

## Policy 5000 - Central Women's Jail

### 5000 - Housing Operations

The design of housing areas in the Central Women's Jail (CWJ) provides the high level of control and security required for the efficient management of the module and protection of staff and inmates.

#### 5000.1 - Staffing/Responsibilities

- a) All Guard Stations will be staffed by a Deputy Sheriff (DS), Sheriff's Special Officer (SSO) or Correctional Services Assistant (CSA). The guard station will be staffed 24 hours a day, 7 days a week. The Guard Station is a fixed post and under no circumstances will the assigned staff member leave without proper relief or at the direction of the Sergeant.
  - 1. The Second Floor Guard Station will direct and coordinate the functions of the second floor, as well as directing and coordinating inmate movement between the Central Women's Jail and the Intake Release Center.
  - 2. The Roof Recreation Guard Station will direct all roof recreation activities and coordinate all inmate movement to and from the roof. (Note - Will only be staffed during hours of operation.)
- b) Modules will house inmates based on Classification staff's Housing Matrix.
- c) Guard Stations and guard corridors are secured areas to which inmates are denied access, except for cleaning purposes.
  - 1. Under immediate direction and with prior approval of the Guard Station Deputy, a CST will oversee the cleaning of the Guard Station by inmate workers.
  - 2. Inmates cleaning the Guard Station will not be permitted to loiter in the area or have access to any documents or security equipment.
- d) Guard Stations and guard corridors are secured areas to which inmates are denied access, except for cleaning purposes.

#### 5000.2 - Documentation

- a) All Guard Stations and Modules will maintain 24-hour daily log. The information on the log will include but not be limited to:
  - 1. Name of the assigned Deputies for each shift.
  - 2. Date and shift times.
  - 3. Time, number, and status of counts.
  - 4. Time and schedule of chow hall.
  - 5. Incidents, title, and report numbers.
  - 6. Safety check times and observations.
  - 7. Other information pertinent to the shift.

- b) Safety Check Log
  - 1. For more information about safety checks, reference CCOM Policy 1716 - Safety Checks.

#### 5000.4 - Receiving Inmates

- a) Inmates will arrive at the module vestibule from the Second Floor Guard Station.
  - 1. The Second Floor Guard Station will process new inmates according to procedures as outlined in the respective policy section.
- b) The Guard Station staff member will confirm that the correct inmate is at the correct housing module.
- c) The cell and bunk assignment will be made by Classification staff based on Classification's Housing Matrix.
  - 1. Classification staff will write the date, tank, cell, and bunk assignment on the module card and enter that information into the SDS.
  - 2. The module card will then be placed in the module card holder.
- d) The Deputy will provide the new inmate with the following:
  - 1. 1 towel
  - 2. 1 blanket
  - 3. 2 sheets
  - 4. 1 mattress
  - 5. 1 nightgown
  - 6. 1 extra pair of underwear
- e) The inmate will be informed of where the jail rules are posted.
- f) Inmates newly received into custody or who have been in custody less than four days may be provided the following hygiene items:
  - 1. 1 toothbrush
  - 2. 1 tube of toothpaste
  - 3. 1 comb
  - 4. 1 bar of soap
    - i. Inmates in custody four (4) days or longer will be required to purchase these items from commissary or receive them in a welfare pack if they are indigent.
- g) The module or prowler deputy will direct the inmate to the assigned area after having conducted a search of the inmate and her personal effects.

#### 5000.5 - Court Preparation

- a) At approximately [REDACTED] hours, the Court List is generated by The Housing Guard Station Staff member. Copies will be provided for the Main Control Guard Station, Court Transfer Guard Station, and Medical Staff.

- b) The Housing Guard Station Staff member will mark the module cards indicating the inmate is at court.
- c) Inmates going to court will be dressed in a full jail issue. The Module or Prowler Deputy will ensure inmates are properly dressed prior to leaving the module.
- d) Inmates going to court will not take books, combs, commissary items, etc., without a court order. Inmates may take court papers that pertain to their case or other documents requested by the court (e.g. classroom certificates to show completion of courses ordered by the judge) and authorized self-carry medications with approved documentation.
- e) The Housing Guard Station staff member will notify Inmate Records on behalf of any inmate who claims she is scheduled for a court appearance, but is not on the court list.
  - 1. The deputy will request a records check, to prevent an over-detention which could jeopardize prosecution and subject the County to liability.
- f) Inmates will be properly escorted to the Court Transfer area based on the inmate's classification.
- g) Generally, deputies will ensure inmates with a specialty housing classification are separated from other classifications.
- h) Correctional Health Services (CHS) will notify Inmate Records and the staff member assigned to the Main Control Guard Station of any inmate that is not medically clear for court. The Deputy will document and notify Court Transfer.

#### 5000.6 - Inmate Meals

- a) Schedule (Approximate):
  - 1. Breakfast [REDACTED] hours
  - 2. Lunch [REDACTED] hours
  - 3. Dinner [REDACTED] hours
- b) Unless specified, all inmates in General Population (GP) will eat in the chow hall.
- c) Unless specified, all inmates housed in Module P and Module I will eat on an in-cell basis.
- d) The Module and Prowler Deputies will coordinate the inmate movement to and from chow hall. Staff assigned to the Housing Guard Station will be responsible for documenting meal times.
- e) In-Cell Feeding
  - 1. When the in-cell meals have been prepared, a Deputy or CST and one inmate worker wearing a proper hat and plastic gloves will deliver the meals to each inmate. The Deputy or CST will assure that each meal is complete and the service carts are kept at the proper temperature during the entire serving process.
  - 2. At the completion of the meal, an inmate worker will collect the serving trays and trash generated from the meal. The Guard Station Deputy or CSA will document the time in-cell meals were delivered on the module area log and the time trash was collected.
  - 3. All special diets will be approved by the Medical Staff prior to informing the kitchen to prepare them. The Deputy or CST will assure that all special diets are delivered to the proper inmate.

4. Inmates housed in Disciplinary Housing will be fed during in-cell feeding. A Prowler Deputy or CST will accompany an inmate worker throughout the feeding. Inmates in Disciplinary Housing will be fed the same meal as all other inmates.

#### 5000.7 - Inmate Movement

- a) Anytime an inmate leaves the module, other than mass movement or by escort, the inmate must have a properly completed movement pass. The pass must be filled out with the following information:
  1. Destination
  2. Date and time of departure
  3. Inmate name
  4. Inmate booking number
  5. Issuing staff member's signature
- b) Deputies will ensure inmates with a specialty housing classification are separated from other classifications.
- c) Passes may be generated from another location within the jail complex. They may be delivered to the module via inmate workers or prowler deputies. All passes will be handled in an expedient manner.
- d) Anytime a Deputy receives a pass and the inmate is not within the module, the Deputy will inform the individual who generated the pass that the inmate is not available.
- e) If the inmate is not housed in the module, the deputy will check the movement log or check SDS for the new housing location and forward the pass to that location.
- f) When the inmate is no longer housed in this facility, Deputy will inform the individual who generated the pass.
- g) During mass movement (i.e. chow hall, roof recreation, or clothing exchange), the staff member assigned to the Guard Station will make an announcement using the public address system.
- h) Inmate Movement to Court Transfer:
  1. Inmates will be escorted in groups from the CWJ Second Floor Guard Station through the connecting corridors to the Court Transfer area at the Intake Release Center.
  2. Deputies shall adhere to the maximum capacity or occupancy parameters of all cells.
- i) Anytime a staff member escorts any number of inmates, an accurate headcount of all inmates will be maintained. The staff member shall maintain direct visual contact at all times during the escort. If the staff member must engage in a task during the escort that will interrupt their direct visual supervision of the inmate(s) (e.g. unlocking doors, retrieving documents, etc.), an additional staff member must be present to maintain direct visual supervision until all inmates are secured and accounted for.

