

## Policy 3000 - Intake Release Center

### 3000 - Intake

#### 3000.1 - Telephones for New Bookings

- a) Designated Phones
  - 1. All inmates arriving at a jail facility may use designated telephones at the facility to make legally required calls at the earliest possible time (Per Penal Code 851.5).
- b) Local Calls
  - 1. Local telephone calls at the time of booking can be made on the phones marked "LOCAL CALLS" at no charge.
- c) Collect Calls
  - 1. Long distance calls can only be made collect to the receiving party on the phones marked "COLLECT CALLS."
- d) Required Telephone Calls, Officer's Responsibility
  - 1. Arrestees using telephones on the CJX exterior are still in the custody of the transporting officer(s) and it is the officer's responsibility to give the arrestee the opportunity to use the telephones.
  - 2. Transporting officers should record the inmate's use of these telephones on the Pre- Booking Record.
  - 3. If the required calls have not been completed it is imperative that all inmates be given the opportunity to make the calls at the earliest time possible.
    - i. Inmates will be allowed the use of telephones in the holding cells.
    - ii. Inmates will be allowed the use of the phones in the module dayrooms at any time in order to complete the required calls.
  - 4. Clearly visible signs will be posted by the telephones on the receiving dock stating that the arrestee has the right to free telephone calls within the local dialing area, or at his/her own expense if outside the local dialing area, to any or all of the following:
    - i. An attorney of their choice. If the arrestee has no money, the telephone number of the public defender, or other attorney assigned by the court to assist indigents, shall be posted. This phone call will not be monitored in any way.
    - ii. A bail bondsman.
    - iii. A relative or other person.
- e) Telephone Calls Pursuant to California Vehicle Code 40304.5
  - 1. The law requires that a person arrested on two (2) or less warrants for Failure to Appear on parking or infraction offenses, cannot be booked for three hours, and must receive three completed telephone calls in order to attempt to make bail. If the arrestee cannot post bail in that time frame, he/she will be booked as usual.

2. Persons arrested pursuant to this section shall be given the mandated telephone calls by the arresting agency/officer prior to placing him/her in the Uncuff holding area. Since this section specifically states that the arrestee may not be booked, photographed or fingerprinted until he/she has had the three phone calls, the back of the jail copy of the pre-booking record will be time stamped by the Receiving Deputy, and the arresting officer will sign off showing that the person to be booked has been offered those opportunities.
  3. Under no circumstances will any arresting agency be allowed to place an arrestee inside Uncuff holding area unless the arrestee is to be booked, and the pre-booking form has been properly signed by the arresting officer.
- f) Use of the Hearing Impaired Telephone (TDD)
1. A (TDD) "Porta Printer Plus" hearing impaired telephone device will be maintained inside the Watch Commander's office at the IRC. When a hearing impaired arrestee is received, he/she will be advised that the device is available for use if desired. (The party being called must have a similar device in order to communicate).
  2. Hearing impaired inmates housed in the CJX will be made aware of the availability of the device. Inmate requests to use the hearing impaired telephone will be handled as soon as practicable at the IRC's Receiving area. When a request to use the device is received, the device will be picked up from the Watch Commander's office, taken to the required area (Booking or Housing Guard Station), and returned to the Watch Commander's office when its use is completed.
  3. The hearing impaired inmate requesting to use the device should be familiar with its operation. Booking Deputies and Guard Station Deputies will familiarize themselves with the device. Operating instructions are contained inside the carrying case.
  4. A "Porta Printer Plus" hearing-impaired telephone unit will also be made available for any persons in the Visiting Lobby. A sign will be posted in the Visiting Lobby advising of the availability of the "Porta Printer Plus" hearing impaired telephone.

### 3000.2 - Receiving Corridor

- a) Facilities for Arresting Officers
  1. Necessary services and facilities will be provided to arresting officers to aid them in satisfying all pre-booking legal requirements for inmates.
- b) Receiving Sally Port Entry
  1. Upon entering the facility through the exterior double doors of the Central Jail Complex (CJX) Receiving Corridor, the officer with an arrestee must request permission from the Receiving Deputy to proceed into the sally port.
  2. The electric sally port door is controlled by the Receiving Deputy who will open the door by [REDACTED]

3. The wall mounted speaker and a CCTV camera will assist the Receiving Deputy in determining if the officer and arrestee may enter the sally port.
4. At this point, the arrestee is still in the officer's custody.

c) Sobriety Testing Room

1. Officers using this room for male or female arrestees will make previous arrangements to meet a Lab Technician in the room.
2. Only personnel with authorization from the Crime Lab may utilize any of the equipment in this room.
3. The telephone is to be used by Sheriff's Department personnel.
4. Only the Crime Lab staff will empty the evidence locker.
5. Arrestees in this room are still in the immediate custody of the transporting officer(s) and must be restrained by handcuffs or similar devices.
6. Deputies will not provide assistance to outside agencies in restraining arrestees for purposes of testing, but may otherwise assist officers in regaining control of combative arrestees.
7. No one shall forcibly take a blood sample from a subject while the subject is in any jail facility.
8. The [REDACTED] to the Sobriety Testing Room will be kept in the [REDACTED]

d) Medical Screening Station

1. All arrestees must be cleared by the medical staff in the medical screening station prior to being booked. Officers must request permission from the Receiving Deputy (by use of the intercom) in order to exit the sally port and enter the Medical Screening area.
2. Arrestees will be seated on the concrete bench at the Triage counter in preparation for the medical staff review.
3. Correctional Health Services (CHS) Staff personnel will complete the Intake Screening and Triage form on all arrestees. The arrestee's responses to the questions will be recorded on the form, which has been approved by the Facility Health Authority. The screening process will include information about:
  - i. Current illness and health problems, dental problems, venereal diseases or infectious diseases.
  - ii. Medications being taken and/or special health requirements.
  - iii. Use of alcohol or drugs, types of drugs; frequency and most recent use that resulted in problems (e.g., convulsions, etc.).
  - iv. Current or past treatment for mental problems.
  - v. Any other physical problems of the arrestee.
  - vi. CHS observations of the arrestee's behavior, alertness, appearance, deformities, marks, and/or ability to move.

4. Arrestee who refuse to be interviewed by the medical staff and appears to be medically acceptable for booking may be approved for booking. The transporting officer must sign the "Screening/Triage" form attesting to the officer's perception of the arrestee's health condition.
5. When medically approved for booking, the nurse will sign the form and mark it appropriately. The nurse will initial both the "ill or injured" and the "additional information" sections indicating that these areas have been evaluated. The form will be handed to the officer for delivery to the Receiving Deputy as part of the arrestee's jail records.
6. The Receiving Deputy will review the "ill or injured" and "additional information" sections to ensure that the medical staff has initialed them. The deputy will also ensure that any entries suggesting a mental health issue will be stamped in red at the top of the Pre-Booking form. If a required initial or stamp is not in place, the Receiving Deputy will not accept the booking, until the medical and/or mental staff can verify the form.
  - i. All Pre-Booking forms, which contain an entry suggesting a mental health issue, will be copied and delivered to the Classification Deputies.
7. Arrestees requiring immediate medical attention not available at the CJX will not be booked until such treatment is administered. CHS will inform the arresting/transporting officer that the arrestee requires transport to a hospital for treatment. The arresting/transporting officer will be required to arrange for the arrestee's transport to the hospital. If the officer refuses, he/she will be advised per Section 4015(b) of the California Penal Code that the CJX is not required to receive an arrestee until the arrestee's medical condition is such that the arrestee can be properly admitted into the jail. The medical screening nurse will make appropriate notations on the forms stating the reasons for hospital referral. Arrestees returned to the CJX after receiving such outside medical care must be re-examined by the medical screening staff.
8. Arrestees not requiring outside medical treatment, but who require follow-up medical or psychiatric treatment evaluation by the facility medical staff, will have their Pre-Booking forms marked in the "Medical Attention" box; the top of the form will be marked with "Medical." Any statements or entries made by the arresting agencies that suggest any form of mental impairment, will be marked "Mental Health" in red letters at the top of the Pre-Booking form. After completing the booking process, these arrestees may be referred by the medical staff to a medical module.
9. If an inmate needs to be seen by the doctor, nurse practitioner or mental health staff, and no one is available during the initial triage screening, the medical staff will place a florescent orange paper wrist band on the inmate, identifying the inmate as one requiring medical/mental evaluation. These inmates will be returned to triage to be seen by the appropriate medical staff. Once properly un-cuffed, the inmates will be placed into a holding cell.

10. Correctional Health Services (CHS) will evaluate these inmates within two hours of their initial booking.
11. The Operations Sergeant will handle all inquiries concerning the condition and/or disposition of these inmates.
12. All requests by CHS for inmates to be escorted from the booking loop to the triage area will be made to the Receiving Deputy, who is responsible for directing and coordinating medical and mental health escorts from the booking loop to the triage/ medical area.
13. If CHS determines an inmate must be seen and his/her medical or mental health condition requires review before he/she is released, CHS will complete a medical or mental health HOLD form. This form will be attached to the inmate's pre-booking paperwork. A copy of the Mental/Medical Hold form will be given to the Receiving Deputy advising that the inmate will NOT be released until a Medical or Mental Health practitioner has removed the hold. The Receiving Deputy will advise the Uncuff Deputies/Medical Observation Deputy not to complete the Cite and Release paperwork until the "hold" has been properly removed. The "hold" form will remain attached to the inmate's booking paperwork regardless of whether the inmate is housed or released.
14. If the medical/mental screening involves partial or full undressing of an arrestee, the exam booths behind the screening counter will be used. CHS practitioners may request the presence of the transporting officer(s), deputies and/or the Operations Sergeant in situations in which the arrestee is uncooperative or otherwise problematic

e) Self-Booking

1. The Visiting/Reception Deputy/SSO will notify the Receiving Deputy that a deputy is needed to escort a "self-booking" inmate. No self-booking inmate will be refused without the Watch Commander's approval.
2. A deputy will properly search the self-booking inmate, and escort him/her to the Triage area.
  - i. Disabled persons not able to access Triage via the Release corridor, may enter through the Pedestrian sally port.
3. All self-booking inmates will be escorted to the Medical Screening Station by a deputy; a CHS nurse will prepare medical screening forms and interview the inmate.
4. Self-booking inmates requiring medical treatment elsewhere will be transported by Transportation Deputies. The Receiving Deputy will notify the Transportation Dispatcher of the need to transport the inmate for medical treatment. Inmates requiring hospitalization will then be booked as a hospital booking.

f) Inmate Escort

1. Anytime a staff member escorts any number of inmates, an accurate headcount of all inmates shall be made before, during and upon completion of the escort. The staff member SHALL maintain direct visual contact at all times during the escort. If the staff member must engage in a task during the escort that will interrupt their direct visual supervision of the inmate(s)

(e.g., unlocking doors, retrieving documents, etc.), an additional staff member must be present to maintain direct visual supervision until all inmates are secured and accounted for.

g) Arresting Officers with Uncooperative Arrestees

1. When the Receiving Guard Station Deputy is alerted to the possibility of an uncooperative arrestee in the vehicle sally port, he/she shall take the following steps:
  - i. Immediately contact a Sergeant and/or the Watch Commander;
  - ii. Send deputies to meet with the arresting officer in the Intake and Release Center Parking lot. One of the deputies shall have a video camera to document the incident. Absent an exigency, a Sergeant shall be present before the uncooperative arrestee is removed from the vehicle;
  - iii. Until medically cleared, the uncooperative arrestee is still the responsibility of the arresting agency. However, nothing in this policy shall preclude Orange County Sheriff's Custody Staff with assisting the arresting agency with controlling the uncooperative arrestee;
  - iv. Any said assistance resulting in a use of force will be documented according to policy.

### 3000.3 - Receiving Guard Station

a) Reviewing Documents

1. Deputies at the Receiving Guard Station will fully review all arrest documents and Pre-Booking forms presented by the arresting/transporting officers in order to ensure legal custody of the arrestee.
  - i. If an arrestee is a sworn peace officer or an applicant for a position as a police officer, the Receiving Guard Station Deputy will notify the Watch Commander. The Watch Commander will make notification to the arrestee's agency. No notification will be made for non-sworn law enforcement employees.

b) Initial Documents Review

1. Officers with arrestee(s) will stop at the Receiving Guard Station, and will present to the Receiving Deputy the following:
  - i. Pre-Booking Record
  - ii. Medical Screening Form
  - iii. Declaration and Determination (Probable Cause for Warrantless Arrest)
  - iv. The arrestee's current physical location (e.g., IRC, Hospital, other)
  - v. Any applicable legal detainer(s)
  - vi. Property Inventory form
2. The Receiving Deputy will review each form for completion and accuracy.
3. The Pre-Booking Record must contain:
  - i. Arrestee's full name and birth date.
  - ii. Aliases, any claimed injury.

- iii. Arresting agency name, date and time of arrest, arresting officer's name and badge number, arrestee's driver's license number and state of issuance.
  - iv. Arrestee's place of birth, citizenship, occupation, social security number.
  - v. Sex, race, height, weight, hair color, eye color, build, complexion, marital status, telephone number.
  - vi. Scars, marks, tattoos, amputations.
  - vii. Home address, city, state, zip.
  - viii. Next of kin name, phone number, relationship.
  - ix. Address of relative.
  - x. Jurisdiction, charges, warrant, or case number
  - xi. Telephone use by arrestee and verification by the officer.
4. Declaration and Determination (Probable Cause for warrantless Arrest) is required for all arrests that are felonies, misdemeanor arrests that are not cited and released, and misdemeanors that have any non-citable warrant or detainer attached.
  - i. Arrestee's full name and residence address
  - ii. Birth date
  - iii. Charges
  - iv. Officer's name and agency
  - v. Booking number
  - vi. Written summary outlining probable cause
  - vii. Date/time of arrest
  - viii. 36-hour expiration date/time
  - ix. Current date and signature of Arresting Officer
5. Before an arrestee is accepted, the Receiving Deputy must confirm that a Probable Cause Declaration has been completed by the arresting agency. This can be confirmed one of two ways: Through the Probable Cause Declaration Portal, which will have record of electronically submitted Probable Cause Declarations, or a paper copy of the Probable Cause Declaration will be submitted when the arrestee is presented by the arresting agency. If the Receiving Deputy is provided a paper copy of the Probable Cause Declaration the Receiving Deputy will give the Receiving Correctional Services Technician (CST), Correctional Services Assistant (CSA), or Sheriff's Special Officer (SSO) the paperwork and he/she will distribute the Declaration as follows:
  - i. White - Inmate Records
  - ii. Blue - Detention Release
  - iii. Pink - Court
  - iv. Goldenrod - Arresting Officer
6. The Medical Screening Form will be placed in a tray for pickup by the Medical staff.
  - i. The Receiving Deputy will confirm that:

- A. The name and date of birth are accurate
    - B. The "Acceptable for Booking" block is checked
  - 7. The nurse has signed that the inmate is acceptable for booking
  - 8. The Receiving Deputy will:
    - i. Determine if the charges are "bookable."
    - ii. Verify that the arrestee is the subject identified on the Pre-Booking Record.
    - iii. Verify the officer's identity. Discrepancies on the Pre-Booking Record must be resolved with the officer. If the Receiving Deputy is notified by Uncuff Deputies that a strip/visual body cavity search will be performed on the arrestee, the Receiving Deputy will not book the inmate until the search is completed.
  - 9. Once the Receiving Deputy has reviewed all documents, noted the arrestee's physical location, and accepted the booking, the Receiving Deputy will hand the Pre-Booking Form to the Receiving CST, CSA, or SSO who will input arrestee information into the computer. The computer will search the data base to determine if the person is a regular or a react booking and will assign a booking number as required. The Receiving Deputy will notify the Uncuff Deputies and 1st Floor Prowlers if the inmate is to be handled as either of the following:
    - i. Expedite Booking: In some instances an inmate may need to be expedited but may not require medical housing (e.g., late term pregnancies, insulin dependent diabetics, wheelchair bound, excessively obese or elderly and hospital returnees).
    - ii. Civil bookings or remands: All Persons detained under a civil process shall not be kept or put in the same room with someone that has been detained under a criminal process (per Penal Code Section 4002). While on the booking loop, when a subject is secured in a holding cell, a "CIVIL" placard shall be placed on the holding cell door.
      - A. The Receiving Guard Station Deputy will assign an available deputy to escort the inmate through each phase of the booking process (e.g., ID, shower, classification, etc.). After the inmate has been classified, the assigned deputy will escort the inmate to his/her assigned housing location.
      - B. It is also the responsibility of the Receiving guard station deputy to notify the Operations Sergeant of all expedites.
      - C. A personal property and money inventory form will be generated.
  - 10. The booking number will be printed on the Pre-Booking Form.
- c) Bail Calculation
- 1. Bail: If the booking is pursuant to a warrant or other court document, the bail amount will be that which is documented on the warrant or court document. If the booking is a misdemeanor or a felony or a combination of charges without a warrant or other court document, compute the bail using the Misdemeanor or Felony Bail Schedule and use the highest bail amount.
  - 2. Multiple Misdemeanor Charges:



- i. If the arrestee is charged with multiple misdemeanors (excluding vehicle code misdemeanors), bail amount will be established based upon the criminal offense having the highest bail amount listed in the Misdemeanor Bail Schedule.
  - ii. If the charges are multiple vehicle code misdemeanors, the bail is that of the highest single vehicular offense.
3. Combination of California Vehicle Code (CVC) and California Penal Code (CPC) misdemeanors:
  - i. Use only the highest single misdemeanor bail amount.
4. Felony charges:
  - i. Bail amount will be established based upon the offense having the highest bail amount as listed in the Felony Bail Schedule.
  - ii. If the arrestee is charged with a felony and a misdemeanor, the bail amount will be established based upon the felony offense having the highest bail amount listed in the Felony Bail Schedule. The arresting officer is permitted to book the arrestee to both the felony and misdemeanor.
5. Fugitive Charges:
  - i. Section 1552.1 of the Penal Code has been amended to prohibit bail on a fugitive complaint on persons charged with an offense punishable by death or life imprisonment in the demanding state, or if the person has been convicted of a felony in that state and is alleged to have escaped or violated parole.
  - ii. Therefore, fugitive bookings of this nature will be listed as NO BAIL. All other fugitive bookings will carry a bail of \$50,000.00 as specified in the bail schedule.
    - A. List state in the charge block
    - B. Jurisdiction will be Central Justice Center (CJC) for Extradition Hearing
6. Governor's Warrant:
  - i. There is no bail on a Governor's Warrant. Bail can be set only upon a Writ of Habeas Corpus proceeding and then only after the writ has been served upon the Division Commander of the Investigations Division, or, in his/her absence, the Patrol Watch Commander.
  - ii. If a notice of bail is received, the Records Manager, or, in his/her absence the Operations Sergeant, will be notified to determine whether the writ has been properly served.
7. Bail For Bond Surrender Bookings
  - i. The bail amount on the original charge will be the bail amount to be posted.
8. Declaration In Support Of Motion to Increase Bail:
  - i. The arresting officer may request that the arrestee's bail be increased.
  - ii. The Receiving Deputy will provide the arresting officer with a copy of the Declaration form upon request.
  - iii. "NOT SET" will be written in the bail box.

- iv. The Receiving Deputy will staple the completed form to the Pre-Booking Record.
- v. Inmate Records will time stamp the Declaration at the time of booking.
- vi. The Records Supervisor will notify the Pre-Trial Services Officer of the Declaration. The Pre-Trial Services Officer will contact the "on-call" judge, who will set bail.
- vii. One copy of the Declaration will be given to the Pre-Trial Services Officer and one copy will be placed in the inmate booking file. The original will be placed in the appropriate court file for forwarding to the court.
- viii. If the Declaration pertains to the booking charge, the Records clerk will use the "Other Activity" section of the History Card to document that a Declaration was filed, and the time and date it was filed according to the time stamp on the Declaration.
- ix. When a copy of a Declaration is received with an inmate transferred from a city jail and the Declaration has been acted upon by the court, we will accept the Declaration and bail setting if the police department has noted the judge's name, the amount of bail set and the signature of the police officer accepting the bail settings.
- x. Refer to the applicable rule(s) in the Uniform Bail Schedule for infractions of the California Vehicle Code.

d) Booking Without a Warrant:

1. MISDEMEANOR: Single or multiple misdemeanor charges are acceptable if they are from the same jurisdiction and agency. Criminal and vehicle charges may be on the same Pre-Booking Record if requested by the arresting officer.
2. FELONY: Single or multiple felony charges are acceptable if they are from the same jurisdiction and agency.
3. MISDEMEANOR AND FELONY: Misdemeanor and felony booking charges are acceptable on the same Pre-Booking Record if they are from the same jurisdiction and agency. The arresting or transporting officer will be advised that when a subject is booked by one agency, and there is a felony charged by another in-county agency, supplemental booking to that charge will be done on authority of a teletype requesting the booking and the charge to be booked. When booked to local charges and there is an out-of-county charge without a warrant, the Receiving Deputy will obtain the warrant or warrant abstract to be placed as a hold.
4. VIOLATION OF STATE PAROLE: (Not presently accepted into the CJX, however, if there is a change in policy approved by the Assistant Sheriff of Jail Operations, the following is applicable.) Use the applicable code section as furnished by the Parole Officer. Record the jurisdiction as Parole and Community Services. The arresting agency will normally be noted as Parole and Community Services, but may be a local police agency.
5. VIOLATION OF PAROLE-CALIFORNIA YOUTH AUTHORITY: Book the prisoner on a charge of "Violation of Parole - California Youth Authority" and record the jurisdiction as California Youth Authority (CYA). Accept the inmate only when the booking is by a CYA Agent, or upon

- a CYA written authorization (teletype must have physical description). In the latter case, the arresting agency books the inmate for CYA.
6. VIOLATION OF IMMIGRATION: (Not presently accepted. However, if the Assistant Sheriff of Custody Operations authorizes a change in policy, the following will be applicable.) The booking charge will be recorded as "Violation of Immigration," and the jurisdiction will be the Immigration and Customs Enforcement (ICE). The inmate will only be accepted when the booking is by an ICE Agent, or upon ICE written authorization (teletype must have physical description). In the latter case, the arresting agency would be the one booking the inmate for ICE.
  7. MILITARY DESERTERS: Military Deserters are not accepted at any jail facility.
  8. ENROUTE BOOKINGS: If approved by the Watch Commander, out-of-county or out-of-state law enforcement agencies may book an arrestee for a limited time while the inmate awaits transportation to another jurisdiction. The inmate will be booked as an "ENROUTE" booking. A criminal charge is not required. Jurisdiction will be the law enforcement agency having custody of the arrestee.
    - i. A private transportation company must provide a court order from a California court directing OCSD to accept the prisoner as an ENROUTE booking.
  9. LEGAL DOCUMENTS: The transporting officer's copy of the custody documents must be obtained for inclusion with the booking record. The Pre-Booking record will list the charge as "ENROUTE BOOKING".
    - i. DATE AND TIME OF PICK UP: At the top of the Pre-Booking Record write the date and time that the arrestee will be picked up. This will inform Inmate Records of the time the arrestee should be ready for pick up.
  10. VIOLATION OF COUNTY PROBATION: The booking charge will be recorded as "Violation of Probation".
    - i. BOOKING ON A WARRANT: The warrant will have the court jurisdiction noted on the face of the warrant.
    - ii. BOOKING WITHOUT A WARRANT (PC 1203.2): Determine from the Probation Officer which court has jurisdiction, the time and date of court appearance (must be within 48 court hours), and the case number. Record this information on the Pre-Booking Record on the line above the charge.
    - iii. If the arresting officer has not determined the time and date, the booking will still be accepted. The Receiving Deputy will inform the Watch Commander explaining the circumstances of the arrest, the name and number of the Probation Officer (if available), give them a copy of the Pre-Booking form. If the Watch Commander chooses to accept the booking, a Records Supervisor may call Probation if an element of arrest is missing, i.e. court date, bail, jurisdiction, etc.
  11. OUT OF COUNTY PROBATION HOLDS ARE NOT ACCEPTED.

