Policy 14000 - Court Operations Administration Building

14001 - Position Guidelines

14001.1 - Division Commander

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

14001.2 - Civil Administrative Manager

a) The Civil Administrative Manager is responsible for the management and supervision of all Clerical Civil Process Personnel, and reports directly to the Division Commander

14001.3 - Civil Sergeants

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

1. Civil Sergeants are responsible to the Facility Lieutenant (see Policy 1105) for the operation of the Civil Field Details.
2. Administrative Sergeant - Under the direction of the Division Commander, the Administrative Sergeant is responsible for:
    i. Planning and organizing training within each facility.
    ii. Receiving, scheduling and providing orientation to new employees.
    iii. Maintaining, controlling and modifying the Facility Training Officer (FTO) Program as dictated by costs, needs or personnel requirements.
    iv. Maintaining a high level of awareness of proposed or newly enacted legislation affecting Court Operations.
    v. Maintaining / tracking the Court Operations Vehicle Fleet.

14001.4 - Civil Process Chief

a) Supervises, assigns and schedules the civil case processing work performed by the Clerical Civil Process Personnel. Reports directly to the Civil Administrative Manager.

14001.5 - Civil Deputy II

14001.6 - Accountant / Auditor I

a) Responsible for all accounting and auditing work of the Civil Process Bureau including preparing journal entries and a variety of analytical accounting and statistical reports. Reports directly to the Civil Administrative Manager.

14001.7 - Civil Process Supervisors

a) Monitors and reviews Civil case processing work performed by the Clerical Civil Process Personnel and are the first level supervisors. Reports directly to the Civil Process Chief.

14001.8 - Sheriff's Technicians

14001.9 - Civil Process Technicians

a) Performs all the civil case processing work in compliance with the Code of Civil Procedure and other applicable laws and regulations. Reports directly to a Civil Process Supervisor.

14001.10 - IT Application Developer II

a) Performs duties pertaining to the design, development and maintenance of computer software solutions including application maintenance and customer support duties. Reports directly to the Civil Administrative Manager.

14002 - Control of Weapons and Security Equipment

14002.1 - Armory

a) Location

          i. Entry into the Armory is restricted to SSO's and Deputies only.

14003 - Facility Security and Control

14003.1 - Security Inspections

a) Employee Responsibilities

1. Every employee of the facility will be observant and aware of equipment and procedures in his/her assigned area(s).

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

14003.2 - Security Identification

a) Employee Identification

1. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will display an authorized Identification Badge at all times.
2. DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside the Court Administration Building.

14003.3 - Facility Alarms

a) Exterior Alarm Activation

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

b) Interior Duress / Panic Alarms

1. There are currently no duress alarms inside the Court Administration Building.

14003.4 - Key Control

a) Key Lockers – Inventory

1. Storage lockers for keys not checked out will be secured in the appropriate facility location.
2. Doors to the key lockers will remain closed and locked when keys are not being inventoried, issued or returned.
3. ██████████████ will remain in the ████████████████████

4. Each key locker will contain an inventory of all the key sets assigned to that locker.
5. The inventory will be dated and signed by the Administrative Sergeant.
    i. Any changes to the inventory will be made by the Administrative Sergeant.

b) Key Issuance

1. Security keys will only be issued to approve staff members by the Administrative Sergeant.

c) Handling of Keys

1. All employees will observe the following key control procedures:
    i. Carry and use keys as inconspicuously as possible.
    ii. Do not force keys into locks. If a lock does not function easily, the malfunction shall be reported to the Administrative Sergeant.

d) Broken or Worn Keys

1. Whenever a key is broken or no longer works properly, the staff member using the key will inform his/her supervisor.
    i. The supervisor will determine if the lock has been rendered inoperable and will determine if immediate locksmith services are needed.
    ii. If locksmith services are needed immediately, the Supervisor will contact the Administrative Sergeant and advise him/her of the need.
    iii. All pieces of the key will be recovered by the supervisor.
2. A memorandum describing the key breakage will be written by the involved employee. The memorandum will be given to the Administrative Sergeant.
    i. ███████████████ be turned into the █████████████████
3. ████████████████████ will authorize the ████████████, 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 Division Commander will be notified for possible further action.
4. ████████████ will be retained by ██████████████████. ████████████ will be turned over to the ████████████████

