

## IRC - Housing Operations

### 3002.1 STAFFING/RESPONSIBILITIES

- (a) Staffing/Responsibilities
  - 1. All Guard Stations will be staffed by a Guard Station Deputy/CSA. The Guard Station will be staffed 24 hours a day, 7 days a week. The Guard Station is a fixed post and under no circumstances will the assigned Deputy/CSA leave without proper relief or at the direction of the Sergeant.
    - i. Housing Guard Station-2nd Floor will be staffed with one Deputy and one CSA/SSO or two Deputies. They will direct and coordinate the functions of Modules J, K, L, M, N, as well as, directing and coordinating inmate movement between the Intake/Release Center's first floor, the Central Women's Jail and the Central Men's Jail.
- (b) All housing modules will be staffed by a Correctional Services Assistant (CSA) or Deputy, with assistance from assigned Prowler Deputy(s). The module will be staffed 24 hours a day, 7 days a week.
  - 1. The modules are designed and constructed with various types of cells for the separation of inmates as needed.
- (c) For the cleaning of secured areas such as Guard Stations refer to CCOM Section 2400.2 – Inmate Housekeeping.

### 3002.2 DOCUMENTATION

- (a) All Guard Station and Module Deputies will maintain a 24-hour daily Log. The information on the log will include but not be limited to:
  - 1. Name of the assigned Deputy for each shift
  - 2. Date and shift times
  - 3. Time, number and status of counts
  - 4. Incidents, title and report numbers
  - 5. Safety check times and observations
  - 6. Other information pertinent to the shift, such as inmate's dayroom use, sick call, outdoor recreation use, official visits, and/or refusal of same.



- (c) Safety Check Log
  - 1. For information on safety check logs, refer to OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks.

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#### **3002.3 RECEIVING INMATES**

- (a) Inmates will arrive at the module vestibule from Booking. Deputies may escort the inmate.
- (b) The Module Deputy will review the inmate's module card and identification card to confirm that the correct inmate is at the correct housing module.
- (c) Classification Deputies may assign compatible inmates to the same sector. Classification staff will write the date, sector, cell and bunk assignment on the module card. The module card will then be placed in the module card holder. All restrictions of inmate movement will depend upon the inmate's classification level. For more information about security procedures and special protocols determined by an inmate's classification level, refer to CCOM Section 1203.1 – Inmate Security Procedures and CCOM Section 1204.9 - Special Protocols. The Deputy will record the following in the guard station log:
  - 1. Inmate's name
  - 2. Booking number
  - 3. Date and time
  - 4. Location from where the inmate came
  - 5. Destination housing location
  - 6. New module number count
  - 7. Module staff member's initials in the guard station log.
- (d) The Module Deputy will provide the new inmate with full jail issued bedding, refer to CCOM Section 1600.2(g) – Orange County Jail Rules.
- (e) The Module Deputy will direct the inmate to the assigned sector and cell after having the Prowler conduct a search of the inmate and his personal property.
- (f) Module "L", Correctional Health Services (CHS) will coordinate with the Classification Deputy in cell and bunk assignments.
  - 1. Prior to the inmate being placed into a cell, determine if there are any special needs (e.g., safety gown).
  - 2. Prostheses are disallowed inside security unless approved by CHS doctor and the Watch Commander. The prosthesis will be placed into the inmate's property. The inmates will be accommodated by medical staff i.e. wheelchair, etc. In cases where the prosthesis is allowed, the inmate will be housed separately.

#### **3002.4 COURT PREPARATION**

- (a) The Module Deputy prepares the module court list and places a [REDACTED]
- (b) Inmates going to court will be dressed in a full jail issue of jail clothing. The Module Deputy will ensure that inmates are properly dressed prior to leaving the module. For Module "L", this includes inmates dressed in safety gowns.