e) Booking - Detention Only

1. CPC 849(b) (2) states: "Any Peace Officer may release from custody, instead of taking the person before a magistrate, any person arrested without a warrant whenever:"
  - i. He/she is satisfied that there are insufficient grounds for making a criminal complaint against the arrested person.
  - ii. The person was arrested for intoxication only and no other proceedings are desirable.
  - iii. These sections do not apply to persons arrested for driving under the influence of alcohol and/or drugs.
2. Persons arrested for CPC 647(f) or any city municipal code or county ordinance for public and/or private intoxication will be treated like any other misdemeanor street arrest. For more information about processing citation and release, reference CCOM 3000.3(f) - Processing Citation and Release.

f) Processing Citation and Release

1. Misdemeanor Street Arrests (no warrant):
  - i. In accordance with the Orange County Sheriff-Coroner Department Policy Manual ([Lexipol](#)) 327, most misdemeanor street arrests should be cited and released in the field. A misdemeanor street arrest should not be accepted for booking unless the arrest is exempt from being booked and released in the field as generally required by Penal Code section 853.6. In the event a misdemeanor street arrest is brought to IRC for booking the following policies apply:
    - A. IRC will not accept for booking a Misdemeanor Street Arrest (no warrant), including misdemeanor municipal code violations, unless the arrest meets one of the following criteria:
      1. The person was arrested for a misdemeanor violation of a protective order involving domestic violence as defined in subdivision (b) of PC 13700 (PC 853.6(a)(2));
      2. The person was arrested pursuant to a policy as described in PC 13701, which mandates law enforcement agencies response to domestic violence calls (PC 853.6(a)(2));
      3. The person was arrested for a crime specified in PC 1270.1, including a crime defined in each of the following: (1) PC 243(e)(1); (2) PC 273.5; (3) PC 273.6 if the detained person made threats to kill or harm, has engaged in violence against, or has gone to the residence or workplace of, the protected party; and (4) PC 646.9 (PC 853.6(a)(3));
      4. The arresting officer indicates by completing the Pre-Booking Record that one or more of the provisions in PC 853.6(i) (1)-(10) apply to the arrestee.
  - ii. Book and Release from IRC

- A. If a misdemeanor street arrest is accepted for booking because the arresting officer completes the Pre-Booking Record indicating that one or more of the provisions of 853.6(i)(1)-(10) apply to the arrestee, the arrestee may be cited and released after booking from IRC pursuant to the provisions of Penal Code section 853.6(a). If the Receiving Deputy or his/her Watch Commander determines to cite and release an arrestee pursuant to this provision, the Receiving Deputy or his/her Watch Commander is required to prepare and give the arrestee the written notice to appear pursuant to Penal Code section 853.6.
  - B. In rare cases, it may be impractical for a Sheriff's deputy, as the arresting officer, to release a person arrested for misdemeanor offenses in the field as required by the Orange County Sheriff-Coroner Department Policy Manual ([Lexipol](#)) 327.3.1. The deputy has the option to book the arrestee into the jail, to be cited and released after the booking process, only with Department Commander approval. The deputy will articulate the reason for the request on the Pre-Booking Record on the back of the deputy's (yellow) copy. The deputy will seek approval from the Department Commander through the field supervisor. If the Department Commander approves the booking the deputy will indicate the name of the Department Commander that approved the request along with the date and time on the back of the Pre-Booking Record.
  - C. A first floor deputy in the Receiving area will process Cite and Release forms, prints, etc.
2. Arrests for Violation of Probation (PC 1203.2):
  - i. Misdemeanor arrests for violation of probation made by Orange County Probation may be booked into the jail and will not be subject to cite and release. We will also accept arrestees brought in on a misdemeanor probation violation when transported by a law enforcement agency for Orange County Probation.
3. Bench Warrant Arrests:
  - i. Arrestees brought into the jail on a Bench Warrant will not be cited and released. An exception will apply when an out-of-county issuing authority specifically requests that citations be issued to wanted persons for warrants originating from their jurisdiction.
4. Misdemeanor Warrant Arrests:
  - i. PC 827.1 prohibits cite and release if any of the following conditions exist:
    - A. The misdemeanor cited in the warrant involves violence.
    - B. The misdemeanor cited in the warrant involves a firearm.
    - C. The misdemeanor cited in the warrant involves resisting arrest.

- D. The misdemeanor cited in the warrant involves giving false information to a peace officer.
- E. The person arrested is a danger to himself or herself or others due to intoxication or being under the influence of drugs or narcotics.
- F. The person requires medical examination or medical care or was otherwise unable to care for his or her own safety.
- G. The person has other ineligible charges pending against him or her.
- H. There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person.
- I. The person refuses to sign the notice to appear.
- J. The person cannot provide satisfactory evidence of personal identification.
- K. The warrant of arrest indicates that the person is not eligible to be released on a citation.
- L. With the exception of violations and circumstances listed below or if grounds exist under PC 827.1 prohibiting cite and release, all FA and WA Misdemeanor Warrant Bookings will be issued a citation and released from custody after being received at the IRC.

ii. The following warrant charges are not to be cited and released:

CPC 137 (All Sections)	CPC 241 (All Sections)	CPC 399.5	CPC 664	CPC 27540
CPC 139(a) or (b)	CPC 242	CPC 404.6	CPC 673	CPC 27555
CPC 140(a)	CPC 243 (All Sections)	CPC 408		
CPC 148(a) (1)	CPC 243.4 (All Sections)	CPC 415 (1)	CPC 17510	CPC 29805
CPC 148.1	CPC 244 (All Sections)	CPC 415.5 (a)	CPC 23900	CPC 29815
CPC 148.3	CPC 244.5		CPC 23920	CPC 29820
	CPC 245 or 245.5	CPC 417 (All Sections)	CPC 24410	CPC 29825
CPC 148.5	CPC 246 or 246.3	CPC 418	CPC 24510	CPC 30605
CPC 148.7	CPC 247 (All Sections)	CPC 422	CPC 24610	CPC 30610
CPC 148.9	CPC 261.5 (b)	CPC 422.6	CPC 24710	CPC 31500
CPC 148.10	CPC 262	CPC 452	CPC 25100	CPC 31615

		(All Sections)		
CPC 149	CPC 266 c, g	CPC 524	CPC 25200	CPC 32000
CPC 151 (a)	CPC 273a (a), (b)	CPC 588a	CPC 25300	CPC 33210
CPC 153	CPC 273.5	CPC 596	CPC 25400	CPC 33600
CPC 166	CPC 273.6	CPC 597 (All Sections)	CPC 25800	
CPC 171 b, c, d	CPC 286	CPC 602.10	CPC 25850	VEHICLE CODES
CPC 171.5(b) (If Firearm)	CPC 288 (All Sections)	CPC 626.9	CPC 26350	CVC 31
CPC 171.7(b) (If Firearm)			CPC 26500	
CPC 186.22	CPC 289 (All Sections)	CPC 647 (a)	CPC 27500	CVC 2800(a)
CPC 192 (c-All Sections)	CPC 290 (All Sections)	CPC 647 (d)	CPC 27505	CVC 2800.1(a)
CPC 192.5	CPC 314 (All Sections)	CPC 647 (j-All Sections)	CPC 27510	
CPC 217.1	CPC 347 (All Sections)	CPC 647 (i)	CPC 27515	
CPC 219.2	CPC 347 b	CPC 647.6 (All Sections)	CPC 27520	
CPC 240	CPC 368 (All Sections)	CPC 651	CPC 27530	

5. Medical Screening/Triage:

- i. All arrestees will be medically screened before booking.

6. Receiving Deputy:

- ii. The deputy will accept and review the Pre-Booking Record and Statement of Booking form. After approval for the booking, the forms will be given to the Receiving CST, CSA, or SSO for processing.
- iii. The booking number will be written on the Statement of Booking Officer form and the form will be retained for pickup by the medical staff.
- iv. The booking number will be written on the Pre-Booking Record and the arresting officer will be given his/her copy.
- v. The Receiving Deputy will complete a "Notice to Appear" form which will include the necessary information:

- A. Name - last, first, middle
- B. Date of birth
- C. Booking Number
- D. Case number - arresting agency's case number
- E. Charge - all charges as listed on the Pre-Booking Record
- F. Arresting agency
- G. Appearance Date - a date thirty (30) days from the date of release; excluding Saturday, Sunday, and holidays. No Friday appearance at North Justice Center for Cite and Releases.
- H. Court - check the appropriate jurisdiction
- I. Booking required - check on all releases
- J. The Pre-Booking Record and Arrest Summary report will be given to the Uncuff Deputy.

g) Fugitive Booking

1. Persons apprehended who are wanted by law enforcement agencies outside the State of California shall be handled as Fugitive Bookings.
2. The Receiving Deputy will require proper apprehension authority, which includes:
  - i. Certified copies of the demanding state's complaint and warrant
  - ii. A full physical description and/or photograph
  - iii. A commitment by the demanding agency that upon the subject's apprehension, should the subject refuse to waive extradition, formal extradition proceedings will be initiated.
3. A subject may be booked into the CJX on a fugitive charge when the arresting officer presents the Receiving Deputy with a teletype NCIC "hit" or a teletype Warrant Abstract stating that the subject is charged with a crime punishable by imprisonment for a term exceeding one year or by death [i.e., felony, or in some states, high misdemeanor (PC 1551.1)]
4. The booking charge will specify "FUGITIVE," the offense, and jurisdiction for which the arrest was made (i.e., FUGITIVE - STATE OF ARIZONA (BURGLARY). Local jurisdiction will be the Central Justice Center (CJC).
5. Immediately upon receipt of a fugitive booking, the Receiving Deputy will concur with the Records Supervisor that the required apprehension authority and all information and papers pertaining to the arrest are delivered to the Orange County Sheriff's Department Fugitive-Warrant Division. A copy of all relevant documentation will be retained in the inmate's jail file.
6. The Sheriff's Department's Fugitive-Warrant Division will initiate a Fugitive Division Detainer Notice, and send it to Inmate Records to be placed in the inmate's file, along with the proper paperwork for a legal detainment. This Detainer will serve as notice to jail personnel to notify



the Sheriff's Fugitive-Warrant Division prior to release of the inmate. This precludes a release error when other charges are pending.

h) Governor's Warrant

1. The inmate will be booked to a copy of the Governor's Warrant. The original Governor's Warrant will be forwarded to the Sheriff's Fugitive-Warrant Division. Only the Sheriff is authorized to sign the original document following the completion of all court proceedings.
2. The charge will read, "CALIFORNIA GOVERNOR'S WARRANT." Jurisdiction is Superior Court.
3. The day after being booked, the inmate will be arraigned in court. A copy of the Writing and any bond receipts will be forwarded to the Sheriff's Department's Fugitive- Warrant Division.
4. Supplemental Bookings: If an inmate is in custody on a fugitive charge and the inmate is arraigned on a Governor's Warrant, the fugitive charge will be dismissed by the court.
  - i. To proceed with the supplemental booking, a copy of the California Governor's Warrant should be forwarded to Inmate Records by the Sheriff's Department's Fugitive-Warrant Division or prepared from the original by Inmate Records.
5. Fugitive Detainer Notice: The Sheriff's Department's Fugitive-Warrant Division will initiate a Detainer Notice and will deliver it to Inmate Records to be placed in the inmate's file, along with the proper paperwork for a legal detainment. The Detainer will serve as a notice to CJX Personnel to notify the Sheriff's Department's Fugitive-Warrant Division prior to release of the inmate. This minimizes CJX exposure to a release in error when other charges are pending.

i) FBI Booking

1. All FBI bookings will reflect the applicable U.S. Code Number as furnished by the agent. The jurisdiction will be the U.S District Court. The Watch Commander must approve all FBI bookings. Under normal conditions, they are referred to the U.S. Marshal's Office.

j) Revocation of County Parole

1. A warrant of arrest issued by the County Board of Parole Commissioners will be noted on the booking record as "Revocation of County Parole." The jurisdiction will be recorded as County Parole Board.

k) Stolen Vehicle Booking

1. When an arrestee is brought to the CJX to be booked as the result of being arrested, while in possession of a stolen vehicle, the following procedures will apply:
  - i. If the vehicle was reported stolen in the same jurisdiction where the arrest was made, normal booking procedures apply.
  - ii. If the vehicle was reported stolen in a different jurisdiction within the State of California than where the arrest occurred, the following procedure will apply
    - A. The booking charge will normally be CPC 496d (a), however CVC 10851 or CPC 487(d) (1) or any other legal booking charge is acceptable.
    - B. All correspondence or contact with the agency reporting the vehicle theft will be done by the arresting agency.

C. If the arresting agency desires to sign an "Arresting Agency Order for Release"), the Receiving Deputy should provide the form for the arresting officer. The signing of this form does not alter Jail Operations procedure. The arrested person will be sent to court per standard timing and procedures. If no legal booking authority (warrant, abstract, etc.) is received from the reporting agency, the arrestee will be released at the expiration of the statutory time limit for arraignment. For agencies outside of Orange County, the five-day pick-up statute does not apply, unless the arrestee (inmate) is booked for that agency's jurisdiction. No change if the vehicle was stolen in another state.

I) Warrant Booking

1. OBTAINING AND BOOKING TO THE AUTOMATED WARRANT: Since outside agencies are interfaced with the warrant database(s), officers may arrive at the CJX with a warrant abstract in their possession. In this case, the abstract is handled per normal procedure, except that a return of service sticker or stamp will be affixed to the back of the abstract and the arresting officer will complete the return. This applies only to automated warrant abstracts.
2. When an officer from an outside agency arrives with an arrestee with only the information that there is an outstanding warrant, the arresting officer will call the Sheriff's Department's Warrant Division [REDACTED]. The Warrant Division will forward the warrant to the Receiving Guard Station.
  - i. If the warrant number supplied by the arresting officer is incorrect, the computer will show "no warrant". In this event, the arresting officer is responsible for contacting his/her office to obtain the correct number.
  - ii. When the abstract is received in the Receiving Guard Station, the arresting officer will complete the service return and then the booking will be handled as a routine booking.
  - iii. If there are multiple local warrants, a service return must be placed on each abstract and will be completed by the arresting officer.
3. "WORK COPIES" NOT ACCEPTABLE: Local agencies will have a "work copy" which looks like a standard warrant but has the word "INFORMATION" stamped on its face. Work copies contain the same information appearing on a warrant, except the name of the issuing judge. No one will be booked to a work copy. An abstract request must be completed and the arrestee booked to the abstract when it is received from the Warrant Division.
4. ABSTRACT PULLED IN ERROR: If an abstract is pulled from the computer in error, the abstract will be given to the arresting officer with instructions to deliver the abstract to his Headquarters Records Division, who will then notify the court for re-entry into the warrant database.

5. ABSTRACT WARRANTS: Abstracts of warrants will be accepted provided they are received by telegraph, teletype or any other electronic device and contain the information required by P.C. 850(b). Additionally, many counties prepare their warrants in triplicate; first copy the original, second copy distinctly marked "abstract," and the third copy is a record supplement. This type of abstract warrant will also be accepted.
  6. COPIES: The Sheriff's Department will only accept certified and properly stamped copies of warrants. This does not include a copy of a certified copy. Though a copy of a warrant may contain all of the information required in P.C. 850, the certification stamp is required.
    - i. Without proper certification, there is no assurance that it is the only copy of the original.
  7. MULTIPLE WARRANTS: Arrestees with multiple warrants will be booked under the following priority: a) in-county warrants before out-of-county; b) felony before misdemeanor; and c) highest bail amount when warrants are of the same classification (e.g., two misdemeanor warrants, book to the one with the highest bail amount). During the initial booking, arrestees will be booked on only one warrant using the above priority listing. Additional warrants accompanying the inmate, whether from the same jurisdiction, another Orange County jurisdiction or from another California County, will be accepted by the Receiving Deputy and forwarded to Inmate Records. Enter or stamp the words, "SUPPLEMENTAL BOOKING" at the top of the Pre-Booking Record whenever an arrestee is booked on more than one in-county warrant. Enter or stamp the word "HOLD" whenever the additional warrants are out-of-county.
  8. HOLDS: Additional out-of-county warrants will be holds. Stamp or enter the word "HOLD" at the top of the Pre-Booking Record when the additional warrants are from another county.
  9. SERVICE ENDORSEMENT: Only those warrants actually used for booking or supplemental bookings are to have the service endorsement completed. The endorsement is not completed on warrants accepted as holds. On teletype warrants, the stamp will be used and signed off by the arresting or transporting officer.
  10. NOTICE REQUIRED ON OUT-OF-COUNTY WARRANTS: All persons arrested and booked on an out-of-county warrant must be advised in writing of his/her right to a local court appearance per CPC 821-822. If the warrant is not so endorsed, affix the stamp provided in the Receiving Guard Station and have the arresting or transporting officer complete and sign the endorsement.
  11. If an arrestee is booked to a warrant and he/she protests that he/she is not the individual named in the warrant, the arrestee and warrant information will be forwarded to Classification staff for confirmation.
- m) Court Returned New Booking
1. DEFINED: Inmates who were not in jail custody, but have been remanded to the custody of the Sheriff by the court.

2. RECEIPT OF COURT PAPERS: The Receiving Deputy will receive a Pre-Booking Record with a copy of the court papers attached. The transportation deputy will be responsible for delivering the original court papers to the Commitment Clerk.
3. SENTENCED AND UNSENTENCED COMMITMENTS: Whenever an inmate is received as a new booking from court and is accompanied by both, a commitment to time in an Orange County Jail facility, and a remanding order or temporary commitment, he/she will be booked to the Remanding Order or the superior Court Temporary Commitment. Superior Court Temporary Commitments are a single form by which a person can be "remanded" to the Sheriff's custody for future appearances, serve time in an Orange County Jail facility, or can be sent to state prison. The Receiving Deputy will forward commitment papers to Inmate Records after he/she stamps the word "SUPPLEMENTAL" on the top of the Pre-Booking Record and the court commitment paper.

n) Bail/Bond Surrender Booking

1. Periodically a Bail/Bond Surrender arrest may be delivered to the jail. The defendant may be surrendered by the bondsman to the custody of the Sheriff any time prior to the scheduled appearance (as shown on the bond or bail slip) or after the scheduled appearance if the defendant failed to appear (as indicated in a certified copy of the minute order issued by the court).
2. Surrender Prior to Appearance Date: If the bondsman is surrendering the defendant prior to the scheduled appearance date, he/she need only furnish a certified copy of the bond or bail slip and an appropriate means of identification for the defendant.
  - i. Acceptable identification is as follows: – Valid U.S. Government issued picture ID card (ex. State Driver's License, Identification Card, etc.).
    - A. Valid Passport
    - B. Valid United States Military Identification Card
    - C. US issued Naturalized Citizen Card
    - D. Matricula Consular Card issued after April 22, 2002.
  - ii. If the bondsman is unable to furnish identification, Classification staff will attempt to make positive identification through previous booking record, DMV photo, or Cal ID.
3. Surrender after scheduled appearance date: If the defendant failed to appear in court as scheduled, the bondsman must provide the jail with a certified bond surrender issued by the court, stating the defendant failed to appear.
4. When the arrestee is not in custody at the jail, the surety company agent will bring the arrestee to the Visiting Guard Station and shall present the Visiting Guard Station SSO with the appropriate documentation and a completed Pre-Booking Record. The Visiting Guard Station SSO will notify the Receiving Guard Station Deputy. The Receiving Deputy will send a deputy to Visiting and take custody of the arrestee.
  - i. The booking charge shall specify Bail/Bond Surrender and the original charge.

- ii. The court date is set as with any other "on site" booking.
  - iii. A copy of the certified bond/bail slip and minute order (if applicable) is retained in the inmate's jail file with copies being forwarded to the court where the appearance will be made.
- 5. When the person named on the bond/bail slip is in custody, records staff will determine if the subject has been booked to the charges listed on the bond.
  - i. If the subject has already been booked to the charges on the bond/bail slip, the Inmate Records Supervisor must refuse the surrender and direct the surety company agent to the Orange County Court of jurisdiction in the case in order to obtain an Exoneration Order.
  - ii. If the subject has not been booked to the charges, the records staff will accept the paperwork and process a Supplemental Booking Record.
- 6. Out-of-county bail/bond surrenders will not be accepted. The surety agent will be directed to the jail in the correct jurisdiction.
  - i. The arrestee's appearance in the court of jurisdiction cannot be assured out of county.
- o) Quick Release Booking
  - 1. When known "Quick Release" bookings are received, the Receiving Deputy will write "Q.R." on the Pre-Booking Record and inmate copy of the Booking Slip. If a suspect has reported to the CJX for a court ordered line-up, the Receiving Deputy will write "QROR LINEUP ONLY" on the Pre-Booking Record and inmate copy of the Booking Slip. The only bookings which will be considered Quick Releases are those persons who have the actual immediate availability to leave jail custody after being processed through the Receiving, Uncuff/Search, Booking, Identification, and Release areas. This includes any person who reports to the CJX for a court ordered line-up to be conducted at the Central Men's Jail (CMJ) or Central Women's Jail (CWJ).
- p) Juvenile Booking
- q) If the Receiving Deputy determines at the time the Pre-Booking Record is being completed that the arrestee is a juvenile, the arrestee will be returned to the arresting or transporting officer and not admitted to the jail facility. A juvenile will only be accepted by a Superior Court document remanding him/her to the custody of the Sheriff's Department. The court of appearance must be an adult court and the charge must be one of those listed in WIC 707.
  - 1. The juvenile must be certified to be tried as an adult.
- r) Adult Booked on Juvenile Court Warrant
  - 1. If an arrestee 18 years or older is received on a Juvenile Court warrant, the Receiving Deputy will accept the arrestee as any adult booking.
- s) Hospital Booking

1. Due to a variety of circumstances certain arrestees are not medically able to be booked into an Orange County Jail facility at the time of arrest. The Orange County Sheriff's Department will not accept new bookings requiring hospitalization unless one of the following criteria is met:
  - i. The arrestee meets the requirements to be admitted into the Jail Ward.
  - ii. The arrestee has been arraigned and remanded to the custody of the Sheriff.
  - iii. The arrestee is treated, discharged from the hospital, and meets the medical screening requirements at triage.
2. Hospital Custody Transfer Process: The arresting officer/agency must retain responsibility and custody of arrested person(s) until the arrested person(s) is admitted into the hospital (not the emergency room) and the steps outlined below have been completed.
  - i. The arresting officer should notify the IRC Receiving Guard Station Deputy of their intent to schedule an out of court arraignment (bedside arraignment) 24 hours in advance if possible. In addition, the date, time and location of the arraignment should be provided. The Hospital Booking Notification Form should be completed by the IRC Receiving Guard Station Deputy and provided to the IRC Operations Sergeant.
  - ii. A copy of the Remand Order from the court official issuing the order must be provided.
  - iii. The completed Pre-booking Record form (without a booking number) will be provided by the arresting agency.
  - iv. The arrestee's property and completed Property Inventory Receipt will be provided by the arresting agency.
  - v. The IRC Receiving Guard Station Deputy will return the officer's copy of the Pre-booking Record form without a booking number.
  - vi. The IRC Receiving Guard Station Deputy will verify with the hospital that the arrestee has been admitted.
  - vii. The IRC Receiving Guard Station Deputy will notify the IRC Operations Sergeant that the arrestee has been remanded to the custody of the Sheriff. Additionally, information on what hospital the arrestee was admitted to and the time the arrestee was remanded to the custody of the Sheriff will be provided to the IRC Operations Sergeant.
  - viii. The IRC Operations Sergeant will dispatch a deputy to relieve the arresting agency at the hospital. We will make every effort to relieve the officer at the hospital within 4 hours of notification that the arrestee has been remanded to the custody of the Sheriff.
  - ix. When the deputy arrives, he or she will call the IRC and request a booking number to give to the arresting agency.

