

Policy 1700 – Security and Control

1701 - Facility Responsibilities and Mandatory Checks

Jail Operations facility equipment and procedures will be inspected daily to ensure the integrity of facility security. Corrective action will be taken promptly to repair faulty equipment or update procedures.

1701.1 - Employee Responsibilities

- a) Every employee of the facility will be observant and aware of equipment and procedures in their assigned area(s).
- b) At the beginning of every shift, employees will conduct an inventory of all equipment assigned to and/or necessary to carry out duties in their work location. All equipment will be accounted for and checked to ensure it is functioning properly.
 - 1. The inventory and equipment check will be documented on the Guard Station Log.
 - 2. Any missing or malfunctioning equipment will be reported to the area supervisor and documented on the Guard Station Log.
 - 3. Equipment with batteries such as handheld cameras, Taser's and radios will be checked for battery charge. The handheld camera will be checked for available memory.
- c) Employees will notify their supervisor regarding defective or missing security and non-security equipment.
- d) Employees will notify their supervisor of any issues that would affect the carrying out of their assigned duties.
- e) Routine repairs of facility equipment will be requested utilizing the "Facility Ops. Maintenance Request" link on the OCSD Intranet site. The work request confirmation number shall be logged in the Guard Station Activity Log.
- f) 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.
- g) Employees will use security equipment correctly to ensure longer service.

1701.2 - Supervisor Responsibilities

- a) Each supervisor will visit and inspect their area(s) of responsibility during their assigned shift to ensure integrity of security devices and facility structures.
- b) Supervisors will verify all inventory and equipment checks are completed in their area(s) of responsibility and document this information noted on the Custody Operations Supervisor's Log.
- c) Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates regarding the condition of security equipment.

- d) The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Custody Operations Supervisor's Log.
- e) Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures are performed correctly and in a timely manner.
- f) Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted by the supervisors to the Watch Commander.

1701.3 - Monthly Formal Inspections

- a) The Sergeants will conduct formal inspections of the facility during their assigned shifts.
- b) The Sergeant will identify noted deficiencies and ensure work requests are submitted on needed repairs.
 - 1. The noted deficiencies and work request numbers/date requested will be documented and submitted to the Watch Commander by the end of the first week of the following month.
- c) Repairs that involve safety issues will be immediately addressed.
- d) The Watch Commander will conduct formal inspections of the facility during their assigned shifts.
- e) The Watch Commander will submit an Internal Memo to the Division Commander by the end of the second week of the following month.
 - 1. The memo will identify deficiencies from their inspections and the inspections of their Sergeants.
 - 2. State what corrective action the Watch Commander and the supervisor performed.
 - 3. Explain when a follow up inspection was conducted and what action the Watch Commander performed.
 - 4. Include an update describing any long-standing, unresolved equipment or procedural problems.
- f) Responsibility for specific areas of the facilities can be assigned to specific supervisory staff at the discretion of the Division Commander.

1701.4 - Annual Security Inspection

- a) The Division Commander shall review both internal and external security measures at least annually if not more frequently.
- b) The Division Commander will submit all reviews on an Internal Memo to their respective command staff. The report will:
 - 1. Identify noted deficiencies.
 - 2. Describe any corrective action the Division Commander performed.
 - 3. Explain when a follow up inspection was conducted and what action was performed.
 - 4. Include an update describing any long-standing, unresolved equipment or procedural problems.

1701.5 - Inspection of Perimeter

a) Facility Perimeter:

1. The Watch Commander or designee shall assign a staff member to inspect the facility perimeter, once between the [REDACTED] and once between the [REDACTED].
2. Staff members will look for damage, signs of tampering or any other condition that may be considered a breach of security. This shall include:
 - i. [REDACTED]
 - ii. [REDACTED]
 - iii. [REDACTED]
 - iv. [REDACTED]
 - v. [REDACTED]
3. Foreign objects will be inspected, removed and placed in trash containers outside security.
4. Damaged or malfunctioning equipment will be reported to a Sergeant at the conclusion of the search.

b) The inspection of the perimeter will be documented in the 24 Hour Jail Operations Log.

1. A written report of the inspection will be submitted to the Watch Commander if any damage, signs of tampering or other breach of security is discovered.

c) The Watch Commander shall take immediate and appropriate action to ensure the security and integrity of the perimeter.

1701.6 - Plumbing Tunnel Check

- a) A plumbing tunnel check is required behind all housing areas, once between the [REDACTED] and once between [REDACTED].
- b) The Plumbing Tunnel checks will be documented on the Guard Station log.
- c) The purpose of the check is to locate signs of escape, unsafe facility conditions and inmate observation.
- d) All unusual security conditions will be brought to the attention of the area sergeant.
- e) A Plumbing Tunnel Check is not a safety check and shall be conducted by sworn staff only.

1701.7 - Stairwell Check

- a) The Watch Commander or designee shall assign a staff member to inspect the facility's stairwells, once between the [REDACTED] and once between the [REDACTED]. To fit the needs of the facility, the Division Commander can approve individual housing area's staff members to inspect their housing location's connecting stairwells.
- b) This check will be conducted in accordance with the established facility evacuation procedures.

- c) Stairwell checks will be documented on the 24 Hour Jail Operations Log.
- d) The purpose of the check is to locate signs of tampering, any condition that may be considered a breach of security, ensure security door alarms are in working order and identify unsafe facility conditions.
- e) All unusual security conditions will be brought to the attention of the area sergeant as soon as practical.
- f) Refer to CCOM 2602 – Fire Safety and Evacuation Procedures.

1701.8 – Sally Port Integrity

- a) A sally port is defined as a secure entry or exit way that consists of a series of at least two or more doors or gates.
- b) The electric sally port doors are controlled by the Deputy/CSA/SSO who will open the door by remote control from the guard station.
- c) Sally port doors are to be opened one door or gate at a time. Sally port doors are to remain closed at all times when not in use to ensure facility security.
- d) Sally port doors should never be opened simultaneously via override creating a breach of security unless under the following conditions:
 - 1. [REDACTED]
 - 2. [REDACTED]
 - 3. [REDACTED]
 - i. If one of the above instances occurs and both sally port doors need to be opened, a deputy will standby and monitor the sally port to ensure facility security.

1702 - Security Identification

1702.1 - Employee Identification

- a) To maintain the internal security of the facility, all employee entrances will control access to and from the facility. Each security entrance (Main Control, Main Gate, and Receiving Guard) 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.
 - 1. All non-uniformed staff, professional staff, and outside agency staff will display an authorized identification badge at all times. This identification will be presented to the security entrance (Main Control, Main Gate, and Receiving Guard) staff member prior to entering or exiting the facility.
 - 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 a jail facility.

1703 - Main Control Guard Station

Main Control will coordinate, integrate and monitor all external and internal security, communications and safety systems in the facility in order to ensure order, security and safety for staff, visitors and inmates.

1703.1 - Main Control Access

- a) Access to the Main Control Guard Station will be strictly controlled by Main Control staff members.
 - 1. The Guard Station door will remain closed and locked except when being used to enter or exit.
- b) When approved personnel or visitors request to enter Main Control, the assigned staff members will open the door from inside.
- c) Only the assigned staff members on duty, or designated others, will be permitted in the Guard Station, including the following:
 - 1. The Operations Sergeant, Watch Commander or Division Commander.
 - 2. Relief Deputies/SSOs/CSAs.
 - 3. Staff assigned by the Operations Sergeant or Watch Commander to assist Main Control staff members.
 - i. A CST and an inmate worker may be in the Guard Station only long enough to perform clean-up work.
 - 4. Maintenance/repair personnel may be in the Guard Station while performing work.
 - 5. Visitors approved by the Division Commander, Watch Commander or a Sergeant may be in the station while being escorted by other staff.
 - i. Visitors may not operate any controls or instruments while in the Guard Station.
 - ii. Visitors will be kept under constant observation by the escort staff while in the Guard Station.
 - 6. Throughout the shift, the Operations Sergeant will verify the status of assigned staff in Main Control.

1703.2 - 24-Hour Jail Operations Log

- a) The Main Control staff member will be responsible for maintaining the facility's 24 Hour Jail Operations Log. This log will briefly note in chronological order, all of the day's noteworthy events, referencing report numbers, staff and inmates involved, and time/location of occurrence.
- b) This log will include an entry that lists each shift's Watch Commander, Sergeants, and Main Control Staff.
- c) Each log will include activities that occur between 0000 hours and 2359 hours.
- d) Contents of the log will be consistent among jail facilities.

1. Incident numbers will consist of the facility designator, date, and time an incident occurred (example: [REDACTED]). If a Use of Force occurred, it will also be noted on the entry.
2. Crime report case numbers (DR Number) will be included with the Jail Incident Number.
3. Involved staff and inmate names with booking numbers will be included. A brief synopsis of the incident will also be included in the "Disposition" column of the log.
4. An entry will be made on the log to document the beginning of each shift.
- e) The Watch Commander will review the log prior to the end of their shift and at the end of the day. The Watch Commander will document their review in the 24 Hour Jail Operations Log. This will indicate knowledge and approval of the log's contents prior to the review.

1704 - Key Control

The control and accountability of all keys is critical to maintaining facility security. All keys necessary to the operation of the facility shall be maintained in and issued from the appropriate facility location.

1704.1 - Key Lockers – Inventory

- a) Storage lockers for keys not checked out will be secured in the appropriate facility location.
- b) Doors to the key lockers will remain closed and locked when keys are not being inventoried, issued or returned.
- c) [REDACTED].
 1. The assigned staff members will maintain control of assigned keys at all times while on duty.
- d) Each key locker will have numbered pegs in the locker upon which correspondingly numbered key sets will be hung when not in use.
- e) Each facility will keep inventory of all key sets assigned to that facility.
 1. The inventory will be dated and signed by the Division Commander's designee.
 2. Any changes to the inventory will be made by the Division Commander's designee.
- f) Jail keys may not be kept or duplicated by anyone without the Division Commander's approval.

