Mandatory closure for members of the public, jurors and hourly staff only.
 - ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
 - iii. Judges, managers, court attorneys and salaried employees may remain.
 - iv. Outside agency staff may also remain, at their discretion.
 - v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
 - i. Mandatory for everyone, including the public, judicial officers, managers and all staff.
 - ii. Typically due to an emergency condition or event.

5. Shelter-In-Place:
 - i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
 - ii. No evacuation should occur unless specifically instructed.

d) Evacuation Routes

1. Staff:
 - i. Sheriff's personnel will ensure that court staff is properly evacuated through a safe evacuation route, usually through the nearest exit.
 - A. All employees should know the nearest evacuation route, and an alternative route, from their workstation.
 - B. If the nearest route is not available for a safe exit, then the next most feasible exit will be utilized.
2. Court Team Leaders
 - i. Court Team Leaders will help with the safe evacuation of all court employees.
 - ii. Court Team Leaders will:
 - A. Appoint someone to lead employees to the designated assembly area.
 - B. Assign personnel to carry their team flag and agency roster to the designated assembly area.
 - C. Ensure all employees have evacuated their work area.
 - iii. Court Team Leaders will advise sheriff's personnel of any employee who was left in the work area due to:
 - A. Handicap or injury.
 - B. Employee assisting with injuries
 - C. Missing employees.
 1. If an employee is missing the deputy will re-search the area the employee was last seen or left in.
 2. If the employee is not located the Deputy will notify the Incident Commander.
 - iv. Additionally, Court Team Leaders will report the status of staff to the appropriate sheriff's personnel.
 - v. Employees will remain in the assembly area until given the all clear by sheriff's personnel.

16005.3 - Evacuation of Inmates

a) Authority

1. As the primary security agency for the Courts, the Orange County Sheriff's Department (OCSD) has authority to order evacuation of the Harbor Justice Center (HJC) in an emergency.
2. When practicable sheriff's personnel will consult with the Supervising Judge prior to an evacuation order being given.
3. Sheriff's personnel will ensure the courthouse is safely evacuated and the building is properly secured after an evacuation.

b) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.
 - i. The C/P will vary based on the type of incident that is occurring.

c) Evacuation Levels

1. Level 1 Partial Evacuation:
 - i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
 - ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
 - iii. Utilized when a threat or dangerous situation does not affect the entire building.
2. Level 2 Partial Evacuation:
 - i. Mandatory closure for members of the public only, including jurors.
 - ii. Staff may remain at their work stations or be relocated or directed as assigned.
3. Level 3 Partial Evacuation:
 - i. Mandatory closure for members of the public, jurors and hourly staff only.
 - ii. Court attendants will exit after their assigned courtrooms are cleared or unless directed otherwise by Sheriff's Personnel.
 - iii. Judges, managers, court attorneys and salaried employees may remain.
 - iv. Outside agency staff may also remain, at their discretion.
 - v. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.
4. Level 4 Evacuation:
 - i. Mandatory for everyone, including the public, judicial officers, managers, staff and inmates.
 - ii. Typically due to an emergency condition or event.
5. Shelter-In-Place:
 - i. Court Team Leaders should encourage employees to seek shelter in an innermost conference room or office, away from windows, until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
 - ii. No evacuation should occur unless specifically instructed.

d) Evacuation of Inmates

1. General Guidelines
 - i. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location.
 - A. All movement outside the detention area will be done under the immediate supervision of a sergeant.
 - ii. From an affected cell, move the inmates to another cell.
 - iii. When moving inmates to internal locations away from the detention area, separate them into groups that can be controlled by the available deputies.
 - iv. When moving inmates to external locations, separate them into groups that can be controlled by the available deputies.
2. Level 1, 2 or 3 evacuations.