- x. The Theo Lacy Facility (TLF) Operations Sergeant will be notified by the IRC Operations Sergeant of the details of the transfer of custody. TLF staff will then be prepared to take over security responsibilities of the inmate at the hospital within 24 hours.
  - xi. A copy of the Pre-booking Record form will be stamped "Hospital" and provided to IRC Classification staff.
3. Exceptions & Exigent Circumstances to Hospital Bookings:
- i. Outside Agencies - In certain circumstances emergency conditions may exist in the arresting agency's jurisdiction making it difficult or impossible for the agency to maintain custody and provide security of a hospitalized arrestee in addition to managing the emergency. Should such an exigency exist, the arresting agency's Watch Commander should contact the IRC Watch Commander and request assistance. If a mutual agreement can be reached the IRC Watch Commander will make arrangements for the Sheriff's Department to take custody of the arrestee.
  - ii. OCS D Field Operations Divisions – During certain emergency conditions making it difficult or impossible for the field operations division to maintain custody and provide security for the arrestee, OCS D Patrol Divisions should contact the IRC Watch Commander and request assistance. If staffing levels permit and a mutual agreement can be reached, the IRC Watch Commander may authorize a deputy to respond to the hospital to assist with security while the custody transfer process is being completed. Any overtime or other financial costs associated with custody operations providing security for a field operations arrestee will be the responsibility of the field operations division requesting assistance.
- t) Separation Request
- 1. The arresting officer can request a Separation Request. A completed Separation form will be processed by Classification staff. The first floor deputies will affect the actual temporary separation in the Uncuff/Booking area.
- u) Escape Risk
- 1. When information is received indicating that an inmate is an escape risk, the Receiving Deputy will notify Classification staff and the Housing Sergeant.
- v) Inmate Not Booked
- 1. Whenever an inmate has been accepted and his/her name entered in the Sheriff's Data System (SDS) and for any reason is thereafter released prior to the time they are booked by Inmate Records (e.g., inmate discovered to be a juvenile), the name will not be removed from the system. The Receiving Deputy will fill out in duplicate an Arresting Agency Order for Release and a Property Release Authorization form. The original of each form, including the Pre-Booking Record, will be forwarded to Inmate Records once the inmate's property and the inmate is released to the arresting agency. The copies of the two forms will be forwarded with the arresting or transporting officer.

- i. The Receiving CST, CSA, or SSO must call to retrieve the Headquarters Records copy of the Booking Notice and the Warrant Division Booking Notice (after the warrant check is made). The Property Inventory will also be retained. These documents and a memo explaining the erroneous booking will be hand carried to the Records Supervisor for processing.

w) Detainer

1. REQUEST TO DETAIN PRISONER: An officer of the agency requesting an inmate to be detained after the inmate would otherwise be released from custody, will personally appear at the Receiving Guard Station and complete a Request to Detain Prisoner form.
2. REQUESTING AGENCY: Normally, this request will be used by I.C.E., F.B.I., A.T.F., C.I.A., Parole and Community Service Agency, California Youth Authority, Orange County Probation Department and the Military Police.
3. VERIFY INMATE IN CUSTODY: The Receiving Deputy will verify the inmate is in custody and will obtain any other necessary information from Inmate Records.
4. REVIEW REQUEST: The Receiving Deputy will review the Request to Detain Prisoner form to verify that all information is correct, legal and legible. Any discrepancy or problem with the request will be resolved with the officer placing the request. If necessary, the Operations Sergeant will be contacted for assistance.
5. DISPOSITION OF FORM: The original form will be forwarded to Inmate Records to be filed in the inmate's booking file and the copy will be given to the officer completing the request.

x) Sobriety Testing

1. ADMINISTRATION OF THE TEST: All "Driving under the influence" tests are administered in the Sobriety Testing Room, located in the Receiving corridor, prior to booking. The medical technician is notified of the impending test by the arresting agency requiring the test.

y) Systems Operation

1. PUBLIC ADDRESS SYSTEM: The Receiving Deputy may use the public address system on a selective basis. Areas of visual contact may be paged or the entire Receiving and Uncuff/Search areas may be paged.
2. [REDACTED]: The Receiving Deputy will operate [REDACTED] in the Receiving and Uncuff/Search areas. Movement of personnel and of inmates through [REDACTED] will be observed visibly or by video monitor.
3. INTERCOM MONITORING: The Receiving Deputy will receive all intercom communications from persons waiting to enter the Self Booking Hold.

z) Document Distribution

1. Once the Receiving Deputy has completed and reviewed all Pre-Booking paperwork and a booking number has been assigned, he/she will hand the Uncuff Deputy the computer generated Property Inventory form along with the Pre-Booking Record and any other paperwork. In the case of self- bookings, civil and weekend commitments, the officer's copy



of the Pre-Booking record will be forwarded to Headquarters Records for disbursement if an arresting or transporting officer is not available.

- i. The Uncuff Deputy will direct the arrestee to the appropriate area to begin the search and booking process.
2. Any "Medical Expedite" booking will be escorted throughout the booking process by a Prowler Deputy. The Pre-Booking Record, stamped "Medical Attention," will be handed by CHS to Classification staff, with copies given to the Receiving Deputy and the Booking Prowler.

aa) Probable Cause Hearing

1. The Receiving Deputy will verify the accuracy and completeness of the Declaration.
2. The Receiving CST, CSA, or SSO will receive the Probable Cause Declaration from the Receiving Deputy.
3. The Receiving CST, CSA, or SSO will enter the following information in the Probable Cause Hearing Log:
  - i. Name
  - ii. Booking Number
  - iii. Charges
  - iv. Arrest Date/Time
  - v. Booking Date/Time
  - vi. 36-hour Expiration
4. A deputy will take the Probable Cause Declarations to Central Court each day at 0700 hours and at 1200 hours. The deputy will have filled out a transmittal form noting the Probable Cause Declarations identifying inmates (by booking number) that were sent to the court. The court representative receiving the Declarations will sign the transmittal form. The deputy will forward the form to the Division Commander. A deputy will complete the above procedure no later than 1300 hours each day.
5. The deputy delivering the Probable Cause Declarations to the court will pick up any Declarations that are ready for return to the jail. The Declarations will be delivered to the Receiving CST, CSA, or SSO. The Receiving CST, CSA, or SSO will log the following information into the Probable Cause Hearing Log:
  - i. Date and time hearing held
  - ii. P.C. or No P.C.
6. The Receiving CST, CSA, or SSO will forward the Probable Cause Declarations to Inmate Records for inclusion into the inmate's file.
7. At the beginning of each shift the on-coming Receiving Deputy will review the Probable Cause Hearing Log to ensure that all Probable Cause Declarations for the past 36-hour period have been accounted for. The deputy will notify the Watch Commander of any Declaration more

- than 24-hours old that has not been returned to the jail. The Watch Commander will determine if it is necessary to contact the Hearing Officer as to the status of the Declaration.
8. When "NO P.C." is determined by the Hearing Officer, he/she will send via facsimile (fax) a copy of the "NO P.C." form to Inmate Records and to the arresting agency. The Receiving Deputy will provide the fax to the Watch Commander for review.
  9. The Watch Commander will review all Probable Cause Hearing forms whenever there has been a finding of "NO P.C." by the Hearing Officer. If he/she deems the offense to be "serious," the Watch Commander may contact the arresting agency's Watch Commander and advise him/her that the person is to be released.
  10. After reviewing the Probable Cause Hearing form, the Watch Commander will return the form to the Receiving Deputy who will take the documents to the Inmate Records Supervisor to process the inmate's release.
  11. Records will schedule all warrantless bookings for court per current procedures.
  12. When a Probable Cause determination has been made, Inmate Records will take the following appropriate action:
    - i. Send arrestee to court as scheduled.
    - ii. Release arrestee upon order of the Hearing Officer and after receiving the Declaration stating "No P.C."
    - iii. Release arrestee upon expiration of 36 hours without a hearing. Prior to releasing an arrestee upon expiration of 36 hours, the Watch Commander must be notified.

bb) CJX/Santa Ana Police Department (SAPD) Inmate Transfer Procedure

1. The Santa Ana Main Control officer will telephone the IRC RECEIVING DEPUTY prior to conducting any inmate transfers.
2. The Santa Ana Officer will advise the IRC Receiving Deputy that Santa Ana PD Watch Commander has authorized an inmate transfer through the tunnel.
3. The Santa Ana Officer will provide the IRC Receiving Deputy with the Santa Ana Watch Commander's name, number of inmates being moved, their gender, and apprise the IRC deputy of any potential problems.
4. The IRC Receiving Deputy will inform the Santa Ana Officer that the IRC is ready to accept transfers.

cc) The IRC Main Control Deputy will be properly notified.

1. Whenever permission is granted for Santa Ana to transfer inmates via the tunnel to the IRC, the inmates will be escorted from Santa Ana Jail to the IRC by Santa Ana safety personnel.

dd) Inmates and officers will be visually monitored via video monitors as they depart the Santa Ana Jail en route the IRC.

ee) The Santa Ana personnel will also carry [REDACTED] equipment.

- ff) Upon arrival at the south end of the tunnel of the IRC sally port, Santa Ana personnel will contact the IRC Main Control Deputy via [REDACTED].
- gg) Santa Ana personnel will identify themselves to the IRC Main Control Deputy.
- hh) The IRC Main Control Deputy will verify via video monitor the Santa Ana personnel, number of inmates, and inmate's status and notify the Receiving Deputy.
- ii) The IRC Main Control Deputy will [REDACTED] and Santa Ana personnel will escort their inmates into the IRC triage area.
  - 1. The Sheriff and the Orange County Chiefs of Police and Sheriffs Association have an agreement relating to the medical treatment of inmates in custody.
- jj) All Chiefs of Police have agreed that if their personnel have knowledge that an inmate should be treated at a hospital before being booked into the IRC, their personnel will take the inmate to the appropriate medical center for treatment prior to booking.
- kk) While the Orange County Health Care Agency (HCA) maintains medical staff in the jail system and is responsible for the medical treatment of inmates in the Sheriff's Department's custody, the jail system does not have a hospital or comparable emergency hospital care. Therefore, arresting agencies will take an obviously injured or sick inmate to a hospital prior to attempting to book the inmate into the jail.
- ll) If the arresting agency does not have knowledge that an arrestee should be treated at a hospital prior to booking, but are informed of such by the medical staff at the IRC, then the arresting agency will transport the arrestee to a hospital.
- mm) The Sheriff's Department and Orange County Health Care Agency have agreed to screen all arrestees being booked, and to accept as many inmates with minor medical problems as possible. This effort has drastically reduced the number of inmates that police departments must transport to the hospital.
- nn) The Santa Ana Police Chief and the Santa Ana Jail Administrator have agreed to adhere to this policy as it relates to the inmate transport tunnel.
  - 1. Inmates being accepted into the IRC triage area will be separately handcuffed with their hands behind their backs.
- oo) Inmates will not carry anything in their hands.
- pp) All inmate property will be handled by Santa Ana personnel and will be inventoried in the IRC receiving area once the inmate is accepted.
  - 1. The Santa Ana escorting personnel will remain in the IRC receiving area until their inmates have been medically screened, uncuffed and the pre-booking paperwork has been reviewed and accepted.

#### 3000.4 - Uncuff

- a) Uncuff

1. As required by law, all incoming arrestees will be legally and thoroughly searched in order to prevent the introduction of contraband and/or weapons into the jail and to properly control and manage the arrestee's personal property.

b) Uncuff Procedure

1. For more information about searching inmates, reference CCOM Policy 1710.4 - Body Searches of Inmates.
2. After the arrestee has been medically screened by Correctional Health Services (CHS), the arrestee's booking documents will be handed to the Receiving Guard Station Deputy. These documents include the Pre-Booking form, Property Inventory form, and any Warrants, or Remanding Orders.
  - i. Transporting officers will relinquish physical custody of the arrestee to the Uncuff Deputy; the arrestees will remain in restraints pending a search for weapons and contraband.
  - ii. Unless physically impossible, all street booking arrestees will be handcuffed with their hands behind their backs.
3. An Uncuff Deputy will direct the transporting officer and the male arrestee to the predesignated search area. Female arrestees will be placed in a separate pre-designated search area. The Uncuff Deputy will conduct a proper search of the restrained arrestee for weapons and contraband. For more information about gender restriction when searching inmates, reference CCOM Policy 1710.4 (b) - Gender Restriction.
4. Contraband: The deputy making the discovery will obtain an incident number from Main Control and he/she will write an incident report.
  - i. Sharp objects such as hypodermic syringes will be immediately placed in an approved sharps container available in the Receiving Guard Station.
  - ii. The contraband will be handed to the transporting officer for proper disposition.
  - iii. Any weapon found on the arrestee will be taken to the Receiving Corridor gun locker and secured. The weapon will be relinquished to the transporting officer when he/she departs the jail facility.
5. After the search is completed, the deputy will remove the handcuffs from the arrestee and return the handcuffs and/or other equipment to the transporting officer. The officer will not leave the facility until the personal property inventory is completed.
6. The deputy will list on the Property Inventory Form all additional money and personal property items found on the arrestee during the search.

c) Removal of Jewelry, Piercings, Weaves, & Wigs

1. The following items are considered contraband and will be confiscated by jail staff.
  - i. Body jewelry, hair weaves, hair decorations, wigs, and hairpieces will be considered an arrestee's personal property. During the intake search process, the arrestee will remove those items that are removable. Removed items will be included in his/her

property. For Information about religious head coverings, reference CCOM Policy 2015 - Religious Head Coverings.

- A. Jewelry includes, but is not limited to, finger and toe rings, earrings, necklaces, bracelets, body piercing rings and bars, nose bars and studs, tongue rings, studs, and bars, etc.
2. Alleged/suspected un-removable jewelry that appears to be a health risk will be referred to CHS for evaluation.
  - i. If CHS determines that there is a medical indication (i.e., infection, bleeding, obstruction of an orifice, impaired circulation, etc.), medical staff will utilize established medical/surgical procedures for the proper management of these cases.
3. In appropriate cases, such as genital jewelry, the arrestee will be separated and placed in a private location for removal.
  - i. Genital jewelry will not be removed by Sheriff's personnel.
4. Every attempt will be made to remove all jewelry. However, under no condition will the jewelry that cannot be removed by the inmate or a deputy, be cut or damaged by any tool in order to remove it.
  - i. Examples of approved jewelry removal methods may include:
    - A. Lubrication
    - B. Elevation
    - C. Ice
  - ii. The inmate may be sent to a local hospital for removal if the jewelry cannot be removed using an approved method.
5. If an arrestee refuses to remove his/her jewelry the arrestee may be declared a Booking Process Delay (BPD). The Operations Sergeant will be notified and a Jail Incident Report will be completed.
  - i. If after two hours as a BPD the inmate continues to refuse to allow the jewelry to be removed, at the direction of the sergeant, the jewelry may be removed by force. A "Failure to Obey a Directive" report will be completed.
6. If the arrestee is pending release, i.e., Cite and Release, Own Recognizance (OR), or a bail/bond out release, any un-removable jewelry should not be removed by cutting or causing damage in any way. The Operations Sergeant may decide to separate the arrestee from other arrestees pending his/her release.
7. Documentation
  - i. Any article retained by the inmate will be documented on the inmate's property record, tracking sheet, and module card.
  - ii. When jewelry is damaged during the removal process a DR will be drawn and the incident will be recorded on a Follow-up report form. The damaged jewelry will be

placed in the inmate's property and documentation of the damage and the DR# will be noted on the property form.

8. Hairpiece Removal

- i. Every attempt will be made to remove hairpieces. However, under no condition will the hairpiece that cannot be removed by the inmate or a deputy, be cut or damaged by any tool in order to remove it.
- ii. Any decoration attached to/or woven into an inmate's hair will be removed prior to the completion of the booking process.
- iii. Lice infected weaves or wigs will be handled consistent with the procedures stated in CCOM Policy 2408.1 - New Inmates.

d) Personal Property Inventory

1. Government Code Section 26640 requires the Sheriff to take charge of, safely keep, and account for all money and valuables found on each arrestee when delivered to the jail.
  - i. The Sheriff is required to give a receipt for all property, money, and clothing taken from an arrestee, and to return those items to the person upon his/her release from custody. Items ordered released by the inmate or via a valid court order are exceptions.
2. The personal property inventory of each inmate's personal items will be properly conducted by deputies assigned to the Uncuff/Booking areas, and will occur outside the Receiving Guard Station.
3. Items such as food, alcoholic beverages, incendiaries including explosives, ammunition, folding knives with blades exceeding three (3) inches in length and all straight bladed knives will be handed to the transporting officer for proper disposition. Lighters should not be treated like other incendiaries. All lighters will be documented on the property inventory form and booked into the inmate's property.
  - i. All folding knives with a blade not exceeding three (3) inches in length will be taped shut and placed in the arrestee's personal property. The knife, like all inmate property, will be indicated on the inmate's property receipt. At no time will any of the above listed items be placed into the inmate's bulk property.
4. Bulk property (e.g., suitcases, backpacks, or large bags) will be searched for any of the above items. Generally, bulk property will not be accepted. The arresting officer will take charge of the bulk property.
5. Prior to listing property on the Property Inventory form, items may be released if the transporting officer gives a receipt to the arrestee and provides a copy for the inmate's jail records file.
  - i. When clothing items are requested as evidence by the transporting officer while the arrestee is still in the search area, the inmate will be taken to a separate cell, away

from other inmates males to the male side and females to the female side. The arrestee will be issued jail clothing in exchange for his/her personal clothes.

6. Whenever a law enforcement agency or District Attorney requests to search and/or seize the property or clothing belonging to an inmate, a written consent waiver or warrant will be required.
  - i. If property is seized, the requesting officer must complete a property receipt all property taken. One copy will be placed in the inmate's property bag, and another will be filed in the inmate's file.
  - ii. Unless the above criteria is met, inmate property will not be inspected or examined by anyone, or released to anyone other than the inmate without a warrant or other court order, or a written release signed by the inmate.
  - iii. Inmate Property Release forms will be stored in the Property Room and Visiting and provided to law enforcement personnel on request.
  - iv. The Watch Commander shall review and sign the form. The Operations Sergeant will assist in facilitating the search.
7. All articles of personal property (including miscellaneous papers, cards, address books, etc.) will be taken from the inmate, identified on the Property Inventory form, placed into a property bag and stapled shut (hairpieces and jewelry included). The arresting officer will be handed his/her copy of the Pre-Booking form and can depart the facility unless the arrestee is to be strip searched.
  - i. Inmates returning to the IRC from one of the other Jail Operations facilities will have their property re-inventoried. Any item that is not permitted at the IRC, and is non-perishable; has not been modified (see handcrafted items); and is not an empty container will be added to the inmate's personal property.
8. The inmate is provided the pink copy of the property inventory sheet and the gold copy of the property record. The white copies are returned to the Records Clerk, and the yellow copies are sealed in the plastic property bag by the uncuff/booking deputies. The property bag will be placed in the property bin for pickup by the property CST.
  - i. The transporting officer will be given the yellow copy of the Pre-Booking Record, the pink copy of the property inventory sheet and (if applicable) the yellow copy of the Probable Cause declaration.
  - ii. If a discrepancy exists between property in the property bag and the property listed on the inventory sheet, the deputy conducting the inventory will resolve the discrepancy with the booking officer. An attempt will be made to locate missing property, with the results documented on the Property Inventory Form.
9. Money:
  - i. Money will be counted and properly recorded on the Property Inventory form by deputies working the Uncuff/Booking area. The Cashier's copy of the Cash Verification

Record will be filled out noting the exact number of each denomination of currency and coins. The amounts will be totaled at the bottom of the form and the deputy will sign the form. The total amount of money will be written on the line next to the inmate's last 3 booking numbers on the Cash Verification Record. The money will be placed into a small plastic bag with the cashier's copy of the Property Inventory form. The bag will be sealed shut and dropped into the locked cash box. The Cashier will periodically come to the Receiving area and pick up the moneybags and Cash Verification Record and transport them to the Cashier's Office for further processing.

- ii. Money in excess of \$500.00 will be counted by the Operations Sergeant, who will initial the correct amount on the Cash Verification Record (J-003A).
  - iii. Nonnegotiable checks, foreign and souvenir coins or currency should be listed on the Property Inventory Form and kept with the other items of personal property.
  - iv. If the arrestee possesses enough money to bail out of custody, the arrestee should be asked if he/she wants to use the money for bail. If he/she wants to, and is able to self-bail, an "Authorization for Self Bail" form will be properly filled out and forwarded to the cashier. The deputy will also document on the Pre-Booking form "Q.R. Self Bail". This will notify the booking clerk of the inmate's decision to self-bail.
  - v. U.S. Postal Money Orders, Federal, State, County, or city warrants payable only to the inmate may be applied to the inmate's cash account, if desired, providing they are properly endorsed. These items will be listed on the Cashier's copy of the Property Inventory form and be included in the plastic moneybag.
  - vi. The Operations Sergeant will be notified of any complaints of missing money or property. A thorough investigation will be initiated. Money unaccounted for will be properly documented on a Sheriff's Department Loss Property Report.
10. When documenting the arrestee's property during the initial property inventory, the following terms should be used for jewelry: a) "yellow metal (YM)" rather than "gold"; "white metal (WM)" rather than "silver" or "platinum;" and "clear stone (CS)" rather than "diamond." Brand names of watches, shoes, etc. will not be used; colors of all items will be indicated. The condition of the items will also be documented if observed to be unusual or unserviceable.
11. When bulk property is accepted, it will be thoroughly searched, labeled, and sealed. "Bulk Property" will be written on the Property Inventory form and all items will be properly listed. Any items of unusual value will be removed and placed in the inmate's personal property bag after being properly described on the Property Inventory. A CST will carry the bulk item(s) to the storage area.
12. Found items not identifiable as belonging to a specific inmate will be placed in a plastic bag along with a written description and a Jail Incident Number. The bag will be sealed. A Found Property Report describing the circumstances associated with the found property will be written by the deputy. The Operations Sergeant will be informed and will approve the report.