1704.2 - Key Accountability

- a) It will be the responsibility of the assigned [REDACTED] staff member to account for all keys.
- b) At shift change, the on-coming [REDACTED] staff member 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 Control Card will be brought to the attention of the off going [REDACTED] staff member. It will be the off-going [REDACTED] staff member's responsibility to account for the key set.
- c) The off-going [REDACTED] staff member will not be relieved from duty until this check has been completed to the satisfaction of the on-coming [REDACTED] staff member.

- d) Once the on-coming [REDACTED] staff member is satisfied with the key inventory and allows the off-going [REDACTED] staff member to leave, the staff member then assumes full responsibility for the keys.
- e) When the [REDACTED] staff member needs to be relieved during the shift, the above listed procedures will apply to the relieving staff member.

1704.3 - Key Issuance

- a) Most key sets are comprised of only those keys that will be required of a designated staff member in an assigned position. 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.
- b) Emergency/evacuation key sets will be clearly designated.
 - 1. [REDACTED].
- c) All key sets are numbered and have the designated position stamped on the key ring tag.
- d) Keys will not be issued to one staff member for later transfer to another member.
 - 1. The Log will be marked to identify the shift and dated.
- e) As the oncoming shift passes by the pass-through window, they will be issued a key set.
 - 1. The requesting staff members will exchange their Key Control Card for the necessary keys.

1704.4 - Handling of Keys

- a) All employees will observe the following key control procedures:
 - 1. Carry and use keys as inconspicuously as possible.
 - 2. Avoid reference to key numbers or any identifying information in the presence of inmates.
 - 3. Employees will not mark keys for identification.
 - 4. Avoid dropping keys. Keys shall be exchanged hand-to-hand, never tossed or thrown.
 - 5. Do not force keys into locks. If a lock does not function easily, the malfunction shall be reported to a Sergeant and the Main Control staff member.
 - 6. Inmates are never permitted to handle security keys under any circumstances.
 - 7. Employees will not exchange keys with other employees at their work station.

1704.5 - Key Return

- a) All security keys will be returned at the [REDACTED] Guard Station whenever the employee leaves the security area of the jail.
 - 1. Staff must leave their keys at [REDACTED] exiting the security area.
 - 2. In times of urgent responses to assist the [REDACTED], deputies at the [REDACTED] and [REDACTED] will leave their key sets at [REDACTED].

3. 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 their Key Control Card returned.

1704.6 - Broken or Worn Keys

- a) Whenever a key is broken or no longer works properly, the staff member using the key will inform their supervisor.
 1. The supervisor will determine if the lock has been rendered inoperable and will determine if immediate locksmith services are needed.
 2. All pieces of the key will be recovered by the supervisor.
- b) A memorandum describing the key breakage will be written by the involved employee. Original will be given to the Watch Commander and a copy given to facility CST Sergeant.
- c) Broken keys (all pieces) will be turned in to the [REDACTED] staff member
- d) The Watch Commander will authorize the key's replacement and review the memorandum to ensure that the key was used properly.
 1. If improper use was involved, the employee will be informed of proper key usage.
 2. If willful misconduct is linked to the breakage, the Watch Commander will be notified for possible further action.

1704.7 - Extra Keys

- a) Extra keys will be retained in the designated facility key safe.

1704.8 - Lost/Misplaced/Not Returned Key Sets

- a) Lost or misplaced keys will be brought to the employee's supervisor's attention. An immediate search will be conducted.
 1. The area sergeant will seal off the area in which the keys are believed lost.
 2. Assistance with the search may be summoned.
 3. Any inmates in the area will be properly searched.
- b) The [REDACTED] staff will notify the Watch Commander of any keys not properly returned.
 1. When a [REDACTED] staff member discovers an unaccounted key set at the end of a shift, the responsible employee will be contacted.
 2. When the employee has gone off-duty and left the facility, the Operations Sergeant will call their residence and/or other contact number.
 3. When an employee discovers that they have a key set outside security, or at home, they will immediately return the key(s) to [REDACTED].
- c) A Jail Incident Report will be written on all lost, misplaced or un-returned keys.
 1. Lost keys must be documented on a report prior to the end of the employee's shift.
 2. When keys are found or relocated, that information will be documented in a Jail Incident Report.

1704.9 - Key Control Cards

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

1704.10 - Identification / Electronic Access Cards

- a) Employees may be issued identification cards which can be used as electronic access cards. These access cards are to be treated as any other key issued by the Sheriff's Department. At no time will inmates be permitted to handle electronic access cards.

1706 - 800MHz Radios

1706.1 - Issuance of Handheld Radios

- a) Handheld radios assigned to specific locations throughout each facility will be accounted for on the appropriate inventory sheet once per shift.
- b) Staff personnel will check out radios prior to going on duty and will return them when going off duty.

1706.2 - Operation of the Handheld Radio Unit

- a) The primary frequency for each facility are as follows:
 - 1. CMJ / CWJ / IRC - [REDACTED]
 - 2. TLF - [REDACTED]
 - 3. JMF - [REDACTED]
- b) The radio call signs for each facility are as follows:
 - 1. IRC
 - i. Division Commander [REDACTED]
 - ii. Lieutenants [REDACTED]
 - iii. Sergeants [REDACTED]
 - iv. Deputies [REDACTED]
 - 2. CMJ
 - i. Division Commander [REDACTED]
 - ii. Lieutenants [REDACTED]
 - iii. Sergeants [REDACTED]
 - iv. Deputies [REDACTED]

3. CWJ

- i. Division Commander [REDACTED]
- ii. Lieutenants [REDACTED]
- iii. Sergeants [REDACTED]
- iv. Deputies [REDACTED]

4. TLF

- i. Division Commander [REDACTED]
- ii. Lieutenants [REDACTED]
- iii. Sergeants [REDACTED]
- iv. Deputies [REDACTED]

5. JMF

- i. Division Commander [REDACTED]
- ii. Lieutenants [REDACTED]
- iii. Sergeants [REDACTED]
- iv. Deputies [REDACTED]

- c) 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.

1710 - Inspections, Searches & Contraband

1710.1 - Purpose of Search

- a) Random, unscheduled searches of inmates and the facility will be conducted periodically in order to:
- 1. Prevent the introduction of weapons or other contraband into the facility.
 - 2. Detect the presence of weapons, escape devices or other contraband within the facility.
 - 3. Check malicious waste or destruction of facility property.
 - 4. Prevent hoarding of jail supplies, commissary, or any other property, and maintain sanitary conditions in the facility.
 - 5. Inspect areas susceptible to use for escape routes and hiding contraband, including, but not limited to vents, grates, roof and plumbing tunnel access areas.

1710.2 - Search Process

- a) The Guard Station Deputy/SSO/CSA will observe the search and maintain control of doors in the area during the search.
- 1. Additional Search Locations may include:
 - i. Kitchen: A Sergeant will supervise periodic, unannounced searches of the kitchen. The search will be conducted with a minimum of interruption to food service staff. The

Senior Head Cook will be informed of the discoveries in the kitchen that were noted in the search.

- ii. Clothing Room/Property Storage Rooms: Periodic, unannounced searches of the Clothing and Property Storage Rooms will be supervised by a Sergeant. Unsealed or untagged property/clothing will be brought to the Clothing Room CST's attention for proper storage and inventory. The search will be conducted with a minimum of disruption to the unit's functions. Searches of the women's clothing area will be conducted by female deputies; Searches of the men's clothing area will be conducted by male deputies, unless directed otherwise by the Watch Commander.
- b) The Housing Deputy/SSO/CSA will direct inmates out of the search area and into a secure area.
 1. Inmates will be dressed in full jail issue unless directed otherwise by the Deputy conducting the search.
- c) Deputies will search each cell and bunk, separating the blanket and sheets and examining the mattress.
 1. Bedding materials will be left on the bunk at the conclusion of the search.
 2. Excess jail issue property will be collected and returned to its point of issue (e.g. laundry, library, or warehouse).
 3. All areas inside the cell will be searched. Dark areas should be illuminated by use of a flashlight.
 4. 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.
- d) Deputies will not destroy jail or personal property during the search. Searches are not to be viewed as punishment.
 1. Handcrafted items deemed to be contraband will be disposed of in the appropriate security trash.
 2. Non-criminal contraband will be disposed of in the appropriate security trash.
 3. Excess jail issue property will be collected and returned to its point of issue.
 4. Excess personal property items will be handled in accordance with CCOM Policy 1600.2(m).
- e) A sergeant shall be present during any searches involving a Pro Per inmate's cell. See CCOM Policy 1203 Propria Persona (Pro Per).
- f) The physical facility and equipment will be examined for damage or malfunction during the search.
 1. The sergeant and area staff member will make note of needed repairs and submit a maintenance request.
 2. Unsanitary conditions and marking on the facility surfaces will be brought to the Housing Deputies/SSOs/CSAs attention for further action.
- g) All inmates will be searched prior to returning to their cells.

1710.3 - Type of Searches

a) Planned Searches

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.

1. Sergeants will plan periodic searches of areas under their supervision.
2. 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. This can be modified by an on-duty sergeant or the watch commander.
3. Each search will be planned so that it causes minimum disruption to the facility's operation.
4. Searches will be coordinated between the watch commander and the appropriate sergeant.
5. A sufficient number of deputies will be assigned to the search activity, assuring a quick and thorough search.
 - i. Deputies may be assigned to the search group from any area or work assignment.
 - ii. When necessary and practical, deputies may be reassigned to a search group from another facility.
6. A pre-search briefing may be conducted by the area sergeant to explain the search plan. The briefing should include:
 - i. The exact area to be searched.
 - ii. Beginning time of the search.
 - iii. Assignments for each deputy.
 - iv. Video documentation plan.
 - v. Specific items of contraband being sought.
 - vi. The type of search to be applied to the inmates.
 - vii. The proper handling of inmate personal property.
 - viii. The proper handling of evidence/contraband.
 - ix. The location of inmates during the search.
 - x. The expected ending time of the search.
7. A sergeant will be present during the entire search.
 - i. The sergeant will direct the search activities.
 - ii. The sergeant will observe the end of the search and facilitate the return of inmates to their cells/barracks.
 - iii. The sergeant will listen to inmate complaints and take appropriate steps to resolve them.

b) Spontaneous Searches

A spontaneous search is unscheduled, sudden and done without planning.

