

TLF - Housing Operations

7000.1 STAFFING/RESPONSIBILITIES

(a) Facility Overview

1. The Theo Lacy Facility will provide minimum, medium and maximum security housing for Inmates in ten Modules and seven Barracks. The security and safety of each housing unit is coordinated by a manned Guard Station. All movement occurring outside of housing is coordinated and monitored by 5 additional Guard Stations; Main Control, First Floor, Visiting, Receiving/Release, and Lobby Guard Stations.
 - i. F, G, and H Barracks house lower level general population inmates.

(b) Assigned Staff

1. All housing guard stations will be staffed minimally by a Guard Station Deputy, SSO or CSA. The Guard Station will be staffed 24 hours a day, 7 days a week. The Guard Station staff position is a fixed post. The assigned staff may only leave when properly relieved. The guard station may only be left unattended at the direction of a Sergeant or above.
2. Assigned Prowler Deputies will assist the guard station staff.

(c) Guard Station Security

1. For the cleaning of secured areas such as Guard Stations refer to CCOM Section 2400.2 – Inmate Housekeeping.

7000.2 DOCUMENTATION

(a) Guard Station Twenty-Four Hour Log

1. All Guard Station and Module staff members will maintain a [REDACTED] The Information on the log will include but is not limited to:
 - i. Name of the staff for each shift
 - ii. Date and shift times
 - iii. Equipment (radio, key, Taser) issued to staff
 - iv. Time, number, and status of counts
 - v. Incidents, title and report numbers
 - vi. Safety check times and observations.
 - vii. Other information pertinent to the shift or as directed by the supervisor
2. The 24-hour logs will be generated by the Guard Station staff and [REDACTED] [REDACTED] Logs will be retained per CCOM or County Retention Policy.
3. Guard Station log items will be documented in chronological order as they occur. Log items will NOT be documented prior to their occurrence.

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4. All late log entries will be documented on the log as [REDACTED] and the reason for the late entry.
- (b) Safety Check Log
 1. All Guard Stations responsible for securing inmates in a cell or dormitory will maintain a Safety Check Log. The Safety Check log will be generated by Guard Station staff and [REDACTED] Logs will be retained. CCOM or County Retention Policy. Staff will conduct and document safety checks in accordance with OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks.

7000.3 RECEIVING INMATES

- (a) The guard station staff will review the inmate's module card to ensure the inmate has arrived at the assigned housing unit. If the inmate cannot be housed as assigned by Classification staff (i.e., no open bunk), Classification staff will be notified.
- (b) The cell and bunk assignment from the mod card will be noted and entered into the Guard Station Log Book and on the 24-hour log in the Guard Station Computer.
- (c) The Guard Station Deputy or SSO will ensure that the inmate has received the following items from the Clothing/Property Room. For more information about jail issued clothing, refer to CCOM Section 1202.8 - Inmate Identification Cards and Clothing and CCOM Section 1600.2 (g) - Jail Issued Clothing.
- (d) The inmate will be issued his mattress from the storage room.
- (e) The inmate will be informed of where the jail rules are posted.
- (f) Hygiene items for inmates are available from Commissary two times per week. Indigent inmates may order a welfare pack containing basic hygiene items.
- (g) The Prowler Deputy will direct the inmate to the assigned bunk after having conducted a search of the inmate and his personal effects.

7000.4 COURT PREPARATION

- (a) The Guard Station Deputy or CSA will generate the court roster for their assigned housing location through JMS.
- (b) The Guard Station Deputy, CSA or SSO will examine the roster to determine if all listed inmates are actually housed in the Barracks or Module.
- (c) Listed inmates not in the Barracks or Module must be located. The court information must then be relayed to the inmate's actual location in order to have the inmate prepared to make the court appearance on time.
- (d) The Guard Station Deputy, CSA or SSO will then prepare the correct number of colored flags to be placed on the mod cards of the inmates as they leave for court.
- (e) Inmates going to court must be dressed in full jail issue clothing. The Guard Station Prowler/Escort will ensure that inmates are properly searched and dressed prior to leaving the barracks.