## 5000.8 - Recreation

- a) Dayroom
  - 1. For more information about dayrooms, reference CCOM Policy 1600.2 (k) - Dayroom/Recreation Areas.
- b) Outdoor Recreation
  - 1. Outdoor recreation will take place in the roof recreation area. After being advised by the Guard Station, the Module Deputy will announce scheduled roof recreation to inmates over the public address system. The schedule will rotate giving inmates a variety of times in which to recreate. Only compatible inmates will be allowed into the recreation area together.
  - 2. The Housing Guard Station deputies will direct movement of inmates to and from the roof recreation area with coordination through the Roof Guard Station. The Module Deputies and Prowler Deputies will ensure that all inmates have been searched prior to movement to the roof.

## 5000.9 - Visiting

- a) The Housing Guard staff member will become aware of a pending visit when the Visiting Guard Station staff member calls or sends a pass to Second Guard Station.
- b) The Module Deputy will determine if the inmate is available for a visit. The Module Deputy will inform the Visiting Guard Station of an inmate's unavailability and the expected duration.
- c) Inmates will be notified over the public address system of the visit. Inmates will be instructed to be dressed in full jail issue for the visit.
- d) Deputies will not require inmates to participate in visits. Inmates may refuse any public or official visit.
- e) Booth assignments are made by the staff member assigned to the Visiting Guard Station. Changes made by the module deputy, for the good order and efficiency of the module's operations must be relayed to the Visiting staff member to prevent confusion. Every effort will be made to ensure incompatible inmates are not allowed to visit at the same time.
- f) Public visits will begin and end upon verbal notice of the Visiting Guard Station staff member who will begin timing the visit when both parties are present.
- g) When visiting is in progress, a staff member from the IRC Visiting Guard Station will make periodic checks of the visitor side to ensure security is not compromised and that Jail Visiting Rules are being followed.

## 5000.10 - Religious Services

It is the policy of the Orange County Sheriff's Department (OCSD) to respect inmates' religious rights and provide the inmates with appropriate access to Religious Services to serve their religious needs in a way that is consistent with maximizing safety and security of the Orange County Jail facilities.

- a) When circumstances arise that require the cancellation of scheduled religious services or a delay of more than 15 minutes, the Watch Commander must provide e-mail notification to the facility Division Commander, Inmate Programs Director, and the Custody Operations Assistant Sheriff.
- b) Preparing For Chapel Service:
  - 1. Deputies will notify inmates when religious programs are scheduled.
  - 2. Inmates with a specialty housing classification will not attend regular chapel services. Special arrangements may be made on an individual basis when requested.
    - i. Inmates will be cleared by the Medical Staff prior to participating in religious services.
- c) All group services will be held in the classroom. The Second Floor Guard Station will coordinate movement into and out of the classroom. A staff member from the Main Control Guard Station will notify the Second Floor Guard Station when the visitors conducting the service have arrived.
- d) At the times scheduled for chapel services, an escort deputy will meet the approved visiting church group at Main Control and escort them to the classroom.
  - 1. Each group may consist of no more than (6) persons.
  - 2. Each person must sign in and wear a visitor's badge.
  - 3. Each person will complete, read, and sign a Security Clearance Agreement which includes the prohibition for handing any materials to any inmate.
- e) Items such as instrument cases, boxes or large bags, will be checked for contraband items.
- f) The staff member assigned to the Main Control Guard Station will notify the Second Floor Guard Station so that those inmates wishing to attend the service could prepare.
- g) An announcement will be made over public address system. Inmates wishing to attend will be directed to get dressed in full jail issue. Deputies will notify the Guard Station staff member of the number of inmates attending.
- h) The maximum classroom capacity (25) is regulated by the Orange County Fire Authority. Deputies will determine the number of inmates that may be sent from each module. The staff member assigned to the Housing Guard station will coordinate with Prowler or Module Deputies as to ensure that the announcement is rotated evenly amongst the modules.
- i) Should one or more of the inmates create a problem during the service, the religious services facilitator will push speaker box button to alert the Second Floor Guard Station staff members.
- j) When Services End:
  - 1. A deputy will open the classroom door and supervise the inmates while they return to their respective housing locations.
  - 2. Inmates will then be escorted back to their modules and the classroom will be secured. Visitors will be escorted to the first floor and exit through Main Control sally port.

### 5000.11 - Inmate Releases

- a) Notification of inmate releases will be made on the Sheriff's Data System (SDS) printer in the Housing Guard Station. The Housing Guard Station staff member will relay the release information to the Module Deputy or Prowler Deputy.
- b) The Module or Prowler Deputy will instruct the inmate to bring their personal property, and jail issued items, including the mattress, to the module vestibule. Cells or bunk areas are to be left in a clean condition.
- c) The Module Deputy will verify the inmate's identity by checking the information on the module card, identification card and by questioning the inmate if necessary.
- d) Each item of jail property, mattress, towel, sheets, undergarments, and blanket will be checked for quantity and condition by the Module Deputy or Prowler before being carried to the Multi-Purpose Room by the inmate.
- e) The Housing Guard staff member will mark the release information on the front of the module card:
  1. [REDACTED] letters = [REDACTED]
  2. [REDACTED] letters = [REDACTED]
  3. [REDACTED] letters = [REDACTED]
  4. [REDACTED] letters = [REDACTED]
- f) The inmate will be handed her module card and directed to the Second Floor Guard Station.
- g) The Housing Guard Station staff member will temporarily retain any release notification form in the guard station for future reference.
- h) The Deputy will direct an inmate worker to sanitize the mattress. If the released inmate was housed in a single cell, an inmate worker will clean the cell.
- i) Any items left by the inmate such as jail property will be recycled. Non-valuable personal effects and trash will be disposed of in the trash. Valuables will be handled by the Deputy the same as found property with a known owner.

### 5000.12 - Medical Floor Operations

Treatment and care for inmates with health care needs will be provided on the medical floor by trained medical personnel. Deputies will provide the security necessary to ensure the protection of the staff and inmates.