1. 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.

2. Deputies shall notify their immediate supervisor when practical.
- c) FAST Searches (Facility Assigned Search Team)
- A FAST search is the process of picking a random area (tank, series of cells, etc.) to search.
1. Each facility will be responsible for creating and maintaining a rotating search schedule that will be approved by the Division Commander to ensure all operational and housing areas are searched regularly.
 2. The schedule will be posted in the Watch Commander's office. The Watch Commander will be responsible for making the proper notifications and adhering to the schedule.
 3. The Watch Commander can deviate from the schedule based on the needs of the facility.
 4. If a FAST search cannot be completed as scheduled or is deviated from, the Watch Commander shall document the reason in the Custody Operations Supervisor's Log.
 5. A sergeant will be present during the entire FAST search.
 6. At the conclusion of the FAST search, the sergeant will designate a staff member to document the FAST search on the 24 Hour Jail Operations Log and a Search Report.
 7. The Deputy/CSA/SSO assigned to the housing area of where the search occurred will document the FAST search on the Guard Station Log.

1710.4 - Body Searches of Inmates

- a) General
1. Staff will maintain the health and safety of inmates and staff, and the security of our facilities by searching inmates to restrict the introduction, possession, and distribution of contraband substances and objects.
 2. Staff will conduct searches in a professional and dignified manner. Staff will not make degrading or insulting remarks.
 3. Staff will not use searches to punish, harass, or embarrass any inmate.
- b) Gender Restrictions
1. Refer to Section 2900.1 for definitions of the following: Gender, Gender Expression, Gender Identity, Gender Non-Conforming, Intersex and Transgender.
 2. Staff conducting a body search will be the same gender as the inmate being searched unless as noted in Section 1710.4(b)(5). "Body search" means a pat down/grasping hand search or an Extended Correctional Search. For strip/visual body cavity searches, see Section 1710.4(e). At no time will any search be conducted solely for the purpose of determining an inmate's genital status.
 3. All body searches of inmates shall be conducted in a manner that complies with current law.
 - i. California Penal Code Section 4021 states in part: "It shall be unlawful for any officer, station officer, jailer, or custodial personnel to search the person of any prisoner of the opposite sex, or to enter into the room or cell occupied by any prisoner of the

opposite sex, except in the company of an employee of the same sex as the prisoner. Except as provided herein, the provisions of this subdivision shall not be applied to discriminate against any employee by prohibiting appointment or work assignment on the basis of the sex of the employee.”

- ii. According to the Attorney General, “the word ‘sex’ is consistently defined throughout the codes to mean ‘gender’ and ‘gender’ is consistently defined to mean ‘sex’ and includes ‘gender identity’ and ‘gender expression.’” (Cal. Attorney General Opinion, No. 17-302.)
4. If there is prior knowledge that an inmate is gender non-conforming or has a gender identity which differs from their genital status, staff will do the following when determining the appropriate staff to conduct the body search:
- i. Staff will take into account the gender identity offered by the inmate. If the inmate declines to state their gender identity, staff will take into account the gender expression of the inmate.
 - ii. Staff will ask the inmate their preference regarding the gender of staff who will conduct the search. This preference will be documented on the Search Preference Form.
 - iii. Staff will conduct body searches utilizing staff of the same gender as the inmate’s gender identity or gender expression, while also considering the preference of the inmate indicated above.
 - iv. It is not a cross gender body search if an inmate is searched by staff who is of the same gender as the inmate’s gender identity, even if the inmate’s genital status differs from their gender identity.
5. Notwithstanding any of the above sections, cross-gender body searches may be conducted:
- i. In exigent circumstances.
 - ii. At the direction of the watch commander.

Staff conducting a cross gender body search must document the search in an information, jail incident, or crime report as appropriate. The report will include the circumstances which necessitated the cross gender body search and the name of the authorizing supervisor.

c) Pat Down/Grasping Hand Search

1. Definition

- i. A pat down search is a search of an inmate’s clothing and body. It generally does not require the inmate to remove clothing other than shoes and socks. Jackets, sweaters, sweatshirts, and other extra clothing may be removed as long as one layer of clothing remains covering the inmate’s undergarments.
- ii. The search is conducted using the “grasping hand” technique as taught in the OCSD Academy. The deputy conducts an initial pat/frisk to locate any sharp objects which

may be a hazard. The deputy then uses his or her hand to grasp, pull, and twist the clothing, using the sense of touch to locate contraband concealed within or underneath the clothing.

2. Use and Restrictions of the Pat Down Search

- i. The pat down search is the least intrusive search. It may be used to search any arrestee or inmate in our custody. Pat down searches may be conducted on a routine or random basis without a threshold level of suspicion.
- ii. Staff conducting a pat down search will be the same gender as the inmate in accordance with 1710.4.b.

d) Extended Correctional Search

1. Definition

- i. An Extended Correctional Search requires inmates to remove all garments except their undergarments. Undergarments are defined as boxer shorts for males and bra and panties for females.
- ii. The Extended Correctional Search allows staff to more thoroughly examine the outer garments and to visually inspect the undergarments.

2. Use and Restrictions of the Extended Correctional Search

- i. An Extended Correctional Search will not be conducted on any arrestee in the intake process, prior to housing. This includes, but is not limited to:
 - A. Off the street bookings.
 - B. Cite and release bookings.
 - C. Quick release bookings.
 - D. Arrestees being released on their own recognizance.
 - E. Arrestees who have not had a reasonable time (at least three hours) to post bail.
- ii. An Extended Correctional Search may be used to search any inmate who is housed in our jail system. Staff may use an Extended Correctional Search to search multiple inmates of the same gender in a group. Extended Correctional Searches may be conducted on a routine or random basis without a threshold level of suspicion.
- iii. Staff conducting an Extended Correctional Search shall be of the same gender as the inmates they are searching in accordance with 1710.4.b.
- iv. Staff will not ask or require the inmate to expose any area covered by the undergarments.

e) Strip and Visual Body Cavity Searches

1. Definition

- i. A strip search requires an inmate to remove or arrange some or all of their clothing to permit a visual inspection of their breasts, buttocks, or genitalia.

- ii. A visual body cavity search is the visual inspection of the rectal cavity or the vaginal cavity.
- iii. A physical body cavity search means a physical intrusion into a body cavity for the purpose of discovering or retrieving any object concealed in the body cavity.
- iv. The legal and procedural requirements for conducting either a strip search or a visual body cavity search are the same. For simplicity, the term “strip search” will be used to refer to both types of searches.
- v. The strip search allows staff to locate contraband which is not readily discoverable through less intrusive searches.
- vi. For purposes of this section, “housing” refers to all housing areas of the jails, as distinguished from temporary holding areas.

f) Use and Restrictions of Strip Searches

- 1. No strip search will be conducted on an inmate until at least six hours have elapsed from the time of booking, which is sufficient time for inmates to post bail or be released on their own recognizance. An exception is if there is reasonable suspicion to believe the inmate is concealing contraband. In those instances, deputies are to follow section “Strip Searches Requiring Reasonable Suspicion” (CCOM 1710.4(n)).
- 2. Inmates with “no bail” warrants or probation/parole holds may be strip searched without regard to the time elapsed from booking.
- 3. Strip searches will not be conducted on “Cite and Release” inmates unless there is reasonable suspicion to believe they are concealing contraband. In those instances, deputies are to follow section “Strip Searches Requiring Reasonable Suspicion” (CCOM 1710.4(n)).
- 4. Inmates may be strip searched under the following conditions:
- 5. All inmates going into housing upon completion of the booking process requirements noted above.
 - i. Inmates returning from court, out of facility work assignment, hospital appointment, contact visit, or any event that caused the inmate to be removed from the secure area of the facility should be strip searched.
 - ii. Inmate workers returning to their housing locations after performing their assigned duties.
- 6. In addition to those times when strip searches are authorized by this policy, an inmate may be strip searched before it is determined he or she will be placed in housing, or at any other time whenever there is reasonable suspicion to believe the inmate is concealing contraband or weapons. In those instances, deputies are to follow section “Strip Searches Requiring Reasonable Suspicion” (CCOM 1710.4(n)).
- 7. Strip searches will not be conducted for the purpose of determining an inmate’s gender.

8. If a strip search is requested by an outside agency picking up and/or transporting an in-custody release:
 - i. The search may be authorized by the on-duty Watch Commander or their designee.
 - ii. The inmate will be released from the custody of the Sheriff's Department prior to the search.
 - iii. As a courtesy, a private area/room may be provided for use by the transporting agency.
 - iv. Deputies will not assist with the strip search.

g) Location for Strip Searches

1. Each facility will designate appropriate areas in which to conduct strip searches.
2. Individual privacy and sanitary conditions must be provided for each inmate during strip searches. Retractable stalls or curtains are suitable to create barriers between small/manageable groups of inmates.
3. The search area should be equipped with fixed video cameras that capture the movement of staff members, but do not show the inmates while the strip search is conducted.
 - i. If fixed cameras are not available or in use, a portable or hand held camera operated by a Deputy may be used to record the search.
 - A. The deputy operating the hand held camera will be the same gender as the inmate(s) being searched.
 - B. The camera operator will ensure the recording captures the movement of staff members, but does not show the inmates while the strip search is conducted.

h) Strip Search Procedure

1. Inmates may be searched individually or in reasonably sized groups, with partitions between the inmates and provided there is appropriate staffing and privacy for the inmates. No inmate shall be permitted to observe the strip search of another inmate. Staff not participating in the search will not be permitted to observe the search. Staff are considered to be participating in the search if their official duties require them to be present at the time the search is conducted.
2. When inmates are searched in groups, all inmates will be of the same gender.
3. Persons conducting or otherwise present or within sight of the inmate during a strip search must be sworn peace officers and the same gender as the inmate(s) being searched, except for physicians or licensed medical personnel. This shall not preclude deputies of the opposite gender from coming to the immediate aid of deputies conducting the search if the inmate becomes disruptive.