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- (c) For allowable items at court, refer to CCOM Section 1600.2(o) – Court.
- (d) The Module Deputy will notify Inmate Records on behalf of any inmate who claims they are scheduled for a court appearance, but is not on the court list. The Deputy will request a records check, to prevent an over-detention, which could jeopardize prosecution and subject the County to liability.
- (e) Module Deputies will ensure that Specialty Housing inmates are not placed in the module vestibule until all General Population (GP) inmates have departed the module. Specialty Housing inmates will be the last inmates escorted by Escort and/or Prowler Deputies to the Court Transfer area.
- (f) Staging inmates for court may require the use of dayrooms.
- (g) When inmates are summoned to court, they will be instructed to close their cell door. The door will automatically lock when closed.
- (h) Correctional Health Services (CHS) staff will notify Inmate Records of any inmate that is too ill to go to court. The Module Deputy will notify Court Transfer.
- (i) Duties of Mental Health Unit Housing Deputies:
  - 1. Housing Deputies will utilize the court list to identify inmates housed in their area of responsibility that are classified as M1, M2, or housed in an LPS designated cell.
  - 2. [REDACTED]
  - i. The email will contain the inmate's name, booking number, which court they are attending, their acuity rating (M-1, M-2) and if they are housed in an LPS cell.
  - 3. The Housing Deputies will make an entry in the Guard Station Log documenting when the email notification was sent, who sent it, and include the inmate's last name and booking number.
  - 4. [REDACTED]
  - i. At a minimum, the recipients list should include at least one representative from each of the court locations.

### 3002.5 COUNTS

For information on counts, refer to CCOM Section 1719 - Inmate Counts.

### 3002.6 INMATE MEALS

- (a) For information on inmate meals, refer to CCOM Section 1604 - Inmate Rights.
- (b) For information on the delivery of religious diets, refer to CCOM Section 2304.3 - Religious Diets.

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- (c) The CSA under the direction of the Module or Prowler Deputy will serve meals.
- (d) Unless otherwise specified, all IRC inmates will eat in their cells.
- (e) Using the count figures, the Kitchen staff will determine the number of servings for the inmates in the module and confirm the number with the module staff.
- (f) Special diets and the serving sequence will be verified before the CSA leaves for the kitchen. Correctional Health Services (CHS), prior to informing the kitchen to prepare them, will approve special diets.
- (g) The Module CSA will bring the loaded carts to the inner dayroom area and plug the electric cord into the receptacles in order to maintain the correct food temperature.
- (h) The Deputy, CSA and inmate workers will move one cart at a time into each dayroom. All other loaded carts will remain connected to the electrical outlets.
- (i) The Deputy will instruct the inmates to stand by their doors and prepare to receive their meals. The inmate workers will hand the meals to the inmates after the Deputy or CSA unlocks and opens the food tray port.
- (j) Each inmate's meal will contain the complete meal, beverage and utensils.
- (k) Inmates will eat their meals in their cells.
- (l) The Deputy will visually monitor the meal service.
- (m) The Deputy will accompany the CSA throughout the safety cell feeding. Inmates in safety cells will be fed the same meal as other inmates, except when a special diet is ordered by a doctor.
- (n) Combative or hostile inmates will not be served hot items. Additionally, a meal may be placed onto paper plates or a soft tray if there is any indication the inmate will refuse to return food trays.
- (o) Cells equipped with pass-through ports in the doors will be used for in-cell feeding.
- (p) Inmates in negative air-flow cells will be fed in the following manner:
  - 1. Food will be placed on standard trays and provided to inmates via the pass-through hatch.
  - 2. After the meal, the CSA will direct the inmate to return the tray via the pass-through.
- (q) A Deputy or CSA will be responsible for securing the open food tray ports after the meals have been provided.
- (r) Every inmate will be offered a meal. The Deputy will note in the Jail Management System (JMS) any inmate who refuses to eat two meals in succession. The Deputy will send a memo to the nurse identifying inmates who have refused two (2) successive meals.
- (s) The Deputy and CSA will ensure that the inmates store no food except for commissary items when otherwise not restricted by CHS. Unconsumed food and drink must be returned to the kitchen.