The property will be placed in the Property Room until transported to Sheriff's Property for disposition.

13. Money or personal property found on an inmate after booking will be placed into the inmate's personal property bag. The deputy taking possession of the items will send them with a CST, or hand-carry them to the property storage area, and initial the property slip.
  14. Any contraband found on an inmate after booking, shall be processed in the same manner as any other evidence. The deputy will inform the Operations Sergeant and write the appropriate report. If a crime is involved, a crime report will be written under a DR. Other reports will be written as jail incidents. Evidence of crimes will be tagged and placed in the Sheriff's evidence locker. Non-criminal contraband is disposed of in security trash.
  15. When the contraband is found on a self-booking subject, the deputy will process the item(s) as explained above without a transporting officer.
  16. When an inmate retains any item of value (e.g., prescription glasses, a piercing that cannot be removed, etc.), a notation will be made on the Property Inventory form.
- e) Photograph and Thumbprint Acquisition
1. Photographs and thumbprints are required of all arrestees booked into a Jail Operations facility. Photographs and Thumbprints are taken electronically and stored both in the computer and also printed upon the Inmate Tracking Form. The procedures for taking the thumbprint and photograph are as follows:
    - i. Set Booking Number
    - ii. Using the computer's mouse, point and click on the appropriate arrows to set the booking number as recorded on the Booking Form.
    - iii. Verify Information
      - A. Based upon the booking number entered into the initial screen, the inmate's name, physical description and date of birth information will be displayed on the screen. Verify this information corresponds with the inmate being processed. If any of this information is incorrect, verify that the booking number is correct. If the booking number is correct but the descriptive information is not correct, contact records personnel.
    - iv. Thumbprint
      - A. Instruct the inmate to place his/her right thumb upon the glass portion of the thumbprint reader. Drag the cursor to the "Thumbprint" icon and click. Make certain that a clear image of the thumbprint appears on the monitor. As required, have the inmate reposition thumb to obtain an adequate image. The computer will automatically save the image. Drag the cursor to the Save icon and click.
    - v. Photograph

- A. Instruct the inmate to stand still with his/her back against the wall facing the camera lens. Click the "take Photo" icon. Make certain that the inmate's face is centered in the monitor and is in focus. Drag the cursor over the blue square and click. Press save.
  - vi. Printing the Tracking Form
    - A. After the screen returns, verify the quality of both the thumbprint and photograph. If either is inadequate, repeat that portion of the process until a quality image is obtained. Once both impressions are adequate, drag the arrow cursor to the "Save" icon and click. An Inmate Tracking Form will be printed. Printer problems will be reported to a Records representative, or if necessary, the Operations Sergeant.
    - B. Note: If there is a computer malfunction, advise the Operations Sergeant before making any attempt to resolve the problem.
- f) 849(b)(2) Detainee
  - 1. Not presently accepted, however, if there is a change in policy approved by the Assistant Sheriff of Jail Operations, the following is applicable.
  - 2. CPC 849(b) (2) detainees will be identified by the transporting officer and accepted or rejected by the Receiving Deputy.
  - 3. The Receiving Deputy will generate a booking number and Property Inventory form and hand the arrestee's booking documents to the Uncuff Deputy.
  - 4. The Uncuff Deputy will hand the detainee's booking paperwork (excluding the Property Inventory Form and Order for Release) to the Booking Clerk, who will enter the information into the Sheriff's Data System (SDS).
  - 5. The Uncuff Deputy will conduct a "Pat down" search of the detainee for weapons and contraband and complete the Property Inventory.
  - 6. The detainee will be escorted by a deputy to a cell in the Medical Observation area.
  - 7. The detainee's money, property and Property Inventory Form will be sealed in a plastic bag and handed to the Medical Observation Deputy who will lock the property in a bin inside the Medical Observation counter.
    - i. The amount of cash and coin in the detainee's possession will be recorded on the Cash Log with the notation "849b" written above the entry.
  - 8. When the Medical Observation Deputy and nurse determine that the detainee is in a physiological condition acceptable for release from custody, he/she will be released. The detainee's property will be returned to the Uncuff Deputy who will re-inventory the property, obtain the detainee's signature, and complete the Order for Release.
  - 9. The original copy of the Property Inventory and Order for Release will be handed to the Records Clerk for inclusion into the detainee's booking file. The file will be sent to Release for the final release transaction.

- i. A copy of the Property Inventory and Order for Release will be given to the detainee who will then be escorted to the release corridor where he/she will exit the building.
- 10. During busy periods it may be necessary for the Medical Observation Deputy to perform the Property Release Inventory and escort the detainee to the self-booking corridor for exit.

g) Citation and Release

- 1. Depending on the type of booking, the Uncuff Deputy will process the arrestee in the following manner:
  - i. Warrantless Arrest not Involving Intoxication
    - A. The arresting officer's copy of the Pre-Booking Record will be returned to the officer and he/she may depart upon completion of the initial search and uncuffing of the inmate.
    - B. The Uncuff Deputy will take computerized photographs and thumbprints of the arrestee.
    - C. The Receiving Deputy will complete the "Notice to Appear" form. The Medical Observations deputy or deputy assigned to process cite and releases will process the inmate on the Livescan Machine. The deputy will obtain a flat fingerprint and thumbprint of the right hand on all copies of the notice to appear form. He/she will obtain a flat fingerprint and thumbprint of the left hand on the yellow, gold and pink copies of the notice to appear form.
  - ii. When Operations Sergeant approves citations for release, the Uncuff Deputy will escort the arrestee to the Release Holding Cell. The Release Deputy will retrieve the arrestee's property. It is the Release Deputy's responsibility to verify the identities of all cite and release arrestee's before the arrestee is released. The Release Deputy will provide the arrestee with his/her property for inventory.
  - iii. Following the arrestee's property inventory, he/she will be instructed to sign the property receipt. If an arrestee refuses to sign, or states that property is missing, the Operations Sergeant will be notified prior to the arrestee being released. A missing property report documenting the circumstances will be written. Released arrestees retrieve their money from the Cashier window. Cite and Release arrestees will be given priority over all other releases. The Release Deputy will be responsible for all Cite and Release documents, which are delivered to the Records supervisor.
  - iv. The Pre-Booking Record, Notice to Appear, Property Inventory form will be forwarded to Inmate Records for processing.
- 2. Warrantless Arrest Involving Intoxication
  - i. The receiving and search procedure is identical to that of other bookings. Following completion of the Property Inventory, the arresting officer will be given his/her copy of the Pre-Booking form and he/she may depart the facility.

- ii. Prior to being placed in a holding cell, computerized photos and thumbprints are taken for identification purposes.
- iii. The Receiving Deputy will complete the "Notice to Appear" form. Upon completion of the sobering up period, the Medical Observations deputy or deputy assigned to process cite and releases will process the inmate on the Livescan Machine. The deputy will obtain a flat fingerprint and thumbprint of the right hand on all copies of the notice to appear form. He/she will obtain a flat fingerprint and thumbprint of the left hand on the yellow, gold and pink copies of the notice to appear form.
- iv. Upon approval of the Operations Sergeant, the arrestee will be escorted to the Release Guard Station where he/she will be released from custody.
- v. The Pre-Booking Record, Notice to Appear, Property Inventory form will be forwarded to Inmate Records for processing.

### 3. Misdemeanor Warrant Arrests (Bench Warrants)

- i. Authorization for citing and releasing persons arrested via a bench warrant will come directly from the Division Commander.
- ii. The receiving and search procedure is identical to that of other bookings.
- iii. The Receiving Deputy will prepare a "Notice to Appear" for each warrant to which the inmate is to be booked. The form will not be signed by the inmate or deputy, nor will flat fingerprint impressions be placed on the form in the Uncuff area.
- iv. The Uncuff Deputy will submit all paperwork to Inmate Records for completion of the booking and property records.
- v. Inmates being cited and released on misdemeanor warrants will complete the normal booking and release process (excluding Detention Release, Classification, and the issuance of jail clothing).

### h) Incomplete Booking

1. Any arrestee who is physically and/or mentally unable to complete the initial booking process, and is subsequently moved to a housing unit (i.e., Medical Module or second floor Safety Cell) will be considered an incomplete booking. The Operations Sergeant will be notified of all delayed/incomplete bookings.
2. The Uncuff Deputy will complete an inventory of the inmate's property and money and fill out the Property Inventory form.
3. The Pre-Booking form will be marked in red, at the top, "INCOMPLETE." The Pre Booking form and accompanying paperwork will be handed to the Records Clerk for processing.
4. The inmate's property and money will be inventoried, counted, and processed as any other booking.
5. The inmate's file will be flagged in Inmate Records to indicate the booking was "INCOMPLETE". The Inventory Property Record and Pre-Booking form will be placed in the file and updated at the time the inmate is finally booked.

- a. Note: The inmate cannot be bailed or bonded until he/she completes the booking process.

### 3000.5 - Medical Observation

#### a) General

1. Deputies and Correctional Health Services (CHS) will staff the IRC Medical Observation area. At the onset of their shifts, they will observe the inmates in the Medical Observation cells. They will monitor the condition of each inmate, as well as monitor the length of time each inmate has been temporarily housed in a Medical Observation cell.
2. The cells in the IRC Medical Observation area are designated to temporarily house inmates that require medical and/or mental health care, under the direct supervision of CHS and deputies.
3. Male and female inmates will not be housed together and will be placed in designated areas away from each other in the Medical Observation area.
4. When an inmate is taken to the IRC Medical Observation area, they will be placed in appropriate restraints and will be escorted by at least one deputy. Deputies will not leave an inmate unsupervised in the IRC Medical Observation area. Inmates will not be allowed to carry anything in their hands.

#### b) IRC Medical Observation

1. Combative and uncooperative inmates that are not intoxicated will be placed in a cell with seating separate from other inmates.
2. Intoxicated inmates will be placed in single cells if they are combative, loud, or they agitate other inmates.
3. A combative or intoxicated inmate who requires placement into a Medical Observation or holding cell will be searched in the following manner: The inmate will be escorted to the Medical Observation cell. Deputies will complete the search of the inmate in a manner consistent with the existing search policy and use of force policy. Deputies will use reasonable force necessary to complete the search (e.g., It may be necessary, due to the inmate's resistance and/or for the deputies' safety, to place him/her in a prone position on the floor in order to safely complete a search). Any clothing that is removed to ensure a thorough search will be returned to the inmate after the search is completed. Clothing that could present a risk to the inmate or staff safety may be retained outside of the Medical Observation cell (e.g., shoelaces and belts).
  - i. The inmate will be checked by CHS prior to being placed into the Medical Observation or Detention cell if it is determined the inmate will be a Booking Process Delay.
  - ii. No inmate placed in a Medical Observation or Detention cell will have his/her clothing removed unless the item(s) of clothing pose a risk to the inmate and/or staff.

#### c) Booking Process Delay

1. Inmates who are unable to complete the booking process due to intoxication will be placed into a cell by themselves. If time permits a sergeant shall be notified and respond if possible and a handheld camera will be used when an inmate is placed into a cell.
2. CHS will assess the inmate prior to placement into the cell.
3. On each occasion, a sergeant will be notified and respond if possible, and a handheld camera will be present when an uncooperative inmate is placed into a Medical Observation or Detention cell. Every four (4) hours, the Operations Sergeant will be advised if the inmate cannot/will not complete the booking process. This process will continue every four (4) hours until the inmate is properly booked.
4. No inmate placed in a cell for the purposes of a booking process delay will have their clothing removed unless the item(s) of clothing pose a risk to the inmate and/or staff.
5. The inmate's name, incident number, booking number, cell, reason, time in/out, and check times will be entered into the Inmate Personal Safety Monitoring Form. A deputy will check the condition of each booking process delay inmate within 30 minutes of the beginning time of the previous security staff check. The start and end times of the checks will be printed in the Inmate Personal Safety Monitoring Form along with the printed name of the deputy who performed the check and the observed condition of the inmate.
6. Intoxicated inmates will be awakened during each observation check.
7. If after 4 hours the inmate is still unable to complete the booking process, CHS and the Operations Sergeant will be notified. This procedure will be repeated every two hours until the inmate is either removed for booking or for medical treatment.
8. An inmate will not remain a booking process delay for more than 12 hours. If it is determined that the inmate cannot complete the booking after the twelve hour limit has elapsed, they will be assessed by mental health for possible mental health housing. The Watch Commander and/or the Operations Sergeant will be notified of all incomplete bookings.
9. Upon beginning their shift, the Medical Observation Deputy will check all booking process delay inmates to determine the length of time the inmates have been confined with respect to the 12 hour limit. The Uncuff Deputy will check the booking process delay inmates in the absence of the Medical Observation Deputy.
10. If an inmate has completed the initial booking process, but has not yet completed the Identification process, they may, be placed into a second floor safety cell. For more information about required authorization to place an inmate in a safety cell, reference CCOM Policy 2104.3 - Safety Cell.
  - i. Inmate Records should be notified of all incomplete bookings occurring after the initial intake process.
11. If a decision is made to move the inmate upstairs to a housing location, the Operations Sergeant and Classification Deputy shall be notified. The Classification Deputy will make the housing changes.

12. The deputy processing the incomplete booking to a housing location, will return the inmate's personal clothes to the clothing room, obtain a clothing receipt for the inmate, and pick up the Module card from the Booking Prowler.
  13. When a booking process delay inmate is placed in a cell and physical force was not used, a Jail Incident Report titled "Booking Process Delay" will be written and submitted by the primary deputy. The Inmate Personal Safety Monitoring form will be attached to the Booking Process Delay report. The deputy processing the booking will submit the original report to the Operations Sergeant.
  14. When the inmate is ready to complete the booking process, the Medical Observation/Uncuff Deputies will remove the inmate from the cell and return them to the booking process. The process will continue as normal.
- d) 849(b)
1. (If policy changes to accept 849(b)'s by the Assistant Sheriff of Jail Operations, the following shall be implemented.)
    - i. If it becomes necessary to place an 849(b)(2) inmate into a safety cell, a Correctional Health Services (CHS) representative will be notified by the Medical Observation Deputy or nurse. A request will be made to evaluate the inmate for possible W&I 5150 proceedings. If it is determined that the inmate falls within the W&I 5150 guidelines, CHS will prepare the necessary documentation. Transportation will be notified of the need to transport the inmate to the designated mental health facility for evaluation. The inmate will be released from detention status prior to leaving the CJX. If the inmate does not qualify for W&I 5150 status, they will be released upon completion of the detoxification period.
- e) Meals
1. All inmates in the Medical Observation areas will be offered food and drink at meal times. Under the supervision of the Medical Observation Deputy or Booking Prowler, the first floor CST will distribute the meals.
  2. The Medical Observation Deputy will use caution when food is distributed to ensure that hot items are not served to combative inmates.
  3. At the conclusion of the meal service, clean up and utensil/plate/cup return will be confirmed by the supervising deputy.
- f) Official Visit
1. An inmate in the Medical Observation area, or combative inmate in a holding cell, will not receive an official visit unless such visit is pre-approved by the Watch Commander.

### 3000.6 - Booking Corridor

Deputies will move inmates through the booking process so that each required activity is completed in an expeditious and orderly fashion.

a) Booking Prowler

1. A deputy will escort the inmate from the Receiving area to a Detention Release holding cell where the inmate will be transferred to the MALE Booking Prowler or FEMALE Booking Prowler's control.
2. The Booking Prowlers or Identification Deputies will be responsible for moving the inmate from station to station or placing him/her in available holding cells to await processing.
3. The Inmate Movement Log, maintained by the respective Booking Prowlers, will be kept current at all times. The information will include the booking time, booking number, inmate's name, housing location, time moved, and movement deputy.
  - i. Completed Inmate Movement Logs will be stored per retention policy.
4. The Booking Prowlers will perform body counts of all inmates detained on the first floor.
  - i. For more information about inmate counts, reference CCOM Policy 1719 - Inmate Counts.
5. Male and Female Booking Prowlers will conduct concurrent counts for all first floor inmates. The Male Booking Prowler will count all first floor male inmates; the Female Booking Prowler will count all first floor female inmates.
6. These counts will be recorded on the separate male and female First Floor Count Sheets. Prior to beginning the count, the Booking Prowlers will identify the inmates (male and female) with the "early time" (the earliest booking time of any male/female inmate on the first floor) according to the module cards maintained by the Booking Prowlers. This includes the early time for new bookings, returnees, inmates to be classified, inmates in Release and in-custody transfers. These early times will be recorded in the appropriate space on the count sheet.
7. The Booking Prowlers will then complete the count by counting the number of inmates in each cell on the first floor.
  - i. During body (paper) counts, the Booking Prowlers will verify the booking time of each inmate by reviewing the inmate's individual module card. The Booking Prowlers will locate the male and female inmates with the "early time" and that no other inmates have a booking time prior to the reported time.
8. The Booking Prowlers will provide their respective early times to the Operations Sergeant for review. Their respective reviews are done to minimize the possibility of violating the 24-hour bunk demand and exceeding cell capacity limitations.
9. Deputies will ensure that all inmates are properly processed and are provided a bed within twenty-four hours after arrival on the first floor. The Watch Commander or the Operations Sergeant will resolve any circumstance in which an inmate is not properly housed within twenty-four (24) hours.
10. Booking Prowlers shall be responsible for all in-custody transfers/releases being detained on the first floor, including the recording and monitoring of the early time of these inmates.



11. The Booking Prowlers will maintain, in their respective booking areas the module cards of all in-custody transfers/releases housed on the first floor.
  - i. The module cards will be grouped by destination (e.g., Chino, Riverside, Los Angeles, etc.)
  - ii. The count sheet will indicate the early time and name of the inmate with the earliest booking.
  - iii. The Booking Prowler shall advise the Operations Sergeant and Classification Deputies when an inmate (including; in-custody transfer/releases, new bookings, intra and inter-facility transfers, inmates pending classification, pending releases, etc.) has been on the first floor more than eighteen (18) hours. The Operations Sergeant will advise the Watch Commander of any inmate that has been on the first floor for more than twenty (20) hours.

b) Detention Release

1. After the booking clerk completes booking the inmate, a deputy will move the inmate to the Detention Release station, or to a holding cell across from Detention Release.
2. Court appointed representatives and Pre-Trial Services Officers will review each inmate's arrest/booking documentation and/or interview the inmate inside a Detention Release booth, to determine a bail setting, or to determine if an own recognizance (OR) release is appropriate.
3. The Pre-Trial Services Officer may review the following:
  - i. Pre-Booking Record
  - ii. Crime Summary
  - iii. Police Reports
  - iv. Criminal Record - local and state
  - v. Police, Parole, Probation Officer Interviews
  - vi. Bail Enhancement Request (Declaration)
4. Based upon the Pre-Trial Services Officer review of the inmate's arrest/booking documentation, the Pre-Trial Services Officer will notify the Booking Prowler of the inmates he/she wishes to interview.
  - i. A Pre-Trial Services Officer wishing to interview a certain inmate will advise any available deputy who will bring the inmate to the Detention Release booth and lock the inmate inside the booth. The Pre-Trial Services Officer will advise the Booking Prowler again when the interview is completed.
  - ii. Deputies will be informed of the bail status of inmates (i.e., quick releases and OR releases) and move the inmate to the next booking station.
  - iii. Inmates who are not going to Housing and are going to be released will bypass the Classification and Clothing Room Stations, and go directly to Identification followed by Release.

- iv. The Pre-Trial Services Officer will notify Inmate Records of those inmates who will be released so that the inmates' files can be prepared and sent to the Release Guard Station.
  5. Inmates in need of additional telephone calls pursuant to the Pre-Trial Services Officer's review, will be placed into a nearby cell equipped with a telephone. At a minimum, the statutorily mandated number of completed calls shall be permitted to the inmate within a reasonable period of time. All other incomplete calls can be completed in the housing units. Statutorily mandated calls will be noted on the Booking Advisement Form in the Identification Unit.
  6. Inmates approved for release from custody will be moved to the Identification by a deputy. These inmates will be given priority in processing by the Identification Deputy.
  7. Inmates who will remain in custody will be moved to an available Identification cell for Livescanning by a deputy.
  8. Inmates in excess of the number that can be processed at one time by Classification staff will be secured in nearby holding cells.
- c) Classification
1. For more information about Classification, reference CCOM Policy 1200 - Inmate Classification Procedures.
- d) Identification
1. Two forms will be generated at the Identification Station:
    - i. Booking I.D. Record
    - ii. Booking Advisement
  2. The Identification Deputy will obtain required signatures for mail inspection and telephone call usage.
  3. Inmates who have been transferred to a Pre-Trial Services Officer cell (PM1 or PM2) will be processed in groups chronologically. Priority will be given to inmates being released on their own recognizance (OR), quick release (QR), or as a self-bail. After processing, a suspect reporting to the Intake/Release Center (IRC) for a court ordered line-up will be escorted to the Central Men's Jail (CMJ) or Central Women's Jail (CWJ) by a First Floor Prowler. If the inmate is to be subsequently released, he/she will be moved to a holding cell to await notification from the Release Deputy.
  4. The Identification Deputy will obtain the inmate's Booking Identification Record and Booking Advisement form, verifying all of the inmate's personal information. Forms requiring corrections to the computer-generated information will be returned to the Records Supervisor for corrections and a reprinted form(s).
  5. Hospital and delayed booking forms will be kept in the inmate's file until the inmate is able to complete the booking process.

6. Advisement of Charges: The inmate will be allowed to read the charges listed on Booking Advisement form and any supplemental booking forms prior to signing.
7. Phone Call Usage: Inmates requesting additional phone calls will be advised of the availability of phones in the housing module dayrooms.
8. Authorization to Inspect Mail: The Identification Deputy will obtain the inmate's signed authorization on the Booking Advisement form to open and inspect all mail or messages sent to him/her while he/she is in custody. If the inmate is to be released, the signature is still necessary due to the possibility of additional charges being received, and/or the inmate's failure to secure bail/release. Refusal to sign will result in the inmate's mail being forwarded to the personal property storage area for inclusion in his/her property bag. The mail would then be delivered at the time of his/her release from custody. "REFUSAL" will be written in large letters in the signature space.
9. Supplemental Bookings: Inmates with additional charges against them will be supplementally booked. A Supplemental Booking form will be generated by the booking clerk and passed through to Identification where the following will occur:
  - i. Inmate will be advised of the supplemental charges.
  - ii. Flat impression prints of the inmate's right and left hand and right index finger will be obtained.
  - iii. Inmate will sign the Supplemental Booking form.
  - iv. Identification Deputy will sign and date the Supplemental Booking form, including his/her PIN.
  - v. File copy (white) will be returned to Inmate Records.
10. Booking Identification (ID) Record:
  - i. The Identification Deputy will legibly sign his/her name and badge number in the "For Jail Use Only" section of the Booking ID Record.
  - ii. They shall also include the date/time processed and whether the following was performed:
    - A. Printed
    - B. Comments section; any unusual circumstances of interest relating to the inmate will be recorded in this space.
11. Livescan: Every person booked into Jail Operations will be fingerprinted via Livescan.
  - i. When necessary, fingerprint and/or palm print cards will be properly obtained from the inmate (e.g., a request from CAL ID). The deputy and the inmate will place a legible signature and correct date on the cards.
  - ii. Inmates refusing to sign the cards will be removed from this stage in the booking process and be placed into a holding cell. After two (2) hours, the Operations Sergeant will be notified if the inmate remains uncooperative.