- i. See section (CCOM 1710.4(m)). for Gender Non-Conforming Inmates
 - 4. Persons conducting the strip search will not touch the breasts, buttocks, or genitalia of the inmate being searched.
 - 5. If a supervisor is present, the supervisor should be the same gender as the inmate being searched. If the supervisor is the opposite gender of the inmate being searched, the supervisor will move to an area where they can hear the directives being given but are not in a position to see the inmate's breasts, buttocks or genitalia.
 - 6. One deputy will give clear directives to the inmate being searched. Vulgar or inappropriate language will not be used during the search.
 - 7. If contraband is discovered, the deputy will direct the inmate to remove the item. The deputy should try to secure the inmate's cooperation in the voluntary removal of the contraband. If contraband is discovered presents an immediate safety and security concern and is accessible without a physical body cavity search (such as a weapon between the buttocks), the deputy will take immediate action to handcuff the inmate and secure the contraband.
 - i. If the person is in the intake process, the deputy will give the contraband to the arresting/transporting officer or deputy.
 - ii. If the person is an inmate in OCSD's custody, the deputy will process the object as contraband or evidence as appropriate.
 - 8. If the person refuses to remove the object, the requirements for a physical body cavity search or hospital monitoring will apply. The inmate will be handcuffed and removed from other inmates and monitored for his/her safety.
 - i. Arrestees prior to booking will be returned to the arresting/transporting officer.
 - ii. Inmates in our custody will be kept under continuous observation to prevent the destruction, use, or disposal of the contraband.
 - 9. Contraband will not be removed from a body cavity without a search warrant unless exigent circumstances exist which require the immediate removal of the contraband. If exigent circumstances exist which require the immediate removal of the contraband, the removal will be done under sanitary conditions and only by a physician, nurse practitioner, registered nurse, licensed vocational nurse, or emergency medical technician Level II licensed to practice in this state. These circumstances must be documented in detail on an initial crime report or follow-up report.
- i) Housing Transfers from Other Facilities
- 1. All inmate transfers from other facilities will be subject to being strip searched prior to going into housing at the new facility.

j) Weekend Commitment Bookings

1. All inmates reporting for weekend commitments will be strip searched each time they enter custody facilities for each commitment period.

k) Civil Detainees

1. All Civil Detainees are subject to being strip searched when they return from court, hospital appointments, contact visits or any out of facility event.

l) Inmates Refusing Strip Searches

1. Reasonable force may be used on inmates who meet the requirements for a strip search.
2. Inmates known to be pregnant will not be forcibly strip searched.
3. Prior to using force, the shift supervisor will advise the Watch Commander and both will respond to the search area.
4. The supervisor and Watch Commander should be the same gender as the inmate being searched. If they are not the same gender as the inmate, they will remain in the immediate area during the search, but not be in a position to see the inmate's breasts, buttocks or genitalia. This shall not preclude the supervisor and Watch Commander from coming to the immediate aid of deputies conducting the search if the person becomes combative.
5. The supervisor and/or Watch Commander should not assist in restraining /searching the inmate, other than noted in section 4 above.
6. The search will be recorded with a handheld video camera.
 - i. While being video recorded, the supervisor will request the inmate to voluntarily comply with the strip search.
 - ii. If the inmate refuses to cooperate, then the supervisor will explain force will be used to conduct the search.
7. [REDACTED]
8. Absent exigent circumstances, in order to minimize potential injuries a forced strip search should be conducted utilizing some type of padding on the floor. Each facility should designate an appropriate cell or area with sufficient padding (such as a safety cell), or utilize alternative padding material such as an inmate mattress.
9. [REDACTED]
[REDACTED]
10. Once clothing has been removed, staff will not touch the breasts, buttocks, genitalia or body cavities of the person being searched.
11. The search will be documented as a directed use of force and all participants will write the appropriate reports for the incident with the same departmental report number.
12. Video from the incident will be retained per policy for review of the use of force incident.

m) Gender Non-Conforming Inmates

1. If there is prior knowledge an inmate is gender non-conforming or has a gender identity which differs from their genital status, deputies should take the following steps to determine the appropriate staff to conduct the strip search:
 - i. Deputies will take into account the gender identity offered by the inmate. If the inmate declines to state their gender identity, deputies will take into account the gender expression of the inmate.
 - ii. Deputies will ask the inmate their preference regarding the gender of deputies who will conduct the search. This preference will be documented on the Search Preference Form.
 - iii. Deputies will conduct strip searches utilizing deputies of the same gender as the inmate gender identity or gender expression, while also considering the preference of the inmate indicated above.
 - iv. Gender non-conforming inmates will only be searched individually and not in groups.

n) Strip Searches requiring Reasonable Suspicion

1. Under certain circumstances, strip searches may be authorized only when reasonable suspicion exists to conduct the search.
 - i. In addition, an inmate may be strip searched before it is determined he or she will be placed in housing, or at any other time, when there is reasonable suspicion to believe the inmate is concealing contraband or weapons.
2. Reasonable Suspicion Strip Search Procedure
 - i. Under this section, a deputy may conduct a strip search only if the deputy determines there is reasonable suspicion to believe the person is concealing contraband, based upon specific and articulable facts and circumstances, and a strip search will likely result in the discovery of the contraband.
 - ii. The deputy seeking the strip search will document the facts and circumstances which establish reasonable suspicion on a "Custody Operations Strip Search Authorization" form and present the completed form to their Sergeant for review.
 - A. Reasonable suspicion must be based on factors observed by staff and may not be based solely on the nature of the charges. These factors may include:
 1. Observation of unusual or suspicious appearance or behavior
 2. Evasive or inconsistent responses to questions
 3. Discovery of contraband during a less intrusive search
 4. Alert from an electronic scanning device

5. The inmate's criminal history, particularly prior felony or misdemeanor convictions for crimes involving violence, weapons, or possession of controlled substances; and/or participation in criminal gangs
 6. The inmate's custodial history, particularly any record of acts of violence or possession of contraband
 7. Booking charges involving weapons, possession of controlled substances, or violence
 8. Information received from the arresting officer or credible source
- iii. The Sergeant will review the completed form. If the Sergeant determines reasonable suspicion exists to believe the person is concealing contraband and a strip search will likely result in the discovery of the contraband, the sergeant will sign the form and approve the strip search.

A. The Sergeant will notify the Watch Commander

- iv. A strip search will be conducted in accordance with all applicable policies and procedures outline in (CCOM 1710.4(3)) Strip and Visual Body Cavity Search
- v. The deputy will document the search on a "Custody Operations Strip Search Report" and any applicable crime report, jail incident or other report.
- vi. The Custody Operations Strip Search Authorization and Custody Operations Strip Search Report will be retained together in accordance with the Department's records retention policies. Copies will be placed in the inmate's records jacket.
 - A. Copies will be made available, upon request, to the person searched or their authorized representative
 - B. A statement of the search results including a list of any items recovered
- vii. The authorization/report will be retained together in accordance with the Department's records retention policies. Copies will be placed in the inmate's records jacket
- viii. A copy of the authorization/report will be made available, upon request, to the person searched or their authorized representative.

o) Physical Body Cavity Search

1. Definition

- i. A physical body cavity search involves the physical intrusion into a body cavity for the purpose of discovering any object concealed in a body cavity. A valid search warrant is required to conduct a physical body cavity search.

2. Use and Restrictions of the Physical Body Cavity Search

- i. When an inmate is suspected of swallowing, or secreting contraband or weapons, the deputy shall notify a sergeant. The sergeant will inform the watch commander. The watch commander will decide if the situation requires a search warrant for a physical body cavity search or x-ray. In all cases, medical staff shall be notified so that appropriate medical precautions will be implemented.
- ii. No person shall be subjected to a physical body cavity search except under the authority of a search warrant issued by a magistrate specifically authorizing the physical body cavity search.
- iii. A physical body cavity search shall be conducted under sanitary conditions, and only by a physician, nurse practitioner, registered nurse, licensed vocational nurse, or emergency medical technician level II licensed to practice in California.
- iv. All provisions of privacy outlined in the strip search section shall also apply to physical body cavity searches. All persons present during a physical body cavity search shall be of the same gender as the person being searched, except for physicians or licensed medical personnel who may be of either gender.
- v. The deputy will document the search in a report. The report must contain the following information:
 - A. The date, time, and location of the search
 - B. The name, identification number, and gender of all personnel present for the search
 - C. The name, gender, and booking number (if applicable) of the person searched
 - D. The name of the supervisor who authorized the search
 - E. A statement of the search results including a list of any items recovered
- vi. A copy of the search warrant and the report will be placed in the inmate's records file. A copy of the warrant and the report will be made available, upon request, to the person searched or their authorized representative.

p) Hospital Monitoring

1. Definition

- i. Monitoring at the hospital of an inmate who is suspected of ingesting or concealing contraband in a body cavity is used when other methods are determined to be inappropriate or are likely to be ineffective.

2. Use and Restrictions of Hospital Monitoring

- i. The watch commander will determine whether hospital monitoring is appropriate. If the watch commander approves monitoring, a deputy will escort the inmate to the hospital.

- ii. The deputy will advise the appropriate medical staff at the hospital what substance(s) the inmate is suspected of ingesting or concealing.
- iii. A deputy will remain with the inmate at all times.
- iv. The inmate will not have access to regular toilet facilities. The inmate will urinate and defecate into a bedpan or other appropriate receptacle. The deputy shall inspect the receptacle and any stool for contraband.
- v. The deputy will report the status of the inmate to the Operations Sergeant at least once per shift, or as soon as practical if contraband is discovered.
- vi. The Operations Sergeant will notify the watch commander, who will determine if subsequent stool inspections are necessary.

1710.5 - Search of Inmate Property

- a) Deputies will search each inmate's property/commissary.
- b) Inmates may only possess items that have been issued by jail staff, purchased through Commissary, permitted at the time of booking, permitted to be received through the mail, or by court order.
 - 1. All other items shall be considered contraband and will result in the item being discarded.
 - 2. Disciplinary action may also be taken.
 - 3. When conducting a search of an inmate's property/commissary, the limitations on the items that inmates may possess are set forth in policies 1202.5 and 1600.2(m), except as otherwise set forth herein.

