


Facility Security and Control

15003.1 SECURITY INSPECTIONS

(a) Employee Responsibilities

1. Every employee of the facility will be observant and aware of equipment and procedures in their assigned area(s).
2. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
3. Defective security equipment will be brought to the attention of the employee's supervisor.
4. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
5. Employees will use security equipment correctly as instructed, in order to ensure proper use and prolong service.

(b) Supervisor Responsibilities

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 - i. Monthly, supervisors will walk the perimeter with the Facility Services Officer to inspect the facility landscape to include the monitoring and removal of plants/trees, particularly against facility walls.
2. Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates on the condition of security equipment.
3. Routine repairs of facility equipment will be requested in writing via email to the Facilities Management Group. The Sergeant will document the request in the Court Operations Log.
4. The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Court Operations Log.
5. Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures be correctly carried out in a timely manner.
6. Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted to the Facility Lieutenant by the supervisors.

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2. The report shall be submitted to the Facility Lieutenant by the end of the first week of the following month.
 - i. The report will identify noted deficiencies.
 - ii. Work requests will be submitted on needed new repairs.
 - iii. The report will state the date the repair was first requested and the original work request number.
3. Repairs that involve safety issues will be immediately addressed.

(d) Inspection of Perimeter



[REDACTED]

- i. At facilities with a perimeter fence, the assigned staff member will inspect the outer facility perimeter fence for damage, signs of tampering or any other condition that may be considered a breach of security.
2. The inspection will be noted on the Court Operations Log.
 - i. The assigned staff member will make an entry in this log each time an inspection is completed.
 - ii. A written report of the inspection will be submitted to the Watch Commander if any damage, signs of tampering or other breach of security is discovered.
3. The Watch Commander shall take immediate and appropriate action to ensure the security and integrity of the perimeter fence.
4. Time of the perimeter fence inspection
 - i. Pacific Standard Time



[REDACTED]

(e) Annual Security Inspection

1. The Division Commander shall review both internal and external security measures at least annually if not more frequently.
2. All reviews will be documented in a Departmental Memo and submitted to the Custody and Courts Assistant Sheriff for review.
3. The Division Commander will submit an annual report to the Custody and Courts Assistant Sheriff. The report will:
 - i. Identify noted deficiencies.
 - ii. State any corrective action the Division Commander took.
 - iii. Explain when a follow up inspection was conducted and what action was taken.

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- iv. Include an update on any long standing unresolved equipment or procedural problems.

15003.2 SECURITY IDENTIFICATION

(a) Employee Identification

1. To maintain the internal security of the facility, all employee entrances will have controlled access to and from the facility. Each security [REDACTED]
[REDACTED] communications and safety systems of the facility to ensure order, security and safety for staff, visitors and inmates.
 - i. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will display an authorized Identification Badge at all times.
 - ii. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will present this Identification to the security entrance /Weapons Screening staff member prior to entering or exiting the facility.
 - iii. DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside the Justice Center.

15003.3 FACILITY ALARMS

(a) Exterior Alarm Activation

1. Upon receiving an alarm activation, the alarm company will notify OCSD Dispatch.
 - i. OCSD personnel will be dispatched to the Justice Center to determine if a breach of security has occurred.
 - ii. If a breach has occurred a Facility Services Officer or designee will be requested to respond to the site to allow access to the building.
 - iii. Dispatch will notify the Facility Captain of the security breach.
2. The alarm company will monitor the alarm system and will notify the Facility Services Officer of any needed repairs.

(b) Interior Duress / Panic Alarms

1. All Justice Centers have numerous duress/panic alarms located throughout the facility.
2. Deputies will receive initial training on the use and response to these alarms after being assigned to the facility.
3. All Justice Centers use a wireless duress system maintained by Stop Tech.
 - i. The system self-tests daily and produces an email report.
 - ii. The assigned Court Sergeant will oversee a monthly test of the system.