12. The Identification Deputy will obtain a flat impression print of the inmate's right hand and thumb on the file copy and inmate's copy of the Booking Advisement form. Flat impression prints of both hands will be obtained on the Booking ID Record. The file copy of the Booking Advisement form will be sent to Inmate Records. The Booking ID Record and any fingerprint, palm or handwriting cards will be routed to Sheriff's Records Division for processing.
13. Handwriting Exemplar Cards will be filled out upon request of an Investigator.
14. When a fingerprint card is necessary, it will require a complete set of "rolled impression" prints and "plain" or flat impression prints. Each finger, and thumb, is rolled from side to side on the inked surface and then in the same fashion on the print cards where indicated.
  - i. The inmate will clean his/her hands immediately after fingerprinting using available cleaning materials (e.g., soap and paper towels).
15. Each fingerprint card and handwriting exemplar must be signed by the Identification Deputy obtaining the prints or writing exemplar. The signature will be legible and include the Identification Deputy's PIN.
  - i. Cards with illegible signatures, no signatures, smudged prints or other errors will be sent back from Sheriff's Records for correction.
  - ii. Returned cards will be corrected immediately. Delays in properly processing the cards may result in not having access to the inmate to make the correction.
  - iii. The Operations Sergeant will be notified when there is no deputy signature on the card (s). The Operations Sergeant will examine the work schedule to determine the earliest date that the deputy will be available to sign the card(s).
16. Delayed/Incomplete Bookings
  - i. Documents associated with inmates whose bookings are delayed/incomplete will be kept in the inmate's jail file until the inmate arrives for processing.
  - ii. Inmates who have been moved to a housing location will have their housing module cards delivered to their housing location.
  - iii. When the inmate is ready to complete the booking process, a deputy will retrieve the inmate's booking documents from Records (Booking Advisement form, Booking ID Record).
  - iv. The deputy will verify and update, with the inmate, all the information on the forms. Forms requiring corrections and/or additions will be handed to Inmate Records who will generate an updated form.
  - v. The deputy will obtain all required fingerprints and photographs.
17. The print cards, exemplar cards, and original copies of DR's will be taken from both the male and female Identification stations to Sheriff's Records at the end of each shift.
  - i. The Day Shift Deputy will re-supply the stations with cards. Fingerprint cards will be obtained from the warehouse. The palm cards are obtained from Sheriff's Records Supply in the Headquarters Basement.

18. The Identification Deputies assigned to each shift will keep the rollers clean and in good operating condition.
  19. When the inmate has completed the Identification process he/she will be directed by the Identification deputies to a classification holding cell for a Classification Review or to a holding cell for transfer to release upon notification from the Release Deputy.
  20. During busy periods, when there are more inmates than can be processed at one time, the Booking Prowler Deputy may summon a First Floor Prowler to move the inmates between the holding cells, Identification, the Clothing Room, and Release.
- e) Re-fingerprinting of Inmates
1. Criminal Justice Agencies (e.g., court, district attorney, police, probation, etc.) may request that an inmate be re-fingerprinted for evidence, major cases, etc. For such agencies, the inmate will be reprinted and the print cards provided upon verbal or written request.
  2. Requests for inmate reprints from other agencies or persons (e.g., public defender, or attorney) will require a court order.
  3. Sheriff's Forensic personnel may need to re-fingerprint an inmate, and will be accompanied by a deputy as they reprint the inmate.

### 3000.7 - Showers/Clothing Room

Inmate personal clothing will be safely stored in the facility clothing room pending the inmate's release or transfer. All inmates will be provided clean jail clothing that is appropriate to meet the needs of confinement including sanitation and safety requirements.

- a) Shower and Clothing Inventory
1. After completing the identification process, inmates remaining in custody will proceed to the showering/clothing station. Inmates will present their Tracking Form to the Correctional Services Technician (CST) for identification purposes.
  2. Upon the inmate's arrival, the CST will generate a form titled "Clothing Bulk Property Inventory."
    - i. Any inmate scheduled for a "Quick Release" or an "O.R. Release" will not be showered or have his/her clothing exchanged.
  3. The CST will instruct the inmate to disrobe and place his/her clothing and shoes on the counter. The CST will document all personal items on the Inventory form by color, quantity and condition. Any contraband items discovered at this point will be the responsibility of a First Floor Deputy, assisted by the CST.
  4. The inmate's personal clothing will be folded by the inmate and placed into a storage bag. The inmate's shoes will be placed on the bottom of the storage bag. The inmate's full name and booking number will be printed on a tag which will be placed over the bag's hanger. The bag will then be placed on the conveyor.

5. Personal clothing that is badly soiled or infested will be disposed of. For more information about soiled or bug infested personal clothing, reference CCOM Policy 2408.1 - New Inmates.
  6. The inmate will sign the Inventory form verifying the inventory is correct. The CST will also sign and date the inventory form before giving the inmate a copy. The hard copy is retained in the Clothing Room files. Inmates will not have access to the files while in the Clothing Room.
  7. The inmate will be given soap and a towel and instructed to thoroughly bathe in the showers.
    - i. Handicapped inmates may require medical staff help with showering and clothing exchanges. The CST or Booking Prowler will make the arrangements with the Module "L" medical staff.
    - ii. Water temperature is thermostatically controlled to ensure the comfort and safety of the inmates.
    - iii. When a juvenile is preparing to shower, the shower, drying and undress areas will be cleared of all adult inmates including inmate workers.
    - iv. Personal jail papers to be retained by the inmate will be safeguarded on the counter by the CST during the shower process.
    - v. Wet towels are to be placed into a specific bin for return to the laundry in the [REDACTED]. [REDACTED] Towels will be taken to the laundry each shift and clean replacements obtained.
  8. Whenever the CST has to temporarily leave his/her assigned work area, he/she will notify the Booking Prowler and Identification station. If there are inmate workers present they shall be secured in nearby holding cells until the CST returns.
- b) Jail Clothing
1. The CST will hand a full issue of jail clothing to each inmate upon completion of the showering/drying process. Sizes will be determined when the inmate's personal items are listed on the Inventory form.
  2. Each shift CST is responsible for ensuring that an adequate supply of jail clothing, towels, soap and supplies are on hand at the beginning of each shift.
  3. For more information about an inmate's jail issued clothing, reference CCOM Policy 1201.16- Inmate Identification Cards and Clothing.

## 3002 - Housing Operations

### 3002.1 - Staffing/Responsibilities

#### a) Staffing/Responsibilities

1. All Guard Stations will be staffed by a Guard Station Deputy/CSA. The Guard Station will be staffed 24 hours a day, 7 days a week. The Guard Station is a fixed post and under no circumstances will the assigned deputy/CSA leave without proper relief or at the direction of the Sergeant.

- i. Housing Guard Station-2nd Floor will be staffed with one deputy and one CSA/SSO or two deputies. They will direct and coordinate the functions of Modules J, K, L, M, N, as well as, directing and coordinating inmate movement between the Intake/Release Center's first floor, the Central Women's Jail and the Central Men's Jail
- b) All housing modules will be staffed by a Correctional Services Assistant (CSA) or Deputy, with assistance from assigned Prowler Deputy(s). The module will be staffed 24 hours a day, 7 days a week.
  1. The modules are designed and constructed with various types of cells for the separation of inmates as needed.
- c) Housing Guard Station and Module Guard Stations are secured areas to which inmates are denied access, except for cleaning purposes.
  1. Under immediate direction and with prior approval of the Guard Station Deputy, a CST will oversee the cleaning of the Guard Station by inmate workers.
  2. Inmates cleaning the Guard Station will not be permitted to loiter in the area or have access to any documents or security equipment.

#### 3002.2 - Documentation

- a) All Guard Station and Module Deputies will maintain a 24-hour daily Log. The information on the log will include but not be limited to:
  1. Name of the assigned Deputy for each shift
  2. Date and shift times
  3. Time, number and status of counts
  4. Incidents, title and report numbers
  5. Safety check times and observations
  6. Other information pertinent to the shift, such as inmate's dayroom use, sick call, outdoor recreation use, official visits, and/or refusal of same.
- b) The 12-hour Shift Logs will be generated by the oncoming Module Deputy/Prowler and begin at 0600 and 1800 hours. Logs will be retained for a two year period.
- c) 3002.2(c) Safety Check Log
  1. For more information about safety checks, reference CCOM Policy 1716 - Safety Checks.

#### 3002.4 - Receiving Inmates

- a) Inmates will arrive at the module vestibule from Booking. Deputies may escort the inmate.
- b) The Module Deputy will review the inmate's module card and identification card to confirm that the correct inmate is at the correct housing module.
- c) Classification Deputies may assign compatible inmates to the same sector. Classification staff will write the date, sector, cell and bunk assignment on the module card. The module card will then be placed in the module card holder. All restrictions of inmate movement will depend upon the

inmate's classification level. For more information about security procedures and special protocols determined by an inmate's classification level, reference CCOM Policy 1201.15 - Security Procedures by Classification Level and 1202 - Special Protocols or Handling (J-119). The deputy will record the following in the guard station log:

1. Inmate's name
  2. Booking number
  3. Date and time
  4. Location from where the inmate came
  5. Destination housing location
  6. New module number count
  7. Module staff member's initials in the guard station log.
- d) The Module Deputy will provide the new inmate with the following:
1. 1 towel
  2. Blanket
  3. 2 sheets
  4. Mattress
  5. 1 nightgown (female inmates)
  6. One (1) extra pair of underwear (females)
  7. The inmate will also be given a toothbrush, toothpaste, comb and a disposable razor, (except Module L) if requested.
- e) The Module Deputy will direct the inmate to the assigned sector and cell after having the Prowler conduct a search of the inmate and his personal property.
- f) Module "L", Correctional Health Services (CHS) will coordinate with the Classification Deputy in cell and bunk assignments.
1. Prior to the inmate being placed into a cell, determine if there are any special needs (e.g., safety gown).
  2. Prostheses are disallowed inside security unless approved by CHS doctor and the Watch Commander. The prosthesis will be placed into the inmate's property. The inmates will be accommodated by medical staff i.e. wheelchair, etc. In cases where the prosthesis is allowed, the inmate will be housed separately.

### 3002.5 - Court Preparation

- a) The Module Deputy prepares the module court list and places a plastic "COURT" ring around the cell door switch.
- b) Inmates going to court will be dressed in a full jail issue of jail clothing. The Module Deputy will ensure that inmates are properly dressed prior to leaving the module. For Module "L", this includes inmates dressed in safety gowns.



- c) Inmates going to court will not take books, combs, commissary items, etc. without a court order. Inmates may take court papers that pertain to their case or other documents requested by the court (e.g. classroom certificates to show completion of courses ordered by the judge) and authorized self-carry medications with approved documentation.
- d) The Module Deputy will notify Inmate Records on behalf of any inmate who claims he/she is scheduled for a court appearance, but is not on the court list. The deputy will request a records check, to prevent an over-detention, which could jeopardize prosecution and subject the County to liability.
- e) Module Deputies will ensure that Specialty Housing inmates are not placed in the module vestibule until all General Population (GP) inmates have departed the module. Specialty Housing inmates will be the last inmates escorted by Escort and/or Prowler Deputies to the Court Transfer area.
- f) Staging inmates for court may require the use of dayrooms.
- g) When inmates are summoned for court they will be instructed to close their cell door. The door will automatically lock when closed.
- h) Correctional Health Services (CHS) staff will notify Inmate Records of any inmate that is too ill to go to court. The Module Deputy will notify Court Transfer.

#### 3002.6 - Counts

- a) For more information about counts, reference CCOM Policy 1719 - Inmate Counts.

#### 3002.7 - Inmate Meals

- a) For more information about inmate meals, reference CCOM Policy 1604 - Inmate Rights.
- b) The Module CST under the direction of the Module or Prowler Deputy will serve meals.
- c) Unless otherwise specified, all IRC inmates will eat in their cells.
- d) Using the count figures, the Kitchen staff will determine the number of servings for the inmates in the module and confirm the number with the CST.
- e) Special diets and the serving sequence will be verified before the CST leaves for the kitchen. Correctional Health Services (CHS), prior to informing the kitchen to prepare them, will approve special diets.
- f) The Module CST will bring the loaded carts to the inner dayroom area and plug the electric cord into the receptacles in order to maintain the correct food temperature.
- g) The Prowler, CST and inmate workers will move one cart at a time into each dayroom. All other loaded carts will remain connected to the electrical outlets.
- h) The Module Deputy will instruct the inmates to stand by their doors and prepare to receive their food trays. The inmate workers will hand the trays to the inmates after the Prowler or CST unlocks and opens the food tray port.
- i) Each inmate's tray will contain the complete meal, beverage and utensils.

- j) Inmates housed in Module "L":
  - 1. Inmates in all sectors will eat their meals in their cells. The Prowler Deputy will visually monitor the meal service.
  - 2. Medical cell inmates will be fed after the other inmates. The Prowler Deputy will accompany the CST throughout the safety cell feeding. Inmates in safety cells will be fed the same meal as other inmates, except when a special diet is ordered by a doctor.
  - 3. Combative or hostile inmates will not be served hot items.
  - 4. Cells in sectors 16, 17, 18, and 19 are equipped with pass-through ports in the doors. These cells will be used for in-cell feeding of contagious and/or inmates with mental disabilities, or others as designated by CHS.
  - 5. Inmates in negative air-flow cells will be fed in the following manner:
    - i. Food will be placed on standard trays and provided to inmates via the pass-through hatch.
    - ii. After the meal, the CST will direct the inmate to return the tray via the pass-through.
- k) Every inmate will be offered a tray of food. The Module Deputy will note in the Module Log any inmate who refuses to eat two meals in succession. The deputy will send a memo to the nurse identifying inmates who have refused two (2) successive meals.
- l) The Module Deputy, Prowler and CST will ensure that the inmates store no food. Unconsumed food and drink must be returned to the kitchen.
- m) The inmate, and/or inmate worker, at the end of the meal will clean food and/or drink spills with paper towels provided by the CST.
- n) The CST will return to the first inmates that were served and begin collecting trays, uneaten food, paper trash and utensils. Every tray, cup and utensil will be returned to the CST for return to the kitchen.
- o) When the CST has collected all used trays, utensils, cups, trash and unconsumed food, the CST will return the carts to the kitchen for cleaning.

#### 3002.8 - Shower Call

- a) For more information about shower call, reference CCOM Policy 2007 - Shower Call.

#### 3002.9 - Inmate Movement

- a) When an inmate leaves the module, other than in a group or mass movement, the inmate will have a movement pass authorized and signed by the Module Deputy. The Guard Station Deputies will check movement passes for destination and accuracy.
  - 1. For more information about security procedures or special protocols determined by an inmate's classification level, reference CCOM Policy 1201.5 - Security Procedures by Classification Level and 1202 – Special Protocols or Handling (J-119).

- b) Mass and group movements will be escorted as required. The Guard Station Deputy/CSA/SSO will visually monitor mass and group movements.
- c) Groups of new bookings will be escorted up the escalator and directed to their housing area by the IRC Booking Prowler.
- d) Inmates being released will have their module card in their hand. The Guard Station Deputy will review the card and direct the inmate to go down the escalator. Questionable inmate movement will be verified with the Module Deputy.

### 3002.10 - Court Transfer

- a) Inmates will be escorted in groups from the Central Men's Jail (CMJ) and Central Women's Jail (CWJ) second floor Guard Stations by CMJ and CWJ Escort and Prowler Deputies through the two respective male and female connecting corridors to the IRC.
  - 1. Escort, Prowler and Housing Deputies will escort inmates from their assigned housing locations to the Court Transfer cell area.
- b) Inmates will walk single file, grouped by classification.
- c) Groups will be led by one Escort or Prowler Deputy and followed by another Escort or Prowler Deputy.
- d) Upon reaching the second floor Guard Station, inmates will proceed down the escalators to the first floor. Females will proceed down the women's escalator, to their respective sides of the Court Transfer cell area.
- e) At least one female deputy will be present at all times when female inmates are moved in the corridors.
- f) Male deputies will not enter the female side of the Court Transfer cell area unless accompanied by a female deputy.
- g) Upon arrival at the Court Transfer cell area the inmates will be assigned to cells.
- h) Theo Lacy Facility (TLF). If any inmates from TLF are being brought to the IRC for transfer, they will arrive prior to 0700. These inmates may be assigned to a cell area to await boarding of the appropriate vehicle.

### 3002.11 - Recreation

NOTE: Special restrictions may apply to Specialty Housing inmates.

- a) Dayrooms
  - 1. For more information about dayrooms, reference CCOM Policy 2006 (b) – Dayrooms.
- b) Outdoor Recreation
  - 1. Outdoor recreation will take place in the two (2) outdoor recreation areas attached to each module. Module Deputies will regulate access to the outdoor recreation areas according to a schedule. Each inmate must be allowed to have access to the outdoor recreation areas for a minimum of three (3) hours per week. The Module Deputy will announce the schedule to the

inmates over the public address system. The schedule will rotate each week giving inmates a variety of times in which to have recreation. Only compatible inmates will be allowed into the recreation area together.

2. Outdoor recreation activities will include basketball, handball, volleyball (Module "K" only), jogging, and calisthenics. As appropriate and/or needed, equipment will be provided by the Correctional Programs Technician.
3. Inmates will be fully dressed and will not individually move in and out of the recreation area unless directed by the Module Deputy. No commissary items (i.e., food/drink) will be permitted in the outdoor recreation area.
4. Module and Prowler Deputies will keep the inmates in the recreation areas under constant supervision. Prohibited activities are:
  - i. Boxing and martial arts (Karate, Judo, etc.)
  - ii. Wrestling
  - iii. Climbing walls or doors
  - iv. Destroying equipment or structures
  - v. Converting jail property or supplies to weight lifting equipment
  - vi. Marking on jail walls, windows, floors, etc.
  - vii. Soiling the recreation area
  - viii. More than one person in the toilet area at one time
5. During recreation periods, inmates may stop their activity to participate in visiting. The inmate will be given the choice to visit or continue with recreation. The Module Deputy will inform the Visiting Guard Station of the inmate's recreation activity.
6. When the recreation period has ended the inmates must clear the inner and outer recreation areas and return to their sector's dayroom.

### 3002.12 - Visiting

- a) Each inmate will be allowed at least one (1) thirty (30) minute public visit per visiting day. Visiting days are Friday, Saturday, Sunday, and Monday of each week.
- b) Official and public visits will take place in the individual modules. Visit approval will originate from the Visiting Guard Station.
- c) The Module Deputy will be informed of a pending visit when notified by the Visiting Guard Station.
- d) The Module Deputy will determine if the inmate is available for a visit and will assign a visiting booth. Inmates will not have visits during the following times: at mealtime; if the inmate is being treated by Correctional Health Services (CHS); or if the inmate is being transferred to another facility. The Module Deputy will inform the Visiting Guard Station of an inmate's unavailability and the expected duration.
- e) Inmates will be notified over the intercom or public address system of the visit. Inmates will be dressed in a complete issue of jail clothing for the visit.

- f) Module Deputies will not require inmates to participate in visits. Inmates may refuse any public or official visit.
- g) Eating and drinking are prohibited in the visiting area and visiting booths. Inmates will be reminded of this prior to the visit.
- h) There are nine (9) visiting booths in each module. Seven booths are without doors and are intended for public-inmate visiting. Two booths, one on each end of the seven public visiting booths, have doors to ensure privacy and are intended for "official" and protective custody (PC) visits. Each booth is numbered or lettered.
- i) The Visiting Guard Station makes booth assignments. Under no circumstances will incompatible inmates be allowed to visit at the same time.
- j) Official visits are not timed. Attorneys, law enforcement, clergy, psychologists, doctors, legal runners, and others as approved by the Division Commander will be assigned to the end booths, or center booths, on a first come first served basis. Methadone will be handed from the nurse to the deputy to the inmate using the pass-through.
- k) Public visits will begin and end upon verbal notice of the Module Deputy, who will begin timing the visit when both parties are present.
- l) When visiting is in progress, the Module Deputy will direct the Prowler Deputies to make periodic checks of the inmate side to ensure security is not compromised and that jail visiting rules are being followed.
- m) Official or public visitors may have documents signed by the inmate at the visiting area. A Prowler Deputy will unlock the pass-through and relay documents to and from the inmate/visitor.
  1. Every envelope or closed container will be opened and checked for contraband before handing it to the visitor/inmate.
  2. Deputies will not endorse documents as witnesses for inmates or official visitors.
  3. Only official documents may be exchanged at visiting. All other letters and correspondence must be exchanged through normal jail channels.
- n) When scheduled inmate activities begin during a visit, the Module Deputy will announce the activity over the public address system to the inmates in the visiting area. Inmates must then choose to either continue with the visit or participate in the activity.
- o) When the visiting has ended, the Module Deputy will direct the inmate(s) to return to their assigned cell or dayroom.

### 3002.13 - Chapel/Program/Class

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

- a) When circumstances arise that require the cancellation of scheduled religious services or a delay of more than 15 minutes, the Watch Commander must provide e-mail notification to the Division Commander, Inmate Programs Director, and the Custody Operations Assistant Sheriff.
- b) The Housing Guard Station will coordinate movement into and out of the chapel. The deputies in Main Control will advise the Housing Guard Station when to notify the modules to prepare those inmates who want to attend chapel service. There will be separate chapel services for female inmates.
- c) Prior to each module sending its inmates to the chapel, the module will telephone the Guard Station with the total number of inmates who will attend the service. The Housing Sergeant or, in the Sergeant's absence, the Guard Station Deputy will determine how many inmates from each module will attend when the total number wanting to attend exceeds the chapel's capacity of forty (40) persons.
- d) If there is a problem during the services, the Housing Guard Station Deputy will summon assistance from one of the housing modules and/or Main Control.
- e) Preparing for Chapel/Program/Class Services
- f) Separate chapel/program/class services will be held for male and female inmates housed in any Jail Operations facility. At the Intake/Release Center (IRC), the services/classes will be held in the module multipurpose rooms located adjacent to the visiting booths within the module. Deputies will notify inmates when religious programs are scheduled.
- g) The Main Control Deputy/SSO/CSA will direct the religious/programs participants to the module guard station. The Module Deputy will direct the participants to the multipurpose room within the module.
  - 1. Each church/program group will consist of no more than six (6) persons.
  - 2. Each visitor will sign in and wear a visitor's badge.
  - 3. Each visitor will complete, read and sign a Security Clearance Agreement that includes the prohibition for handing any materials to any inmate.
  - 4. Items such as instrument cases, boxes or large bags will be checked for contraband items.
- h) The Main Control Deputy will telephone the module advising to prepare those inmates wishing to attend the service.
- i) The Module Deputy will make an announcement over the public address system for those inmates wishing to attend, to get dressed in full jail issue and line-up in the dayroom. The Module Deputy will direct the inmates to the multipurpose room where the service is being held.
- j) Based upon the number of people in the church group and the number of inmates wishing to attend, the Module Deputy will determine the number of inmates that are sent.
- k) Escorting Inmates to Chapel
  - 1. A deputy will direct the inmates to the multipurpose room.
- l) Problems During Services

1. If one or more of the inmates create a problem during the services, the Module Deputy will request assistance from the housing modules and/or Main Control.
- m) When Services End
1. When services conclude, the Housing Prowler will direct the inmates back to their sector, and the multipurpose room will be secured. Visitors will be escorted out of security through Main Control.