- a) Staffing/Responsibilities
  1. The Medical Floor will be staffed by a Module "P" Deputy, with assistance as needed from Prowler Deputies, and medical personnel, 24 hours a day, 7 days a week.
  2. Responsibilities for the floor are specifically spelled out in the Memorandum of Understanding between the Sheriff-Coroner Department and the Health Care Agency and includes the following:

- i. Matters of judgment regarding health care services will be the sole province of the health services staff.
  - ii. Sheriff's Department staff will retain control over and set policies for maintaining security within the jails and jail premises. This shall include the identification of proper housing for inmates.
  - iii. Sheriff's staff will provide security for those inmates confined in the medical areas in order to ensure the safety of the inmates and the CHS Staff.
  - iv. Jail personnel will maintain necessary communications with the CHS in order to be aware of the general health condition of inmates.
- 3. Medical staff will not open cell doors.
- 4. Before an inmate is housed in the Female Observation Unit (FOU), Deputies will verify that medical staff has produced the appropriate documents.
- 5. The medical staff will notify the Deputies assigned to the medical floor of any housing change requests. Main Control Guard Station staff members will then coordinate the change with Classification staff.
- 6. Safety Checks will be conducted at least every thirty (30) minutes on the inmates housed in Disciplinary Housing and the Medical Floor.
- b) CWJ Disciplinary Housing
  - 1. Deputies assigned to the first floor will be responsible for the supervision of inmates housed in Disciplinary Housing cells.
    - i. Deputies assigned to the First Floor will direct escorts, feeding and required 30 minute safety checks including completion of individual logs.
  - 2. An inmate will not be placed in a Disciplinary Housing cell prior to a punishment hearing held by a Sergeant, or as alternative housing, without permission from the Watch Commander. Correctional Health Service (CHS) will then be notified.

#### 5000.13 - 2nd Floor Guard Station

The Second Floor Guard Station will direct and coordinate the functions of this floor, as well as directing and coordinating inmate movement between the Central Women's Jail and the Intake Release Center. The Second Guard will be staffed by a Deputy Sheriff (DS), Sheriff's Special Officer (SSO) or Correctional Services Assistant (CSA). The Guard Station is a fixed post and under no circumstances will the assigned staff member leave without proper relief or at the direction of the sergeant.

- a) Supervision
  - 1. The Guard Station staff member will receive direction and supervision from the Operations Sergeant.
  - 2. Reports and other documents will be placed on the sergeant's desk as they are received.
- b) Security Equipment
  - 1. The Guard Station will be equipped with security monitoring and regulating equipment.



2. Deputies will conduct safety checks of all inmates housed in Second Floor Modules at least once every hour.
3. A control panel with colored lights and buttons will indicate the condition of specific doors in the Guard Station area. Staff members will be aware of each door's status and the working order of all equipment. Doors will remain closed unless an authorized person is passing through.
4. [REDACTED] will be kept in the Guard Station, and will be used by deputies as necessary.
5. The Guard Station Deputy will use the public address system when necessary.
6. [REDACTED] will be stored in the Main Control and Second Floor Guard Stations. Staff members assigned to both guard stations will keep the [REDACTED] operational at all times. Unserviceable equipment will be delivered to the Administration Deputies.
7. [REDACTED]. The ERT equipment will be visually inspected, cleaned/maintained, and properly stored following each use and on an as-needed basis, to ensure equipment readiness.
8. [REDACTED] and at the direction of the Operations Sergeant, [REDACTED] at the entrances to each of the individual module entry corridors).

c) Visual Supervision of Inmates

1. Visual supervision of inmates in the second floor corridors will be the responsibility of the Guard Station Deputy.
  - i. Inmates in the connecting corridor between the IRC and CWJ will be observed throughout their movement. Inmates are to walk non-stop through the corridors. Deputies will be sent to check any unusual inmate behavior.
2. The IRC and CWJ Second Floor Guard Station staff members will maintain continuous contact with each other regarding inmate movement through the connecting corridor.
  - i. Staff members assigned to the 2nd Guard Station may request inmate movement be held. This may be prudent during disturbances, medical emergencies, inmate counts, shift change, or any other time security staff is unavailable.
3. The Second Guard Station staff member will ensure that an escort is provided for any inmate requiring escort through the corridor.
4. No staff other than enforcement personnel (i.e., Deputies and SSOs) will be allowed routine movement through the second floor tunnel without an escort.

d) Intake of Inmates from the IRC

1. The Second Floor Guard Station Deputy will coordinate incoming inmate movement with the IRC Second Floor Guard Station Deputy.

2. No inmate movement will be initiated from the IRC to the CWJ without notification of the CWJ Second Floor Guard Station Deputy.
  3. All incoming inmates from the IRC will be under an escort or possess either a movement pass or their module card.
  4. The Second Floor Guard Station Deputy will review the module cards for completeness, accuracy, and verify the identity of each inmate, utilizing the photograph and other information on the module card.
  5. Any discrepancies in the module cards will be reported to the IRC Second Floor Guard Station or Classification staff. No inmates will be accepted into the CWJ until the discrepancy has been resolved.
  6. All inmates transferred to the CWJ will be accurately accounted for. This will be accomplished by use of the facility master inmate movement log.
  7. When inmates are received from the IRC, the following should be done immediately:
    - i. Enter the time the inmate was received
    - ii. Enter inmate's first and last name
    - iii. Complete the "Incoming" column
    - iv. Enter the inmate's first and last name
    - v. Enter their Booking number
    - vi. The document should automatically calculate the new Facility Count
    - vii. The staff member entering the information will enter their initials and PID
  8. The Second Floor Guard Station Deputy will direct the inmates to their pre-assigned housing area.
- e) Release of Inmates via the IRC
1. The staff member assigned to the Second Floor Guard Station will coordinate outgoing inmate movement with the IRC Second Floor Guard Station.
  2. No inmate movement will be initiated from the CWJ to the IRC without approval from the IRC Second Floor Guard Station
  3. Inmates being transferred to the hospital will be sent through the second floor inmate corridor to the IRC for transport.
  4. Inmates being released will hand carry their module cards to the IRC Release Guard Station. In this case, the module card will substitute for a movement pass for the individual inmate.
  5. The staff member assigned to the Second Floor Guard will review the module card for completeness, accuracy, and verify the identity of each inmate, utilizing the photograph and other information on the module card.
  6. Any discrepancy in the module cards will be resolved prior to the inmate being sent to the IRC and through the release process.
  7. All inmates transferred from the CWJ will be accurately accounted for.

8. After the IRC notifies the Second Floor Guard Station of inmates to be released or transferred, the following should be done:
  - i. Enter the time the inmate left the CWJ
  - ii. Enter inmate's first and last name
  - iii. Complete the "Outgoing" column
  - iv. Enter the inmate's first and last name
  - v. Enter their Booking number
  - vi. The document should automatically calculate the new Facility Count
  - vii. The staff member entering the information will enter their initials and PID
- f) Facility Master Movement Log Reconciliation
  1. At each count the occupancy roster will be printed and compared to the Movement Log.
    - i. Any discrepancies must be resolved immediately and prior to being relieved by the oncoming shift.
    - ii. Once the Facility Master Movement log and the Population Density Report match, the running total will be highlighted. Operations Sergeant
  2. The Operations Sergeant shall ensure the accuracy of all statistics for the previous day.
  3. Watch Commander:
    - i. The Watch Commander shall verify the accuracy of the provided statistics.
    - ii. The 24-hour statistics from both the Men's and Women's Jails shall be provided to the IRC Watch Commander to be included in the system-wide Custodial Statistical Report.
    - iii. Movement between modules and/or Disciplinary Housing is internal movement and will not be recorded as movement to or from either facility.
- g) Inmate Barber Shop
  1. The Second Floor Guard Station Deputy will direct inmate hair cutters to disinfect the clippers before and after each individual use.
  2. The Second Floor Guard Station Deputy will ensure all new hair cutters are briefed on this procedure.
- h) Official Facility Visitors
  1. Official visitors escorted for the purpose of a tour from the IRC to the CWJ via the second floor connecting corridor will be required to check in at the Main Control Guard Station.
  2. All visitors will sign the Visitors Control Log and be issued a visitor's badge.
  3. The staff member assigned to the Second Floor Guard Station will notify the CWJ Operations Sergeant of the visitor's arrival.
- i) Second Floor Detention Bench
  1. The Operations Sergeant shall be notified prior to, or immediately after, an inmate being secured to the Detention Bench.
  2. The Detention Bench will not be used in a manner that will punish or coerce the inmate.

