

Miscellaneous

12019.1 MAINTAINING CIVIL SAFE COMBINATIONS, KEY-CARD CONTROL AND ALARM SYSTEMS

(a) Civil Safe Combinations

1. It will be the responsibility of the Lieutenant in charge of any civil office to arrange for a locksmith to change the combination to the safe whenever any person that had access to the safe is terminated or resigns.
 - i. The Lieutenant will first request a work order for locksmith services through O.C. Public Works.
 - ii. If the lock shop cannot respond in one week or less, the Lieutenant will then contact a local locksmith and request the service via credit card or petty cash purchase.

(b) Key/Card Control

1. It is the responsibility of the Lieutenant in charge of each civil office (the Field Services Lieutenant for 909 N. Main St.) to maintain a record of key or card key holders for building and private office access as well as any cash box or drawer maintained in the facility.
2. The Lieutenant will ensure that keys/card keys are retrieved from employees who separate from service or transfer out of the facility or a specialized cash handling function.

(c) Building Alarm Systems 909 N. Main

1. It is the responsibility of the North Civil Detail Lieutenant, or their designee to change the building alarm code at 909 N. Main Street whenever any person that had access to the code is terminated, retires or resigns.
 - i. At a minimum the alarm code will be changed annually.

References:

POST ORDER 06-26

12019.2 CIVIL PROCESS ELEVATED RISK

This section contains guidelines regarding the advanced planning for Elevated Risk Operations within the Civil Bureau.

Elevated Risk Defined:

Any court ordered eviction, restraining order service or other civil process in which information is received indicating the subject(s) involved may be hostile, mentally ill, or has otherwise shown a potential for violence.

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1. If the Elevated Risk is present, the Civil Deputy will notify the Civil Sergeant prior to proceeding with the civil process.
 2. The Civil Sergeant will notify the Civil Lieutenant, the Civil Lieutenant will notify the Division Commander of the elevated risk operation.
 3. The attached checklist will be completed and submitted to the Civil Lieutenant when preparing for an elevated risk service.
 - i. For more information, refer to the OCSD Patrol Operations Manual (POM) Section 46 - Unusual Occurrences/Hot Calls, Section 51 - Critical Incident Management, Section 67 - Critical Incident Response Team (CIRT), and Section 74 - Rapid Deployment Tactics.
 4. The Case Agent will prepare an Incident Action Plan (IAP) and submit it to the Civil Sergeant prior to serving the eviction.
 5. After serving the eviction, an After Action Report (AAR) will be written by the Case Agent minimally to include:
 - i. Executive Summary
 - ii. Synopsis of the incident
 - iii. Major Strengths
 - iv. Area's for improvements
 - v. Examples of the IAP and AAR can be found in the Court Operations Share Drive.
- (b) Tactical Considerations
1. Tactical Considerations include but are not limited to:
 - i. Written game plan (See OCSD Game Plan Briefing Summary. Located under OCSD Intra-net, Knowledge Center Forms).
 - ii. Other attempts to contact the defendant. Consider meeting at a neutral location.
 - iii. Time constraints – writs do not usually need to be served immediately. Use as much time as necessary, if needed, before the writ expires.
 2. Location of the nearest Hospital or Trauma Center.
 - i. Plans for a tactical withdrawal, if necessary.
 - ii. Brief history of case file, and any additional information from Plaintiff if available.
- (c) Civil Deputy Procedure
1. The Civil Deputy will perform the following:
 - i. Records check – Warrants, restraining orders, license status, vehicles registered to, firearms registered to, VGTOF/TSC hits etc...
 - ii. Dispatch call history – check with local agency if necessary.