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- (t) The inmate, and/or inmate worker, at the end of the meal will clean food and/or drink spills with paper towels provided by the CSA.
- (u) The Deputy and CSA will return to the first inmates that were served and begin collecting trays (if applicable), uneaten food, paper trash and utensils. Every tray, cup and utensil will be returned to the CSA for return to the kitchen.
- (v) When the CSA has collected all used trays, utensils, cups, trash and unconsumed food, the CSA will return the carts to the kitchen for cleaning.

#### **3002.7 SHOWER CALL**

For information on shower call, refer to CCOM Section 2007 - Shower Call.

#### **3002.8 INMATE MOVEMENT**

For information on inmate movement with passes, refer to CCOM Section 4000.7.1 – Inmate Passes.

- (a) Mass and group movements will be escorted as required. The Guard Station Deputy/ CSA/SSO will visually monitor mass and group movements.
- (b) Groups of new bookings will be escorted up the escalator and directed to their housing area by the IRC Booking Prowler.

#### **3002.9 MOVEMENT TO COURT TRANSFER**

- (a) Inmates will be escorted in groups from the Central Men's Jail (CMJ) and Central Women's Jail (CWJ) second floor Guard Stations by CMJ and CWJ Escort and Prowler Deputies through the two respective male and female connecting corridors to the IRC.
  - 1. Escort, Prowler and Housing Deputies will escort inmates from their assigned housing locations to the Court Transfer cell area.
- (b) Inmates will walk single file, grouped by classification.
- (c) Groups will be led by one Escort or Prowler Deputy and followed by another Escort or Prowler Deputy.
- (d) Upon reaching the second floor Guard Station, inmates will proceed down the escalators to the first floor. Females will proceed down the women's escalator, to their respective sides of the Court Transfer cell area.
- (e) Upon arrival at the Court Transfer cell area the inmates will be assigned to cells.
- (f) Theo Lacy Facility (TLF). If any inmates from TLF are being brought to the IRC for transfer, they will arrive prior to 0700. These inmates may be assigned to a cell area to await boarding of the appropriate vehicle.

#### **3002.10 RECREATION**

NOTE: Special restrictions may apply to Specialty Housing inmates.

- (a) Dayrooms

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1. For information on dayrooms, refer to CCOM Section 2006.1(b) – Dayrooms and CCOM Section 1600.2(k) – Dayrooms/Recreation Areas.
- (b) Outdoor Recreation
  1. Outdoor recreation will take place in the two (2) outdoor recreation areas attached to each module. Module Deputies will regulate access to the outdoor recreation areas according to a schedule. Each inmate must be allowed to have access to the outdoor recreation areas for a minimum of three (3) hours per week (Sunday through Saturday). The Module Deputy will announce the schedule to the inmates over the public address system. The schedule will rotate each week giving inmates a variety of times in which to have recreation. Only compatible inmates will be allowed into the recreation area together.
  2. Outdoor recreation activities will include sports equipment, jogging, and calisthenics. As appropriate and/or needed, equipment will be provided by the Correctional Programs Technician.
  3. Inmates will be fully dressed and will not individually move in and out of the recreation area unless directed by the Module Deputy. No commissary items (i.e., food/drink) will be permitted in the outdoor recreation area.
  4. Module and Prowler Deputies will keep the inmates in the recreation areas under constant supervision. Prohibited activities are:
    - i. Boxing and martial arts (Karate, Judo, etc.)
    - ii. Wrestling
    - iii. Climbing walls or doors
    - iv. Destroying equipment or structures
    - v. Converting jail property or supplies to weight lifting equipment
    - vi. Marking on jail walls, windows, floors, etc.
    - vii. Soiling the recreation area
    - viii. More than one person in the toilet area at one time
  5. During recreation periods, inmates may stop their activity to participate in visiting. The inmate will be given the choice to visit or continue with recreation. The Module Deputy will inform the Visiting Guard Station of the inmate's recreation activity.
  6. When the recreation period has ended the inmates must clear the inner and outer recreation areas and return to their sector's dayroom.