3. Securing an inmate to the Detention Bench requires a valid safety or security need. Prior to securing the inmate to the Detention Bench, the deputy will consider the inmate's behavior and any injury to, or medical condition of, the inmate known by the deputy.
4. When securing the inmate to the Detention Bench, the deputy will secure one cuff of a set of handcuffs to the fixed eyelet attached to the bench. Once the handcuffs are secured to the eyelet, the deputy will handcuff the available cuff of the fixed handcuffs to the inmate's handcuff chain. At no time during this process will the inmate's handcuffs be removed.
5. No inmate will be secured to the bench longer than necessary.
6. After one hour, the operations sergeant may authorize one additional hour pending the availability of a more permanent detention location.
7. Inmates secured to the Detention Bench will be given the opportunity to eat their jail issued meals according to the established schedule as outlined in CCOM Policy 5000 - Housing Operations.
8. An inmate secured to a Detention Bench located on the Second Floor will be visually monitored by the security staff, or via the use of the CCTV monitor located in the Second Floor Guard Station. A safety check of the inmate shall be conducted at least every 15 minutes.
9. The Second Floor Guard Station staff will record into the Second Floor Guard Station workstation log:
  - i. The date and time the inmate is secured to the bench,
  - ii. The sergeant notified and approving the placement,
  - iii. The inmate's name and booking number,
  - iv. The safety or security need for securing the inmate to the bench
  - v. The date and time the inmate was removed from the bench.
10. The Second Floor Guard Station staff will coordinate the 15 minute safety checks on each inmate secured to the Detention Bench. The 15 minute checks will be documented on the Second Floor workstation log.

#### 5000.14 - Roof Recreation Guard Station

The Central Women's Jail (CWJ) will provide the opportunity for outdoor recreation for all inmates. The Roof Recreation Guard Station will coordinate movement of inmates to and from the roof recreation area. The Roof Recreation Guard Station is a fixed post when inmates are present and under no circumstances will the assigned deputy leave without proper relief or at the direction of the sergeant.

##### a) Supervision

1. The Guard Station Deputy will receive direction and supervision from the Operations Sergeant.

2. The Guard Station Deputy will direct movement of inmates to and from the roof recreation areas, with coordination through the Second Floor Guard Station. The deputies will oversee all inmate activity during roof recreation periods.
3. The Guard Station Deputy will keep the guard station supplied with materials, as required. Reports and other documents will be forwarded to the Operations Sergeant for approval.

b) Security Equipment

1. The guard station will be equipped with security monitoring and regulating equipment.
2. A control panel with colored lights and buttons will indicate the condition of certain doors around the roof recreation area. Deputies will be constantly aware of each door's status and the working order of all equipment. All doors will remain closed unless an authorized person is passing through.
3. [REDACTED] as necessary.
4. [REDACTED]
5. The Guard Station Deputy will utilize the public address system when necessary. The deputies will utilize an intercom system to maintain contact with all guard stations as needed.
6. The Guard Station Deputy will maintain roof recreation perimeter security by performing periodic visual inspections before, during, and after daily roof recreation. Inspection shall include, but not be limited to:
  1. [REDACTED]
  2. [REDACTED]
  3. [REDACTED]
  4. [REDACTED]
  5. [REDACTED]
7. All abnormal and suspicious objects or occurrences will necessitate immediate action by the Guard Station Deputy and be reported to the Operations Sergeant prior to the next roof recreation period.

c) Visual Supervision of Inmates

1. Visual supervision of inmates in the roof recreation area will be the responsibility of the Roof Recreation Guard Station Deputy.
2. Any evidence of potential problems during inmate roof recreation will necessitate immediate action on the part of the Guard Station Deputy to notify personnel to remedy the problem.
3. Outdoor recreation activities will include basketball, volleyball and calisthenics. Equipment will be provided by the Correctional Program Technician periodically, or as needed.
4. The Roof Recreation Guard Station Deputy will keep the inmates in the recreation areas under constant observation. Prohibited activities are:
  - i. Boxing and martial arts (e.g., Karate, Judo, Tae Bo, etc.)
  - ii. Wrestling

- iii. Climbing walls or doors
  - iv. Destroying equipment or structures
  - v. Converting jail property or supplies to weight lifting equipment
  - vi. Marking on jail walls, windows, floors, etc.
  - vii. Soiling the recreation area
5. During recreation periods inmates may stop their activity to participate in visiting. The inmate will be given the choice to visit or continue with recreation. The Roof Recreation Guard Station Deputy will inform the Visiting Staff member of the inmate's recreation activity.
  6. An AM/FM radio may be used to play music during the recreation period. The volume must never interfere with the P.A. system.
  7. When the recreation period has ended, the inmates must clear the roof recreation area and return to their housing location.
  8. During rainy days or other inclement weather, inmate workers shall be utilized to remove water from the upper deck of the CWJ roof. Inmates shall be limited to this area until the entire roof has been sufficiently dried in order to resume normal activities. Recreational equipment shall not be issued if its use is likely to cause possible injury.

d) Inmate Movement

1. Inmates will be called to the roof recreation area by the Roof Recreation Guard Station Deputy. This will be accomplished through contact with the Housing Guard Station where inmate movement will originate. The deputy assigned to the Roof Recreation Guard Station will ensure all inmates have been searched prior to movement.
2. The Roof Recreation Deputy will relay the number of inmates that will be participating in outdoor recreation.
3. The deputy will also record the time inmates enter and leave. The Roof Recreation Deputy will ensure that the same number of inmates that entered the outdoor recreation area is the same number when dismissed.
4. The Roof Recreation Guard Station Deputy will follow the schedule of inmates to attend roof recreation for each day. The deputy will ensure that all inmates housed in the CWJ will be given the opportunity to participate in a minimum of three (3) hours of roof recreation time each week.
  - i. The roof recreation weekly schedule begins on Monday and ends on Friday.
  - ii. Changes in the roof recreation schedule will be made by the Roof Recreation Guard Station Deputy and the Correctional Programs Technician as necessary.
5. The Deputy assigned to the Roof Recreation Guard Station will ensure that those inmates with a specialty housing classification are also offered a minimum of three (3) hours of roof recreation time each week. The Deputy will also ensure inmates with a specialty housing classification are handled according to their classification status.

e) Documentation

1. The Roof Recreation Guard Station will also maintain a log book which contains the following information:
  - i. Housing tank and number of inmates receiving roof recreation
  - ii. Time inmates enter and leave the roof
  - iii. Number of inmates entering and leaving the roof
  - iv. Other pertinent information.

