

Custody and Court Operations Manual

1101.1 PURPOSE AND SCOPE

- (a) The Manual of the Orange County Sheriff's Department for Custody and Court Operations hereby established and shall be referred to as "The Custody and Court Operations Manual." The Custody and Court Operations Manual (CCOM) is a statement of the current policies, procedures, rules, and guidelines of this Department. All employees are to conform to the provisions of this manual. All prior existing manuals, orders, and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

1101.2 RESPONSIBILITIES

The ultimate responsibility for the contents of this manual rest with the Sheriff. Since it is not practical for the Sheriff to prepare and maintain the manual, the following delegations have been made:

- (a) Sheriff – The Sheriff shall be considered the ultimate authority for the provisions of this manual and shall continue to issue Departmental Directives which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.
- (b) Staff shall consist of the following:
 - 1. Sheriff
 - 2. The Assistant Sheriff of the Custody Operations Command.
 - 3. The Assistant Sheriff of Professional Services Command.
- (c) Staff shall review all recommendations regarding proposed changes to the manual at staff meetings.
- (d) Other personnel – All Department employees suggesting revision of the contents of the Custody and Court Operations Manual shall forward their suggestion, in writing, to their Division Commander who will consider the recommendation and forward to JCATT. The JCATT Sergeant will facilitate all updates to the CCOM with assistance from various policy working groups, including the Division Commanders/Director, SAFE Division, County Counsel/Constitutional Policing Advisor, and the Assistant Sheriff of Custody Operations Command and/or Professional Services Command.
- (e) Once a change has been approved by the Sheriff's Department Staff, it will be incorporated into the online/intranet/internet version of the CCOM and become Department policy.
- (f) The online/intranet/internet version of the Custody and Court Operations Manual shall contain all revisions and updates and will supersede any previously existing master copies or versions.

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1101.3 DISTRIBUTION

- (a) To comply with the California Public Records Act, the Custody and Court Operations Manual shall be posted online and be made readily available to the public.
- (b) Policies and procedures relating to the security of the facility will be redacted and will not be distributed or shared with the public or inmates.
 - 1. The CCOM will be available online to all Custody Operations employees. A master copy will be maintained at the JCATT Office.
 - 2. The Training Sergeants will ensure that new employees are informed about the CCOM and the requirement to become familiar with its content.

1101.4 ANNUAL REVIEW OF POLICIES AND PROCEDURES

- (a) JCATT will review the CCOM annually and pass necessary changes on as stated under "Responsibilities" in this section.

1101.5 JAIL COMPLIANCE AND TRAINING TEAM

The following information will provide a summary of job duties, performance expectations, and daily responsibilities of the Jail Compliance and Training Team (JCATT):

- (a) Maintenance of the Custody and Court Operations Manual (CCOM)
- (b) Coordinator for the Facility Training Evaluation Program (FTEP)
- (c) Coordinator for the standardization of Emergency Response Team (ERT) related training and instruction.
- (d) The Sergeant will be the coordinator for Propria Persona (Pro-per) inmates and follow up with County Counsel as needed.
- (e) Development and maintenance of the 52-Week Briefing Training Schedule and Topics
- (f) Respond to California Public Records Act (CPRA) requests and formal inquiries as directed by executive management.
- (g) Conduct quarterly internal BSCC inspections on all OCSD jail facilities.
 - 1. JCATT members will conduct a quarterly audit of all jail facilities, focusing on each facility's performance of BSCC compliance on rated areas listed in the Department's BSCC Inspection Report.
 - 2. Each quarter, specific areas of rating from the Department's BSCC Inspection Report will be audited, operating on a rotating schedule, ensuring each BSCC area of rating will be audited before the next biennial BSCC Inspection.
 - i. Any non-compliant rated areas will be prioritized and audited within the first internal quarterly inspection to ensure the Department has appropriate time to address and rectify non-compliance items prior to the next BSCC Inspection.
 - 3. At the completion of each internal BSCC inspection JCATT staff shall compile and document their findings. Inspection results will be made available on

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Share Point and will be emailed to the Custody Assistant Sheriff and Division Commanders.

- (h) Conduct monthly audits of all active jail training files in the Adore system.
 - 1. Designated JCATT members will conduct an audit at least once a month, focusing on documentation required during each jail trainee's training period as outlined in the Facility Training Evaluation Program (FTEP).
 - 2. JCATT staff shall compile and document their findings for each jail facility. Audit results will be forwarded to each facility Training Sergeant on a monthly basis.
 - i. Any incomplete documentation will be prioritized and addressed by the Training Sergeant to allow time to rectify any items prior to the next audit.
 - 3. JCATT staff will identify any continued non-compliant areas in a quarterly report that shall be compiled and forwarded to the Administrative Captain and Training Sergeant of each jail facility.