1710.6 - Documentation and Disposition

- a) Post Search Reports
 - 1. A verbal report detailing the search activities will be made to the watch commander by the supervising sergeant.
 - 2. The sergeant will sign and approve any Incident or Search Reports that were prepared.
 - 3. Search results will be noted in the 24 Hour Jail Operations Log and if necessary noted in the Custody Operations Supervisor's log.
- b) Evidence of a crime will be brought to the sergeant's attention at its point of discovery.
 - 1. Deputies are to inspect the condition of item(s) found to determine if they were used to aid in an escape, produce contraband or any other non-authorized use.
 - 2. Deputies are to inspect the area where contraband was found to confirm if the item(s) was used to alter or damage the facility or any other county property.
 - 3. The discovering deputy shall retain control of the collected item until it is booked into the Sheriff's Property/Evidence locker.
 - 4. All evidence should be booked into the Sheriff's Property/Evidence locker by the end of shift.
 - 5. The Sergeant may require photographs.

6. The item(s) will be placed into the Sheriff's Property/Evidence Room using the procedures described in the Field Operations Manual, Section 19/Evidence and Section 44/Tagging and Booking Property
7. If the item is suspected to have been used in an escape or attempted escape refer to CCOM Policy Section 2610/Escape

1712 - Maintenance and Tool Control

For the safety of staff and inmates, maintenance personnel will maintain constant control and accountability of all tools and equipment used in jail facilities.

1712.1 - Tool Storage and Control

- a) Only workers assigned to the Orange County Sheriff-Coroner/Facility Operations (OCSC/FO) will store tools and equipment in the Maintenance Shop or warehouse.
- b) Toolboxes, cabinets and drawers will be closed and locked when not in use.
- c) The Maintenance Shop door(s) will be closed and locked when the shop is unoccupied.
- d) At the end of each workday, all tools and equipment will be returned to the shop. To ensure all tools are accounted for, maintenance personnel will complete a daily inventory of their tools. Tools or equipment will never be stored in housing areas or areas accessible to inmates.
- e) Inmates will be removed from areas where contractors or maintenance personnel are assigned to work. Only in emergency situations, will work be performed with inmates nearby and only while being supervised by deputies. This will only be allowed when there is no other practical solution.
- f) Inmates will never be permitted to handle workers' tools or equipment. Tools or equipment are never to be left unattended while inside a secure area.
- g) Deputies/SSOs/CSAs will remind the maintenance personnel of the need to account for all tools and equipment.

1712.2 - Contractor Escort

As used in this section, contractor means any non-sworn person not assigned to Orange County Sheriff's Department (OCSD) Custody Operations, Court Operations, OCSD Facilities Operations, OCSD Communication and Technology, or Correctional Health Services (CHS) who is performing a job function at an OCSD custody facility. This section does not apply to Inmate Services Division (ISD) volunteers. ISD volunteers are covered in CCOM Section 2000.

a) Security Clearance

1. All contractor employees providing services to all Orange County Jail facilities are required to pass a criminal history security clearance.
2. It is the project manager's responsibility to ensure that the primary contractors and their employees, independent contractors, consultants, and all other individuals they assign to

work within the jails have successfully passed a security clearance check prior to their assignment.

3. Contractors shall provide a completed security clearance form for all personnel and subcontractors working within an OCSD jail facility.
4. OCSD staff will check to ensure all contractor personnel have proper identification and are on the cleared list to perform work within an OCSD jail 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. Each OCSD jail facility is responsible in conducting background checks for Contractor personnel working at their facility.
 - ii. After one year, a new background check form will need to be submitted and approved for all Contractor personnel to continue performing work within an OCSD jail facilities.
 - iii. It will be the responsibility of the Contractor to provide OCSD 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.
6. Disqualifying Offenses
 - i. Active Warrants.
 - ii. Current Failure to Appears.
 - iii. On Formal (Supervised) Probation/Parole.
 - iv. Sex Crime Conviction and/ or registered under the Sex Offender Registration Act.
 - v. Assault on Peace Officer/Emergency Personnel conviction.
 - vi. Sales of narcotic charge/conviction within the last 7 years.
 - vii. PC 4573.5 convictions or possession of drugs in jail, within the last 10 years.
 - viii. Violent felony within 10 years.
 - ix. Non-Violent felony within 5 years (out of Jail or prison for 5 years).
 - x. Any misdemeanors within the last 3 years (OCSD/Jails discretion based on circumstances and charge).
 - xi. Escape, escape attempts, or aid and abet an escape from a correctional facility.
 - xii. Pending criminal case (discretionary).
 - xiii. Relative with pending litigation at any Orange County Justice Center.
 - xiv. Weapons convictions.
 - xv. Served any Federal or State time within the last 3 years. (County jail time within an Orange County Jail facility will be the OCSD/jails discretion).

- xvi. Extensive criminal history (subject to OCSD/jails discretion).
- xvii. Omitting, misstatements, lying-or incomplete statements on application.
- xviii. Gang Affiliation-any documented gang affiliation or membership within 10 years.
- xix. Any other crime or event that may jeopardize the security of any Orange County Jail facility.

b) Contractors will be escorted at all times. All staff used as escorts at a custody facility must be approved by the Division Commander or their designee. It is the duty of the approving party to consider the type of work being done, the location where the work is being done, the times when the work is being done, and the appropriate security level of staff to provide the escort within the facility.

c) Prior to tools being permitted inside a secure area, security staff will search toolboxes and equipment containers.

d) Contractor Escort Procedures

1. Contractors will be escorted by security staff at all times while in facility security areas.

i. Contractors are prohibited from bringing cell phones or electronic recording devices into jail facilities without prior authorization from the Division commander.

2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor and all other persons in the escort area.

3. The contractor escort must stay with the contractor at all times while inside security unless relieved by another security staff member of equal or higher job classification. If the escort has to leave the site, the workers will either stop the job or be escorted by another 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 the contractor escort 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 inmates from work areas if necessary.

viii. Ensure inmates do not have access to contractor or tools if inmates 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 facility Administrative Sergeant or their designee
- xiv. [REDACTED] and [REDACTED]: Notify [REDACTED] that the contractor has completed work for the day and left the facility.

1712.3 - Lost Tool Procedure

- a) Workers or jail staff shall immediately report the loss of any tool. A verbal report will be made to the sergeant in charge of the area in which the tool was lost.
- b) The area in which the tool was lost will be secured pending an area search.
- c) Deputies will conduct a thorough search of the entire area. Inmates who are in the area, or who were in the area when the tool was lost, will be searched.
- d) Un-recovered losses will be documented in a Jail Incident Report. The sergeant will assign a deputy to write the report.
- e) When tools and/or equipment are found:
 - 1. A Jail Incident Report will be written documenting the find.
 - 2. If tool was previously reported missing, that report number will be referenced in a Follow-Up Report documenting the recovery.
 - 3. If applicable, the tool or equipment may be returned to its owner.
 - 4. If the tool or item is suspected to have been used in an escape, attempted escape, and/or any other crime or non-authorized use refer to CCOM 2610/Escape and CCOM 1710.6/Documentation & Disposition.

1712.4 - Scheduled Job-Walk Tours for Proposed Work Projects

- a) General
 - 1. General job walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
 - i. 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.
 - ii. Job walk tours will be limited to the area affected by the planned project.
- b) Facility Entrance Requirements
 - 1. All job walk attendees must have an approved security clearance on file at the time of the tour.
 - 2. All job walk attendees must have a valid U.S. Government photo identification or passport in their possession.
 - i. Photo ID will be needed to exchange for a visitor badge during visit

3. Tour attendees shall comply with all facility rules and directives given by Sheriff's Department personnel.
- c) Security Clearance Procedure
 1. Job Walk Security Clearances must be submitted prior to a tour in accordance with written directions on the security clearance application.
 2. All tour attendees are subject to a security search of their person and possessions.
 3. Any or all of the above regulations and restrictions may be waived at the discretion of the Orange County Sheriff's Department as directed by the Division Commander or their designee.

1714 - Electronic Devices

- a) This policy applies to any person, including all Department personnel, medical/mental health staff (HCA), maintenance staff, support staff, volunteers, official visitors, and vendors, while inside the secure area of a Jail Operations' facility.
- b) Penal Code section 4575(a) provides: "Any person in a local correctional facility who possesses a wireless communication device, including but not limited to, a cellular telephone, pager, or wireless Internet device, who is not authorized to possess that item is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars (\$1,000)." Although the range of devices prohibited by this policy include, but are broader than, the wireless communication devices prohibited by Section 4575(a), it is important to note that the violation of this Penal Code section is a misdemeanor, punishable by a fine of not more than \$1,000.
- c) The use or possession of cellular telephones, cellular watches, and personal electronic devices within the secured area of a jail facility or detention area is prohibited unless specifically authorized as provided in Section 1714.1(d) and 1714.1(e). Department and other County agency personnel may possess cellular telephones and personal electronic devices while carrying them to and from their vehicles before/after their assigned shift as well as in any unsecured area of the jail facility (e.g., administrative building, locker room). All persons entering the secured area of a jail facility or detention area will be required to secure their cellular phone and/or electronic device in a location outside security. Electronic devices include, but are not limited to:
 1. Pagers
 2. Digital Cameras
 3. Personal Digital Assistants (PDA)
 4. Televisions
 5. Laptop computers
 6. Compact disc players
 7. Digital Video disc players
 8. VHS players
 9. Cassette players

10. iPod's
 11. MP3's or other similar devices
 12. Electronic digital book readers
 13. Any other miscellaneous computing or video gaming devices
 14. Any device that provides and/or requires a connection to the Internet
- d) The Watch Commander or Captain may authorize persons to retain a cellular telephone or particular electronic device in furtherance of an official duty or in an emergency situation due to a significant and verified reason. Any authorization provided by the Watch Commander is strictly on a one-time basis. Requests for any ongoing authorizations shall be in memo form, detail the necessity for the device in question and provide specific time (date) restraints. All such requests will be reviewed by the Watch Commander and forwarded to the Division Commander for approval.
- e) Persons receiving Division Commander "Approval" may carry that cellular telephone into the secure area of the facility as necessary to complete their assignment (e.g., Facility Operations, Communications).
- f) Each facility will provide a storage location for personal valuables including electronic devices such as those listed in 1714.1(b). The storage location will have individual locks so that personal valuables and electronic devices may be secured by persons using the storage location.
- g) Deputies/Officers utilizing body worn cameras shall turn off the recording device prior to entering a secure area of any jail facility.