## 5002 - Main Control Guard Station

### 5002.1 - Main Control Staffing

- a) Main Control Guard Station will be staffed with [REDACTED] Deputy Sheriff (DS), Sheriff's Special Officer (SSO) or Correctional Sheriff's Assistant (CSA). The guard station will be staffed 24 hours a day, 7 days a week. The Main Control Guard Station is a fixed post and under no circumstances will the assigned staff member leave without proper relief or at the direction of the Sergeant.
  1. A Module Deputy or Prowler will attend to activity around the outside of the guard station.
  2. During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.
- b) During shift change, the off-going staff member will remain in the guard station until:
  1. All Main Control logs are complete and updated.
  2. The condition of all security equipment is verified.
  3. On-coming shift is fully briefed.

### 5002.2 - Control Panel Operations - Main Control

- a) Main Control Sally Port Doors and Intercoms
  1. The first panel on the right as one enters the guard station provides controls for the Main Control Sally Port doors and the door intercoms. The door will be controlled by the assigned staff member.
  2. The top left corner sub-panel is the intercom speaker, microphone, volume control and push to talk button. To operate this sub-panel depress and hold the "TALK" button and speak. To listen, release the "TALK" button.
  3. The next sub-panel consists of the "Hands Free" intercom button. By depressing the switch to the right, the indicator light will illuminate. The intercom is ready to be used when a selected location call button is depressed. To shut off the hands free feature, depress the same switch. The light will extinguish. The button to the left on the same sub-panel provides paging to the sally port. Either depress and hold the "TALK" button on the intercom subpanel above and speak, or use the "Hands Free" switch to the right for longer pages. To disconnect, depress and release the large button. The indicator light will extinguish.
  4. The lower left sub-panel is the Panel Power and Lamp Test. Turn the key switch to the left to shut off electric power to this panel. Return the key switch to vertical to restore power.

Depress and hold the "TEST" button to illuminate all panel lights and sound the buzzer/tone. Release the "TEST" button to return the panel to normal operation.

5. The remaining controls on this panel are [REDACTED]. Turn the [REDACTED] from [REDACTED]. ([REDACTED] [REDACTED].) To [REDACTED] reverse the process. To operate the call button when the indicator light is flashing (you will also hear a buzzer/tone), depress the square button below the flashing light and release. The light will come on solid. Depress and hold the "TALK" button on the intercom and speak. To listen, release the "TALK" button. To disconnect, depress and release the square button under the light. The light will go out.
6. The staff member assigned to Main Control must determine the identity and authority of every person requesting passage through these doors. When a question arises, a Deputy, and if necessary, the Operations Sergeant will be contacted for assistance before opening the door(s).
7. [REDACTED] To turn [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] [REDACTED] [REDACTED]  
[REDACTED] the Operations Sergeant's permission.
8. Vehicle and pedestrian movement into and out of any jail facility's outer security yard, via sally ports or manned gates, will be restricted to legitimate jail related functions.
9. All access into and out of any maximum security jail facility and the outer security yard will be through sally ports and will be strictly controlled and monitored by staff members assigned to the Main Control Guard Station.

b) Intercom Area Selector Buttons

1. The left and right stenofons on the Main Control desk provides intercom contact in numerous areas of the CWJ and also to IRC Visiting and CMJ Main Control.
  - i. Basement Elevator
  - ii. Vestibule Elevator
  - iii. Roof Elevator Vestibule
  - iv. Basement Corridor
  - v. Second Floor Elevator Vestibule
  - vi. Dining/Kitchen area
  - vii. CWJ Attorney/Bonds/Visiting
  - viii. Front Lobby
  - ix. IRC Visiting
  - x. Men's Main Control
  - xi. Housing Guard Station



2. When the indicator light flashes, a buzzer/tone will sound. Depress and release the rectangular button next to the flashing light. The light will come on solid and the buzzer/tone will stop sounding. Then depress and hold the "TALK" button on the upper left corner sub-panel intercom and speak. To listen, release the "TALK" button. To disconnect, re-depress and release the area selector button. The light will go out.
3. The paging buttons provide contact with areas identified on the individual buttons. To use the page, depress and release the large rectangular button. The indicator light will come on solid. (If it flashes, wait.) Depress and hold the "TALK" button on the intercom sub-panel and speak. To disconnect, re-depress and release the area page button. The light will go out.

c) [REDACTED] Television Monitors

1. The panel in the center consists of [REDACTED] television monitors. The picture will focus on designated areas. Staff members should view the monitors frequently to insure normal activity. The pictures will [REDACTED] on the cameras normally. To select one camera, operate the control button under the monitor's picture.
2. [REDACTED] additional [REDACTED] television monitors are located on the upper ceiling panel.

d) Master Intercom

1. The center panel also contains the Facility Master Intercom. Operation of this device is similar to a push tone telephone. "Call Numbers" for all facility locations will be posted in the Guard Station.

e) Door Alarms

1. The [REDACTED] and Lamp Test. [REDACTED]  
[REDACTED]  
[REDACTED] Depress and hold the "TEST" button to light all the panel's lights and sound the buzzer/tone. Release the "TEST" button to return the panel to normal operating condition.
2. The intercom speaker device is located to the immediate top left of the Main Control panel. To operate the control, depress and hold the "TALK" button and speak. To listen, release the button.
3. The Main Control staff member must determine the identity and authority of every person requesting passage through security doors. A deputy will be sent when any question exists.
4. When any of these doors [REDACTED]  
[REDACTED] When the door [REDACTED]. To silence the buzzer, depress and release the "Silence" switch. [REDACTED]  
[REDACTED]
5. The Main Control staff member will determine the identity and authority of every person requesting passage through security doors. A deputy or SSO will be sent to investigate when any questions exist. (Use hand held radios or intercoms to establish identity.) These doors are

normally used during [REDACTED] or an [REDACTED] by deputies or [REDACTED]  
[REDACTED]

f) First Floor Areas

1. The next panel to the right contains controls for the first floor area as well as alarms for certain other security doors on the first floor.
2. Several doors are identified by a light at the doors graphic location and a line leading from the light to a sub-panel. When the door is opened the light will change from solid green to flashing red. When the door is closed the light will turn solid red. Using controls on each sub-panel, Main Control staff members can open and close the security doors located on the first floor. In every instance where staff at the location opened the door, Main Control staff members will use the intercom feature on the panel to the right to establish the identity and authority of each person requesting passage through the door.
3. The top sub-panel is for the inner and outer sally-port doors leading from outside of security into first floor. This sub-panel also contains the switches that control the sliding elevator vestibule door on the first floor, the door to the Line-up/Show-up Room and the Fire Door situated in front of the Main Control Guard Station at the bottom of Stairwell #3. When these doors open, the red light will flash. When the door is closed, the light will go solid red. Main Control staff members must establish the identity and the authority of every person who passes through these doors. Use intercoms and handheld radios along with sending deputies as needed to investigate where any question of identity exists.
4. The next lower sub-panel provides controls for the lamp test of the entire right panel, the main control entry door, the front lobby door, and the power switch for the entire Main Control panel. To open the door, turn and hold the switch to the "Open" position. The red light will come on when the door is open. The green light will come on when the door is closed.

g) Master Intercom

1. The next panel to the left is a Master Intercom panel. The instrument operates the same as the other Master Intercom; similar to a touch tone phone.