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- (f) For allowable items at court, refer to CCOM Section 1600.2(o) – Court.
- (g) Inmates claiming to be due for a court appearance, who are not on the list, will require the Deputies to check with Inmate Records. They will request a thorough check of the inmate's file in order to prevent a missed court appearance which could jeopardize prosecution and subject the County to liability.
- (h) Inmates requiring segregation will not be placed with other inmates at any time. Staging inmates for court may require the use of the dayrooms and coordination with the Court Deputy in preparation to transport inmates to court safely.

7000.5 COUNTS

For information about inmate counts and count times, refer to CCOM Section 1719 - Inmate Counts.

7000.6 INMATE MEALS

- (a) For more information about inmate meals, refer to CCOM Section 1604 - Inmates Rights and CCOM Section 2306.2 - Inmate Meals.
- (b) For more information on the delivery of religious diets, refer to CCOM Section 2304.3 - Religious Diets.
- (c) Generally, inmates housed in the barracks will eat in the chow hall and inmates housed in the modules will eat their meals in their assigned cell. Inmates housed in the barracks are generally fed sack lunches at their housing location.
- (d) The Mod 1 Sergeant or Deputy running the "Crow's Nest" will relay meal schedules to the Barracks Deputies. The staff member will determine the serving sequence schedule for each meal and each housing unit. When possible, the schedule will change frequently in order to prevent inmate complaints of partiality and to impede the inmate's ability to predict the times of potential security breaches.
- (e) When movement and security permit, the Mod 1 Sergeant or Deputy running the "Crow's Nest" will notify the designated Barracks to send their next group of inmates.
- (f) In-Cell Feeding
 - 1. Unless otherwise specified, all inmates assigned to Modules will eat in their cells.
 - 2. Module housed inmates will either pick up their food trays at the sector door by group or will have their food trays passed to them through their cell door hatch.
- (g) The Module CSA or Deputy will bring the loaded food carts to the beach area and plug the electric cord into the receptacles in order to retain the correct food temperature.
- (h) The Module Prowler and CSA, accompanied by the inmate worker crew, will place a cart near each sector door, three sectors at a time (High or Low side). All other loaded food carts will remain connected to the electrical outlets. Staff members will open the door pass through, instruct the inmates to stand by the sector door and prepare to distribute the meal trays to the inmates.
- (i) Each set of inmate trays will contain a complete meal.

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- (j) The Module Deputy, Prowler and CSA will ensure that no food is stored by the inmates. Unconsumed food and drink must be returned to the kitchen or thrown away.
- (k) Food and drink spills will be cleaned by the inmate at the end of the meal. The Module CSA will provide equipment for the clean-up.
- (l) The Module CSA will go back to the first inmates that were served and begin collecting trays and utensils. Every tray and utensil will be returned to the CSA for return to the kitchen.
- (m) The Module CSA or Prowler Deputy will collect the used trays and utensils. The CSA or Deputy will return the carts to the kitchen for cleaning.

7000.7 INMATE MOVEMENT

- (a) Any inmate movement other than mass movement or by escort requires the inmate to have a properly completed movement pass. Module staff will verify the identity of the inmate prior to handing the inmate the pass. The pass must be filled out by a Theo Lacy staff member with the following information.
 - 1. Destination
 - 2. Date and time of departure
 - 3. Inmate name
 - 4. Inmate booking number
 - 5. Issuing staff member's signature
- (b) Passes may be generated from any location within the facility. All passes will be handled in an expedient manner.
- (c) Whenever a movement pass is generated, a log of the movement will be annotated to keep track of the total count for each housing unit generating the pass. Additionally, Programs staff will provide each housing location with pre-generated passes and a roster for the Programs Classes (Parenting, ESL etc.) available to preselected inmates each day.
 - 1. At no time will inmates be utilized to fill out or deliver movement passes. It will be the responsibility of each Prowler Deputy to confirm the identity of every inmate who receives a pass. If Prowlers are not available, the Ten South Deputy or Programs Deputy will be used to issue the passes. The Programs roster will be maintained in each housing guard station with an accurate and updated list of inmates who have been sent to the Programs building. Staff members will confirm the recovery of every pass issued to inmates against the original Programs roster.
 - 2. Blank inmate movement passes must be kept in a location inaccessible to inmates.
- (d) Anytime a pass is received and the inmate is not present, the Deputy or SSO who notices the discrepancy shall search JMS to find the current housing location of the inmate. The Barracks or Module will be contacted to confirm the movement. A

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new pass will be generated, and the inmate will be sent back once their intended appointment is complete.