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- | Category | Age Group | Percentage |
|------------------------------|-----------|------------|
| U.S. should take more action | 18-29 | 85% |
| | 30-49 | 75% |
| | 50-69 | 65% |
| | 70+ | 55% |
| U.S. should take less action | 18-29 | 15% |
| | 30-49 | 25% |
| | 50-69 | 35% |
| | 70+ | 45% |

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- | Service | Percentage |
|-----------------|------------|
| Online banking | 85% |
| Mobile banking | 75% |
| ATM services | 65% |
| Branch services | 45% |
| Other services | 35% |

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- | Row | Bar Length (approx. % of total width) |
|-----|---------------------------------------|
| 1 | 10 |
| 2 | 100 |
| 3 | 85 |
| 4 | 90 |
| 5 | 20 |
| 6 | 50 |
| 7 | 35 |
| 8 | 40 |
| 9 | 60 |
| 10 | 95 |

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Age Group	Male	Female	Other
18-24	45%	55%	0%
25-34	40%	60%	0%
35-44	35%	65%	0%
45-54	30%	70%	0%
55+	25%	75%	0%

(a) Purpose of Search

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- I. The location of the inmates during the search.
- J. The expected ending time of the search.
- x. A Sergeant will be present during the entire search.
 - A. The Sergeant will direct the search activities and answer questions of the Deputies.
 - B. The Sergeant will observe the end of the search and facilitate the return of inmates to their cells.
 - C. The Sergeant will hear inmate complaints and take appropriate steps to resolve any complaints.
- xi. A verbal report detailing the search activities will be made to the Facility Lieutenant by the supervising Sergeant.
- xii. Observations on the general condition of the facility in the area that was searched will be reported to the Facility Lieutenant by the Sergeant.
- xiii. The Sergeant will sign and approve any Incident Reports that were prepared.
- xiv. Search results will be noted in the search logbook.
- xv. The Facility Lieutenant will review all reports generated from the search. Information extracted from the reports will be entered into the Facility log as deemed necessary.

2. Spontaneous Searches

- i. A spontaneous search is one that is unscheduled, sudden and done without planning.
- ii. Deputies are encouraged to conduct small scale spontaneous searches at their discretion, at random, or in response to a criminal act or jail rule violation.
- iii. Deputies shall notify their immediate supervisor when practical.

(d) The Search Process

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- [REDACTED]
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Electronic searches play an important role in intercepting weapons and other potentially dangerous contraband before it enters our Justice Center facilities. These searches are conducted to ensure the safety and security of staff, visitors, inmates, and the facility. Justice Center facility personnel shall follow the guidelines established for these searches.

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(b) Use of an Electronic Scanning Device

1. Use of an Electronic Scanning Device should be used by those staff members who have been trained in their operation.

(c) Alarm Activation

1. If a person registers an alarm or the LED reaches the red zone bar, have the person walk through the unit again. If an alarm registers, the Deputy has reasonable suspicion to conduct a pat down search.
 - i. The handheld metal detector should be used on all persons registering an alarm.
 - ii. Persons registering an alarm should be questioned by staff as to the presence of metallic objects on or in their body. This can include surgically or otherwise implanted metallic prosthetics or plates.
 - iii. A person can choose to leave the courthouse prior to entering the metal detector, however, they will not be allowed into the Courthouse until completing the screening process.

(d) Dosimeters

1. Each person regularly assigned to a weapons screening station where X-ray is used will wear a dosimeter.
 - i. A dosimeter measures an individual's or an object's exposure to radiated energy.
 - ii. A weapons screening officer from each Justice Center will be assigned to collect and reissue new monitoring films at the end of each month.
2. Dosimeter Badge Testing Procedure:

- [REDACTED]

- A. Access shall be limited to the Court Operations Division Vendor Liaison designee, Department County Safety Representative (CSR) and/or CEO/Risk Management Safety Specialist, or their designee.
- B. Additional access may be granted to appropriate supervisory staff and/or County of Orange Health Care Agency, Employee Health

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Services designee with the approval of the Court Operations Captain.

- ii. Every quarter, the Court Operations Division Vendor Liaison designee shall forward a copy of the monthly dosimetry reports to the County of Orange Health Care Agency, Employee Health Services for review.
 - A. The Department County Safety Representative (CSR) shall be notified by the vendor immediately via telephone should any test result exceed a Level III ALARA Notification Threshold.
 - (a) Upon receipt of a Level III ALARA Notification, the Department County Safety Representative (CSR) shall immediately notify the Court Operations Division Commander and assist County of Orange Health Care Agency, Employee Health Services coordinate any subsequent follow up referrals.
- iii. County of Orange Health Care Agency, Employee Health Services shall forward a HIPAA compliant summary to the Department County Safety Representative (CSR) and/or CEO/Risk Management Safety Specialist indicating the results of the review.
 - A. County of Orange Health Care Agency, Employee Health Services shall coordinate any subsequent referrals with the assistance of the OCSD Safety Specialist and Court Operations Division supervisory staff.
- iv. A copy of the quarterly review summary shall be forwarded to the individual court administrative designee for retention.