### 5002.3 - First Floor Detention Bench

- a) The Operations Sergeant shall be notified prior to, or immediately after, an inmate being secured to the Detention Bench.
- b) The Detention Bench will not be used in a manner that will punish or coerce the inmate.
- c) Securing an inmate to the Detention Bench requires a valid safety or security need. Prior to securing the inmate to the Detention Bench, the deputy will consider the inmate's behavior and any injury to, or medical condition of, the inmate known by the deputy.
- d) When securing the inmate to the Detention Bench, the deputy will secure one cuff of a set of handcuffs to the fixed eyelet attached to the bench. Once the handcuffs are secured to the eyelet,

the deputy will handcuff the available cuff of the fixed handcuffs to the inmate's handcuff chain. At no time during this process will the inmate's handcuffs be removed.

- e) No inmate will be secured to the bench longer than necessary.
- f) After one hour, the housing sergeant may authorize one additional hour pending the availability of a more permanent detention location.
- g) Inmates secured to the Detention Bench will be given the opportunity to eat their jail issued meals according to the established schedule as outlined in CCOM Policy 5000 - Housing Operations.
- h) An inmate secured to a Detention Bench located on the First Floor will be visually monitored by the security staff, or via the use of the CCTV monitor located in the Main Control Guard Station. A safety check of the inmate shall be conducted at least every 15 minutes.
- i) The Main Control Guard Station staff will record into the Main Control Guard Station workstation log:
  - 1. The date and time the inmate is secured to the bench,
  - 2. The sergeant notified and approving the placement,
  - 3. The inmate's name and booking number,
  - 4. The safety or security need for securing the inmate to the bench
  - 5. The date and time the inmate was removed from the bench.
- j) The Main Control Guard Station staff will coordinate the 15 minute safety checks on each inmate secured to the Detention Bench. The 15 minute checks will be documented on the Main Control workstation log.

#### 5002.4 - Control Panel Malfunction

- a) In the event of a malfunction of the Main Control panel, the staff member assigned to Main Control will contact the Operations Sergeant.
  - 1. The Operations Sergeant will immediately contact County Communications:
    - █ [REDACTED]
    - █ [REDACTED]
- b) Using the [REDACTED]  
[REDACTED]
- c) [REDACTED]  
[REDACTED]
- d) If the Main Control [REDACTED]  
[REDACTED]  
[REDACTED] An Escort Deputy will accompany the repairman to the Electrical Closet in the [REDACTED] at the bottom of [REDACTED]

#### 5004 – Control of Weapons and Security Equipment

The Facility Armory:

- a) Armory Locations
  - 1. [REDACTED].
- b) When the [REDACTED] to the Armory is used, the staff member and time must be documented on the applicable work station log.

## 5006 - Control of Weapons and Security Equipment

### Staff Procedures:

- a) [REDACTED]
  - 1. Positions that [REDACTED]
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]

## 5008 – Attorney, Bondsman, Official and Intra-Facility Visiting

### 5008.1 – Attorney, Bondsman and Official Visitors

- a) Location of Visits
  - 1. Attorneys, licensed bondsman and other official visitors for inmates at the CWJ will check in at the Attorney/Bondsman Guard Station located at the northeast corner entrance to the jail.

### 5008.2 – Scheduled Attorney and Official Agency Visitation

- a) Attorneys and other official visitors may call ahead for a maximum of two (2) inmates housed in the Central Jail Complex.
- b) The attorney or official visitor will provide the inmate's name, booking number if known, name, agency/title and the requested time of visit.
- c) The Attorney/Bond Guard Station Deputy/SSO/CSA will call the appropriate housing location.
- d) If the inmate is not at court or a hospital appointment, the deputy will prepare a movement pass. If the inmate is at work, she will be notified to return to her housing location and pick up her Attorney/Bonds pass.
- e) Upon arrival at the Attorney/Bonds Guard Station, visitors will present proper identification prior to the visit being granted.
- f) If an official visitor requests to see multiple inmates, visits will be scheduled for a maximum of two (2) inmates. The visitor must make any additional requests upon arrival at the jail.
- g) If a visitor does not arrive within thirty (30) minutes after the appointed time, the inmate will be returned to her housing location. An entry will be made in the comments section of the A/B Log stating "No Show" and the time the inmate was returned. If the visitor arrives after the time the inmate was returned to housing, the visitor must sign up for a visit following routine procedures.

- h) The Attorney/Bonds Guard Station Deputy/SSO/CSA is not authorized to grant the use of more than one attorney/client booth per attorney.

### 5008.3 – Intra-Facility Visiting

- a) Schedule and Location: Male and female relatives who are in custody in the CJX will be permitted to visit at [REDACTED] hours on [REDACTED] of each week. Visits will be 30 minutes in length and will take place in the facility where the male inmate is housed. Visits at the IRC will take place in the first floor visiting area behind the Court Transfer Guard Station. There are seven (7) visiting booths in this area.
1. Male Inmates: Male inmates will be admitted to the side of the booths nearest the Court Transfer Guard Station.
  2. Female Inmates: Female inmates will enter from the female Court Transfer hold area door. The Female Release corridor door to Attorney-Visiting will be closed and locked during the visitation period
- b) Sign-Up Procedure: Male and female relatives in custody who wish to sign up for an intra jail visit must fill out an Inmate Message Slip requesting the visit. Female inmates housed in the IRC or CWJ will be given a "Visiting Approval" form to be completed. Requests for visiting from male inmates will be forwarded to the CWJ where the "Visiting Approval" form must be completed by the female inmate.
1. Once the form has been completed by the female inmate, it will be signed by the CWJ Sergeant and forwarded to the Housing Sergeant in the facility where the male inmate is housed (for verbal verification).
  2. The male inmate will be asked the questions on the form by the Housing Sergeant for verification. If the inmate has answered satisfactorily, the sergeant will sign the form where indicated. If the inmate has not answered satisfactorily, the incorrect answers will be circled in red and the reasons for denial written at the bottom of the form.
  3. The completed form will be forwarded to the Visiting Guard Station in the IRC for final processing. The names of the approved inmates will be added to the "In Custody List".
    - i. Inmates whose request has been denied will be notified of the reasons for denial. Denied inmates who can furnish proof of marriage will be allowed to visit.
    - ii. Copies of approved/denied requests will remain on file in the Visiting Guard Station for three (3) years.
    - iii. All inmates will be checked in the SDS system prior to their scheduled visit to confirm availability (e.g., court, dentist, etc.).

- c) In Custody List: On Tuesday, the IRC Shift I Visiting SSO will ensure that all Inmate Message Slips requesting intra-jail visits have been processed. A list will be prepared of all approved intra-jail visits for that day.
1. Prior to [REDACTED] hours, the Visiting SSO will distribute a copy of the list to:
    - i. IRC Housing Guard Station
    - ii. CWJ Housing Guard Station
    - iii. CMJ 3rd floor Housing Guard Station
  2. Movement Passes: The Module Deputy will prepare movement passes for all approved inmates on the list. However, if an inmate has already had a visit on a given day, the inmate will not be entitled to a second visit on that day. The movement passes will be delivered along with the In-Custody Visit List.
  3. CJX Housing or Module Guard Station Deputies will contact IRC Visiting prior to [REDACTED] hours to verify that no in-custody visit inmates visited that day.
- d) Two Period Visits: If there are more inmates than visiting booths available, the visits can be set up in two periods. The distribution of the inmates in the two visits will be at the convenience of Watch Commander.
- e) Visits between immediate family members of the same sex who are housed in the same facility will be approved and coordinated by the Watch Commander.
- f) Visits between immediate family members of the same sex who are housed in different facilities within the CJX will be approved and coordinated by the Watch Commander.