### **3002.11 VISITING**

- (a) Each inmate will be allowed at least one (1) thirty (30) minute public visit per visiting day. Visiting days are Friday, Saturday, Sunday, and Monday of each week.
- (b) Official and public visits will take place in the individual modules. Visit approval will originate from the Visiting Guard Station.

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- (c) The Module Deputy will be informed of a pending visit when notified by the Visiting Guard Station.
- (d) The Module Deputy will determine if the inmate is available for a visit and will assign a visiting booth. Inmates will not have visits during the following times: at mealtime; if the inmate is being treated by Correctional Health Services (CHS); or if the inmate is being transferred to another facility. The Module Deputy will inform the Visiting Guard Station of an inmate's unavailability and the expected duration.
- (e) Inmates will be notified over the intercom or public address system of the visit. Inmates will be dressed in a complete issue of jail clothing for the visit.
- (f) Module Deputies will not require inmates to participate in visits. Inmates may refuse any public or official visit.
- (g) Eating and drinking are prohibited in the visiting area and visiting booths. Inmates will be reminded of this prior to the visit.
- (h) There are nine (9) visiting booths in each module. Seven booths are without doors and are intended for public-inmate visiting. Two booths, one on each end of the seven public visiting booths, have doors to ensure privacy and are intended for "official" and protective custody (PC) visits. Each booth is numbered or lettered.
- (i) The Visiting Guard Station makes booth assignments. Under no circumstances will incompatible inmates be allowed to visit at the same time.
- (j) Official visits are not timed. Attorneys, law enforcement, clergy, psychologists, doctors, legal runners, and others as approved by the Division Commander will be assigned to the end booths, or center booths, on a first come first served basis. Methadone will be handed from the nurse to the inmate using the pass-through. A Deputy shall visually monitor the process to ensure no contraband is introduced into the facility. If there are any questions or concerns regarding the exchange, Deputies may contact CHS or their immediate supervisor. Deputies are strictly prohibited from handling the exchange of the methadone.
- (k) Public visits will begin and end upon verbal notice of the Module Deputy, who will begin timing the visit when both parties are present.
- (l) When visiting is in progress, the Module Deputy will direct the Prowler Deputies to make periodic checks of the inmate side to ensure security is not compromised and that jail visiting rules are being followed.
- (m) Official or public visitors may have documents signed by the inmate at the visiting area. A Prowler Deputy will unlock the pass-through and relay documents to and from the inmate/visitor.
  - 1. Every envelope or closed container will be opened and checked for contraband before handing it to the visitor/inmate.
  - 2. Deputies will not endorse documents as witnesses for inmates or official visitors.
  - 3. Only official documents may be exchanged at visiting. All other letters and correspondence must be exchanged through normal jail channels.

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- (n) When scheduled inmate activities begin during a visit, the Module Deputy will announce the activity over the public address system to the inmates in the visiting area. Inmates must then choose to either continue with the visit or participate in the activity.
- (o) When the visiting has ended, the Module Deputy will direct the inmate(s) to return to their assigned cell or dayroom.

#### **3002.12 CHAPEL/PROGRAM/CLASS**

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 Division Commander, Inmate Programs Director, and the Custody Operations Assistant Sheriff.
- (b) The Housing Guard Station will coordinate movement into and out of the chapel. The Deputies in Main Control will advise the Housing Guard Station when to notify the modules to prepare those inmates who want to attend chapel service. There will be separate chapel services for female inmates.
- (c) Prior to each module sending its inmates to the chapel, the module will telephone the Guard Station with the total number of inmates who will attend the service. The Housing Sergeant or, in the Sergeant's absence, the Guard Station Deputy will determine how many inmates from each module will attend when the total number wanting to attend exceeds the chapel's capacity of forty (40) persons.
- (d) If there is a problem during the services, the Housing Guard Station Deputy will summon assistance from one of the housing modules and/or Main Control.
- (e) Preparing for Chapel/Program/Class Services
- (f) Separate chapel/program/class services will be held for male and female inmates housed in any Jail Operations facility. At the Intake/Release Center (IRC), the services/classes will be held in the module multipurpose rooms located adjacent to the visiting booths within the module. Deputies will notify inmates when religious programs are scheduled.
- (g) The Main Control Deputy/SSO/CSA will direct the religious/programs participants to the module guard station. The Module Deputy will direct the participants to the multipurpose room within the module.
  - 1. Each church/program group will consist of no more than six (6) persons.
  - 2. Each visitor will sign in and wear a visitor's badge.
  - 3. Each visitor will complete, read and sign a Security Clearance Agreement that includes the prohibition for handing any materials to any inmate.