15003.10 VIDEO DOCUMENTATION

Video recordings should attempt to document activities by providing a visual and audio record of incidents and occurrences. The video will supplement staff reports, aid in prosecution, limit claims of false use of force and assist in continuing training related to officer safety issues.

(a) Handheld Camera

- 1. A Deputy/SSO/CSA will activate the handheld video camera as soon as practical during any unusual or noteworthy event.
- 2. Events that should be videotaped include, but are not limited to:
 - i. Major disturbances
 - ii. Emergency Response Team (ERT) activations
 - iii. Contacts with uncooperative visitors/inmates that are likely to result in a use of force
 - iv. Restraint chair use
 - v. Use of Force interviews
 - vi. Retrieval of contraband

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- vii. Large scale pre-planned searches

15003.11 INMATE SAFETY CHECKS

Staff will conduct safety checks in accordance with OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks.

15003.12 AUDIO VIDEO RECORDING WITHIN COURTS

(a) Purpose and Scope

1. The Orange County Sheriff's Department provides court security services to all Orange County Justice Centers. The purpose of this policy is to provide Deputies and sheriff special officers assigned to Court Operations with guidelines for enforcing the Court Rules regarding photographing, recording, and broadcasting. These Court Rules are not criminal laws or statutes in nature. Therefore, enforcement should be focused on gaining compliance with the Court Rules rather than arrest or prosecution unless there is a separate citable criminal offense.

(b) Policy and Guidelines

1. Inside Courtroom Protocol:
 - i. Local Rule of Court ("L.R.C.")180 states "No filming, photography or electronic recording is permitted in the justice centers except as permitted in the courtroom consistent with rule 1.150- California Rules of Court"- The California Rules of Court ("C.R.C") rule 1.150 in turn provides that court proceedings may not be recorded without written permission from the Court. An individual who attempts to record inside a courtroom without authorization can be sanctioned and held in contempt of court.
 - ii. Bailiff or security officer responsibilities: Deputies or SSOs assigned to the courtroom should consult or work together with the bench officer (judge, commissioner, or referee) when a possible unauthorized recording device is used in the courtroom.
 - iii. Inquire of the person using the recording device if they have a court order allowing them to record inside the courtroom. Alternatively, inquire of the Clerk of the Court or the Judge/Bench Officer whether the Court has authorized the recording in the courtroom.
 - A. If there is no court order authorizing the recording ask the person to stop using the recording device, turn it off, or put it away.
 - B. Advise the judge or Bench Officer that the unauthorized recording device may have been used inside the courtroom. Follow the instructions of the Judge or Bench Officer in regard to taking any action.
 - C. Confiscate or seize the device ONLY at the explicit direction of the Judge or Bench Officer.

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- iv. The primary concern should be to gain compliance and have the individual stop recording or turn off the electronic recording device.
 - 2. Supervisor Notification and Documentation
 - i. A supervisor should be notified as soon as possible, and the incident documented in the Court Operations Log or in an appropriate departmental report.
 - A. All audible electronic devices must be turned off when they are in courtrooms
 - 3. Outside Courtroom Protocol
 - i. The court policy in place at all justice centers states, "Videotaping, photographing, or electronic recording by the media and general public is not permitted in any part of the court including but not limited to lobby areas, cafeterias, halls, stairs, escalators, and elevators. L.R.C. 180 designates specific areas in each justice center where recording devices may be used without prior authorization or court order (see below).
- (c) Security Officer & Deputy Responsibilities:
- 1. The primary concern is to get the person or person(s) recording or attempting to record to stop recording. Verbal requests should be given to gain compliance. Confiscation of the recording device should be avoided outside the confines of the courtroom. Such action would be considered a warrantless search and seizure and there is no criminal foundation to detain someone for this alone.
 - 2. When Sheriff's personnel encounter someone refusing an order to stop recording outside the courtroom, they should not independently take action against the offending party unless that person has violated a different provision of the law (something other than the rules of the court). However, they should:
 - i. Notify a supervisor.
 - ii. Contact a Judge or Judicial Officer for direction.
 - iii. Continue to monitor the person violating the court rules.
 - 3. Violators should not be directed to "delete" images unless directed to do so by a Judge or a Bench Officer.
 - 4. Absent an intervening order from the court directing Sheriff's personnel to take action to confiscate the recording device, any confiscation could be a violation of due process, 1st Amendment Rights and/or an unreasonable seizure under the 4th Amendment. Therefore, Sheriff's personnel shall not confiscate any recording device without judicial direction.
- (d) Media Protocol:
- 1. Requests of any type for video, still photography, or audio coverage including pool cameras must be made to the court and submitted to the Judicial Officer assigned to hear the case on Judicial Council Form MC-510 "Order of Media

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Request" Form. If the request is granted the limits of the media coverage will be specified and a copy provided to the court Public Information Office.