- (e) Any discrepancies regarding housing will require immediate notification to Classification staff.
- (f) During mass movement to recreation, program classes or chapel services, the Deputy working said position will notify the Barracks to which movement is requested.
- (g) [REDACTED]
- (h) [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- (i) Mass movement anywhere shall always be monitored by Prowler Deputies. A Prowler Deputy will post at 10-South during daylight hours. A Prowler Deputy will escort any inmate who is leaving a housing location during night time hours from the inner compound to their destination and back. Inmates will be recounted when they return.
- (j) 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.

7000.8 RECREATION

- (a) Dayrooms
 - 1. For information about dayrooms, refer to CCOM Section 2006.1(b) – Dayrooms and CCOM Section 1600.2(k) – Dayrooms/Recreation Areas.
- (b) Outdoor Recreation
 - 1. For Barracks inmates, Outdoor recreation will take place on the recreation field and adjoining area. The Correctional Programs Supervisor will schedule outdoor recreation periods. Each inmate must be allowed to have access to the outdoor recreation area a minimum of three (3) hours per week.
 - 2. For Module inmates, Outdoor Recreation will take place in the designated Outdoor Recreation facility inside each respective Module.
 - 3. At the scheduled times, the Guard Station Deputy or SSO will announce scheduled recreation to inmates over the P.A. system. The schedule will rotate

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giving inmates a variety of times in which to recreate. Only compatible inmates will be allowed into the recreation area together.

4. Prowler Deputies will direct movement of inmates to and from the recreation area with coordination through each respective Guard Station.
5. For more information about outdoor recreation, refer to CCOM Section 2006.1(a) – Outdoor Recreation and CCOM Section 1600.2(k) – Dayrooms/Recreation Areas.

7000.9 VISITING

- (a) Each inmate may have one public visit per visiting day and be afforded a minimum of one hour per week. Each public visiting period will last a minimum of thirty (30) minutes and whenever possible be extended to sixty (60) minutes.
- (b) Official and public visits will take place in the regular visiting and attorney area. Visit approval will originate at the Lobby Guard Station.
- (c) The Lobby Deputy or SSO will enter the visitor's name into the computer. This will send the visiting pass notice to the respective Guard Station printer. The Barracks Guard station Deputy, CSA or SSO will give the pass to the inmate and instruct him to give it to the Visiting Guard Station SSO. The inmate will be instructed to return the pass to the Barracks Guard Station when he returns from his visit. The Module Deputy will simply call the inmate out of their cell and direct them to the predetermined visiting booth within each Module.
- (d) The Guard Station Deputy, CSA or SSO will utilize the public address system to advise the inmate(s) of the visit. Inmates will be instructed to be dressed in full jail issue.
- (e) Inmates will not be required to participate in visits and may refuse any public or official visit.
- (f) Booth assignments are made by the Visiting Guard Station. Every effort will be made to ensure incompatible inmates are not allowed to visit at the same time.
- (g) Official visits do not have time limits. Attorneys, law enforcement, clergy, psychologists, doctors, legal runners and others as approved by the Division Commander will be assigned to booths on a first come, first served basis.
- (h) Official or public visitors for barracks inmates may have documents signed by the inmate at the visiting area. Visiting Guard Station staff will pass through and relay documents to and from the inmate/visitor.
- (i) Official or public visitors for Module inmates may have documents signed by the inmate via the designated document pass booth, typically booth 9 in most Modules.
- (j) A movement log will be maintained by the Guard Station Deputy, CSA or SSO to account for the inmates that are out of the barracks. The log will contain the following information:
 1. Time out
 2. Bunk Location (number)