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4. Items such as instrument cases, boxes or large bags will be checked for contraband items.
- (h) The Main Control Deputy will telephone the module advising to prepare those inmates wishing to attend the service.
- (i) The Module Deputy will make an announcement over the public address system for those inmates wishing to attend, to get dressed in full jail issue and line-up in the dayroom. The Module Deputy will direct the inmates to the multipurpose room where the service is being held.
- (j) Based upon the number of people in the church group and the number of inmates wishing to attend, the Module Deputy will determine the number of inmates that are sent.
- (k) Escorting Inmates to Chapel
  1. A Deputy will direct the inmates to the multipurpose room.
- (l) Problems During Services
  1. If one or more of the inmates create a problem during the services, the Module Deputy will request assistance from the housing modules and/or Main Control.
- (m) When Services End
  1. When services conclude, the Housing Prowler will direct the inmates back to their sector, and the multipurpose room will be secured. Visitors will be escorted out of security through Main Control.

#### **3002.13 INMATE SICK CALL AND ISSUANCE OF MEDICATION**

For information on sick call or distribution/administration of medication, refer to CCOM Section 2106 - Sick Call/Hospital Referrals and CCOM Section 2112.2 - Medical Distribution or Administration.

#### **3002.14 MAIL PICK-UP AND DISTRIBUTION**

For information on mail pick-up or distribution, refer to CCOM Section 1900 - Inmate Mail.

#### **3002.15 MODULE CLEANING**

For information on cleaning, refer to CCOM Section 1600.2 (p) - Cleanliness.

#### **3002.16 INMATE RELEASE**

- (a) Notification of inmate releases will be made on the Jail Management System (JMS) printer in the Housing Guard Station. The Housing Guard Station Deputy will call the Module Deputy and relay the release information.
- (b) The Module Deputy will instruct the inmate to bring all personal and jail issue items, including the mattress, to the module vestibule. Cells are to be left in a clean condition.

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- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]

- (d) Each item of jail property (i.e., towel, sheets, blanket and undergarments) will be checked for quantity and condition by the Module CSA or Prowler before being placed into dirty storage. If the inmate is to be released or transferred in custody, the inmate will remove their T-shirt, under garments and socks and place them in dirty storage prior to leaving the module.
- (e) The Module Deputy will mark the release information in large letters on the front of the module card:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

- (f) After the inmate's identity has been verified, the inmate will be handed their module card, and depending on the type of release, the inmate will be directed to the Release Guard Station or Court Transfer Guard Station.
- (g) The Deputy will make an entry into the movement log in the appropriate color: inmate's name, booking number, sector and cell number, release reason (e.g., straight, in-custody) date and time.
- (h) The Module CSA will direct the inmate worker/work crew to clean the released inmate's cell. All other inmates in the sector will be secured in their cells during the time when the worker/work crew cleans the cell.
- (i) The inmate worker will also retrieve any items left by the inmate. Jail property will be recycled. Non-valuable personal effects and trash will be disposed of in the trash locker. The Module CSA will handle valuables in the same manner as found property with a known owner.
- (j) All inmates, regardless of gender, will be provided information and education regarding the availability of family planning services by medical staff prior to release. Family Planning Community Resources Information Sheet will be provided upon release screening by medical staff.