e) Lost/Misplaced/Not Returned Key Sets

1. Lost or misplaced keys will be brought to the employee's supervisor's attention.
2. A memorandum will be written on all lost keys.
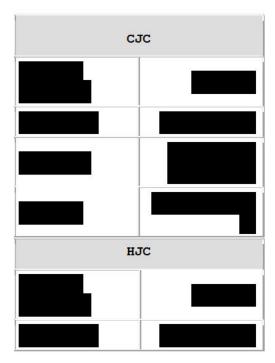   i. When keys are found or relocated, that information will be documented in a memorandum.
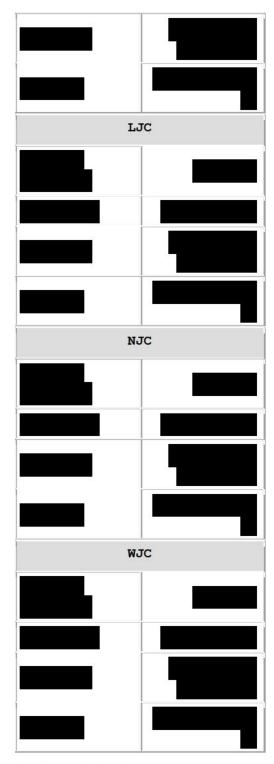
14003.5 - 800 MHz Radios

a) Location

    1. A small cache of hand held radios are located in the Administration Building inside room 115.

    2. Radios are assigned to the Civil Field Deputies and Sergeants assigned to Civil Field Operations.

        i. Deputies not normally assigned to Civil Field Operations will check out / pick-up their radios based on their assignment for the day.

    3. All radios will be returned prior to going off duty for the day.

b) The primary frequency for each facility is as follows

Radio Frequency	Facility
███████	███████
███████	███████
███████	███████
███████	███████
███████	███████

c) The radio call signs for each facility

CJC	
███████	███████
███████	███████
███████	███████
███████	███████

HJC	
███████	███████
███████	███████

███████████	████████████
███████	████████████

LJC	
███████████	██████████
██████████	██████████
█████████	███████████
██████	████████████

NJC	
███████████	██████████
█████████	██████████
████████	████████████
███████	███████████

WJC	
███████████	█████████
█████████	██████████
█████████	███████████
███████	██████████

d) Accidental Activation

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

14004 - Disturbance / Riot Response

This section is currently under construction, for information please contact your supervisor.

14005 - Evacuation Procedures

14005.1 - Evacuation of the Public

a) Evacuation Levels

1. Level 1 Partial Evacuation:
    i. Partial evacuation will be at the discretion of the Sheriff's Incident Commander.
    ii. A Level 1 evacuation will be utilized when a threat or dangerous situation has been identified in a specific area.
    iii. Utilized when a threat or dangerous situation does not affect the entire building.

2. Level 2 Partial Evacuation:
    i. Mandatory closure for members of the public only.
    ii. Staff may remain at their work stations or be relocated or directed as assigned.

3. Level 3 Partial Evacuation:
    i. Mandatory closure for members of the public, and hourly staff only.
    ii. Salaried employees may remain.
    iii. Outside agency staff may also remain, at their discretion.
    iv. This type of closure will typically occur during a non-emergency event, but where the building may not be fully "operational" such as a lengthy power outage, lack of plumbing or other condition.

4. Level 4 Evacuation:
    i. Mandatory for everyone, including the public, managers and all staff.
    ii. Typically due to an emergency condition or event.

5. Shelter-In-Place:
    i. Supervisors should encourage employees to seek shelter ██████████ ████████████████████████████████ until the situation is resolved and the "all-clear" is given by sheriff's personnel or other appropriate authorities.
    ii. No evacuation should occur unless specifically instructed.

b) Evacuation Routes

1. Public:
    i. Sheriff's personnel will ensure the public is properly evacuated through a safe evacuation route, usually through the nearest public access.
    ii. If a situation prevents the public from using the public corridor, they will be evacuated through a security hallway with court staff and then directed to a safe route to vacate the premises.

c) Command Post

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

14005.2 - Evacuation of Staff

a) Evacuation Levels

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

b) Evacuation Routes

1. Staff:
    i. Sheriff's personnel will ensure that all staff is properly evacuated through a safe evacuation route, usually through the nearest exit.
        A. All employees should know the nearest evacuation route, and an alternative route, from their workstation.

B. If the nearest route is not available for a safe exit, then the next most feasible exit will be utilized.

2. Supervisors

i. Supervisors will help with the safe evacuation of all court employees.