2. Prohibited Coverage (per C.R.C. or L.R.C. rule 1.150 (e)(6))

- i. A proceeding closed to the public (e.g. juvenile cases)
- ii. Jurors or spectators
- iii. Jury selection
- iv. A conference between an attorney and client, witness, or aide
- v. A conference between attorneys
- vi. A conference between counsel and judge (sidebar)
- vii. A proceeding held in chambers

(e) Areas in Court Facilities where Media Activities are Authorized

1. Photos, news conferences and on-camera statements to members of the media and general public are allowed only in areas specified for that purpose, without prior court order or authorization.

- i. Central Justice Center - 700 Civic Center Drive West, Santa Ana
 - A. Northeast corner of the second floor, lobby area near the front windows and escalators
- ii. Community Court - 909 North Main Street, Santa Ana
 - A. Lobby area outside courtrooms
- iii. Complex Civil Litigation Facility - 751 W. Santa Ana Blvd., Santa Ana
 - A. Northwest corner of the building, outside CX101
- iv. Harbor Justice Center - Newport Beach Facility - 4601 Jamboree Road, Newport Beach
 - A. Across from Room 108 on the first floor, near the glass doors in the center of the building
- v. Lamoreaux Justice Center - 341 The City Drive, Orange
 - A. Due to the privacy concerns and confidential nature of juvenile matters, the front quad exterior of the building has been designated for media interviews. Advance authorization by the Juvenile Court Presiding Judge or the Family Law Probate Court Supervising Judge is needed for requests to bring cameras into the courthouse, and broadcast media must check in with court security at the building entrance
- vi. North Justice Center - 1275 North Berkeley, Fullerton
 - A. Exterior steps of main entrance, Central Wing (during inclement weather, use the area across from Dept. 9 at the top of the stairs)
- vii. West Justice Center - 8141 13th Street, Westminster

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- A. The main lobby in the front of the building
2. Requests for exceptions must be made through the Court's Public Information Office and receive approval from the Presiding Judge.

15003.13 JUVENILE PROCEDURES

(a) Arrival

1. Juveniles will be housed at Juvenile Hall under Probation Department supervision until requested by a courtroom.
2. Detention will notify Probation and request a juvenile for their court hearing.
3. Probation will notify Detention when the juvenile becomes available for court.
4. Detention Deputies will go to Juvenile Hall's court holding area to assume temporary supervision over the juveniles while escorting the requested juveniles to court.

(b) Responsibility

1. It is the responsibility of the Court Services Deputy to ask the Probation Department if there are any juveniles who represent a risk or hazard to self or others while being held at the Justice Center.

(c) Supervision of Juveniles

1. Juveniles will be moved, escorted and kept separate from adults in accordance with Section 208 of the Welfare and Institutions Code and BSCC Title 15 Section 1161.
2. While entering the court facility or being moved within the building, every effort will be made to ensure that there is no opportunity for contact or communications with adults.

(d) Incident Documentation

1. Incident or crime reports Involving minors shall be completed on all incidents that occur at any Justice Center.
 - i. Reports shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.
 - ii. A written report shall be prepared by the staff assigned to investigate the incident and submitted to the Justice Center Sergeant by the end of the workday of the incident.
 - A. A copy of the report will be forwarded to the Probation Department.

15003.14 RESPONSE TO HIGH RISK-HIGH PROFILE TRIALS

For procedures refer to CCOM Section 10005.5 – High Profile/High Risk Trial and Defendants.

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15003.15 SECURITY CLEARANCES

It shall be the responsibility of the Court Sergeant or their designee to provide, upon request from the Court Facility Services Officer, a Security check of all contractors or vendors requesting to enter the Justice Center to perform work.