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#### **3002.17 HOUSING GUARD STATION - 2ND FLOOR**

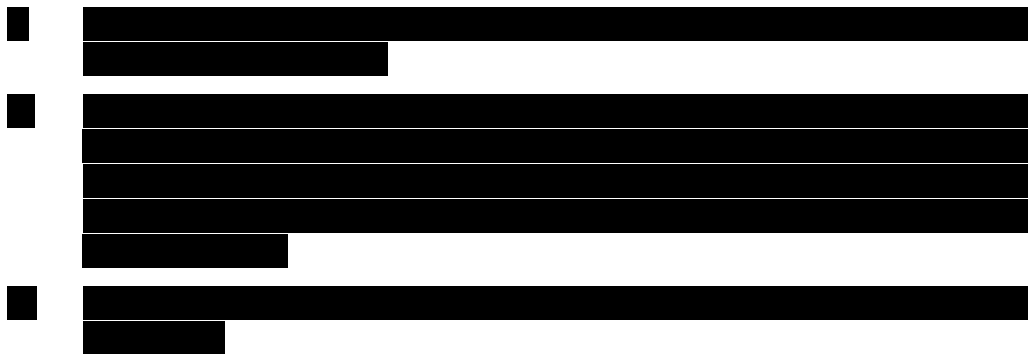
The Intake/Release Center (IRC) provides maximum-security housing for inmates in five (5) modules. The Housing Guard Station directs and coordinates the functions of the modules and inmate movement between the Central Men's Jail (CMJ), Central Women's Jail (CWJ), and the IRC.

(a) Housing Sergeant

1. The Housing Sergeant's office is located in the Guard Station.
2. The Guard Station Staff (Deputy/SSO/CSA) will receive direction and supervision from the Housing Sergeant.
3. The Guard Station Staff will direct certain housing activities, scheduled or spontaneous, with prior approval of and in the absence of the Housing Sergeant (e.g., meals, movement of inmate groups, court, television changes).
4. The Guard Station Staff will maintain communication with the CMJ and CWJ second floor Guard Station Deputies. The Housing Sergeant will be kept informed of information from these facilities.
5. The Guard Station Staff will keep the Housing Sergeant's office supplied with materials as required. Reports and other documents will be placed on the Sergeant's desk as they are received.
6. The Housing Sergeant will confirm with the Module Deputies that no cell capacities have been exceeded. This will be done during both the physical body counts [REDACTED]

(b) Security Equipment

1. The Guard Station will be equipped with security monitoring and regulating equipment.
  - i. A control panel with colored lights and buttons will indicate the condition of specific doors in the Guard Station area. Guard Station Staff will be aware of each door's status and the working order of all equipment. Doors will remain closed unless an authorized person is passing through.



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- [REDACTED]
- [REDACTED]

#### (c) Visual Supervision of Inmates

1. Visual supervision of inmates in the second floor corridors will be the responsibility of the Guard Station Staff.
  - i. Surveillance will be by direct line of sight and by CCTV cameras.
  - ii. Inmates in the connecting corridor between the IRC, CMJ, and CWJ will be observed throughout their movement. Inmates are to walk non-stop through the corridors. Deputies will be sent to check any unusual inmate behavior.
2. The IRC and CMJ second floor Guard Station Staff will maintain continuous contact with each other regarding inmate movement through the connecting corridor.
  - i. The Guard Station Staff may request inmate movement be held. This may be prudent during disturbances, medical emergencies, inmate counts, shift change, or any other time security staff is unavailable.
3. No staff other than enforcement personnel (i.e., Deputies/SSOs/CSAs) will be allowed routine movement through the second floor tunnel without an escort.
  - i. Exceptions may be permitted in special circumstances (i.e., movement of oversized equipment, medical emergencies, etc.) provided the security of the facility and staff is not compromised. In these circumstances the Central Men's Second Guard Station and the IRC Housing Guard Station must cease all inmate movement through the tunnel, verify the tunnel is clear, and remain in constant communication while the staff member proceeds through the tunnel.
4. The Guard Station Staff will ensure that an escort is provided for any inmate requiring escort through the corridor. Deputies will be directed to perform the escort by the Guard Station Staff.
5. Female inmates will use only the female corridor and male inmates will use the male corridor.

