

Policy 6000 – James A. Musick Facility

Policy 6001 - Staffing Responsibilities

6001.1 - Facility Keys

- a) Keys will be maintained at the [REDACTED] when not assigned to a facility staff member.
- b) The Sheriff's Special Officer or Deputy at the [REDACTED] will complete an inventory of all keys assigned to the compound at the beginning of each shift. Unaccounted keys will be reported to the Sergeant immediately.
- c) The Sheriff's Special Officer or Deputy assigned to the [REDACTED] position will keep the Key Cabinet locked unless they are removing or returning keys to the cabinet.
- d) A facility Key Control Card will be exchanged for each key set assigned to staff to identify to whom keys are assigned.
- e) Facility keys will not be removed from the facility.
- f) See CCOM Section 1704- Key Control for departmental key control policy.

6001.2 - Door Alarms

- a) Every housing compound has a [REDACTED] [REDACTED] in the respective compound's Watch.
- b) [REDACTED] will not be [REDACTED] are using [REDACTED] [REDACTED]

6001.3 - Metal Detectors

- a) Walk-through metal detectors are located in various locations on the facility.
- b) A metal detector will not be unplugged unless it is nonoperational.
- c) See CCOM Section 1717- Electronic Scanning Devices for departmental policy regarding metal detectors.

6001.4 - Locks

- a) Every gate padlock will be locked unless a staff member is walking through an open gate.

6002 - Receiving Inmates

- a) There are no inmates housed at the James A. Musick Facility.

6003 - Main Gate Control

6003.1 - Main Gate

- a) All access into and out of the James A. Musick Facility shall be through the Main Gate and will be strictly controlled and monitored by an armed Sheriff's Special Officer or an armed Deputy Sheriff. The electronically-controlled Main Gate should remain in the closed position at all times. The electronically-controlled Main Gate should only be opened to allow authorized vehicles and/or pedestrians to enter or to leave the facility. All vehicles arriving at the Main Gate will be stopped by the Main Gate SSO/Deputy who will identify the driver and passengers to determine the purpose of entry. Only individuals meeting policy guidelines will be allowed to enter.

6003.2 - Main Gate Arms

The Main Gate arms shall remain in the down position except when raised to allow entry or exit of an authorized vehicle.

6003.3 - Main Gate Logs

- a) All civilians, county employees, and Sheriff's Department personnel (not assigned to JAMF), will be logged in/out when entering the facility.
 - 1. All persons allowed entrance to the facility who are driving a motor vehicle, must possess a valid driver's license. The license will be presented to the Main Gate SSO/Deputy prior to admittance onto the facility.
 - 2. All visitors will be issued visitors' badges.
 - 3. The Main Gate SSO/Deputy will maintain a log of these individuals, including their names, driver's license numbers (including State of issue), vehicle license numbers, and date and time they enter and exit the facility.
 - 4. All vehicles and persons allowed into the James A. Musick Facility will be subject to search at any time while on the facility. Full or complete searches of vehicles and persons will not be performed without the prior approval of a Sergeant or the Facility Watch Commander. All searches will be recorded in a Jail Incident Report.
 - 5. When civilian delivery trucks arrive at the Main Gate, the SSO/Deputy will determine the contact person before permitting them to enter the facility. The Main Gate SSO/Deputy will call that staff member via telephone or radio to arrange meeting the delivery truck. If that staff member cannot meet the driver at his/her destination point, the driver will wait at the gate until a staff member is available.
 - 6. If the SSO/Deputy has questions about the purpose or reason for entry, he or she should contact an on-duty Sergeant or the Watch Commander for direction and/or approval.

6003.4 - Main Gate Lighting

- a) The Main Gate Lighting will be turned on during the hours of darkness and will remain on for the entire period.

6003.5 - Vehicles Exiting the Facility

- a) All vehicles exiting the facility will be stopped by the Main Gate SSO/Deputy. The exit gate arm shall remain in the down position except when raised to allow the exit of an authorized vehicle.
 - 1. The Main Gate SSO/Deputy shall ensure that they properly identify and determine the identity of all individuals they allow to exit the facility.
 - 2. A visual inspection of the vehicle will be conducted.
 - 3. The driver and passengers badges will be collected and their identification cards returned.
 - 4. No vehicles or persons will be physically searched without an on-duty Sergeant or the Facility Watch Commander approval. Each search will be recorded on a Jail Incident Report.
 - 5. If the SSO/Deputy has questions about a search, he or she should contact an on-duty Sergeant or the Watch Commander for direction and/or approval.

6004 - Emergency Systems and Emergency Equipment Locations

The Fire Detection System is designed to activate an audible alarm and light in the East Compound Front Watch, the North Compound Watch, and the South Compound Watch.

6004.1 - Water Sprinklers location

The sprinkler system will meet all code requirements for activation and volume. The water sprinklers to extinguish or limit fires are located:

- a) South Compound
 - 1. The sprinklers are located in the supply room. They will automatically shut off when the fire has been extinguished.
- b) East Compound
 - 1. The sprinklers are located in the loft area of the supply room ONLY. These sprinklers will NOT shut off automatically. They must be manually turned off, after the fire has been extinguished. The valve is located in the loft area (kitchen supply area).
- c) North Compound
 - 1. Sprinklers in the tents are located in the overhead. They must be turned off manually after the fire is extinguished. The valves are located on the exterior north side near the middle of each tent where the pipe goes through the canvas exterior.
- d) Warehouse (Butler Building)
 - 1. The Butler Building is equipped with a Heat Detection System. The sprinkler system will automatically activate when one or more of the heat sensitive registers are activated. The

system will not automatically shut off. An emergency shut off valve is located at the south end of the building, beneath the audible alarm. To shut off the sprinkler system turn the valve to the right until the alarm has silenced. The alarm is located in the south side of the building above the fire riser.