#### 3002.14 - Inmate Sick Call and Issuance of Medication

- a) For more information about sick call or distribution/administration of medication, reference CCOM Policy 2106 - Sick Call/Hospital Referrals and 2112.2 - Medical Distribution or Administration.

#### 3002.15 - Mail Pick-Up and Distribution

- a) For more information about mail pick-up or distribution, reference CCOM Policy 1900 - Inmate Mail.

#### 3002.16 - Module Cleaning

- a) For more information about cleaning, reference CCOM Policy 1600.2 (p) - Cleanliness.

#### 3002.17 - Inmate Release

- a) Notification of inmate releases will be made on the Sheriff's Data System (SDS) printer in the Housing Guard Station. The Housing Guard Station Deputy will call the Module Deputy and relay the release information.
- b) The Module Deputy will instruct the inmate to bring all personal and jail issue items, including the mattress, to the module vestibule. Cells are to be left in a clean condition.
- c) The Module Deputy will verify the inmate's identity by:
  1. Comparing the release notification with the inmate's information documented on the module card
  2. Comparing the inmate's module card photograph with the actual inmate being released
  3. By questioning of the inmate if necessary.
- d) Each item of jail property (i.e., towel, sheets, blanket and undergarments) will be checked for quantity and condition by the Module CST or Prowler before being placed into dirty storage. If the inmate is to be released or transferred in custody, the inmate will remove his/her T-shirt, undergarments and socks and place them in dirty storage prior to leaving the module.
- e) The Module Deputy will mark the release information in large letters on the front of the module card:
  1. [REDACTED]
  2. [REDACTED]

3. [REDACTED]
  4. [REDACTED]
- f) The inmate will be handed his/her module card, and depending on the type of release, the inmate will be directed to the Release Guard Station or Court Transfer Guard Station.
  - g) The deputy will make an entry into the movement log in the appropriate color: inmate's name, booking number, sector and cell number, release reason (e.g., straight, in-custody) date and time.
  - h) The Module CST will direct the inmate worker/work crew to clean the released inmate's cell. All other inmates in the sector will be secured in their cells during the time when the worker/work crew cleans the cell.
  - i) The inmate worker will also retrieve any items left by the inmate. Jail property will be recycled. Non-valuable personal effects and trash will be disposed of in the trash locker. The Module CST will handle valuables in the same manner as found property with a known owner.

### 3002.18 - Housing Guard Station - 2nd Floor

The Intake/Release Center (IRC) provides maximum-security housing for inmates in five (5) modules. The Housing Guard Station directs and coordinates the functions of the modules and inmate movement between the Central Men's Jail (CMJ), Central Women's Jail (CWJ), and the IRC.

#### a) Housing Sergeant

1. The Housing Sergeant's office is located in the Guard Station.
2. The Guard Station Staff (Deputy/SSO/CSA) will receive direction and supervision from the Housing Sergeant.
3. The Guard Station Staff will direct certain housing activities, scheduled or spontaneous, with prior approval of and in the absence of the Housing Sergeant (e.g., meals, movement of inmate groups, court, television changes).
4. The Guard Station Staff will maintain communication with the CMJ and CWJ second floor Guard Station Deputies. The Housing Sergeant will be kept informed of information from these facilities.
5. The Guard Station Staff will keep the Housing Sergeant's office supplied with materials as required. Reports and other documents will be placed on the sergeant's desk as they are received.
6. The Housing Sergeant will confirm with the Module Deputies that no cell capacities have been exceeded. This will be done during both the physical body counts [REDACTED]



#### b) Security Equipment

1. The Guard Station will be equipped with security monitoring and regulating equipment.
  - i. The Guard Station Staff will monitor inmates in all second floor Special Management Unit (SMU) cells by way of electronic intercoms. Physical safety/security checks of all inmates in SMU will be made at least once every thirty (30) minutes.



- ii. A control panel with colored lights and buttons will indicate the condition of specific doors in the Guard Station area. Guard Station Staff will be aware of each door's status and the working order of all equipment. Doors will remain closed unless an authorized person is passing through.
- iii. Restraint devices will be kept in the Guard Station, and will be used by deputies as necessary.
- iv. [REDACTED] to be used in the event of a power failure. The [REDACTED] will only be issued in times of emergency and at the direction of the Housing Sergeant. [REDACTED]  
[REDACTED]
- v. The Guard Station Staff will use the public address system when necessary.
- vi. An emergency movement control panel is located in the Guard Station for the main escalator. The Guard Station Staff and the Main Control Deputy/SSO/CSA can control both escalator movement and direction.
- vii. Emergency Response Team (ERT) equipment is [REDACTED]  
[REDACTED] The ERT equipment will be visually inspected, cleaned/maintained, and properly stored following each use and on an as needed basis, to ensure equipment readiness.

c) Visual Supervision of Inmates

1. Visual supervision of inmates in the second floor corridors will be the responsibility of the Guard Station Staff.
  - i. Surveillance will be by direct line of sight and by CCTV cameras.
  - ii. Inmates in the connecting corridor between the IRC, CMJ, and CWJ will be observed throughout their movement. Inmates are to walk non-stop through the corridors. Deputies will be sent to check any unusual inmate behavior.
2. The IRC and CMJ second floor Guard Station Staff will maintain continuous contact with each other regarding inmate movement through the connecting corridor.
  - i. The Guard Station Staff may request inmate movement be held. This may be prudent during disturbances, medical emergencies, inmate counts, shift change, or any other time security staff is unavailable.
3. No staff other than enforcement personnel (i.e., Deputies/SSOs/CSAs) will be allowed routine movement through the second floor tunnel without an escort.
  - i. Exceptions may be permitted in special circumstances (i.e. movement of oversized equipment, medical emergencies, etc.) provided the security of the facility and staff is not compromised. In these circumstances the Central Men's Second Guard Station and the IRC Housing Guard Station must cease all inmate movement through the tunnel, verify the tunnel is clear, and remain in constant communication while the staff member proceeds through the tunnel.

4. The Guard Station Staff will ensure that an escort is provided for any inmate requiring escort through the corridor. Deputies will be directed to perform the escort by the Guard Station Staff.
  5. Female inmates will use only the female corridor and male inmates will use the male corridor.
- d) Special Management Unit (SMU)
1. Guard Station Staff are responsible for the inmates assigned to SMU cells in their respective areas
    - i. Module J Guard Station - Module J SMU cells
    - ii. Module K Guard Station - Module K SMU cells
    - iii. Housing Guard Station - Second Floor SMU cells
  2. Inmate requests for assistance, suspicious sounds, and unresponsive inmates will require the Guard Station Staff to direct a deputy to respond and/or investigate the circumstances.
  3. At the designated times, Prowlers will count the inmates in SMU at the direction of the Guard Station Staff.
  4. Property for both female and male inmates in SMU for discipline will be retained in a designated room until the inmate is released from discipline status.
  5. CST's will feed inmates in SMU at the direction of the Guard Station Staff.
  6. Twice per week, a complete clothing exchange for inmates in SMU will be directed by the Housing Deputy/SSO.
    - i. Inmates in SMU for other than disciplinary reasons: handle clothing exchange per regular rules.
  7. The Guard Station Staff will direct showers for inmates in SMU. Prowlers will be assigned to manage the shower process. Showers will be provided on an every-other-day basis.
  8. Medication for inmates in SMU will be distributed by the medical staff at the designated times. Prowlers will accompany medical staff in order to open cell doors and provide security.
  9. Inmates housed in a SMU area, who are not on disciplinary status, will receive all rights and privileges (i.e., outdoor recreation, dayroom, and commissary).
    - i. An inmate will not be placed in a SMU cell prior to a punishment hearing held by the Disciplinary Officer, or as alternative housing, without permission from the Watch Commander. Correctional Health Services will then be notified.
- e) Inmate Count
1. Inmate counts will take place according to CCOM Policy 1719 - Inmate Counts and 1719.1 (h) - Count Start Times.
    - i. Main Control will announce over the public address system to freeze all inmate movement until the count is clear.
    - ii. Main Control will announce over the public address system that the count is clear and that inmate movement may resume.

- iii. Module Deputies will notify Classification staff of any housing location discrepancies. Classification staff will make any changes to the database to correct the count.

### 3002.19 - Modules J, K, L, M, N and S

The design of the Intake/Release Center's (IRC) housing modules allows for bringing inmate services to the module. This enables efficient management of the module, protection of staff and inmates, constant high level supervision of Specialty Housing inmates, and continued separation of male and female inmates.

#### a) Module Staffing

1. IRC modules J, K, L, M, and N will be staffed by a Correctional Services Assistant (CSA) or a Deputy with assistance from assigned Prowler Deputy(s). The module will be staffed twenty four (24) hours a day, seven (7) days a week. Module "L" and "K" will also be staffed with medical/mental health personnel.
2. The supervision of inmates housed in Module S will be the direct responsibility of the Receiving Guard Deputy or their designee. Upon housing of inmates in Module S, the Receiving Guard Deputy will maintain visual supervision utilizing the surveillance cameras and monitors located inside the Receiving Guard Station.

#### b) Module Descriptions/Responsibilities

1. Module "J" may be comprised of female or male inmates.
2. Module "K" may be comprised of female or male inmates including those in need of medical and/or mental health care.
3. Module "L" is comprised of male inmates including those in need of medical and/or mental health care.
4. Module "M" may be comprised of female or male inmates.
5. Module "N" may be comprised of female or male inmates.
6. Supervision of the employees in the module is the responsibility of the Housing Sergeant.
7. In Module "L", responsibilities in the module are documented in the Memorandum of Understanding (MOU/07-01-2011), between the Sheriff's Department and the Health Care Agency and includes the following:
  - i. Matters of judgment regarding health care services will be the sole province of the Correctional Health Services.
  - ii. Sheriff's Department staff will retain control over, and set policies for maintaining security within Jail Operations. This shall include the identification of proper housing for inmates.
  - iii. Deputies will provide security for those inmates confined in the medical areas to ensure the safety of inmates and the CHS staff.
  - iv. Deputies will maintain necessary communications with the CHS staff.

8. CHS staff will not open cell doors; this is a deputy function. A deputy will accompany CHS staff anytime a door requires opening.
  9. Classification staff will notify the Module Deputy before sending any inmate to the Central Men's Jail (CMJ) or Central Women's Jail (CWJ) Infirmary. The Module Deputy will advise the Module "L" CHS staff of the impending relocation.
  10. CHS will notify Classification staff of any housing change request. Classification staff will coordinate the change with the Module Deputy.
  11. Module S is comprised of two, six person cells located in the Medical Observation area of the Intake Release Center. Each cell consists of the following:
    - i. six bunks
    - ii. toilet
    - iii. sink
    - iv. phone
    - v. television
    - vi. table/seating
    - vii. dayroom/common area
  12. Module S responsibilities will be carried out by the following personnel:
    - i. Deputies assigned to the Booking Loop
      - A) Safety Checks
      - B) Escort to visits, showers
      - C) Religious services
      - D) Correctional programs
      - E) Outdoor recreation
    - ii. Booking Prowler
- a) Housing
  - b) Physical Body Count
    1. Operations CST
      - i. Meals
      - ii. Cleaning
      - iii. Supplies
      - iv. Clothing Exchange
    2. CHS
      - i. Medications

### 3002.20 Correctional Health Services Lanterman-Petris-Short (LPS) Unit

Correctional Health Services (CHS) LPS unit, in compliance with the Lanterman-Petris-Short (LPS) Act, provides additional mental health housing and treatment for male and female inmates with mental

health disorders. Behavioral Health deputies will work alongside CHS staff to promote proper evaluation and treatment for inmates housed in the CHS LPS Unit.

a) Housing

1. Inmates are housed in the CHS LPS unit following CHS LPS guidelines.
2. Behavioral Health deputies, in conjunction with CHS staff, will notify Classification deputies for all housing changes.

b) Hearings

1. Hearings will be facilitated by the Behavioral Health deputy. Due to the unpredictability of inmates with mental health disorders, Behavioral Health deputies should use their discretion for the location of the scheduled hearing.
2. An Inmate advocate and CHS approved hearing officer shall be present during a Probable Cause Hearing (PCH).
3. A Public Defender and Judge or court-appointed hearing officer shall be present during a Riese Hearing.
4. A Housing Sergeant and/ or Watch Commander will be notified of any issues and/ or delays in either of the Hearings.

a) Group Program(s)

1. Participation in the program(s) will be voluntary. No inmate shall be forced or compelled to participate in the program(s).
2. Behavioral Health deputies, in conjunction with CHS staff, will determine which inmates will participate in the program(s) by following CHS mental health prescriber's orders.
3. Opportunities to participate in the program(s) will be documented, including refusals to participate.
4. CHS LPS programs will not interfere with normal meal service. Inmates will be allowed the opportunity to consume their meals as normal.

b) Hygiene

1. Behavioral Health deputies should assist CHS staff in encouraging proper hygiene and cell cleanliness.
2. Deputies in collaboration with CHS staff shall make every attempt to gain the inmate's voluntary compliance to clean their cells regularly.
3. If an inmate refuses to clean their cell and CHS staff determines the amount of trash or lack of hygiene within an inmate's cell poses an immediate risk to the inmate's health and welfare, CHS staff shall notify the housing sergeant or watch commander, formally requesting the removal of the inmate from their cell.
  - i. Supervisors Responsibility
    - A. Supervisors will inspect the cell and determine the appropriate level of action based on their observations and CHS's recommendations.

- ii. If a cell extraction is needed, reference CCOM Policy 1808 - Emergency Response Team.

c) CHS LPS Unit Security Restraints

The utilization of security restraint devices, to include leg irons and/or handcuffs, during CHS LPS programs will be based on an individual assessment of the inmate by the Behavioral Health deputy on duty. Classification status, staff safety, and input from CHS staff regarding the medical/mental condition of the inmate will be taken into consideration prior to the application of security restraint(s), if any. The individual assessment and resulting determination regarding the utilization of security restraints will be documented on the guard station activity log.

1. When security restraints are utilized for programs in the CHS LPS, the least restrictive security restraint(s) will be used as needed to maintain security. The restraints will be secured to the metal bracket on the dayroom table. If an Inmate needs an accommodation because of a disability, security restraints will be used that will accommodate that disability to allow the Inmate to participate in the program. For example, if the Inmate is deaf and needs their hands free to sign, leg irons will be used instead of handcuffs.
  - i. If the individual assessment of the inmates determines that any inmate participating in a group program will be restrained, then for safety and security concerns all inmates participating in the group program will be restrained with the least restrictive security restraints to maintain safety and security.
2. When restraints are utilized, they will remain on the inmate for the duration of the program(s).
3. Behavioral Health Deputies will allow reasonable opportunities for the inmate(s) for hydration, sanitation and restroom needs.
  - i. Reasonable requests by the inmate(s) for hydration, sanitation and restroom needs should be accommodated.
  - ii. At a minimum, inmates will be allowed opportunities for hydration, sanitation and restroom needs on an hourly basis.
  - iii. All opportunities provided, including those refused, will be documented in the daily guard station log.
4. Inmates will not be left unattended while participating in the program.
5. Inmates will not be restrained longer than necessary after their program has ended.
6. The use of security restraints will be in compliance with CCOM Policy 1800.3 - Security Restraints.

d) Behavioral Health Deputy

1. Behavioral Health deputies will coordinate with Correctional Health Services (CHS) to assist with the following responsibilities:

- i. When CHS LPS inmates attend group program(s) in the dayroom, deputies will provide security for Programs staff and CHS staff. For more information about security restraints used in the LPS Unit, reference CCOM Policy 3002.20(e) - CHS LPS Unit Security Restraints.
- ii. Behavioral Health deputies will assist in facilitating Probable Cause Hearings (PCH) and Riese Hearings.
- iii. Deputies will assist CHS staff with coordinating the administration of involuntary medication. For more information about the administration of involuntary medication, reference CCOM Policy 1808.7 - Involuntary Medication.
- iv. Behavioral Health deputies will offer CHS LPS inmates the opportunity to attend dayroom and outdoor recreation. For more information about dayrooms and outdoor recreation, reference CCOM Policy 2006 - Recreation.
- v. Behavioral Health deputies will create and maintain individual inmate logs. These logs will document the following:
  - A. Attendance of dayroom and outdoor recreation. If the Inmate is unable to attend or refuses to attend, this will also be documented.
  - B. Group attendance. If the Inmate is unable to attend or refuses to attend, this will also be documented.
  - C. The administering of medication.
  - D. The refusal of medication.
  - E. Showers and haircuts.
  - F. Probable Cause Hearings.
  - G. Riese Hearings.
- vi. For more information about the frequency of safety checks, reference CCOM Policy 1716.3 - Frequency of Safety Checks.
- vii. Deputies conducting their scheduled safety checks, will assist CHS staff in maintaining the CHS LPS safety log. Completed safety logs will be collected on a daily basis and turned in to the Housing Sergeant. For more information about late safety checks, reference CCOM Policy 1716.5 - Late Safety Checks.

## 3004 - Main Control Guard Station

### 3004.1 - Main Control Staffing

- a) Staffing for Main Control will consist of at least two (2) staff members which could be comprised of any combination of Correctional Services Assistant's (CSA'S), Sheriff Special Officer's (SSO's), or Deputy Sheriffs.
- b) Each staff member must be relieved by another staff member before leaving the Guard Station.
- c) Assigned staff members will not leave the Guard Station to attend to emergencies unless directed to do so by the Operations Sergeant or Watch Commander.

1. A Prowler or other assigned deputy will be directed to attend to activity around the outside of the Guard Station.
  - i. NOTE: During a complete facility evacuation, the Main Control personnel will be last to leave unless the Guard Station becomes uninhabitable.
- d) During shift change, the off-going staff members will remain in the Guard Station until:
  1. All Main Control logs are complete and updated.
  2. The condition of all security equipment is verified.
  3. On-coming shift personnel are fully briefed.

### 3004.2 - Control Panel Operations

- a) Main Control Sally port Doors and Intercoms
  1. The [REDACTED] panel on the [REDACTED] as one enters the [REDACTED] provides controls for the [REDACTED]. The door will be controlled by the assigned personnel.
  2. The top right corner sub-panel is the intercom speaker, microphone, volume control and push to talk button. To operate this sub-panel depress and hold the "TALK" button and speak. To listen, release the "TALK" button.
  3. The next lower sub-panel consists of the "Hands Free" intercom button. By depressing the switch to the right, the indicator light will illuminate. The intercom is ready to be used when a selected location call button is depressed. To shut off the hands free feature, depress the switch to the left. The light will extinguish.
  4. The button to the left on the same sub-panel provides paging to the sally port. Depress and release the large, rectangular shaped button. The indicator light will illuminate solid. Either depress and hold the "TALK" button on the intercom sub-panel above and speak, or use the "Hands Free" switch to the right for longer pages. To disconnect, depress and release the large button. The indicator light will extinguish.
  5. The [REDACTED] sub-panel is the Panel Power and Lamp Test. Turn the [REDACTED]. Return the [REDACTED].
  6. Depress and hold the "TEST" button to illuminate all panel lights and sound the buzzer/tone. Release the "TEST" button to return the panel to normal operation.
  7. The remaining controls on this panel are [REDACTED].
  8. [REDACTED]
  9. To operate the call button when the indicator light is flashing (you will also hear a buzzer/tone), depress the square button below the flashing light and release. The light will come on solid. Depress and hold the "TALK" button on the intercom and speak. To listen,



release the "TALK" button. To disconnect, depress and release the square button under the light. The light will go out.

10. Main Control personnel must determine the identity and authority of every person requesting passage through these doors. When a question arises, a Prowler Deputy, and if necessary, the Operations Sergeant will be contacted for assistance before opening the door(s).
11. The [REDACTED] switch provides a [REDACTED]. To turn off the [REDACTED] turn the [REDACTED]. The indicator light will flash and the buzzer/tone will sound. [REDACTED]  
[REDACTED]
12. Return the [REDACTED]. The [REDACTED]. You must close all sally port doors before the automatic interlock is again functional. This switch may not be used without the Operations Sergeant's permission.
13. All access into and out of any maximum security jail facility and the outer security yard will be through sally ports and will be strictly controlled and monitored by staff members at the Main Control Guard Station.

b) Intercom Area Selector Buttons-IRC

1. The next panel to the left (facing the escalator) provides intercom contact in numerous areas of the IRC.
  - i. Elevators 3 & 4 (interiors)
  - ii. Connecting Corridor, ground level
  - iii. Modules J,K,L,M,N (various doors)
  - iv. Roof elevator and service room vestibule doors
  - v. Court Transfer Area - Men's & Women's
  - vi. Booking Corridors - Men's & Women's
  - vii. Basement Corridor, Elevator Vestibule, Service Room areas
  - viii. Dining/Kitchen area
2. When the indicator light flashes, a buzzer/tone will sound. Depress and release the rectangular button next to the flashing light. The light will come on solid and the buzzer/ tone will stop sounding. Then depress and hold the "TALK" button on the upper left corner sub-panel intercom and speak. To listen, release the "TALK" button. To disconnect, re-depress and release the area selector button. The light will go out.
3. The paging buttons provide contact with areas identified on the individual buttons. To use the page, depress and release the large rectangular button. The indicator light will come on solid. (If it flashes, wait.) Depress and hold the "TALK" button on the intercom sub-panel and speak. To disconnect, re-depress and release the area page button. The light will go out.
4. The lower left sub-panel is the Alarm Speaker. When an alarm is activated, the sound will come out of this speaker.


c) CCTV Monitors

1. The next panel to the left (facing the escalator) consists of three closed circuit television monitors. The picture will focus on designated areas. Staff members must view the monitors frequently to insure normal activity.
2. The pictures will sequence on the cameras normally. To select one camera, operate the control button under the monitor's picture.

d) Master Intercom

1. Operation of this device is similar to a push tone telephone. "Call Numbers" for all facility locations will be posted in the Guard Station.

e) Vehicle and Pedestrian Gate Controls

1.  vehicle and pedestrian controls.
2. The top right corner sub-panel is a Control Point Selector. Depress and release the "Select" button and the "Dispatch" light will come on solid. The Security Parking Lot gate controls are now assigned for function to the Transportation Dispatch Deputy Station. The "Main Control" light will go out.
3. Re-depress and release the "Select" button and the gate control returns to Main control. The "Main Control" light will come on and the "Dispatch" light will go out. The Watch Commander or Operations Sergeant will direct the Main Control personnel use of this button.
4. The immediate left sub-panel is the intercom control. Its functions were previously described on control panels in this Guard Station.
5. The next lower sub-panel provides the Security Parking Lot "yard page". Depress and release the large rectangular button and the indicator light comes on solid. If it flashes, wait to use it. Then depress and hold down the "TALK" button on the intercom sub-panel above and speak. To disconnect, re-depress and release the page button. The light will go out.
6. The next lower sub-panel is the "Hands Free" intercom switch. Depress the switch to the right to activate the intercom. The indicator light will come on. Select an area intercom button, depress and release it, and speak. To disconnect the "Hands Free" switch, depress it to the left. The indicator light will go out.
7. The bottom right sub-panel is the Power Panel and Lamp Test. Operation of these controls was previously described on panels in this Guard Station.
8. The top center and left sub-panels are CCTV monitors that focus on the vehicle and pedestrian gates leading into/out of the Security Parking Lot. The left camera will focus on the vehicle that drives onto a loop detector (in or out). The right camera will focus on the direction that vehicle will proceed when the gate opens.
9. In fifteen (15) seconds, both screens go blank if no further activity takes place with the controls.