## 5010 - Volunteer Visitor Parking Validations

- a) Main Control staff will maintain a Parking Validation machine or validated tickets to be used for validating the parking tickets of volunteer visitors participating in Correctional Programs Services.
1. Procedure for using Parking Validation machine:
    - i. Properly identify the volunteer as a member of a recognized group utilizing listed names provided by Correctional Programs.
    - ii. Validate the parking tickets prior to admitting the volunteer into the facility.
  2. The parking ticket validation will only be used to validate parking tickets for members of recognized volunteer groups.
  3. The parking ticket validation will not be used to validate parking tickets for employees, official visitors, or the general public.
  4. The parking validation machine or validated tickets will be secured in the Main Control Guard Station at each facility.

## 5012 - Health Care Facilities and Equipment

- a) Health Care Resources

1. The Central Women's Jail is equipped with a variety of resources designed to meet the health care needs of the incarcerated individual. Adequate space, equipment, supplies and personnel have been provided as determined by the Medical Program Administrator.
  - i. One 13-bed ward
  - ii. 15 Infirmary single cells
  - iii. 2 sheltered living cells
  - iv. 1 Safety cell
  - v. Medical Screening / Interview stations
  - vi. Examination Rooms
  - vii. Interview Rooms
  - viii. Nurses Stations
  - ix. Dental Examination Room
  - x. 4 Disciplinary Housing Cells

## 5014 – Fire Safety and Evacuation Procedures

### 5014.1 – General Information for Employees

- a) All stairwells will be checked once per shift in accordance with established facility procedure.
  1. First Floor Prowler - Check entire [REDACTED].
  2. Second Floor Prowler - Check entire [REDACTED]
  3. All checks will be documented in the appropriate Guard Station Logs. The stairwell checks will also be documented in the Twenty-Four (24) Hour Log in Main Control.

### 5014.2 – Use of Self Contained Breathing Apparatus (SCBA)

- a) Scott Air Pack Locations:

1. [REDACTED]
  - i. 2 W 1 MC 1
  - ii. 2 W 1 MC 2
2. [REDACTED]
  - i. 3 W 1 R
  - ii. 3 W 1 R 1
  - iii. 3 W 1 R 2
3. [REDACTED]
  - i. 1 W 1 M
4. [REDACTED]
  - i. 2 W 2 G 1
  - ii. 2 W 2 G 2
5. [REDACTED]

- i. 1 W 2 M
6. [REDACTED]
- i. 3 W 2 E 1
  - ii. 3 W 2 E 2
  - iii. 3 W 2 E 3

b) Check face pieces for seal protection before each use and do not remove the face piece during use.

- 1. Before putting on the face piece, the user shall check both visually and by hand to determine that the face seal is not separated from the lens.
- 2. If, after use, the face piece is removed from the face, the user must not replace the face piece without checking for possible separation.

c) Do not pull on the rubber of face piece when face piece is warm (above 110 degrees Fahrenheit).

### 5014.3 – Evacuation of Visitors

- a) Visitors will be evacuated from the facility before inmates or staff.
- b) When the Shift Commander orders an evacuation, the Main Control SSO/Deputy/CSA will notify the Sergeants, Guard Station, Men’s Jail and IRC of the action.
- c) Public Visiting Area

1. The Visiting Guard Station SSO/Deputy/CSA will utilize the public address system to direct all visitors out of the visiting area via a prescribed route.

2. The primary evacuation route is:

- █ [REDACTED]
- █ [REDACTED]

3. The secondary evacuation route is:

- █ [REDACTED]
- █ [REDACTED]
- █ [REDACTED]
- █ [REDACTED]

d) Attorney/Bonds Visiting Area:

1. The Attorney/Bonds Guard Station SSO/Deputy/CSA will utilize the public address system to direct all visitors out of the Attorney/Bonds area via a prescribed route.

2. The primary evacuation route is:

- █ [REDACTED]
- █ [REDACTED]

e) Classroom Area:



1. The Prowler Deputy will escort all clergy and Inmate Programs visitors from the classroom area.
2. The primary evacuation route is as follows:

█ [REDACTED]  
█ [REDACTED]  
█ [REDACTED]

#### 5014.4- Evacuations of Inmates

##### a) General Guidelines (All modules and cell areas)

1. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location. All movement outside the module will be done under the immediate supervision of the Operations Sergeant at the direction of the Watch Commander.
2. From an affected cell: move the inmate to another cell or into the dayroom.
3. From an affected module: move the inmates to the next module dayroom, the roof recreation area or the chow hall.
4. When moving inmates to internal locations away from the module, separate them into groups that can be controlled by the available deputies.
5. When moving inmates to outside the facility, separate them into groups that can be controlled by the available deputies.

##### b) Evacuation of First Floor

[REDACTED]

2. Evacuation will be supervised by the Operations Sergeant, Prowler Deputies and CSTs.

##### c) Evacuation of the Second Floor

[REDACTED]

2. Evacuation will be supervised by the Operations Sergeant, Module and Prowler Deputies.

##### d) Evacuation of the Roof Recreation Area

[REDACTED]

[REDACTED]

2. Evacuation will be supervised by the Operation Sergeant, Module and Prowler Deputies.

#### 5014.5 – Evacuation Security

- a) Evacuation security will be accomplished by armed Patrol Deputies and city police officers surrounding the exterior walls of the Jail Security and Service Delivery parking lots. These deputies and officers will have been requested by the Watch Commander. They will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.

5014.6 – Remote Evacuation Sites

- a) Remote evacuation sites will be selected by the Watch Commander or Division Commander if the facility(s) must be vacated. Remote locations will include:

[REDACTED]  
[REDACTED]  
[REDACTED] may be used to temporarily hold inmates. The Watch Commander will request the North Patrol Watch Commander to make the [REDACTED] contacts.

- 4. [REDACTED] in Orange County may be used. The Division Commander must have prior arrangements confirmed before moving inmates to [REDACTED]. [REDACTED] and their capacities are:

Agency	Males	Females
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

5014.7 – Staff Evacuation

- a) Sworn staff will all participate in moving inmates and controlling them at the evacuation site.
- b) Non-sworn staff will report to their supervisor for instructions. They will assist evacuating inmates, treat injuries or evacuate as a group as directed by the Watch Commander.
  1. Before leaving a work station, the staff member must wait for directions from a supervisor, sergeant or Watch Commander.