6004.2 - Smoke Alarms

- a) Audible smoke alarm sensors are located in the ceiling, dayrooms and living areas of every building on the facility (North, South, West, East, and Administration Building).
 - 1. When a smoke alarm is activated, the smoke alarms do not automatically call Orange County Fire Authority. The staff member assigned to the Watch will telephone the Orange County Fire Authority at the direction of the Compound Sergeant. Only West Chow Hall and Butler Building notify Orange County Fire Authority via the Security Company dispatch (fire regulations mandate).

6004.3 - Pull Box Alarm Locations

When the alarm pull boxes are activated, the Fire Authority is NOT automatically notified.

- a) East and South Compounds
 - 1. Box #1 – Official visiting area of the East Watch
 - 2. Box #2 - East Inmate Intake Supply Room
 - 3. Box #3 – Inside East "D" Barracks next to bunk 128
 - 4. Box #4 – Inside East "E" Barracks next to bunk 128
 - 5. Box #5 - South Watch
- b) The West Housing Compound is divided into four (4) fire zones. The Fire Enunciator Panel is located in the West Watch. The panel will only provide a visual display of the fire zones. The zones are:
 - 1. Zone #1 - Operations (Watch/Medical) Building
 - 2. Zone #2 - Dining Hall
 - 3. Zone #3 - Barracks "F", "G", "H", and "I"
 - 4. Zone #4 - Barracks "J", "K", "L", and "M"
- c) West Compound
 - 1. Box #1 - West Watch (Zone #1)
 - 2. Box #3 - "F" Barracks (Zone #3)
 - 3. Box #4 - "G" Barracks (Zone #3)
 - 4. Box #5 - "H" Barracks (Zone #3)
 - 5. Box #6 - "I" Barracks (Zone #3)
 - 6. Box #7 - "J" Barracks (Zone #4)
 - 7. Box #8 - "K" Barracks (Zone #4)
 - 8. Box #9 - "L" Barracks (Zone #4)

9. Box #10 - "M" Barracks (Zone #4)

d) North Compound

1. The alarm system is activated by the flow of water. ALL the fire bells will ring throughout the compound. The Fire Enunciator Panel will visually display which of the four fire zones has been activated. A Prowler Deputy will immediately be dispatched to the proper fire zone to determine the exact location and scope of the fire. Communications will be maintained via hand held radios.

6004.4 - Emergency Generators

Upon an interruption of electricity from outside sources, a battery powered lighting system will immediately activate throughout the facility (No time delay). There are three generators located on the facility. Below is a list of the generators:

- a) [REDACTED] is diesel operated and supplies electricity to the [REDACTED]
[REDACTED]
- b) [REDACTED] located behind the [REDACTED] and supplies [REDACTED]
Compound lights.
- c) [REDACTED] diesel generator is located between the [REDACTED]
[REDACTED]. It supplies electricity to the West Chow Hall only.

6004.5 - ABC Fire Extinguishers

a) South Compound

1. There are three (3) ABC extinguishers located in the watch area, next to the front door.

b) East Compound

1. Kitchen area:

- i. Three ABC fire extinguishers. One inside the Chief Cook's office. One ABC fire extinguisher is in the kitchen area. One ABC fire extinguisher is in the storage area. One 'K' tank is located just outside the chief cook's office door.

2. Official Visiting Area:

- i. One ABC fire extinguisher and a pre-connected 1 1/2" fire hose located on the east wall.

3. Laundry Room:

- i. Two ABC fire extinguishers, one inside next to the front main entrance door. The other one is located just outside the staff office door.

4. "D" Barracks:

- i. One ABC fire extinguisher and a pre-connected 1 1/2" fire hose located on the east wall.
- 5. "E" Barracks:
 - i. One ABC fire extinguisher and a pre-connected 1 1/2" fire hose located on the east wall.
- c) West Compound
 - 1. There are 17 ABC fire extinguishers located on the exterior West Watch wall. There is also one ABC fire extinguisher located inside the West Watch area.
- d) North Compound
 - 1. There are six ABC fire extinguishers located on the rear exterior Watch wall. There is also one ABC fire extinguisher located inside the North Watch.
- e) General Locations on the Facility
 - 1. Farm Office:
 - i. Two ABC fire extinguishers located inside the Farm Office.
 - 2. Welding Shop:
 - i. There are six ABC fire extinguishers located inside the Welding Shop and the classroom area.
 - 3. Butler Building:
 - i. Seven ABC fire extinguishers located inside the building.
 - 4. Farm Storage/Tool Room:
 - i. One ABC fire extinguisher located outside the front door.
 - 5. Small Engine Shop:
 - i. Two ABC fire extinguishers, one located outside the front door and the other located inside the front door.
 - 6. Hay Barn:
 - i. One ABC fire extinguisher located on the exterior center post.
- f) DO NOT use water on grease or electrical fires. For this type of fire use ONLY the ABC fire extinguishers. If it is necessary to use the pre-connected 1 1/2" fire hose it must be removed from the storage racks and COMPLETELY STRAIGHTENED OUT PRIOR TO TURNING ON THE WATER.

6004.6 - Scott Air Pak Locations

- a) Two Scott Air Pak on the East Compound (Rear Watch)
- b) Two Scott Air Pak on the South Compound

- c) Two Scott Air Pak on the North Compound (Watch)
- d) Six Scott Air Pak on the West Compound
- e) Two Scott Air Pak on the Laundry

6004.7 - Fire Drills

Refer to CCOM Section 2602.4 – General Information

6005 – Community Work Program

(For information on Community Work Program Procedures refer to CCOM Section 1204.)