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- iii. Criminal history – Parole/probation status, CII, LARS etc...
 - iv. Arrange for aerial photos – Google or utilize OCSD Aviation Support Unit.
- (d) Elevated Risk Service Mandatory Notifications
- 1. If the Elevated Risk Service is warranted, the following notifications are mandated:
 - i. Notify Department Commander.
 - ii. Patrol resources – OCSD or outside agencies.
 - iii. Tactical communication needs – frequency clearance, alternate channel etc...
 - iv. Warrant Team support.
- (e) Elevated Risk Service Additional Information
- 1. As necessary, or at the direction of the Civil Sergeant, the Civil Field Deputies will perform / request the following; they include but are not limited to:
 - i. Ground photographs of the target area.
 - ii. OCJ Classification data – Information cannot be printed or used in report.
 - iii. CIRT/SWAT activation.
 - iv. Staging of Fire/Paramedics – ambulance.
 - v. Child protective services.
 - vi. Health Care Agency – elderly, handicapped, mentally ill.
 - vii. Animal Control.
 - viii. Code Enforcement.
 - ix. Entry tools
 - 2. Drive-by of the target area, and perform the following functions:
 - i. Check for vehicles
 - ii. DMV checks – stolen, 10-32 associated, etc.
 - iii. Structure analysis – fortifications, terrain, surrounding residences/business and signage on property indicating hostility towards the court system or law enforcement.
 - iv. Cameras.
 - v. Animals.
 - vi. Children.
 - vii. Signs of additional occupants.
 - 3. Additionally, any time a Deputy makes a forcible entry by breaking a door, window, or uses lock picking tools to gain entry to legally enforce a civil judgment,

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the property damage waiver shall be completed and signed by the property owner prior to the forcibly entry.

(f) Civil Sergeant Procedures

1. The Civil Sergeant will perform the following:
 - i. Notify L.A. Clear of the address of the eviction
 - ii. Supervise the Elevated Risk Operation
 - iii. Complete the Post Elevated Risk Packet:
 - iv. Review Checklist
 - v. Review (?) Court Order
 - vi. After Action Report Review
2. Forward the completed Risk Packet to the Civil Lieutenant

(g) Review and Retention

1. The Elevated Risk Packet will be forwarded to the Division Commander for review and retained for 2 years or in the case of litigation, until the matter is adjudicated.

(h) Other

1. If it is determined that a subject meets the criteria of an elevated risk, the Civil Sergeant or their designee may contact the Orange County Intelligence Assessment Center (OCIAC) [REDACTED]
[REDACTED]

References

POST ORDER 12-03

For more information about, reference the Orange County Sheriff's Department Patrol Operations Manual (POM) Section 46 - Unusual Occurrences/Hot Calls, Section 51 - Critical Incident Management, Section 67 - Critical Incident Response Team (CIRT), and Section 74 - Rapid Deployment Tactics.

12019.3 AUDIO RECORDING DEVICES

The purpose of this section is to establish a standard protocol for Civil Field Deputies when using an audio recording device in the performance of their duties. Deputies are required to use the Department issued recording device. Sheriff's Technicians have the option to use a Department issued recording device. Sheriff's Technicians who choose to carry a recording device will comply with the following procedure and policy; OCSD Policy Manual 446.7 [\[1\]](#) and Civil POST Order 13-01.

(a) Procedure

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1. Prior to going into service, each uniformed Civil Deputy will be responsible for making sure that they are equipped with a departmentally issued digital audio recorder in good working order.
 - i. Sheriff's Technician that choose to use the recording device will make sure that they are equipped with a departmentally issued digital audio recorder in good working order.
 - ii. Recorders found not to be in good working order will be turned into the Civil Sergeant and replaced.
2. Uniformed Civil Deputies and Sheriff's Technicians choosing to carry the device shall wear the recorder in an approved holder.
3. The digital recorder will be activated during all calls for service and during contacts with the public whenever possible.
 - i. At no time should a Civil Deputy or Sheriff's Technician jeopardize their safety in order to activate a recorder or change the recording media.
4. At the beginning of each shift, the Civil Deputy and Sheriff's Technician will record on the recording device their name, serial number of the device and the current date and time.
5. At the conclusion of each shift, the Civil Deputy or Sheriff's Technician will record on the recording device the current date and time regardless of whether any activity was recorded during the shift.