(a) Policy

1. All contractor employees providing services to the court are required to pass a security clearance.
2. It is the primary contractor's responsibility to ensure that their employees, independent contractors, consultants, and all other individuals they assign to work on court premises and or projects have successfully passed a security clearance check prior to assignment at any court facility.
3. Contractors shall provide a completed security clearance form for all personnel and subcontractors working at the court facility.
4. OCSD staff will check to ensure all contractor personnel have proper identification and are on the cleared list to perform work in a court facility.
 - i. If an individual is found to be working without proper identification, they may be asked to leave the work site.
 - ii. Anyone found to be working without a security clearance will be escorted out of the building.
5. Security clearances shall be valid for two years from the date of approval.
 - i. After two years, a new security clearance form will need to be submitted and approved for all Contractor personnel to continue performing work in court facilities.
 - ii. It will be the responsibility of the Contractor to provide the Court with updated information regarding any illegal activity, arrest, or conviction of any Contractor employee. Failure to provide updated information may result in termination of the contract.

(b) Disqualifying Offenses

1. Active Warrants.
2. Current Failure to Appears.
3. On Formal (Supervised) Probation/Parole.
4. Sex Crime Conviction.
5. Assault on Peace Officer/Emergency Personnel.
6. Sales of narcotic charge/conviction.
7. Violent felony.
8. Non-Violent felony within 5 years (out of Jail or prison for 5 years).
9. Any misdemeanors within the last 3 years (OCSD/Courts discretion based on circumstances and charge).

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10. Escape, escape attempts, or aid and abet an escape from a correctional facility.
 11. Pending criminal case (discretionary).
 12. Relative with pending litigation at any Orange County Justice Center.
 13. Weapons convictions.
 14. Served any Federal or State time within the last 3 years. (County jail time at OCSD and courts discretion).
 15. Extensive criminal history (subject to court and OCSD discretion).
 16. Omitting, misstatements, lying-or incomplete statements on application.
 17. Gang Affiliation – any documented gang affiliation or membership within 10 years.
- (c) Outside Workers Not Regularly Assigned to the Facility
1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
 2. All staff used as escorts at a Justice Center must be approved by the Division Commander or their designee.
 - i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
 - ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
 3. Prior to tools being permitted inside a secure area, Deputies will search toolboxes and equipment containers.
- (d) Scheduled Job-Walk Tours for Work Projects
1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
 - i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
 - ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
 - iii. Job-walk tours will be limited to the area affected by the planned project.
 2. Facility Entrance Requirements
 - i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
 - ii. Photo ID will be needed to exchange for a visitor badge during visit
 - iii. Job-walk attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.

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- iv. Job-walk attendees will be escorted by court staff.
- (e) Contractor Escort
 - 1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility detention areas.
 - 2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
 - 3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
 - 4. The Contractor Escort must carry a department issued radio at all times during the escort.
 - 5. Contractors or tools will not be left unattended at any time.
 - 6. The duties of an Escort Officer are as follows:
 - i. Meet contractor at facility point of entry.
 - ii. Ensure contractor is not carrying weapons.
 - iii. Ensure contractor does not take pictures while in security areas.
 - iv. Inventory contractor's tools prior to entering security areas and complete entry portion of tool inventory form.
 - v. Conduct inspection of work areas before and after work is done to ensure no tools or dangerous conditions are present.
 - vi. Maintain security by ensuring doors remain locked in work area.
 - vii. Remove detainees from work areas if necessary.
 - viii. Ensure detainees do not have access to contractor or tools if detainees are present.
 - ix. Visually check the work area for supplies, trash, and tools when contractor has completed work.
 - x. Secure area where work was done.
 - xi. Escort contractor out of security upon completion of work.
 - xii. Inventory contractor's tools and complete exit portion of tool inventory form.
 - xiii. Forward tool inventory form to the Court Sergeant or their designee

15003.16 COLLECTION OF DNA AT COURTS

- (a) Outside law enforcement agencies shall not be permitted to serve DNA search warrants on in-custody defendants while they are awaiting court proceedings, during court proceedings, or prior to transport back to their assigned jail facility.

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1. This would not apply to out-of-custody defendants mandated by the court to provide a DNA sample.
- (b) Law enforcement agencies seeking to collect DNA from an in-custody defendant shall do it at the defendant's assigned jail facility. For more information on DNA collection refer to CCOM Section 1500 – Biological Samples.
- (c) In the event of exigent circumstances where a DNA sample is required, an exception to this policy may be granted only with prior approval from the justice center Captain.