10. When the intercom select switch is depressed in the Guard Station (no call received) the left monitor will display inside the gates. The right camera will focus on the areas outside of the gates.

11. The [REDACTED] and intercom for the vehicle sally ports. An automatic interlock prevents opening both outgoing and incoming gates at the same time. [REDACTED]; the indicator light will flash and a buzzer/tone will sound. [REDACTED]

[REDACTED] The vehicle sally port gates should never be opened via override creating a breach of security. The Operations Sergeant may authorize Main Control to override the vehicle security gates for a medical emergency or if a vehicle is too large for the sally port providing necessary security staff are present to prevent an escape.

- i. Main Control will contact Receiving Guard to send a deputy with a radio to secure the Security lot (e.g. clear worker crews). The deputy will notify Main Control via radio when the Security lot is clear and secure. The deputy will be [REDACTED] as Main Control simultaneously [REDACTED]

12. To operate the controls when an indicator light flashes and the buzzer/tone sounds, depress and release the button below the flashing light. The light will come on solid and the buzzer/tone will stop. Then depress and hold the "TALK" button. [REDACTED]

13. Next, operate the same type controls for the second gate in that vehicle's path of travel. The [REDACTED] are controls and intercom for the Transportation Staff sally port (on top) and the Main Pedestrian sally port by the Security Parking Lot vehicle gates [REDACTED]

right.

f) Door Alarms/Personal Alarms

1. The next panel to the left provides security door alarms and Panic Alarms.
2. The first sub-panel on the top right consists of Panic Alarms for:
  - i. Module "J" Guard Station
  - ii. Receiving Guard Station
  - iii. Dispatch Position (located in Transportation)
  - iv. Module "L" Guard Station
  - v. Module "N" Guard Station
  - vi. Visiting/Reception Guard Station
  - vii. Court Transfer Guard Station

- viii. Module "K" Guard Station
  - ix. Module "M" Guard Station
  - x. Housing Guard Station
3. To [REDACTED] when the alarm light flashes and the buzzer/tone sounds, turn the key to the right then back to the left. The light will go out and the alarm will stop. This will restore the electrical power to the designated sub-panel. Before activating these switches, contact must be made with the deputy at that station to determine the circumstances. To stop the buzzer/tone only, depress the "Silence" button on the sub-panel at the bottom of this panel. The light will remain on.
  4. The [REDACTED] and Lamp Test. [REDACTED]  
[REDACTED]  
[REDACTED] Depress and hold the "TEST" button to light all the panel's lights and sound the buzzer/tone. Release the "TEST" button to return the panel to normal operating condition.
  5. The intercom speaker device is located to the immediate top left of the Panic Alarms. To operate the control, depress and hold the "TALK" button and speak. To listen, release the button.
  6. The next lower sub-panel consists of door alarms for roof stairwell doors. When a door is opened the light will flash and a buzzer/tone will sound. When the door is closed, the light will turn solid red. Depress and release the "Silence" button to stop the buzzer/ tone. Depress and release the "Reset" button when the door is closed to turn out the light.
  7. The Main Control Deputy or SSO must determine the identity and authority of every person requesting passage through security doors. A deputy will be sent when any question exists.
  8. The next lower sub-panel consists of the alarm/light for the basement service room. The controls operate the same as "D" above.
  9. The next lower sub-panel, consisting of three alarm/ lights, controls the doors that connect the outdoor recreation yards on the second floor. The controls operate the same as those in "D" above. When any of these alarms activate, the Housing Guard Station will be notified.
  10. The bottom sub-panel in this row provides the "Silence" and "Reset" buttons for alarms/ lights on this panel.
  11. The top center panel is a graphic display showing the following second floor mezzanine doors:
    - i. Door to south evacuation stairway.
    - ii. Doors to north evacuation/roof stairway inner and outer doors.
    - iii. Storage room by elevator #1.
  12. When any of these doors are opened the indicator light will flash red and a buzzer/tone will sound. When the door is closed the light will be solid red. To silence the buzzer, depress and release the "Silence" switch. To reset the light to green, depress and release the "Reset" button when the door is closed.

13. The Main Control personnel will determine the identity and authority of every person requesting passage through security doors. A deputy or Visiting SSO will be sent to investigate when any questions exist. (Use hand held radios or intercoms to establish identity.) These doors are normally used during stairwell checks or an evacuation drill by deputies or maintenance personnel.
14. The bottom sub-panel in this row is a graphic display showing alarm/lights for security doors leading from each of the second floor module outdoor recreation areas into evacuation stairwells. These controls operate the same as those in "H" above.
15. The Main Control personnel will determine the identity and authority of every person requesting passage through security doors. The doors represented on this graphic subpanel should only be used during stairwell checks or in an emergency fire evacuation [REDACTED]  
[REDACTED] Prior notification will be made when stairwell checks are conducted. [REDACTED]  
[REDACTED]  
[REDACTED]
16. The Main Control personnel will determine the identity and authority of persons requesting passage through security doors. When any question exists, a deputy or SSO will be sent to investigate. Use the hand held radios and intercoms to establish identity. Doors depicted on this sub-panel will be used during stairway checks or emergency evacuations.
17. Facility staff shall notify Main Control prior to going through an alarmed door.

g) First Floor Areas

1. The next panel to the left contains graphics of the first floor area between Module "J" and Main Control as well as alarms for certain other security doors on the first floor.
2. Several doors are identified by a light at the doors graphic location and a line leading from the light to a sub-panel. When the door is opened the light will change from solid green to flashing red, and a buzzer/ tone will sound. When the door is closed the light will turn solid red. To reset, (return light to solid green), and silence the buzzer, depress the "RESET" button on the panel to the right. To silence the buzzer/tone only, depress and release the "SILENCE" button.
3. Using controls on each sub-panel, Main Control personnel can open and close the doors represented on the graphic display. In every instance where staff at the location opened the door, Main Control personnel will use the intercom feature on the panel to the right to establish the identity and authority of each person requesting passage through the door.
4. The far left row of sub-panels consists of door alarms. The top sub-panel is for the Booking area evacuation doors. When these doors open, the red light will flash and the buzzer/tone will sound. When the door is closed, the light will go solid red. To silence the buzzer/tone either depress and release the "Silence" or "Reset" button on the panel to the right. Main Control personnel must establish the identity and the authority of every person who passes

through these doors. Use intercoms and pac-sets along with sending deputies as needed to investigate where any question of identity exists.

5. The next [REDACTED] controls for the sliding door between the [REDACTED] [REDACTED]. When the indicator light flashes, depress and release the call button below the indicator light. Then depress and hold the "TALK" button on the intercom sub-panel and speak. To listen, release the "TALK" button. To disconnect the intercom, depress and release the call button again. The light will go out.
6. To open the door, turn and hold the switch to the "Open" position. The red light will come on when the door is open. The green light will come on when the door is closed.
7. The next lower sub-panel provides alarm/lights to report the condition of doors that lead from the two fire evacuation corridors into the Security Parking Lot on the south side of the facility. Their operation was described in "B" above.
8. These two doors should not be used except in an evacuation or an exterior door check. The [REDACTED] and will not be issued when interior stairwell checks are being conducted. The Operations Sergeant must be notified before issuing the key used to establish identities.)
9. The next lower sub-panel consists of intercom and door alarms for the plumbing chase doors in the Court Transfer area behind the men's side cells.
10. When the door(s) open the alarm light will begin flashing and a buzzer/tone will sound. Depress and release the "Silence" button to stop the buzzer. When the door is closed the [REDACTED] light will come on solid. To turn out the light depress and release the "R e s e t" button.
11. When the call button is depressed at the chase door(s) the indicator light will begin flashing on the sub-panel. To establish voice contact, depress and release the square button to the right. The light will become solid. Then depress and hold the "TALK" button on the intercom sub-panel and speak. To listen, release the "TALK" button. To disconnect, re-depress and release the call button next to the indicator light. The light will go out.
12. The [REDACTED] consists of a [REDACTED] [REDACTED] from the Main control corridor into the male release clothing return and dressing rooms. To operate the control, view the door area and determine the identity and authority of the person requesting passage. Turn the switch from the [REDACTED] [REDACTED] [REDACTED]
13. The bottom left corner sub-panel consists of alarm/ lights for the Court Transfer evacuation doors. These are exterior doors leading from the male and female search cells alongside the Main sally port into the Security Parking Lot.
14. Operation of these controls and passage precautions are the same as for each security door that was previously described on this panel. [REDACTED] and are only issued after notifying the Operations Sergeant.

h) Master Intercom

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

### 3004.3 - Control Panel Malfunction

- a) In the event of a malfunction of the Main Control panel, the deputy assigned to Main Control will contact the Operations Sergeant.
- b) The Operations Sergeant will immediately contact County Communications:
  1. Monday-Friday 0700-1630 hours [REDACTED]
  2. After Hours, Holidays, Weekends [REDACTED]
- c) Using the [REDACTED], activate the [REDACTED] on all the door and gate panels. Verify that the gates and doors operate in the [REDACTED]. CAUTION: In [REDACTED], the doors and gates no longer have the [REDACTED]. Close care must be taken to not inadvertently [REDACTED].
- d) If the Main Control panel does not function in the [REDACTED], turn the [REDACTED] off on all controls [REDACTED] dispatch a deputy to the control panel in the Transportation office. Once the deputy is in position, the Main Control personnel will activate the [REDACTED], [REDACTED] the gate controls to the Transportation Panel. This panel controls the exterior gates.
- e) Position a [REDACTED], with [REDACTED] Pedestrian traffic through the [REDACTED] will be limited to necessary passage only.
- f) If the control transfer to the Transportation panel fails and electronic control of the gates is not achieved, [REDACTED] to the auto gates with [REDACTED]. Note: [REDACTED]
- g) Using the [REDACTED], the [REDACTED]s will unlock the side panels to the [REDACTED]
- h) Inside the [REDACTED]. Turn the [REDACTED] the clutch. The [REDACTED]. The assigned [REDACTED] [REDACTED] the identity of each vehicle prior to allowing entry through the gates.
- i) Only using the OUT-GOING sally port for both in-coming and out-going traffic. ONLY 1 GATE WILL BE OPENED AT A TIME. This procedure will be used until County Communications has restored power to Main Control.

### 3004.4 - Security Alarm Response Procedure

- a) Security Main Control personnel, or their relief, will monitor every alarm in the Guard Station at all times while they are on duty.
- b) All alarms will be in the "normal" condition unless signaling or being tested.
- c) Malfunctioning lights, horns or other enunciator must be repaired.

1. The Operations Sergeant will be notified immediately upon discovering a malfunctioning alarm/light. The Main Control personnel will arrange for the needed repairs.
  2. A memorandum identifying the problem will be written by the Main Control personnel discovering the malfunction.
  3. A copy of the memorandum will be retained in the Guard Station, near the broken device.
  4. When the device is repaired, the memorandum will be delivered to the Operations Sergeant with a notation by the Main Control personnel that the device has returned to service.
- d) Testing the signals/enunciators will be done at least once each shift by the assigned personnel.
1. On some panels, testing may be accomplished by depressing the "System Test" button. This should illuminate alarm lights and identify any burned out bulbs or malfunctioning signals.
  2. Tests that will affect the operation in other parts of the facility must first be coordinated through the area supervisor.
  3. Periodically during each shift, various Prowler Deputies will check certain security doors and systems. Main Control personnel will coordinate each check with the Prowlers before each check to prevent false alarms.
  4. Fire alarm testing will only be done at the direction of the Operations Sergeant. Prior telephone contact with the fire department must be made to explain the test and prevent any false alarms. (SAFD phone number [REDACTED])
- e) Personal safety alarms will be tested prior to being issued at the beginning of the shift.
- f) Alarm signals, other than coordinated tests, will require urgent attention in every instance.
- g) Panic Alarms that signal on the panel will require a Main Control staff member to immediately attempt contact with the signaling deputy.
1. The second Main Control staff member will make immediate notification to the nearest deputy and Guard Station where the alarm was activated.
  2. The activated alarm (and deputy) will be located and the situation evaluated with the Main Control personnel in every instance.
  3. The alarm will only be cancelled or reset by the Main Control personnel when the situation is resolved.
  4. The Operations or Housing Sergeant will be notified in every instance where a personal alarm is activated.
- h) If possible, security door alarms may initially be checked by video and voice contact at the location of the alarms origin.
1. Main Control personnel will view the person(s) and inquire of the person(s) on the intercom until satisfied of his/her correct identity. When the response is unsatisfactory the nearest deputy will be directed to the location to verify the alarm.
  2. Perimeter door alarms will not be verified by the intercom. An immediate response by the nearest available deputy will be directed by the Main Control personnel. Back up deputies



- (armed) from Visiting and Transportation will also be dispatched to check the door from the exterior.
3. The CCTV system will be used when possible, to assist with verifying door alarms. The Main Control personnel must be certain of the identity of every person at the point of alarm origin, or will send a deputy to make an on-site investigation.
  4. Doors not monitored by video will necessitate that a deputy be sent to verify the person's identity when the alarm is activated.

#### 3004.5 - Key Control

- a) [REDACTED] is responsible for issuing, maintaining and accounting for all [REDACTED]
  1. All keys MUST be accounted for at the beginning and end of all shifts
  2. "Key LOG" will be filled out
  3. Key Status will be noted on the Main Control 24-hour log
  4. Notify Sergeant or Watch Commander if there are any discrepancies
  5. For more information about key control, reference CCOM Policy 1704 - Key Control.

#### 3004.6 - Radio/Pack-set Issuance

- a) [REDACTED] is responsible for issuing, maintaining and accounting for all [REDACTED] complete with an attached MIC.
  1. All pack sets MUST be accounted for at the beginning and end of each shift
  2. Pack set status will be noted on the Main Control 24-hour log
  3. Broken pack sets, MIC's, and batteries in disrepair will be reported to the Facility Projects Deputy
  4. Notify Sergeant or Watch Commander if there are any discrepancies
  5. For more information about radio/pack set control, reference CCOM Policy 1706 - 800MHz Radios.
  6. The MIC will be attached to the pack set at all times.

#### 3004.7 - Paramedic/Ambulance Notification

- a) [REDACTED] will contact the Operations Sergeant via radio transmission after completing the initial telephone call requesting paramedics.
  1. The radio transmission shall include; paramedics en route and location of the medical emergency.
  2. If the Main Control staff member does not receive acknowledgement of the radio transmission from the Operations Sergeant, the Housing Sergeant shall be contacted and acknowledge the transmission.
  3. The Main Control staff member will notify the Receiving Guard Station as well as send the transportation voucher.

4. If both vehicle security gates need to be opened simultaneously for an emergency paramedic response, the Operations Sergeant will notify Main Control and give authorization.
5. Main Control will contact Receiving Guard to send a deputy with a radio to secure the Security lot (e.g. clear worker crews). The deputy will be stationed by the vehicle security gates as Main Control simultaneously opens both gates for the emergency paramedic response.
6. If an emergency paramedic departure is imperative, the deputy will notify Main Control to simultaneously open the departure vehicle security gates. The deputy will remain stationed in the Security lot until vehicle security gates are secure and back to normal operation.

### 3006 - Control of Weapons and Security Equipment

#### a) The Facility Armory

##### 1. Armory Location

- i. [REDACTED]

##### 2. Key to Armory

- i. [REDACTED]
- ii. [REDACTED]
- iii. [REDACTED]
- iv. [REDACTED]
  - A. [REDACTED]

##### 3. ERT Members/Team Leaders

- i. Each member of ERT needs to check on their assigned equipment at the beginning of their shift
  - ii. Each member of ERT needs to have their assigned gas Mask.
  - iii. Team Leader needs to check:
    - A. Hazardous materials suit
    - B. Ammunition for weapons system
    - C. Stingballs
    - D. Cell buster canisters
    - E. Rock Salt
    - F. Scott Air packs
    - G. ERT Mobile Cart
4. If any equipment is in need of service it is the responsibility of that deputy to bring the weapon system to the Sergeants attention
    - i. The Sergeant will then report the problem to the Fire/Life Safety Deputy
  5. No equipment is to be removed without either Sergeant or ERT leaders permission
  6. Maintenance and upkeep is the responsibility of all ERT members

## 3008 - Disturbance/Riot Response

### a) Staff Procedures

1. Positions that DO NOT RESPOND to [REDACTED]
  - i. [REDACTED]
  - ii. [REDACTED]
  - iii. [REDACTED]
  - iv. [REDACTED]
  - v. [REDACTED]
  - vi. [REDACTED]

## 3010 - Attorney, Bondsman, Official and Intra-Facility Visiting

### 3010.1 - Location of Visits

#### a) IRC Inmates

1. IRC inmates may receive attorneys, licensed bondsman and other official visitors in the individual module visiting areas, or, if so requested, a contact visit may be conducted in the Attorney/ Bonds area of the CMJ or CWJ.

### 3010.2 - Scheduled Attorney and Official Agency Visitation

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

### 3010.3 - Intra-Facility Visiting

#### a) Schedule and Location:

1. Male and female relatives who are in custody in the CJX will be permitted to visit at 1330 hours on Tuesday of each week.
2. Visits will be 30 minutes in length and will take place in the facility where the male inmate is housed.
3. Visits at the IRC will take place in the first floor visiting area behind the Court Transfer Guard Station. There are seven (7) visiting booths in this area.
4. Male Inmates: Male inmates will be admitted to the side of the booths nearest the Court Transfer Guard Station.
5. Female Inmates: Female inmates will enter from the female Court Transfer hold area door. The Female Release corridor door to Attorney-Visiting will be closed and locked during the visitation period.

#### b) Sign-Up Procedure:

1. Male and female relatives in custody who wish to sign up for an intra-jail visit must fill out an Inmate Message Slip requesting the visit. Female inmates housed in the IRC or CWJ will be given a "Visiting Approval" form to be completed. Requests for visiting from male inmates will be forwarded to the CWJ where the "Visiting Approval" form must be completed by the female inmate.
2. Once the form has been completed by the female inmate, it will be signed by the CWJ Sergeant and forwarded to the Housing Sergeant in the facility where the male inmate is housed (for verbal verification).
3. The male inmate will be asked the questions on the form by the Housing Sergeant for verification. If the inmate has answered satisfactorily, the sergeant will sign the form where indicated. If the inmate has not answered satisfactorily, the incorrect answers will be circled in red and the reasons for denial written at the bottom of the form.
4. The completed form will be forwarded to the Visiting Guard Station in the IRC for final processing. The names of the approved inmates will be added to the "In Custody List".
  - i. Inmates whose request has been denied will be notified of the reasons for denial. Denied inmates who can furnish proof of marriage will be allowed to visit.
  - ii. Copies of approved/denied requests will remain on file in the Visiting Guard Station for three (3) years.
  - iii. All inmates' will be checked in the SDS system prior to their scheduled visit to confirm availability (e.g., court, dentist, etc.).

#### c) In Custody List: On Tuesday, the Shift I Visiting SSO will ensure that all Inmate Message Slips requesting intra-jail visits have been processed. A list will be prepared of all approved intra-jail visits for that day.

1. Prior to 0900 hours, the Visiting SSO will distribute a copy of the list to:

- i. IRC Housing Guard Station
  - ii. CWJ Housing Guard Station
  - iii. CMJ 3rd floor Housing Guard Station
2. Movement Passes: The Module Deputy will prepare movement passes for all approved inmates on the list. However, if an inmate has already had a visit on a given day, the inmate will not be entitled to a second visit on that day. The movement passes will be delivered along with the In-Custody Visit List.
3. CJX Housing or Module Guard Station Deputies will contact Visiting prior to 1330 hours to verify that no in custody visit inmates visited that day.
- d) Preparing for the Visit: The operation of the Court Transfer Guard Station will be the responsibility of the Visiting SSO's and Prowler Deputies. The security of the Guard Station and the operations of the visit will be handled in the same manner as any other visit.
- e) Two Period Visits: If there are more inmates than visiting booths available, the visits can be set up in two periods. The distribution of the inmates in the two visits will be at the convenience of Watch Commander.
- f) Visits between immediate family members of the same sex who are housed in the same facility will be approved and coordinated by the Watch Commander.
- g) Visits between immediate family members of the same sex who are housed in different facilities within the CJX will be approved and coordinated by the Watch Commander

### 3012 - Volunteer Visitor Parking Validations

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

### 3014 - Health Care Resources

- a) Each Jail Operations facility is equipped with a variety of resources designed to meet the health care needs of the incarcerated individual. Adequate space, equipment, supplies and personnel have been provided as determined by the Medical Program Administrator.

- b) Medical Observation Area – Receiving: The Medical Observation and Medical Triage Area at the IRC is located in the Receiving area of the first floor. A nurse practitioner and/or Correctional Nurse(s) will staff the area 24-hours per day, 7 days per week. Separate observation cells are maintained for male and female arrestees who are either temporarily uncooperative or physically incapable of being booked (i.e., intoxicated, under the influence). The regular checks will be made by the deputies. The CHS nurses who staff the Triage area will do checks of the observation cells on a one-half (1/2) hour basis. These checks are logged in the Medical Observation area. The Medical Observation area contains:
1. Triage-Medical Screening/Interview Station
  2. Exam Room
  3. 2 Interview Rooms
  4. 12 Observation Cells
  5. 4 Safety Cells
  6. Clerical Station
- c) Module "L": Module "L" is a housing unit on the second floor of the IRC dedicated to housing inmates requiring 24 hour nursing and/or mental health observation. Module "L" contains:
1. Nurses Station
  2. 1 Exam Room
  3. 3 Safety Cells
  4. 96 Regular Cells
  5. Guard Station
  6. 1 Medication Room
- d) Module Exam rooms: Each module in the IRC (i.e., J, K, L, M, and N) contains a fully equipped medical exam room. The physician and/or registered nurse will use the module exam rooms to conduct daily sick call.
- e) Outside Hospital: The Health Care Agency (HCA) Administration maintains contracts with outside hospitals/clinics (i.e., Anaheim Global Medical Center) which are fully licensed and accredited. These hospitals will provide health care for inmates who require in-patient or out-patient care for illness or injury which require optimal observation or management in a licensed hospital as determined by the facility physician.