1715 - 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 uses of force and assist in continuing training related to officer safety issues.

1715.1- Handheld Camera

- a) Handheld cameras will be checked at the beginning of every shift by staff members assigned to each work location.
1. The handheld camera will be checked for sufficient battery charge and available memory.
 2. The handheld camera check, and any missing or malfunctioning equipment, will be reported to the area supervisor and documented on the Guard Station Log.
- b) A Deputy/SSO/CSA will activate a handheld video camera as soon as practical during any unusual or noteworthy event.
- c) Events that should be recorded include, but are not limited to:
1. Major disturbances
 2. Emergency Response Team (ERT) activations

3. Contacts with uncooperative inmates that are likely to result in a use of force
 4. Restraint chair use
 5. Booking process delays
 6. Involuntary medications
 7. Use of Force interviews
 8. Retrieval of contraband
 9. Large scale, pre-planned searches
 10. Escorts (i.e. Pro-Per inmates)
- d) Prior to escorting an inmate a deputy should state the following information on camera:
1. Deputies/Sergeant's present
 2. Date
 3. Time
 4. Inmate name
 5. Booking number
 6. Reason for the escort

1715.2 - Fixed Camera System

- a) Orange County Jail Facilities are equipped with a video surveillance systems at strategic positions, which record continuously.

1715.3 - Video Footage Requests

- a) Any staff member may request footage by submitting a Video Request Form to the Division Commander or designee.
- b) A Jail Video Request Log shall be maintained by each Orange County Jail Facility. The Jail Video Request Log shall include the following information:
1. Name of inmate(s) involved if applicable
 2. Time, date and location
 3. DR/JI if applicable
 4. Date of request
 5. Department member who requested the video
 6. Date the recording was provided to the requesting jail staff member
- c) The jail facility shall maintain a digital copy of the provided video footage on the jail share drive. Refer to OCSD Policy Manual 424.7.1. Retention of Recording
- d) Department video equipment will be used only for department related and approved purposes.
- e) All video footage and/or images shall not be removed, copied or transmitted outside the department without written approval from a Division Commander.

1716 - Safety Checks

1716.1 - Definition and Purpose

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

1716.2 - Conducting Safety Checks

- a) Correctional Services Assistants (CSAs) and Sheriff's Special Officers (SSOs) may conduct safety checks for Special Management Unit (SMU) cells only. Deputies will conduct safety checks in all other areas.
- b) Staff will conduct timely, thorough safety checks. Due to the variety of housing designs within our facilities (modules, tanks, barracks, dorms, tents, holding cells, and SMU, etc.), methods of conducting safety checks may vary. Safety checks must be conducted from a location which provides a clear, direct view of each inmate. Staff shall be close enough to each inmate to ascertain their presence and apparent physical condition. Staff shall investigate any unusual circumstances or situations.
- c) Safety checks may not be conducted from a guard station. For linear style housing units, safety checks must be conducted from the beach and the upper tier within the housing unit. In addition to the beach and upper tier, other locations for the safety check may need to be utilized (eg: the inner, outer and rear guard corridors) in order to ascertain the presence and apparent physical condition of every inmate.
- d) Audio/visual electronic surveillance systems shall not be used to conduct safety checks, but may be used to supplement and verify checks.
- e) Staff will pay special attention to areas with low visibility. Diligent enforcement of the jail rules will help prevent inmates from covering lights or placing items which obstruct staff's view. This will increase staff's ability to do comprehensive visual checks.
- f) Activities which provide staff with a clear, direct view of all inmates in the area of responsibility will meet the safety check requirement.
- g) Facility specific safety check information is located in the following sections:
 - 1. Intake Release Center – 3002
 - 2. Central Men's Jail – 4000
 - 3. Central Women's Jail – 5000
 - 4. Theo Lacy Facility – 7000

1716.3 - Frequency of Safety Checks

- a) 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.

1. Special Management Unit Cells – Each check must begin within thirty minutes of the beginning time of the previous check.
2. Central Men’s Jail Sheltered Living, Central Women’s Jail Medical Floor and Intake Release Center Module “L”– Each check must begin within thirty minutes of the beginning time of the previous check.
3. Intake Release Center Module “S”- Each check must begin within thirty minutes of the beginning time of the previous check. When there are no inmates housed in Module “S-2” checks can be conducted within sixty minutes of the beginning time of the last check for “S-1” housing.
4. In all other areas, each check must begin within sixty minutes of the beginning time of the last check.
5. Safety Cell checks are covered in CCOM 2104.3 – Safety Cell.
6. Restraint Chair checks are covered in CCOM 1800.5 – Restraint Chair.
7. Mental Health Unavailable Housing checks are covered in CCOM 2100.4 – Mental Health Transfers.
8. Medical Observation checks are covered in CCOM 3000.5 – Medical Observation

1716.4 - Documentation of Safety Checks

- a) Every safety check will be documented in the most appropriate documentation log, (e.g., guard station log, module log, area log, or door log.) The entry will include the name(s) of the personnel who conducted the safety check and the actual starting and ending times of each check. In areas where there are multiple ways to conduct a proper safety check as detailed in CCOM 1716.2, the entry will also include the location from where the check was conducted.
- b) The entry will include appropriate details of the check and the conditions observed. Some examples:
 1. No problems to report.
 2. No unusual activity noted.
 3. No suspicious activity observed.
 4. Roof leaking in G-East. Sgt. X and facility maintenance notified.
 5. Light burned out in N-28-13. Maintenance request submitted.
- c) Each sergeant will check the logs in their area of responsibility to verify staff is properly documenting safety checks. A notation will be made in the log with the sergeant’s name and time the log was checked.

1716.5 - Late Safety Checks

- a) 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. The sergeant will locate and assign available staff to complete the check.

- b) If a safety check is not completed within the required time frame, staff must:
 - 1. Complete the check as soon as possible.
 - 2. Notify the area sergeant as soon as possible. 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.
 - 3. Make an entry in the guard station log describing the circumstances which caused the check to be delayed, which sergeant was notified, and the information provided to the sergeant.
- c) The sergeant will document the late safety check in the supervisor's log, including the reason the check was late and any corrective action taken.

1717 - Electronic Scanning Devices

Electronic searches can play an important role in the interdiction of weapons and other potentially dangerous contraband into correctional facilities. These searches are conducted to ensure the safety and security of staff, visitors, inmates, and the facility. Correctional facility personnel shall follow the guidelines established for these searches.

- a) Electronic scanning devices are non-intrusive scanning systems, which utilize low intensity magnetic fields. They are designed to detect small weapons or contraband metal objects concealed in oral, anal or vaginal body cavities. These electronic scanning devices do not detect non-metallic objects such as plastics, chemicals and organic substances and should not be used as a substitute for inmate strip searches.
- b) The magnetic fields produced by these electronic scanning devices pose no danger to people with heart pacemakers or women who are pregnant.

1717.1 - Use of an Electronic Scanning Device

- a) Use of an electronic scanning device should be used by staff members who have been trained in their operation.
- b) All newly booked inmate searches will be conducted using a minimum of a grasping hand search. Additionally, newly booked, returning, or inmates leaving housing areas are also subject to a non-intrusive sensor and scanning device search.

1717.2 - The Garret Walk-Through Metal Detector

- a) Walk-through metal detector screening procedure:
 - 1. Each walk-through metal detector is 80 inches tall and 30 inches wide and will register a false alarm if an inmate, deputy, or any other staff member touches the unit. The deputy needs to make sure inmates or other staff members do not touch or stand close to the sides of the unit, as it will register a false reading.

2. The deputy should stand no closer than 5 feet in front of the unit and the inmates should stand no closer than 3 feet behind the unit. If a deputy is to stand adjacent to the unit, they should stand no closer than 3 feet to the unit. These distances are approximate and need to be adhered to as to not cause interference to the units.
3. The LED indicator lights are located on the top center of each unit and the control keypad is located on the opposite side. These small green bars have a rating of 0 to 8. If the bars indicate 0 through 3 the unit has minimal interference, which is OK to send an inmate through. Anything above 3 is considered maximum interference, which is NOT OK to send an inmate through, as a false reading will be obtained.
4. The deputy should look at the small green bars before allowing an inmate to walk through the unit. If the minimal interference is not obtained after several minutes, the scanning deputy should make sure there are no objects or personnel close to the unit causing the interference. If minimal interference is still not obtained the scanning deputy should contact jail staff responsible for recalibrating the unit.
5. NOTE: The metal detectors have been calibrated to not register on the small aluminum wristband clasp, but will register on a handcuff key. The difference between the key and the clasp is the volume of the metal.

1717.3 - Alarm Activation

- a) If an inmate registers an alarm or the LED reaches the red zone bar, have the inmate walk through the unit again. If an alarm registers, the deputy should investigate further and consider a grasping hand search or strip search. For strip search procedures see CCOM 1710.4(e).
- b) Inmates with waist restraints, leg restraints, and/or handcuffs should not be put through a walk-through metal detector. The walk-through metal detectors are to find small pieces of metal throughout the body.
- c) The handheld metal detector should be used on all combative, waist restraints, leg restraints, and/or handcuffed inmates to prevent damage and false reading to the walk-through metal detectors. The handheld metal detectors can be located at:
 1. IRC:
 - i. [REDACTED]
 2. TLF:
 - i. [REDACTED]
 3. JAMF:
 - i. [REDACTED]
 4. CMJ:
 - i. [REDACTED]
 - ii. NOTE: Flex cuffs are also an option for combative inmates when using the handheld metal detectors.