(b) Policy

1. All digital recordings made during the course of a Civil Deputy or Sheriff's Technicians duties will be downloaded to the "Civil Deputy and Sheriff's Technician Audio Share Drive", which is a read-only system.
 - i. Sheriff's Technicians may activate their digital recording device at their discretion during calls for service and contacts with the public.
2. Sheriff Technicians may record any member of the public without notice in a public setting where there is no objectively reasonable expectation of privacy, such as in the public area of a business or outside of a residence front door.
3. If Sheriff's Technicians serve court process in a private area of a business or residence, the Sheriff's Technicians will notify the other party that the conversation is being recorded prior to activating the recorder.
 - i. Sheriff's Technicians shall not record a person in a private or confidential setting if the person does not want the conversation recorded after being notified of the recording device.
4. Changes will not be made to any audio file once it has been captured. In any event, no changes will be made to the audio file once the file has been downloaded to the share drive.

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5. All digital recordings will be retained pursuant to OCSD Policy Manual 446.7 (c)[2] for a period of two one years, unless the recordings are evidence in any claim or litigation.
 - i. If a notice of a "litigation hold" is issued by Risk Management, County Counsel or otherwise, any recording related to a claim or lawsuit and/or subject to a litigation hold will be retained and/or a copy provided to Risk Management Bureau at the direction of Risk Management. The arresting or initial handling Civil Deputy or Sheriff's Technician will be notified.
 6. Once an audio file has been downloaded to the audio share drive, the file will not be duplicated and /or a copy of the file released except by court order, District Attorney's discovery request, booking a copy of the file into evidence or upon written authorization of a Sergeant or above.
- (c) Procedures for Downloading Audio Devices
1. Typically, recordings should be downloaded daily to the Audio Share Drive, if possible. But, in no event later than the first day the Civil Deputy/Sheriff's Technician returns to work after any recording is made.
 2. Notwithstanding the immediately preceding paragraph, a recording shall be downloaded to the Audio Share Drive (See OCSD Policy Manual 446.7 [3]) no later than the end of their shift and a copy burned to an audio C.D. and booked into evidence by the Deputy/Technician, if a Civil Deputy or Sheriff's Technician reasonably believes that an incident recorded by them pursuant to this policy is likely to result in a complaint or lawsuit against the Department, or criminal charges.
 3. Notwithstanding the two immediately preceding paragraphs audio recordings of a non-criminal, but unusual nature (e.g. hostile contact), will be downloaded to the Audio Share Drive no later than the end of the Civil Deputy or Sheriff's Technicians shift.
 - i. The Civil Deputy or Sheriff's Technician will notify their supervisor of the encounter and existence of the recordings.
- (d) Review of Recorded Media Files
1. Recorded files may be reviewed in any of the following situations:
 - i. By a supervisor investigating a specific act of a Civil Deputy and/or Sheriff's Technicians conduct.
 - ii. Upon approval by a supervisor.
 - iii. Any member of the Department who is participating in an official investigation such as a personnel complaint, administrative investigation or criminal investigation.
 - iv. By the personnel who originally recorded the incident.
 - v. Pursuant to lawful process or by court personnel otherwise authorized to review evidence in a related case.

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- vi. By media personnel with the permission of the Sheriff or authorized designee.

Reference

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12019.4 SHERIFF'S CIVIL TECHNICIANS CARRYING OF CHEMICALS AGENTS

- (a) Only department personnel who have completed department approved training may use authorized chemical agents.
- (b) Sheriff's Civil Technicians may, when on duty, carry an authorized chemical agent, unless their assignment precludes carrying a chemical agent.
 - 1. For additional requirements refer to OCSD Policy Manual (Lexipol) Section 300 – Use of Force.