- i. If an emergency occurs within the detention area the primary evacuation area will be the security tunnel, detention stairway, courtroom custody boxes or a vacant large courtroom.
3. Level 4 evacuations.
- i. The Incident Commander will make the following notifications:
 - A. Advise all deputies that an evacuation will take place.
 - B. Notify the Newport Beach Police Department to request assistance.
 - C. Advise Sheriff's Transportation and request buses for immediate transport of inmates back to their respective jail facilities.
 - D. Notify the Division Commander of the evacuation.
 - E. Advise the Department Commander and request assistance from patrol units.
 - ii. Bailiffs shall return all inmates to the detention facility.
 - iii. The Main Control Deputy will collect the master court list, all court orders, booking slips and inmate property.
 - A. The Main Control Deputy will maintain communications and control of the detention area.
 - iv. The Detention Sergeant or his/her designee will obtain the restraint cables from the spools that are located in the secured supply file cabinet inside the male side of the Main Control Guard Station.
 - v. Inmates will be ordered to stand in the cell door and be handcuffed in pairs.
 - A. Inmates who have been identified as dangerous or assaultive towards staff will also be restrained with Martin chains and leg irons.
 - vi. The restraint cables will be taken to the cell doors and an evacuation team will secure the inmates to the cable.
 - A. When all inmates are secured to the restraint cable in groups of 20 (10 pair), they will be escorted through the west secured exit door inside detention and into the bus bay and across the parking lot to the vacant lot.
 - vii. The Main Control Deputy, along with a Prowler Deputy, shall search the detention area to ensure all inmates have been evacuated.
 - A. Upon completion the Main Control Deputy will notify the Incident Commander.
 - viii. The Main Control deputy and Prowler deputies will assist sheriff's transportation deputies with jail paperwork and the loading of inmates onto transportation buses.
 - A. The Detention Sergeant will make arrangements for the recovery of all handcuffs, restraint cables, leg irons and Martin Chains.
 - B. As soon as possible a report shall be prepared and submitted to the Detention Sergeant detailing the evacuation. The Detention Sergeant shall review the report(s) and have copies distributed to the appropriate destinations.

e) Evacuation Security

- 1. Evacuation security will be accomplished by armed Deputies and City Police Officers surrounding the evacuation area.

2. These Deputies and Officers will have been requested by the Incident Commander.
 - i. Deputies will be assigned to carry shotguns to provide sufficient security.
 - ii. Newport Beach Police units should be deployed at opposing corners of the open field, preferably with shotguns.
3. Deputies and Officers will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.

16006 - Safety and Emergency Procedures

16006.1 - Earthquake Procedures

For Facility Earthquake procedures see CCOM Section 11005.1

16006.2 - Flood Procedures

a) Notification of a Flood Condition

1. The Harbor Justice Center is located directly north of a FEMA floodplain.
 - i. FEMA Flood Zone A is considered a high risk flood zone.
2. The facility also lies within the Prado Dam inundation zone.

b) Reports on Flood Conditions

1. Reports on flood conditions will be periodically made to the Department Commander.

16006.3 - Bomb Threat-Explosion

For Facility Bomb Threat / Explosion procedures see CCOM Section 11005.3

16006.4 - Escapes

For Facility Escape procedures see CCOM Section 11005.4

16006.5 - Hostage Plan

For Facility Hostage Plan procedures see CCOM Section 11005.5

16006.6 - Emergency Response to Suicides or Serious Injury

For Facility Response to Suicides or Serious Injury procedures see CCOM Section 11005.8

16006.7 - Immediate Action-Rapid Deployment Plan (CIRT)

a) Introduction

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

- i. For additional information refer to Field Operations Manual [\[1\]](#)

16007 - Emergency Systems and Equipment Locations

Unless otherwise provided in this policy, the emergency supplies and equipment listed in the below sections are maintained and serviced by Court Services Personnel. The Orange County Sheriff's Department has no authority or control over the placement of these devices, nor does the Sheriff have any role in maintaining and servicing the supplies and equipment.

16007.1 - Fire Alarm Pull Stations

There are 13 fire alarm pull box locations within the Harbor Justice Center. Their locations are:

a) First Floor:

1. Room 102 (District Attorney's Office), Back Hallway, South End
2. Main Hallway, Outside Room 102 (District Attorney's Office)
3. Main Hallway, Outside Room 108 (Sheriff's Office)
4. Security Hallway, Behind Department H-13.
5. Weapons Screening (North Entrance)
6. Employee Lounge, Restroom Area
7. Judges Entry (from Judge's Parking Lot).

b) Mezzanine Level

1. Detention Tunnel (bottom of stairs to H-7 and H-8)

c) Second Floor

1. Security Hallway, Behind H-12
2. Main Hallway, Outside Department H-3
3. Main Hallway, Outside Department H-8
4. Main Hallway, Outside Department H-11
5. Security Hallway, Near Elevator/ Stairwell behind Department H-10 & H-11

16007.2 - Automated External Defibrillator (AED)

a) AED Locations

1. There are 4 AED located within the Harbor Justice Center.
2. They are located in the following areas:
 - i. In the Male Side Detention Guard Station
 - ii. Near North Screening (in the office underneath the stairwell)
 - iii. Sheriff's Reception Desk inside Suite 108.
 - iv. In the staff breakroom located between Department H8 and H9.