1717.4 - Body Orifice Security Scanner (B.O.S.S.) Screening Procedure

- a) The B.O.S.S. is made operational by connecting the power cord to an AC power outlet. The unit will undergo a brief self-diagnostic routine and then indicate that it is complete when the green LED lamps illuminate.
- b) Staff should test the B.O.S.S. [REDACTED]
[REDACTED]
[REDACTED]
 1. The sensitivity can be adjusted by accessing the respective sensitivity adjustment program [REDACTED] The operating parameters can only be accessed by an authorized staff member (refer to the operator's instruction manual or CD).
 - i. Setting the sensitivity too high may result in unwanted alarms from dental fillings. The factory settings should be sufficient for use in a correctional setting.
 2. The person being screened should first momentarily place their [REDACTED]
[REDACTED]
[REDACTED]
 3. After the mouth is scanned, the person should be directed to sit in the chair. The correct seating position is with the base of the back against the backrest.
 4. If a [REDACTED] is detected, the audible alarm and LED light designated for the area sensor will activate.
- c) Combative or uncooperative inmates shall be restrained with plastic flex-cuffs prior to use. No restraints other than plastic flex cuffs may be worn by an inmate being scanned using the BOSS.
- d) The BOSS is used to scan body cavities for metallic contraband only. The BOSS should be used in accordance with a strip search, or when the deputy has reason to believe the inmate is hiding a metallic object inside their body.
- e) Inmates will not be placed in the BOSS while wearing their personal clothing. They will be dressed in jail issue smock tops and pants which have no metallic parts
- f) Inmate workers will be changed out of their jeans and into pants which have no metallic parts.

1717.5 - Jewelry or other metallic items

- a) Metallic restraints must be removed prior to use of the chair sensor.
- b) Inmates should be questioned by staff as to the presence of metallic objects in the inmate's body. This can include surgically or otherwise implanted metallic prosthetics or plates.

1717.6 - Documentation

- a) Staff members initiating the scan of an inmate shall document all events, which detect concealed items, by written annotations in the log and pass on all the information to Main Control. Main

Control will log all the appropriate information into the 24 Hour Jail Operations Log. Supervisors will check to ensure all incidents have been properly documented. The annotations on the log will include the following information:

1. The time and date of the scan.
2. Name and booking number of the inmate scanned.
3. The results of the scan or comments.
4. The name and ID# of the user/staff member.

1717.7- SecurPASS Body Scanner

a) Policy

1. The body scanner shall only be used by staff members who have been trained in its operation.
2. At the discretion of the Watch Commander, body scan searches may be conducted on all new bookings, court returns, hospital returns, inmates returning from contact visits, or any other inmate entering the Orange County Jail facilities equipped with body scanners.
3. Inmates may also be scanned whenever an inmate is suspected of concealing contraband.
4. Inmates who cannot be safely scanned or are physically incapable of passing through the scanner will not be required to be scanned prior to booking.
5. Inmates known or suspected to be pregnant will not be scanned.
6. CHS shall be consulted if there is any medically related question as to whether an inmate can be scanned.
7. Body scan searches will not replace or prevent deputies from conducting inmate body searches as described in CCOM Policy 1710.4- Body Searches of Inmates.
8. All persons within sight of the visual display of the body scan and staff conducting the scan shall be of the same gender as the inmate being scanned, except for licensed medical personnel (refer to CCOM 1710.4(b)-Body Searches of Inmates, Gender Restrictions).
9. Body scan viewing monitors or generated images shall only be viewed by authorized personnel.
10. All staff and inmates waiting to be scanned will be kept outside the area outlined on the floor while a scan is in progress.
11. If the body scanning device is not functioning properly, the area sergeant will be notified as soon as possible.
12. All inmate scans will be tracked, including the number of times each inmate is scanned. An inmate shall not be scanned more than 1000 times in one year.

b) Procedure

1. New bookings
 - i. After the arrestee has completed the intake search and uncuff process, the arrestee will be escorted to the body scanner.

- ii. Arrestees will be directed to stand on the body scanner platform with their arms to their side and hold their shoes and socks in their hands.
- iii. All personnel and arrestees waiting to be scanned will be kept outside the area outlined on the floor while a scan is in progress.
- iv. As the scan is completed, a staff member of the same gender as the arrestee will monitor the display for any signs of contraband.
- v. When the scan is completed, the arrestee will be placed in a holding cell and continue with the booking process.
- vi. If contraband is detected and is easily removed from pockets or clothing, the arresting/transporting deputy or officer will be responsible for removing and retaining the contraband. The arrestee will be rescanned to ensure no additional contraband is detected prior to being accepted into custody.
- vii. If contraband is detected in or near a body cavity, the arrestee will be returned to medical triage. Medical personnel will be notified of the findings to ensure an accurate medical evaluation. If the arrestee is accepted into custody, the arrestee will be placed in a secure location and a strip search will be conducted in accordance with CCOM Policy 1710.4(e) - Strip/Visual Body Cavity Search.

2. In-custody inmates

- i. Inmates will be directed to remove their shoes, socks and anything in their pockets.
- ii. Inmates will be directed to stand on the body scanner platform with their arms to their side and hold their shoes and socks in their hands.
- iii. All staff and inmates waiting to be scanned will be kept outside the area outlined on the floor while a scan is in progress.
- iv. A staff member of the same gender as the inmate will monitor the display for any signs of contraband.
- v. If contraband is detected and is easily removed from pockets or clothing, the contraband will be removed and retained. The inmate will be rescanned to ensure no additional contraband is detected.
- vi. If contraband is detected in or near a body cavity, medical personnel will be notified of the findings. The inmate will be placed in a secure location and a strip search may be conducted in accordance with CCOM Policy 1710.4(e) - Strip/Visual Body Cavity Search.

3. Refusal/Unable to be scanned

In the event that an inmate refuses to be scanned or does not complete the body scan process:

- i. The area sergeant will be notified.
- ii. The inmate will be separated from inmates who have completed the body scan process.

- iii. Any inmate who refuses or is unable to be scanned will be documented on the area log.
- iv. Inmates who refuse or are unable to be scanned shall be strip searched prior to being housed.
- v. The Watch Commander may approve an inmate to bypass the body scan or strip search procedure on a case by case basis.
- vi. Strip searches will be conducted in accordance to the requirements and procedures in CCOM Policy 1710.4(e).
- vii. The following options can be considered, depending on the facts of the situation:
 - A. Physical Body Cavity Search, refer to requirements in CCOM Policy 1710.4(f)-Physical Body Cavity Search
 - B. Hospital Monitoring, refer to requirements in CCOM Policy 1710.4(g)-Hospital Monitoring

c) Image Storage

- 1. Images generated from the body scanners will be stored and retained, subject to the department retention schedule, on the body scanner computer.
- 2. No scan images will be provided except through official requests submitted through the Support Services Division.

1718 - Personal Property

- a) Any person who enters the secured area of a custodial facility is subject to a search of their personal property. These searches play an important role in the exclusion of weapons and other potentially dangerous contraband into custodial facilities. These searches may be conducted to ensure the safety and security of staff, visitors, inmates and the facility. The following items SHALL NOT be allowed to enter the facility:
 - 1. Weapons, including but not limited to, firearms, ammunition, knives, batons or flashlights (larger than 8 inches) are expressly prohibited in security areas of all facilities ("Safety knives" and ERT tools/weapons shall be secured appropriately and not carried on one's person).
 - 2. Metal eating utensils shall not be brought into any secure area of a custodial facility.
 - 3. Personal electrical appliances must be approved by the Division Commander before being brought into the facility (e.g. coffee pots, heaters, fans, etc.).
 - 4. Cellular telephones, cellular watches, laptop computers, tablet devices, DVD Players, electronic games devices, CD players, radios or personal digital assistants (PDAs) are prohibited (See CCOM Policy 1714 for additional details).
 - 5. Any personal property container which has wheels or extendable handles is prohibited.
 - 6. Personal cameras shall not be allowed inside a custody facility unless prior approval is obtained from the Watch Commander.

- b) Generally, one personal property container that does not exceed 10" x 14" x 12" OR 12 ½" x 18 ½" x 7 ½", and does not have wheels or extendable handles, may be brought into security areas (e.g. backpacks, briefcases, ice chests/food container, etc.).
- c) An individual's personal property container shall be removed from security at the end of their shift.
- d) A limited number of storage lockers for persons entering the secured area of the custodial facilities will be provided.
- e) Personal security dictates that personnel should refrain from bringing items which contain personal identification information (e.g., wallets, purses, checkbooks, etc.) into security areas to prevent loss or compromise of information. Should personnel choose to bring in any such item, they shall be maintained on their person or in a reasonably secured location.
- f) The Division Commander has final authority to determine what personal property is allowed within the facility and has discretion to grant approval on a case by case basis.

1719 - Inmate Counts

1719.1 - Count Overview

- a) All counts shall be conducted by Deputy Sheriffs only, no exceptions.
- b) Scheduled counts are conducted to verify each inmate's presence. Unscheduled or emergency counts shall be conducted as needed. All inmates must be accounted for during each count without exception.
- c) All counts will meet the requirements for a safety check per CCOM 1716.
- d) No inmate will be allowed to conduct any portion of the count or assist in the preparation or documentation of the count in any manner.
- e) Counts will be conducted at the prescribed times or as directed by the Watch Commander or their designee. A facility wide notification will be made over the public address system or facility radio to freeze all inmate movement and to begin the count. Absent exigent circumstances, all inmate movement shall cease between housing locations and facilities during counts to prevent any inmates from being counted more than once.
- f) At [REDACTED] and [REDACTED] the Classification Sergeant or their designee, will suspend all [REDACTED] [REDACTED] and generate the paperless inmate count for all the housing locations using the Electronic Head Count Application.
- g) The count will cease if staff discovers any type of emergency during the count. The count will be conducted after the emergency has been resolved.
- h) Count Start Times
 - 1. [REDACTED]
 - 2. [REDACTED]
 - 3. [REDACTED]

4. [REDACTED]
5. [REDACTED]

1719.2 - Inmate Tracking Reporting and Counting (ITRAC)

An ITRAC count is conducted using an electronic handheld device to scan barcodes on inmates' identification cards. The count will be submitted after all inmates present are scanned, write-in inmates are added and inmates checked out to other locations are manually acknowledged. ITRAC Count Procedure:

- a) Multiple deputies may conduct a count using multiple electronic handheld devices. Each deputy will scan his/her [REDACTED] to log into the count application on a device. Each deputy may access the count application by typing his/her [REDACTED] in the fields provided on the login screen.
- b) After a freeze, each deputy will press the "Download Count" button to download the inmates assigned to the housing location.
- c) Deputies will ensure inmates are in their assigned housing locations. Deputies will scan each inmate's identification card and verify the picture on the screen is the inmate who was scanned. If a deputy is unsure the picture displayed on the screen is the inmate scanned due to a change of appearance, the deputy [REDACTED] shall include at [REDACTED]
- d) After all inmates have been accounted for, a deputy will submit the count to Classification from one of the devices.