#### (d) Unescorted Movement

- [REDACTED]
- [REDACTED]

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(e) Inmate Count

1. Inmate counts will take place according to CCOM Section 1719 - Inmate Counts.
  - i. Main Control will announce over the public address system to freeze all inmate movement until the count is clear.
  - ii. Main Control will announce over the public address system that the count is clear and that inmate movement may resume.
  - iii. Module Deputies will notify Classification staff of any housing location discrepancies. Classification staff will make any changes to the database to correct the count.

### **3002.18 MODULES J, K, L, M, N AND S**

The design of the Intake/Release Center's (IRC) housing modules allows for bringing inmate services to the module. This enables efficient management of the module, protection of staff and inmates, constant high level supervision of Specialty Housing inmates, and continued separation of male and female inmates.

(a) Module Staffing

1. IRC modules J, K, L, M, and N will be staffed by a Correctional Services Assistant (CSA) or a Deputy with assistance from assigned Prowler Deputy(s). The module will be staffed twenty four (24) hours a day, seven (7) days a week. Module "L" and "K" will also be staffed with medical/mental health personnel.
2. The supervision of inmates housed in Module S will be the direct responsibility of the Receiving Guard Deputy or their designee. Upon housing of inmates in Module S, the Receiving Guard Deputy will maintain visual supervision utilizing the surveillance cameras and monitors located inside the Receiving Guard Station.

(b) Module Descriptions/Responsibilities

1. Module "J" may be comprised of female or male inmates.
2. Module "K" may be comprised of female or male inmates including those in need of medical and/or mental health care.
3. Module "L" is comprised of male inmates including those in need of medical and/or mental health care.

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- i. Deputies assigned to Module "L" will be responsible for the housing specific features of Module "L" (I.E. Safety Cells and Restraint Bed).
4. Module "M" may be comprised of female or male inmates.
5. Module "N" may be comprised of female or male inmates.
6. Supervision of the employees in the module is the responsibility of the Housing Sergeant.
7. In Module "L", responsibilities in the module are documented in the Memorandum of Understanding (MOU/07-01-2011), between the Sheriff's Department and the Health Care Agency and includes the following:
  - i. Matters of judgment regarding health care services will be the sole province of the Correctional Health Services.
  - ii. Sheriff's Department staff will retain control over, and set policies for maintaining security within Jail Operations. This shall include the identification of proper housing for inmates.
  - iii. Deputies will provide security for those inmates confined in the medical areas to ensure the safety of inmates and the CHS staff.
  - iv. Deputies will maintain necessary communications with the CHS staff.
8. CHS staff will not open cell doors; this is a Deputy function. A Deputy will accompany CHS staff anytime a door requires opening.
9. Classification staff will notify the Module Deputy before sending any inmate to the Central Men's Jail (CMJ) or Central Women's Jail (CWJ) Infirmary. The Module Deputy will advise the Module "L" CHS staff of the impending relocation.
10. CHS will notify Classification staff of any housing change request. Classification staff will coordinate the change with the Module Deputy.
11. Module S is comprised of two, six person cells located in the Medical Observation area of the Intake Release Center. Each cell consists of the following:
  - i. six bunks
  - ii. toilet
  - iii. sink
  - iv. phone
  - v. television
  - vi. table/seating
  - vii. dayroom/common area
12. Module S responsibilities will be carried out by the following personnel:
  - i. Deputies assigned to the Booking Loop
    - A. Safety Checks

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- B. Escort to visits, showers
  - C. Religious services
  - D. Correctional programs
  - E. Outdoor recreation
- ii. Booking Prowler
  - A. Housing
  - B. Physical Body Count
- iii. Operations CSA
  - A. Meals
  - B. Cleaning
  - C. Supplies
  - D. Clothing Exchange
- iv. CHS
  - A. Medications

#### **3002.19 CORRECTIONAL HEALTH SERVICES LANTERMAN-PETRIS-SHORT (LPS) UNIT**

Correctional Health Services (CHS) LPS unit, in compliance with the Lanterman-Petris-Short (LPS) Act, provides additional mental health housing and treatment for male and female inmates with mental health disorders. Behavioral Health Deputies will work alongside CHS staff to promote proper evaluation and treatment for inmates housed in the CHS LPS Unit.