16007.3 - Emergency Supplies

a) Emergency Supply Locations

1. Court Services Personnel have 8 caches of emergency supplies located within the Harbor Justice Center. Their locations are:
 - i. Training Room #152.
 - ii. Next to Copier/ Criminal.
 - iii. Next to Jenny Wright/ Traffic.

- iv. Across from Large Copier / Traffic.
 - v. Inside Office Room 104 F.
 - vi. Court Operations Workroom Room 234.
 - vii. Court Operations Supervisor, Pattye Dulaney Room 248.
 - viii. Room 215
2. Sheriff's Personnel Emergency Supplies are located in the armory adjacent to the Female Detention Guard Station and outside the Sergeant's office near the exit door.

16007.4 - Evacuation Chair and Stretchers

a) Evacuation Chair

1. Harbor Justice Center has 1 evacuation chair that is located in the briefing room.

b) Stretchers

1. Harbor Justice Center does not have stretchers.

16007.5 - Knox Boxes

a) Knox Box Locations

1. There is one (1) Knox Box located outside of the Harbor Justice Center.
2. It is located outside the Sheriff's employee entrance door.

16007.6 - Utility Shut Off Valves

a) Gas Shut off Valve

1. The gas shut off valve is located in the secured parking lot outside the electrical room.

a) Domestic Water Shut off Valve

1. The domestic water shut off valve is located outside the back gate on the east side near the secured parking lot on Jamboree Road.

b) Main Electric Shut off Switch

1. The main electric shut off switch is located in the electrical room in the secured parking lot.

16007.7 - Self Contained Breathing Apparatus (SCBA)

a) Scott Air Pack Locations:

1. There are two (2) Scott Air Packs located in the Male Detention Guard Station and one (1) Scott Air Pack located in the Female Detention Guard Station

16007.8 - Fire Extinguishers

a) Fire Extinguisher Locations

1. There are 53 fire extinguishers located within the Harbor Justice Center. Their locations are:

b) First Floor

1. Weapons Screening (South End).
2. Elevator Room, South Elevators.
3. Room 121 – Support Services x2
4. Employee Lounge, Restroom Area.
5. Employee Lounge, Kitchen Area (by sink)
6. Employee Lounge, Kitchen area (by oven)

7. Plant, Air Conditioning Room #2 (Chiller room)
8. Plant, Air Conditioning Room #3 (Chiller room)
9. Plant, Fire Alarm/Electrical Room (Outside Back)
10. Plant, Boiler Room (Outside Back) x2
11. Plant, Air handler #3
12. Room 110 - Accounting/Finance Division
13. Room 105 - Court Technology/Systems
14. Back Hallway behind Collections
15. Room 105C - Computer room
16. Room 101 – Public Defender, Kitchen
17. Weapons Screening (North End)
18. Clerk’s Office Public Lobby, Criminal Ops. End
19. Main Hallway, Outside Collections Entrance
20. Main Hallway, Outside Room 102 – District Attorney
21. Room 102 – District Attorney, Back Hallway (South End)
22. Room 102 – District Attorney, Behind Reception
23. Room 102 – District Attorney, Restrooms (North End)
24. Telephone Room (by middle stairwell)
25. Room 108 - Sheriff, Clerks Office x2
26. Room 108 - Sheriff, Inside Supervisor’s Office
27. Room 108 - Sheriff, Squad Room
28. Room 108 - Sheriff, Jail (Outside Women's Guard Station)
29. Room 108 - Sheriff, Jail (Inside Women’s Guard Station) x2
30. Room 108 - Sheriff, Jail (Inside Men’s Guard Station) x2
31. Security hallway, behind H13 and H14

c) Detention Tunnel

1. Jail tunnel near stairs to Departments H7 & H8
2. Jail tunnel near stairs to Departments H13 & H14
3. Jail tunnel at top of stairs to Departments H13 & H14 in elevator Room

d) Mezzanine

1. Elevator Room
2. Center Hallway
3. Record Room, Criminal Ops. x2

e) Second Floor

1. Security Hallway (Behind Department H11)
2. Kitchen, (Room 247)
3. Security Hallway (Behind Department H7)
4. Security Hallway (Between Departments H5/H6)
5. Security Hallway (Behind Department H2)
6. Security Hallway (Behind Department H1)
7. Security Hallway (Behind Department H12)