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3. Time in

- (k) The F Barracks Deputy or CSA will contact the work site inmate supervisor (e.g. kitchen) and tell him that one of his inmates has a visit. The work site supervisor will send the inmate worker to visiting. Visiting Staff will return the inmate to the work site at the conclusion of the visit. The F Barracks Deputy or CSA will be responsible for ensuring the inmate returns to his work site after the visit.
- (l) The Visiting Staff will advise all inmates leaving visiting to report back to their respective Guard Station Deputy, CSA or SSO, with their movement pass, prior to returning to their bunks. Visiting staff, using the Movement Log, will note all inmates directed back to housing. All inmates who after being told by visiting staff to check back in with the Guard Station Deputy, CSA or SSO, fail to do so will be subject to disciplinary action.
- (m) This procedure applies to both official and regular visiting.

7000.10 RELIGIOUS SERVICE PROCEDURES

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 facility Division Commander, Inmate Programs Director, and the Custody Operations Assistant Sheriff.

1. Preparing for Services

- i. The Barracks or Module Guard Station Deputy, CSA or SSO will notify inmates when religious programs are scheduled.
- ii. At the times scheduled for chapel service a Deputy will meet the approved visiting church group at the sally port next to Main Control and escort them to the chapel.
 - A. Each group may consist of no more than (7) persons.
 - B. Each person must sign in and wear a visitor's badge.
 - C. Each person will complete, read and sign a "Security Clearance Agreement" (form J-03 8) which includes the prohibition for giving any materials to any inmate.
 - D. Items such as instrument cases, boxes or large bags, will be checked for contraband items. Instruments will be removed from the cases and the cases will be left in the hallway outside Main Control.
- iii. The Barracks or Module Guard Station Deputy, CSA or SSO will make an announcement over their P.A. system for those inmates wishing to attend

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and to get dressed in full jail issue. The number of inmates sent to the chapel will be counted both when departing and returning.

- iv. The Housing Sergeant will determine the number of inmates that may be sent from each housing unit.
- v. The Modules will only allow a maximum of 8 inmates to attend services at any one time. The number of inmates may be less depending on the security level(s) of the inmates requesting to attend.

7000.11 INMATE RELEASES

- (a) Inmates classified as AH-1, AH-2, AH-3, PC-AH, PC-1, or HS shall be transported to the Intake/Release Center for release, pursuant to the MOU with the City of Orange. All other inmates shall be released from the Theo Lacy Facility unless otherwise directed.
- (b) Notification of inmates scheduled for release will be made on Pre-Release Notice, received from Inmate Records on Shift I.
- (c) The Guard Station Deputy, CSA or SSO will instruct the inmate to bring all personal and jail issue items, including the mattress, to the Guard Station. Bunk/Cell areas are to be left in clean condition.
- (d) A Deputy will verify the inmate's identity prior to escorting the inmate to release 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. Questioning the inmate utilizing information on the module card.
 4. Staff will work with Classification as needed to assist with identifying the inmate.
 5. Staff will notify a Sergeant if attempts to verify the identity of the inmate have failed.
 6. If necessary, staff will complete an identification livescan to aid Deputies in verifying the identity of an inmate.
- (e) Each item of jail property, including jail clothing, towel, sheets and blanket will be checked for quantity and condition by the Deputy before being carried to the Clothing Property Room by the inmate.
- (f) [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- (g) After the inmate's identity has been verified, the inmate will be handed the module card and escorted to the Release/Receiving Guard Station by a Deputy.

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- (h) The Guard Station Deputy or CSA will make an entry into the Inmate Movement log in the appropriate color: inmate's name, booking number, barrack and bunk number, release reason, i.e. straight, in-custody, date and time.
- (i) The Deputy or CSA will direct the released inmate to wipe down his mattress and bunk with the appropriate cleaner. The mattress will be placed in the appropriate storage room.
- (j) The Prowler Deputy will search the bunk area for any items left by the inmate. Jail property will be returned to the appropriate storage area. Non-valuable personal items will be disposed of in the trash locker. Items of value will be taken to the Property Room to be given to the inmate. If the inmate has already been released, the Module Prowler Deputy will write a Found Property report.