1. Supervisors will:

i. Appoint someone to lead employees to the designated assembly area.

ii. Assign personnel to carry the work roster to the designated assembly area.

iii. Ensure all employees have evacuated their work area.

2. Supervisors will advise sheriff's personnel of any employee who was left in the work area due to:

i. Handicap or injury.

ii. Employee assisting with injuries

iii. Missing employees.

A. If an employee is missing a deputy will re-search the area the employee was last seen or left in.

B. If the employee is not located the deputy will notify the Incident Commander.

3. Additionally, Supervisors will report the status of staff to the appropriate sheriff's personnel.

4. Employees will remain in the assembly area until given the all clear by sheriff's personnel.

c) Command Post

1. The location for the Command Post (C/P) will be at the discretion of the Incident Commander.

i. The C/P will vary based on the type of incident that is occurring.

14006 - Safety and Emergency Procedures

14006.1 - Earthquake Procedures

For Facility Earthquake procedures see CCOM Section 11005.1

14006.2 - Flood Procedures

a) **Notification of a Flood Condition**

1. The Court Administration Building is not located within a FEMA floodplain.
2. The facility does not reside within the Prado Dam inundation zone.

b) **Reports on Flood Conditions**

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

14006.3 - Bomb Threat-Explosion

For Facility Bomb Threat / Explosion procedures see CCOM Section 11005.3

14006.4 - Escapes

This section does not apply to the Court Administration Building.

14006.5 - Hostage Plan

For Facility Hostage Plan procedures see CCOM Section 11005.5

14006.6 - Emergency Response to Suicides or Serious Injury

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

14006.7 - Immediate Action-Rapid Deployment Plan

For Facility Immediate Action / Rapid Deployment Plan procedures see CCOM Section 11005.6

14007 - Emergency Systems and Equipment Locations

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

14007.1 - Fire Alarm Pull Stations

There are no fire alarm pull box locations within the Court Operations Administration Building.

14007.2 - Automated External Defibrillator (AED)

a) There is 1 AED located within the Court Operations Administration Building.
b) It is located in the following area:
    1. Outside room 136 near the exit stairwell.

14007.3 - Emergency Supplies

a) Emergency Supply Locations

    1. Sheriff's Personnel Emergency Supplies are located in the following areas:
        i. ██████████████████████
        ii. ████████████████████
        iii. ████████████████
        iv. ██████████████████████

14007.4 - Evacuation Chair and Stretchers

a) Evacuation Chair

   1. Court Operations Administration Building does not have an evacuation chair.

b) Stretchers

   1. Court Operations Administration Building has numerous stretchers located in Emergency Supply Room 133.

14007.5 - Knox Boxes

a) Knox Box Locations

   1. The Knox Box is located at the north employee entrance of the Court Operation Administration Building.

14007.6 - Utility Shut Off Valves

a) Gas Shut Off Valve

   1. The gas shut off valve is located ███████████████████████████████ ███

b) Domestic Water Shut Off Valve

   1. ███ ███ ██████

c) Main Electric Shut off Switch

   1. ███ ██████████

14007.7 - Self Contained Breathing Apparatus (SCBA)

a) Scott Air Pack Locations:

   1. There are no Self Contained Breathing Apparatus (SCBA) located at the Court Operations Administrative Building.

14007.8 - Fire Extinguishers

a) Fire Extinguisher Locations
   1. There are 12 fire extinguishers located within the Court Operations Administration Building. Their locations are:

Second Floor

      i.   Inside Room 112 - Computer Room.

     ii.   Outside Room 111 - Administrative Managers Office.

    iii.   Public area of the Civil Counter.

    iv.   Inside the Copy Room.

     v.   Inside Room 143 - Employee Lounge.

    vi.   Outside the Woman's Restroom.

   vii.   Inside Phone Room.

  viii.   Inside Room 133 - Emergency Supply Room

    ix.   Outside Room 136 - Civil Administrative Deputies Office.

     x.   Inside Room 140 - Civil Sergeants Office.

14007.9 - Fire Hose Cabinets

a) Fire Hose Cabinet Locations

1. There are no Fire Hose Cabinets located within the Court Operations Administration Building.
   i. The Court Operations Administration Building has an emergency sprinkler system.

14008 - Miscellaneous

This section is currently under construction, for information please contact your supervisor.