8. Main Hallway, Department H10
9. Main Hallway, Department H1
10. Main Hallway, Department H3

16007.9 - Fire Hose Cabinets

a) Fire Hose Cabinet Locations

1. There are 21 Fire Hose Cabinets located within the Harbor Justice Center. Their locations are:

b) First Floor

1. Back Hallway behind Collections
2. Clerk's Office Public Lobby, Criminal Ops. End
3. Main Hallway, Outside Collections Entrance
4. Main Hallway, Outside Room 102 – District Attorney
5. Room 102 – District Attorney, Behind Reception
6. Room 108 - Sheriff, Clerks Office
7. Room 108 - Sheriff, Jail (Outside Women's Guard Station)
8. Security Hallway, behind H13 and H14

c) Detention Tunnel

1. Jail tunnel near stairs to Departments H7 & H8
2. Jail tunnel near stairs to Departments H13 & H14

d) Mezzanine

1. Center Hallway

e) Second Floor

1. Security Hallway (Behind Department H11)
2. Security Hallway (Behind Department H7)
3. Security Hallway (Between Departments H5/H6)
4. Security Hallway (Behind Department H2)
5. Security Hallway (Behind Department H1)
6. Security Hallway (Behind Department H12)
7. Main Hallway, Department H10
8. Main Hallway, Department H1
9. Main Hallway, Department H3

16008 - Miscellaneous

a) Court Remands

1. When a defendant is "remanded to the custody of the Sheriff," he or she is deemed to be in our custody from the point these words are spoken by the Judge.

See CCOM Section 10006.12 Bailiff for Details

16009 - Superior Court Service Center

a) Location:

1. The Superior Court Service Center is located at 27573 and 27559 Puerta Real, Mission Viejo, Ca. 92691.

i. **Hours:**

A. Public - Monday - Thursday 0800 to 1600

B. Public - Friday - 0800 to 1500

C. Staff - Monday - Friday 0745 to 1645

b) Introduction

1. Deputies / Sheriff's Special Officers (SSOs) assigned to the Service Center are an integral part of the court team. They are the primary instrument for maintaining law and order within the Service Center and by their actions can greatly influence the efficiency and effectiveness of court operations.

c) Position Guideline

1. Building Specific Duties:

- i. Prior to the opening and closing of the Service Center, the deputy / SSO will perform a search of the interior and exterior of the buildings.
- ii. If any abnormalities are found a supervisor will be notified.
- iii. All abnormalities will be noted on the daily log.
- iv. There will be one deputy / SSO within the public lobby or immediate area during normal operational hours.
- v. The deputy / SSO can provide public escorts upon request to their vehicles parked in the immediate area.
- vi. The deputy / SSO will notify dispatch via the radio of any unusual circumstances or immediate concerns.
- vii. The deputy / SSO will complete and submit (via email) a daily log to the appropriate Sergeant at the Harbor Justice Center.

d) Security Inspections:

1. Employee Responsibilities

- i. Every employee of the facility will be observant and aware of equipment and procedures in his/her assigned area(s).
- ii. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
- iii. Defective security equipment will be brought to the attention of the employee's supervisor as soon as possible.
- iv. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
- v. Employees will use security equipment correctly as instructed, in order to ensure proper use and longer service.

2. Supervisor Responsibilities

- i. Weekly, supervisors will visit and inspect every area of the facility to ensure the integrity of security devices and security areas.
- ii. Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates on the condition of security equipment.
- iii. Routine repairs of facility equipment will be requested in writing via email to the Harbor Justice Center Facility Service Officer. The Sergeant will document the request in the Court Operations Log and the Facility Lieutenant notified.
- iv. The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Court Operations Log.
- v. Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures be correctly carried out in a timely manner.
- vi. Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted to the Facility Lieutenant by the supervisors.

Reference: POST ORDER

[South Court South County Annex S.S.O. Duties](#)