## 3016 - Fire Safety and Evacuation Procedures

### 3016.1 - Stairwell Information for Employees

- a) All stairwells and evacuation tunnels will be [REDACTED] as follows:
1. [REDACTED]
  2. [REDACTED]
  3. [REDACTED]
  4. [REDACTED]

5. [REDACTED]
6. [REDACTED]
7. [REDACTED]

b) [REDACTED]

### 3016.2 - Locations of Self Contained Breathing Apparatus (SCBA)

a) Scott Air Pack Locations:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. [REDACTED]
11. [REDACTED]

### 3016.3 - Evacuation of Visitors

a) Visitors will be evacuated from the facility

1. The Watch Commander will direct a GREEN (primary) or RED (secondary) route of evacuation. Doors are marked at the base for directions.

b) When a fire alarm signals and the Watch Commander orders an evacuation, the Main Control Deputies will notify the sergeant, IRC Guard Stations and the CMJ and CWJ Main Control Guard Stations.

c) The [REDACTED] will issue [REDACTED] to the following:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]

d) The First Floor Prowler with [REDACTED]  
[REDACTED]

e) The other First Floor Prowler, with the [REDACTED]  
[REDACTED] They will approach the e [REDACTED]  
[REDACTED]

f) The Visiting Deputy/SSO will take [REDACTED]  
[REDACTED] The Prowler Deputy will proceed to the Module "J" visiting area to begin evacuation of visitors there.

g) The Visiting Deputy/SSO at the same time will use the Public Address (PA) system to direct all persons in the Visitor's Lobby to leave through the double doors on the east side.

h) Module "J" Visitor Evacuation

1. Primary Evacuation Route (Green)

i. Visitors will exit east through the visitor corridor until they reach the elevator #1 lobby double doors (closed as fire doors). Turn right and proceed through the single door (with the green stripe at its base) and enter the self-booking corridor. Continue on to the third door on the left (green stripe at base). Unlock this door and proceed down the stairs to ground level and out into the [REDACTED] to the vehicle entry gate and out toward [REDACTED]. The Prowler Deputy will immediately return to assist with the second floor evacuation by retracing his steps to the north roof stairwell to enter the second floor area.

2. Secondary Evacuation Route (Red)

i. Visitors will exit south from the booths and proceed through the door to the immediate left of the entrance to the Module "J" visiting booths (red stripe at door base) and enter the evacuation corridor. Follow this corridor around as it turns left until you reach the next door with a red arrow at the bottom. This door opens into [REDACTED]. Turn right to the end of the corridor and proceed through the door on the left (red stripe on bottom), down the stairs to ground level and out through the door into [REDACTED] right and out through the [REDACTED]. The Prowler Deputy will return to assist with the second floor evacuation by retracing his steps to the south roof stairwell to enter the second floor.

i) Second Floor Visitor Evacuation

1. Primary Evacuation Route (Green)

i. Visitors will exit from the visiting areas down the north roof stairwell (door has green stripe at base) to the first floor visiting corridor. Turn right (following the green directional arrow) and follow the corridor around until you reach the elevator #1 lobby double doors (closed as fire doors). Turn right and proceed through the single door (with the green stripe at its base) and enter the Self-Booking corridor. Continue to the third door on the left (green stripe at base). Unlock this door and proceed down the stairs to ground level and out into the [REDACTED], to the vehicle entry gate and out [REDACTED]. The Prowler and Special Officer will immediately notify IRC Main Control when the visitors are out. Both will return to the Intake/Release Center Main Control Guard Station for further directions.

2. Secondary Evacuation Route (Red)

i. Visitors will exit from the visiting areas down the south roof stairwell (door has red stripe at base) to the [REDACTED]. Unlock the door (red directional arrow at



base), turn left and follow the corridor down to the end. Go through the door on the left (red stripe at base), down the stairs to ground level, out into the [REDACTED], right and out through the [REDACTED] at the [REDACTED]. Every door in the visitor corridors will be unlocked/locked after the visitors pass through the door in preparation for an inmate evacuation. The Prowler and Special Officer will inform Main Control when the visitor evacuation is completed and return to his/her regularly assigned locations to await further instructions.

#### 3016.4 - Evacuation of Inmates

- a) For total evacuation of inmates, use [REDACTED]
- b) General Rules (All modules and cell areas)
  1. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location. All movement outside the module will be done under the immediate supervision of the Housing or Operations Sergeant at the direction of the Watch Commander.
  2. From an affected cell: move the inmate to another cell or into the dayroom.
  3. From an affected sector: move the inmates to the next sector dayroom or the module indoor/outdoor recreation areas.
  4. When moving inmates to internal locations away from the module, separate them into groups that can be controlled by the available deputies.
  5. When moving inmates to outside the facility, separate them into groups that can be controlled by the available deputies.
  6. The [REDACTED] adjacent to [REDACTED] considered the [REDACTED] reaching the first floor corridor the [REDACTED]. From this exit there are adequate additional exits to accommodate the occupant load.
- c) Module "J"
  1. Module "J" inmates will be moved with the assistance of several Prowlers.
  2. When moving Module "J" inmates to internal locations away from the module, separate them into groups that can be controlled by available deputies. Module "J" inmates can be temporarily moved:
    - i. Through first floor corridors to the Booking and/or Court Transfer holding cells.
    - ii. Through first floor corridors, up the main escalator, to Modules "L", "M" or "N" on the IRC second floor.
    - iii. Through first floor corridors, up the main escalator to the second floor Housing Guard Station, through the connecting corridor to the CMJ. The Watch Commander will designate holding areas in the CJX.
  3. Module "J" inmates in SMU will be escorted from their first floor cells to second floor one-person cells.

4. When it is necessary to evacuate Module "J" inmates outside the building they shall be moved as follows:

- i. [REDACTED] Proceed from [REDACTED] on the [REDACTED]. [REDACTED] enter the [REDACTED]. Turn [REDACTED] to the door opening into the [REDACTED] [REDACTED] into the corridor following it around to the [REDACTED] [REDACTED]. This door opens into the [REDACTED]. Turn [REDACTED] to the [REDACTED] down the [REDACTED] and out [REDACTED]. Inmates from Module "J" will then be [REDACTED] at the [REDACTED] where they will be [REDACTED]. Deputies will station themselves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.
- ii. [REDACTED] Proceed from the [REDACTED] and exit through the [REDACTED] to the module [REDACTED]. Exit through the [REDACTED] leading into the [REDACTED]. Follow the [REDACTED] to the [REDACTED]. [REDACTED] and go through [REDACTED] turn [REDACTED]. Follow the [REDACTED]. Open door and exit into [REDACTED]. [REDACTED] [REDACTED]. The inmates will be directed to keep their talking to a minimum and will not move from their seats.
- iii. Module "J" SMU Evacuation: Module "J" SMU inmates will be escorted from their cells into the designated indoor recreation room in preparation for the evacuation. These inmates will then join the rest of the Module "J" inmates in the primary or secondary route evacuation at the end of the movement.

d) Module "K" (Female)

1. Module "K" movement will be accomplished with the assistance of all female deputies.
2. When moving the female inmates to internal locations away from the module separate them into groups that can be controlled by the available deputies. Module "K" inmates (females) can be temporarily moved:
  - i. Through the module vestibule, down the female module escalator to the Booking and Court Transfer area holding cells.
  - ii. Through the module vestibule and the connecting corridor to the CWJ. The Watch Commander will designate holding areas in the CWJ. The movement will be at the direction of the Watch Commander but be directly supervised by a female sergeant.

3. When it is necessary to evacuate Module "K" inmates outside the building they shall be moved as follows:

- i. [REDACTED] all inmates from sectors 9, 10, and 11 will move into [REDACTED] and through the door on [REDACTED]. Proceed [REDACTED] to the door [REDACTED]. From the [REDACTED] [REDACTED] all inmates from sectors 12, 13, and 14 will move into the [REDACTED] and out [REDACTED]. Proceed [REDACTED] to the [REDACTED] into the [REDACTED]. At this point all sectors will [REDACTED]. Proceed through the [REDACTED]. The inmates will be walked to the [REDACTED] and be directed to be seated on the pavement. Deputies will station themselves between the inmates and the south end gate. The inmates will be directed to keep their talking to a minimum and will not move from their seated positions.
- ii. [REDACTED] From the [REDACTED] [REDACTED] all inmates from sectors 12, 13, and 14 will move into the [REDACTED] and out through the [REDACTED]. Proceed [REDACTED] to the [REDACTED]. From the [REDACTED] all inmates from sectors 9, 10, and 11 will move into the [REDACTED] and through the [REDACTED]. Proceed [REDACTED] to the [REDACTED] the [REDACTED] the [REDACTED]. From this point [REDACTED] sectors will turn [REDACTED]. Follow the [REDACTED] to the [REDACTED] [REDACTED] to [REDACTED] and out through [REDACTED]. Walk the inmates to the [REDACTED] and direct them to be seated on the pavement. Deputies will station themselves between the inmates and the rest of the lot. The inmates will be directed to keep their talking to a minimum and will not move from their seated positions.
- iii. Module "K" Special Management Unit Evacuation: Female inmates will be moved from their one-person cells by Prowler or Escort Deputies into the Module "K" vestibule. From there they will join the Module "K" inmates in either the [REDACTED] [REDACTED] to begin evacuating to the [REDACTED] at the end of the movement.

e) Module "L" (Medical)

1. As required, Module "L" movement will be accomplished with the assistance of the Medical Staff.
2. When moving the inmates to an internal location away from the module, separate them into groups that can be controlled by the available deputies and medical staff. Module "L" inmates (medical) can be moved to temporary housing:
  - i. Through the module vestibule, the inmates can be moved into available space in Modules "N."
  - ii. Through the module vestibule, beyond the second floor Housing Guard Station, down the main escalator to the first floor Men's Court Transfer cells. (Inmates requiring hospitalization will be closer to transporting vehicles.)
  - iii. Through the second floor corridors, beyond the second floor Guard Station, through the connecting corridor to the second floor of the CMJ. The Watch Commander will designate holding areas in the CMJ. The second floor medical area in the CMJ may be used for certain medical inmates.
3. When it is necessary to evacuate Module "L" inmates outside the building, they shall be moved as follows:
  - i. [REDACTED] From the [REDACTED] all inmates from sectors 15, 16, and 17 will move into the east outdoor recreation area. [REDACTED]. Move the inmates [REDACTED]. Unlock the [REDACTED] and turn [REDACTED]. From the [REDACTED] all inmates from sectors 18, 19, and 20 will move into the [REDACTED] and out [REDACTED] Proceed [REDACTED] to the [REDACTED] Proceed to the [REDACTED] At this point [REDACTED] to the [REDACTED] Walk [REDACTED] to [REDACTED] and then [REDACTED] Walk the inmates to the [REDACTED] and seat them on the pavement. Deputies and Medical staff will position themselves between the inmates and the center of the lot. Inmates will be directed to keep talking to a minimum and not move from their position.
  - ii. [REDACTED] From the [REDACTED] all inmates from sectors 18, 19, and 20 will move into the [REDACTED] and out through the [REDACTED] Proceed [REDACTED] to the [REDACTED] Unlock and open the door and go [REDACTED] to the [REDACTED] of the [REDACTED] turn [REDACTED] to the [REDACTED] Proceed through the [REDACTED] to the [REDACTED] and out into [REDACTED]

[REDACTED] between the [REDACTED]. From the [REDACTED] all inmates from sectors 15, 16, and 17 will move into the [REDACTED]. Unlock and open the [REDACTED] at the far [REDACTED]. Move the inmates [REDACTED] and turn [REDACTED]. Proceed to the [REDACTED] on the [REDACTED]. Walk [REDACTED] to the [REDACTED] and exit the building out into [REDACTED]. The inmates will be seated on the pavement. The inmates will be directed to keep talking to a minimum and not move from their place. Deputies and medical staff will position themselves in such a way that will keep the inmates in position and away from other inmates.

- iii. Medical Restraint Cells Extreme care and caution must be exercised when evacuating inmates from the medical restraint cells in Module "L". Inmates shall be restrained as necessary and will be escorted with a medical staff member in attendance. If an external evacuation from the building is necessary, and transfer to the CMJ medical restraint cells via the connecting corridor is not possible, then the inmates will be escorted down the stairway by the nurse's station into the Medical Screening area on the first floor. The inmates will be escorted out of the building through the Receiving Sally port.

f) Module "M"

1. Module "M" movement will be accomplished with the assistance of female Prowler Deputies.
2. When moving inmates to an internal location away from the module, separate the inmates into groups that can be controlled by the available deputies. Module "M" inmates can be moved to temporary housing:
  - i. Through the module vestibule to available space in Modules "L" or "N".
  - ii. Through the module vestibule pass the second floor Housing Guard Station, down the main escalator to the first floor and into Booking or Court Transfer cells.
  - iii. Through the module vestibule, pass the second floor Housing Guard Station, through the connecting corridor to the CMJ). The Watch Commander will designate holding areas in the CJX.
3. When it is necessary to evacuate Module "M" inmates outside the building, they shall be moved as follows:
  - i. [REDACTED] From the [REDACTED] area all inmates from sectors 21, 22, and 23 will be moved into the [REDACTED]. Unlock, open and proceed through the [REDACTED] and [REDACTED]. Unlock the [REDACTED] and proceed [REDACTED] the corridor until you reach the [REDACTED] into the [REDACTED]. Proceed through the [REDACTED] to the [REDACTED]. Open and go through the [REDACTED].

[REDACTED] to [REDACTED] out into the [REDACTED]. From the [REDACTED] all inmates from sectors 24, 25, and 26 will be moved into [REDACTED]. Unlock and go through the [REDACTED] [REDACTED] down the stairs to the [REDACTED]. Turn right and follow the corridor around to the [REDACTED]. Turn [REDACTED] unlock and open the [REDACTED] and proceed straight ahead and enter the [REDACTED]. Unlock that door and proceed [REDACTED] [REDACTED] and exit out into [REDACTED].

Deputies will station themselves between the inmates and the rest of the lot. The inmates will be directed to keep their talking to a minimum and to remain in their seated positions.

- ii. [REDACTED] From the [REDACTED] [REDACTED], all inmates from sectors 24, 25, and 26 will be moved into the [REDACTED]. Unlock and go through the door on the [REDACTED] [REDACTED] and [REDACTED]. Unlock the [REDACTED] and turn [REDACTED]. Continue to the door at the [REDACTED]. Unlock door and proceed to the [REDACTED]. [REDACTED] Unlock that door and proceed [REDACTED] to the [REDACTED]. From the [REDACTED] all inmates from Sectors 21, 22, and 23 will be moved into the [REDACTED]. Unlock, open and proceed through the [REDACTED] and down the stairs to the first mezzanine corridor. Unlock that door [REDACTED] and proceed right to the [REDACTED]. Unlock that door and proceed [REDACTED] to the ground level to the first [REDACTED]. At this point [REDACTED] that door and turn [REDACTED]. Continue in the corridor as it turns [REDACTED] the end of the corridor. [REDACTED] [REDACTED] Open the [REDACTED] and continue into the [REDACTED] to the [REDACTED] at the [REDACTED]. [REDACTED] Open the [REDACTED] to the [REDACTED]. Open and exit into the [REDACTED]. Walk the inmates along the [REDACTED] and direct them to be seated on the pavement. Position the deputies between the areas. Instruct the inmates to keep talking to a minimum and not to move from their place.

g) Module "N"

1. Module "N" movement will be accomplished with the assistance of Prowler Deputies.
2. When moving inmates to an internal location away from the module, separate the inmates into groups that can be controlled by the available deputies. Module "N" inmates can be moved to temporary housing:
  - i. Through the module vestibule to available space in Modules "L."

- ii. Through the module vestibule past the second floor Housing Guard Station, down the main escalator to the first floor and into Booking or Court Transfer cells.
  - iii. Through the module vestibule, past the second floor
  - iv. Housing Guard Station, through the connecting corridor to the CMJ. The CMJ Watch Commander will designate holding areas in the CJX.
3. When it is necessary to evacuate Module "N" inmates outside the building they shall be moved as follows:

- i. [REDACTED] From the module's [REDACTED], all inmates from Sectors 27, 28, and 29 will be moved into the [REDACTED]. Unlock, open and proceed through the [REDACTED] and [REDACTED]. [REDACTED]

[REDACTED] Direct the inmates to be seated on the pavement, keep talking to a minimum and not to move from their place. Deputies will place themselves around the group of inmates.

- ii. [REDACTED] Sectors 27, 28, and 29 will be moved into the [REDACTED]. [REDACTED]

all sectors will follow the corridor around to the elevator lobby double doors (closed and locked). Turn right and unlock the single door (green stripe at base). Unlock that door and proceed to the first door on the left where Sectors 27, 28, and 29 will exit down the stairs and out through the Visitor's Lobby. Sectors 30, 31, and 32 will enter through the third door on the left and exit down the stairs to ground level door and exit out into the Service Delivery parking lot.

h) Second Floor Special Management Unit (Male)

1. For an internal evacuation, inmates will be escorted through the connecting corridor to the CMJ one-person cells.
2. For an external evacuation, inmates will be moved from their cells out to the Housing Guard Station area by Prowlers or Escort Deputies. The Housing Sergeant will direct that they be escorted through the main corridor into either Module "M" or "N" (whichever is furthest from the hazard). The SMU inmates will join that module's inmates, at the end of the line while evacuating via the green or red route.

i) Receiving Area

1. Receiving area movement will be accomplished with the assistance of available deputies.
2. From an affected cell move the inmate(s) into another cell a safe distance from the danger.
3. From an affected area (i.e., Booking/Search, Medical Observation, and Identification) move the inmate(s) through internal corridors to the Court Transfer cells.
4. When moving the inmates to an internal location away from the danger area, separate the inmates into groups that can be controlled by available deputies. From the First Floor move the inmates up the main escalator to available housing or recreation areas on the IRC second floor.
5. When evacuating inmates to the outside away from the facility [REDACTED]

i. [REDACTED] The primary evacuation route will be to walk all inmates from the [REDACTED] areas past the [REDACTED], out of the facility through the [REDACTED] into the [REDACTED]. Seat the inmates on the pavement in the center of the lot, direct them to keep talking to a minimum and remain in place. First Floor Prowlers will position themselves around the group of inmates to ensure control.

ii. [REDACTED] ) The secondary evacuation route will be to walk all inmates from [REDACTED], through the main inmate processing corridors ([REDACTED] to the [REDACTED] on the [REDACTED] of the [REDACTED], through the short corridor, turn right through the [REDACTED] perimeter door, out into the [REDACTED]. Seat the inmates on the pavement away from other inmates. Male and female inmates should be kept



separate during the evacuation process. (Inmates could also evacuate out the main Court Transfer sally port if the north end of the Court Transfer area is not a viable option.)

j) Release/Court Transfer and In-Custody Visit Areas

1. Release/Court Transfer area movement will be accomplished with the assistance of Prowler and Transportation Deputies.
2. From an affected cell move the inmate(s) to another cell a safe distance from the danger.
3. From an affected area, (i.e., Court Transfer cells, Release Holding) move the inmates through interior corridors to Booking area holding cells.
4. When moving the inmates to an internal location away from the danger area, separate the inmates into groups that can be controlled by available deputies. From the first floor move the inmates up either the male or female escalator to available housing and/or recreation areas on the IRC second floor.
5. When evacuating inmates to the outside, away from the facility [REDACTED]  
[REDACTED]
  - i. [REDACTED] The primary evacuation route will be to move all inmates from the Release/Court Transfer area out of the building through the [REDACTED]. Court Transfer and Transportation Deputies will be utilized for this evacuation. Move the females to an area away from all other inmates, and if possible, into the [REDACTED] by way of the [REDACTED]. Seat all inmates on the pavement, and instruct them to keep talking to a minimum and to remain in place.
  - ii. [REDACTED] Males will be escorted through the male [REDACTED] to the marked door [REDACTED] at the [REDACTED]. Move them into the evacuation [REDACTED] the service delivery parking lot. Females will be escorted through the Female [REDACTED] [REDACTED] Enter the evacuation corridor and go straight out into the security parking lot. Seat the inmates on the pavement.
  - iii. Grouping the inmates will be done in an area separating them from the others in the security parking lot. Merging them with their established housing units in the lot can be accomplished as time permits.

3016.5 - Evacuation Security

- a) Evacuation security will be accomplished by [REDACTED]  
[REDACTED]

and officers will have been requested by the Watch Commander. They will be positioned in [REDACTED]

### 3016.6 - Remote Evacuation Sites

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

1. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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

### 3016.7 - Staff Evacuation

- a) Sworn staff will all participate in moving inmates and controlling them at the evacuation site.
- b) Non-sworn staff will report to their supervisor for instructions. They will assist evacuating inmates, treat injuries or evacuate as a group as directed by the Watch Commander.

c) Before leaving a workstation, the staff member must wait for directions from a supervisor, sergeant or Watch Commander.

d) Inmate work crews will be relinquished to deputies during that areas evacuation. (Inmate work crews in the kitchen may remain under the supervision of the kitchen staff.)

e) Jail Records/Cashier's Office

1. The Records Supervisor will receive evacuation instructions from the Watch Commander or Operations Sergeant. An available deputy, with keys, will lead the Inmate Records evacuation.

i. [REDACTED]

ii. [REDACTED]

iii. The Cashier's staff will follow the same primary and secondary evacuation routes as Inmate Records Personnel.

f) Kitchen Staff

1. The Kitchen staff will receive evacuation instructions from the Operations Sergeant and be led out by an available deputy. When the supervisor is on duty, the kitchen staff supervisor will assist the cooking staff and inmate workers out of the facility during and evacuation.

i. [REDACTED]

ii. [REDACTED]

[REDACTED]. The cooks will keep their inmate workers together in the lot, away from other inmates.

g) Medical Staff

1. The Medical staff will receive evacuation instructions from the sergeant in their work area. Medical Staff will report to the second floor Housing Guard Station if assigned on the second floor, or to Medical Screening if assigned to the first floor.

2. Medical Staff will accompany Guard Station Deputies as they abandon the facility after everyone else has left. The Watch Commander will specifically order this phase of the evacuation.
- h) Administrative Offices
1. The Administration area non-sworn staff will be assisted in evacuating by the Division Commander's Secretary.
    - i. [REDACTED]
- i) Male and Female Locker Rooms
1. Evacuation of staff from the employee locker rooms is accomplished by Main Control Deputies using the area public address system to direct the evacuation. The entry doors to the locker rooms will also serve as the exits. Employees will follow "EXIT" sign arrows in the corridor to the [REDACTED] out of the building.
  2. When the [REDACTED] is not useable, the staff will be directed to exit through the [REDACTED]

## 3018 - Emergency Systems and Equipment Locations

### 3018.1 - Fire Pull Box Alarm Locations

- a) Fire Pull boxes are painted red and are located as follows:
1. Staff Dining
  2. Staff Dining Hallway
  3. 2nd Mezzanine Green Evacuation
  4. 2nd Mezzanine Red Evacuation
  5. Module N Green Evacuation
  6. Module J Visiting
  7. Module L Evacuation
  8. Female ID Red Evacuation
  9. Outside Green Evacuation (Adjacent to Tube Control Room)
  10. 1st Mezzanine Green Evacuation
  11. Visiting Lobby
  12. Admin Hallway
  13. Employee Entrance
  14. Male Locker Room
  15. Briefing Room
  16. Visiting Guard

17. Main Control
  18. Court Transfer
  19. Transportation Office
  20. Triage
  21. Triage – Medical Records
  22. Receiving Guard
  23. Records Corridor to Female ID
  24. Records Hallway
  25. Housing Guard
  26. All Module Offices
- b) When activated, each pull box will send an alarm signal to the Main Control enunciator panel. The appropriate light will illuminate and the printer will record the exact location and type of alarm.
  - c) Fire pull box alarms will signal in the Main Control Guard Station, Central Utility Plant and the Santa Ana Fire Department.

### 3020 - Notification of a Flood Condition

- a) Reports on flood conditions will be periodically made to the Patrol and Jail Watch Commanders.
  1. Existing flood damage estimates
    - i. The Intake/Release Center is located in a portion of the Orange County Flood Plain and may be exposed to a four-foot level of floodwater.