1719.3 - Module Book Count

- a) All policies under CCOM 1719.1 will be followed for the Module Book Count.
- b) Regardless of housing location or specific count procedures, the Deputy conducting the Module Book Count shall ensure the following:
 1. Confirm the correct identity of each inmate.
 2. Assess the inmate's physical condition.
 3. Confirm the inmate is in the correct housing location and bunk assignment.
- c) The deputy conducting the count will compare each inmate to their module card photo.
 1. If an inmate's appearance has changed since their booking photo was taken, the deputy conducting the count will verify the booking number on the module card matches the booking number on the inmate's identification devices.
 2. During the module book count, the deputy shall state the inmate's last name and require the inmate to answer with a descriptor(s) to confirm the identity of the inmate. (e.g. first name, date of birth, social security number, etc.).

- d) All inmates will return to their assigned housing locations in preparation for the count. If the inmate is flagged out for court, work, hospital, or is off compound, the inmate will not have to return to their housing location. The housing staff member will confirm the inmate is present in their respective location.
 - 1. Housing staff will make an announcement for all inmates to be awake and standing by their assigned bunks for count. In a barracks/dormitory, inmates can be directed to sit upright on their assigned bunks for count.
 - 2. With prior approval of the Division Commander, module book count procedures can be modified in certain locations. (e.g. medical, mental health housing, booking loop etc.).
 - 3. If an inmate's physical or mental capabilities limit their ability to follow count procedures (e.g. does not respond to the deputy, does not stand next to or sit upright on their bunk, etc.) and they are housed outside the locations approved by the Division Commander the deputy will notify a sergeant or above.
- e) A deputy will take the module card book(s) into the housing area and conduct the count.
 - 1. The Guard Station/Module/Watch CSA, SSO or deputy will remain in the Guard Station/Module/Watch while the count is in progress to observe the deputies conducting the count and to monitor the area to prevent unauthorized inmate movement.
- f) After the deputy matches all module cards to the corresponding inmates, the Guard Station/Module/Watch CSA, SSO, or Deputy shall check the "Present" checkbox for each inmate's name on the roster.
- g) Housing staff shall reconcile the module cards against the electronic count sheet to ensure accuracy. Each module card must have a corresponding name and each name must have a corresponding module card. Staff shall also confirm the exact bunk of each inmate and ensure it matches the electronic count sheet.
- h) The Guard Station/Module/Watch CSA, SSO, or Deputy will complete the roster by checking the total at the bottom of the sheet and electronically signing his or her username to the electronic count sheet.
- i) A facility wide notification will be made over the public address system or facility radio when the count is clear.

1719.4 - Statistical Body Count

- a) All policies under CCOM 1719.1 will be followed for the Statistical Body Count.
- b) The deputy conducting the count will count all inmates in an area.
- c) Inmates in housing areas will be at their assigned bunks during this count.
- d) The deputy conducting the count will verify each person counted is human and not an object(s) intended to appear to be a person.
- e) The deputy will do a head count of inmates in the housing area.

- f) The CSA, Deputy or SSO will add this total to the number of "out" flags in the module card books. This total should match the total on the electronic count sheet.
- g) Once the count has been resolved, the Guard Station/Module/Watch CSA, Deputy or SSO will electronically sign his or her username to the electronic count sheet.
- h) A facility wide notification will be made over the public address system or facility radio when the count is clear.

1719.5 - Emergency Counts

- a) The Watch Commander may call for an emergency count at any time.
- b) Staff shall complete an emergency count:
 - 1. Anytime there is reason to believe an inmate is missing
 - 2. After a major disturbance has occurred to account for all inmates
- c) Emergency counts shall always be module book counts.

1719.6 - Discrepancies in the Count

- a) If the accuracy of a count is in doubt, deputies shall conduct another count and any other verification necessary to ensure the accuracy of the count.
- b) Any count to confirm accuracy after the initial two shall be a module book count.
- c) If any inmate's presence cannot be verified, staff will immediately notify the appropriate sergeant or above to institute the facility's escape procedure. The sergeant shall immediately notify the on-duty Watch Commander. (See CCOM 2610 – Escape for further details).
 - 1. After initial notifications, staff shall recount and attempt to locate the missing inmate. This includes checking with Medical, Visiting, Courts, Work assignment, etc. Staff should also check the facilities' structures and fences for evidence of an escape.
- d) Discrepancies in the count must be resolved promptly.
 - 1. Deputies will account for any inmate who is not present during the count. If the inmate's name appears on the electronic count sheet and the inmate is not present and there is no "out" flag, the deputy must locate the inmate. After the deputy has located the inmate who is not present, the information must be entered under "inmate status" and "comments" on the electronic count sheet. The "comments" should briefly explain why the inmate is not present, e.g., "Sent to hospital from court."
 - 2. Staff will write in the name of any inmate who is present, but whose name is not on the electronic count sheet. Staff will determine the inmate's assigned location, contact the staff in that location, and notify them of the inmate's current location.
 - 3. Staff will notify a Classification Deputy () of all resolved discrepancies to ensure the housing locations are corrected in SDS.

- e) If the discrepancy cannot be promptly resolved, the Guard Station/Module/Watch CSA, SSO, or Deputy shall notify the designated sergeant at each facility. At [REDACTED] and [REDACTED] a classification deputy shall also be notified.
- f) Once all of the inmates are accounted for and all Electronic Count Sheets are reconciled, [REDACTED] will be notified that the count is clear.

1719.7- Electronic Head Count Application

- a) The Electronic Head Count Application is located [REDACTED]
[REDACTED] Instructions are available in the Help files located in the "Head Count" page.

1719.8 - Documentation of Counts

- a) Every count will be documented on the guard station log. The entry will include:
 - 1. The name(s) of the personnel who conducted the count.
 - 2. The actual starting and ending times of each count.
 - 3. The number of inmates accounted for at that location.
- b) The facility count will be documented on the 24 Hour Jail Operations Log. The entry will include:
 - 1. The time all inmate movement was frozen.
 - 2. The time the count cleared.
 - 3. The inmate head count for the facility.

1719.9 - Out Flags

- a) Each housing location will be responsible for placing colored "out" flags in front of an inmate's module card. The out flag will indicate their location when they are not present in their assigned housing location. The out flag card colors indicate the following:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- b) Out flags will be labeled with the inmate's location [REDACTED] These out flags will be used to ensure housing staff members have accountability of the inmates assigned to their housing location that are not present.
- c) Out flags will be utilized to ensure accuracy of counts and resolve discrepancies in the count.

- d) Each facility can modify out flags to fit the needs of their facility but shall follow the correct color.

1719.10 - Inmate Tracking

Staff at every housing and scanning destination will use the OCSD's Inmate Tracking Reporting and Counting (ITRAC) application to track inmates' movements and activities.

- a) A staff member will open the application and sign in at the beginning of each shift.
- b) Staff will ensure each inmate scans their ID card when leaving from or arriving to a housing location or scanning destination.
- c) A staff member will watch each inmate scan their ID card to ensure the picture displayed matches the inmate.
- d) Staff may use the Custody Center, Inmate Tracker application to manually enter an inmate in/out if an ID card does not scan or as needed. Staff will not use the Custody Center, Inmate Tracker in lieu of scanning inmates.
- e) Staff will reconcile the application at various times throughout their shift and before being relieved by oncoming staff to ensure inmates are scanned to the proper locations. An entry will be noted on the housing location's Activity Log stating that the tracking system was reconciled at the end of shift.
- f) Any tracking system issues will be noted on the respective area's Activity Log and reported to the OCSD's Systems' staff for resolution.
- g) Sergeants will review the application in all their areas of responsibility to ensure it is being used and is accurate. Sergeants will note in the Supervisor's Log once per shift that each scanning location's tracking system was reviewed and reconciled.

1720 – Cross Gender Supervision

1720.1

Sheriff's Department personnel shall acknowledge inmates' bodily privacy rights they retain while in the care and custody of the Sheriff's Department. Staff will remain professional at all times and respect the dignity of each inmate. As a general rule, each shift will be sufficiently staffed to provide staff of the same gender as the inmates in a specific housing/work location. This policy shall not be applied to prohibit any work assignment on the basis of an employee's gender. (Penal Code Section 4021).

1720.2

Staff may be assigned to positions that require safety checks or observation at a distance of unclothed inmates of the opposite gender. Cross gender safety checks are permitted by the courts.

- a) Safety checks are direct visual observations of each inmate located in an area of responsibility. The purpose of conducting safety checks is to maintain the safety and health of the inmates and the security of our facilities (CCOM 1716).

1720.3

Staff entry into a housing area/cell while inmates of the opposite gender are present requires accompanying personnel of the same gender as the inmates, except in exigent circumstances. (Penal Code Section 4021).

1720.4

Staff of the opposite gender of inmates will be required to announce their presence when entering an area where inmates are likely to be showering, performing bodily functions, or changing clothing. Inmates shall be able to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks or genitalia, except in exigent circumstances or when such viewing is incidental to routine safety checks.

1720.5

In exigent circumstances (e.g. disturbances, medical aids, etc.), any available deputy may respond immediately regardless of the gender of the inmate(s) involved, or the location of the emergency.

1720.6

Cross gender restrictions on searches are covered in CCOM 1710.4.b - Gender Restrictions.