2. Inmate work crews will be relinquished to deputies during that area's evacuation. (Inmate work crews in the kitchen may remain under the supervision of the kitchen staff.)
- c) Kitchen Staff
1. The Kitchen Staff will receive evacuation instructions from the Operations Sergeant and be led out by a Prowler Deputy. The Kitchen Staff supervisor will assist the cooking staff and inmate workers out of the facility during an evacuation.
  2. Inmate workers will report to the Housing Guard Station for evacuation instructions.
- d) Medical Staff
1. The Medical staff will receive evacuation instructions from the sergeant in their work area. Medical Staff will report to the Main Control Guard Station. Medical Staff will accompany Guard Station Deputies as they abandon the facility after everyone else has left. The Watch Commander will specifically order this phase of the evacuation.
- e) Maintenance Staff
1. Maintenance Staff working inside the facility will report to the nearest guard station for evacuation instructions.
- f) Administrative Offices
1. The Administration area non-sworn staff will be evacuated by the sworn administrative staff.
- g) Female Locker Rooms
1. Evacuation of staff from the employee locker rooms is accomplished by Main Control Deputies/SSOs/CSAs using the area public address system to direct the evacuation.

## 5016 - Emergency Systems and Emergency Equipment Locations

### 5016.1 - Fire Alarm Activation Systems

- a) Pull boxes are painted red and are located as follows:
1. Basement East Corridor Laundry 711
  2. First Floor Main Control 713
  3. First Floor Visiting/Attorney/Bonds Guard Station 714
  4. Infirmary Nurses Station 716
  5. Second Floor Guard Station 721
  6. Roof Guard Station 722
- b) When activated, each pull box will send an alarm signal to the Main Control enunciator panel. The appropriate light will illuminate and the printer will record the exact location and type of alarm.

- c) Fire pull box alarms will signal in the Main Control Guard Station, Central Utility Plant and the Santa Ana Fire Department.

### 5016.2 - Emergency Electricity Operation

- a) [REDACTED] are located in the [REDACTED] and will [REDACTED].
- b) The emergency system will supply 100 % of all power to [REDACTED], as well as power to [REDACTED] and [REDACTED].

### 5016.3 - Fire Extinguisher Types and Locations

#### Basement

Location	Number	Type	Capacity
Pump Room	WB001	Dry	10#
Pump Room	WB001	Water	2 1/2 gal.
Electric Room	WB001	Dry	10#
Telephone Room	WB001	CO2	15#

#### First Floor

Location	Number	Type	Capacity
North East Hall by Tank P-13	W-101	Water	2 1/2 gal.
Dispensary Bench near Main Control	W-102	Water	2 1/2 gal.
Visiting/Attorney/Bonds Guard Station	W-103	Dry	10#
Hallway between tanks P-13 and P-14	W-106	Water	2 1/2 gal.
Main Control Guard Station	W-107	Dry	10#
Module Office	W-108	Water	2 1/2 gal.
Public Hall by Main Control	W-109	Water	2 1/2 gal.
Public Hall by Visiting	W-110	Water	2 1/2 gal.

#### Second Floor

Location	Number	Type	Capacity
Module G-South	W-201	Water	2 1/2 gal.
Module I-East	W-202	Water	2 1/2 gal.

<b>Module I-Southwest</b>	W-203	Water	2 1/2 gal.
<b>Kitchen</b>	W-204	Dry	10#
<b>Guard Station</b>	W-205	Dry	10#
<b>Module H-North</b>	W-206	Water	2 1/2 gal.
<b>Module G-H-West</b>	W-207	Water	2 1/2 gal.
<b>Module Office</b>	W-208	Dry	10#
<b>Second Mezzanine</b>	W-209	Dry	10#

**Dining**

<b>Location</b>	<b>Number</b>	<b>Type</b>	<b>Capacity</b>
<b>South Corridor</b>	W-210	Dry	#10

**Roof Area**

<b>Location</b>	<b>Number</b>	<b>Type</b>	<b>Capacity</b>
<b>Guard Station</b>	W-301	Dry	#10
<b>Elevator Vestibule</b>	W-302	Water	2 1/2 gal.

**5016.4 - Fire Hose Cabinet Locations**

**a) Basement**

1. Pump Room West Wall

**b) First Floor**

1. Main Control Bench Area - West Wall
2. North West Wall by Tank P-13
3. Hallway between the Infirmary and Tank P-14
4. Public Hallway – North Wall
5. Public Hallway – West Wall

**c) Second Floor**

1. Module “G” South East Guard Corridor Wall
2. Module “I” East Guard Corridor Wall
3. Module “I” South West Guard Corridor Wall
4. Module “H” North East Guard Corridor
5. Module “G” and “H” West Corridor Wall
6. Dining Room South Corridor Wall

- d) Second Floor Mezzanine
  - 1. Elevator Vestibule – East Wall
- e) Roof Recreation Area
  - 1. Elevator Vestibule - South Wall

#### 5016.5 - Exhaust Fan Location

- a) The Central Women's Jail exhaust fan is located on the First Floor inside the vestibule of [REDACTED]

#### 5016.6 - Emergency Utilities Shutoff

- a) In the event of an emergency requiring the shutoff of one or all of the facility's utilities, Main Control will notify the Shift Commander. The Main Control SSO/Deputy/CSA, and the First Floor Prowler Deputy, at the direction of the Shift Commander, will perform the following emergency procedures.
  - 1. Water shutoff will be performed by the Santa Ana Water District. For service 24 hours a day, refer to the posted phone numbers in Main Control.
  - 2. Gas shutoff may be turned off at the [REDACTED]
  - 3. Electrical shutoff of the main electrical supply to the facility cannot be turned off. [REDACTED]
  - 4. Steam shutoff will be performed by Facility Operations. For service 24 hours a day, refer to the posted phone number in Main Control.

#### 5016.7 - Emergency Supplies

- a) In the event of a disaster or major emergency, supplies have been issued in sufficient quantities to handle all effected personnel for three days. These kits provide employees with food, water, medical supplies, equipment, and sanitation supplies. The supplies are contained in a two-part kit consisting of two rubberized utility bags (pink, green or blue in color). Part "A" indicates emergency equipment and medical supplies. Part "B" indicates sanitation supplies. The use of any or all of these supplies will be at the direction of the Shift Commander.
- b) Emergency Supplies Location:
  - 1. [REDACTED]
- c) The Fire Life Safety Deputy will be the designated custodian of the emergency supplies. The custodian will be responsible for the following:
  - 1. Perform an inspection every six (6) months (May and November) to ascertain that the kit(s) remain intact / sealed and in the designated location.

2. Submit inspection results, in writing, to the emergency coordinator for the Department.
3. Immediately notify the emergency coordinator for the Department of any change (s), i.e., change in custodian or location, damage to kit(s), missing (consumed) supplies, etc.

#### 5016.8 - Food Rationing

- a) Sufficient food, that does not require cooking, is on hand at each facility at any time to feed a subsistence ration to approximately 2400 inmates for a maximum of one day.

#### 5016.9 - Water Supply

- a) Each Facility will have provisions for emergency water. This water supply provides the following ration over one 24 hour period.
  1. Staff – 1 Qt.
  2. Inmates – 1 Pt.

#### 5018 – Notification of a Flood Condition

- a) Reports on flood conditions will be periodically made to the Patrol and Jail Watch commanders.
  1. Existing flood damage estimates
    - i. The Central Women’s Jail is located in a portion of the Orange County Flood Plain and may be exposed to a four-foot level of floodwater.