- (a) Housing
  - 1. Inmates are housed in the CHS LPS unit following CHS LPS guidelines.
  - 2. Behavioral Health Deputies, in conjunction with CHS staff, will notify Classification Deputies for all housing changes.
- (b) Hearings
  - 1. Hearings will be facilitated by the Behavioral Health Deputy. Due to the unpredictability of inmates with mental health disorders, Behavioral Health Deputies should use their discretion for the location of the scheduled hearing.
  - 2. An Inmate advocate and CHS approved hearing officer shall be present during a Probable Cause Hearing (PCH).
  - 3. A Public Defender and Judge or court-appointed hearing officer shall be present during a Riese Hearing.
  - 4. A Housing Sergeant and/ or Watch Commander will be notified of any issues and/ or delays in either of the Hearings.
- (c) Group Program(s)

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1. Participation in the program(s) will be voluntary. No inmate shall be forced or compelled to participate in the program(s).
  2. Behavioral Health Deputies, in conjunction with CHS staff, will determine which inmates will participate in the program(s) by following CHS mental health prescriber's orders.
  3. Opportunities to participate in the program(s) will be documented, including refusals to participate.
  4. CHS LPS programs will not interfere with normal meal service. Inmates will be allowed the opportunity to consume their meals as normal.
- (d) Hygiene
1. Behavioral Health Deputies should assist CHS staff in encouraging proper hygiene and cell cleanliness.
  2. Deputies in collaboration with CHS staff shall make every attempt to gain the inmate's voluntary compliance to clean their cells regularly.
  3. If an inmate refuses to clean their cell and CHS staff determines the amount of trash or lack of hygiene within an inmate's cell poses an immediate risk to the inmate's health and welfare, CHS staff shall notify the housing Sergeant or Watch Commander, formally requesting the removal of the inmate from their cell.
    - i. Supervisors Responsibility
      - A. Supervisors will inspect the cell and determine the appropriate level of action based on their observations and CHS's recommendations.
    - ii. If a cell extraction is needed, refer to CCOM Section 1804 - Emergency Response Team.
- (e) CHS LPS Unit Security Restraints - The utilization of security restraint devices, to include leg irons and/or handcuffs, during CHS LPS programs will be based on an individual assessment of the inmate by the Behavioral Health Deputy on duty. Classification status, staff safety, and input from CHS staff regarding the medical/mental condition of the inmate will be taken into consideration prior to the application of security restraint(s), if any. The individual assessment and resulting determination regarding the utilization of security restraints will be documented on the guard station activity log.
- (f) When security restraints are utilized for programs in the CHS LPS, the least restrictive security restraint(s) will be used as needed to maintain security. The restraints will be secured to the metal bracket on the dayroom table. If an Inmate needs an accommodation because of a disability, security restraints will be used that will accommodate that disability to allow the Inmate to participate in the program. For example, if the Inmate is deaf and needs their hands free to sign, leg irons will be used instead of handcuffs.
1. If the individual assessment of the inmates determines that any inmate participating in a group program will be restrained, then for safety and security



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concerns all inmates participating in the group program will be restrained with the least restrictive security restraints to maintain safety and security.

- (g) When restraints are utilized, they will remain on the inmate for the duration of the program(s).
- (h) Behavioral Health Deputies will allow reasonable opportunities for the inmate(s) for hydration, sanitation and restroom needs.
  - 1. Reasonable requests by the inmate(s) for hydration, sanitation and restroom needs should be accommodated.
  - 2. At a minimum, inmates will be allowed opportunities for hydration, sanitation and restroom needs on an hourly basis.
  - 3. All opportunities provided, including those refused, will be documented in the daily guard station log.
- (i) Inmates will not be left unattended while participating in the program.
- (j) Inmates will not be restrained longer than necessary after their program has ended.
- (k) The use of security restraints will be in compliance with CCOM Section 1800.1 - Security Restraints.
- (l) Behavioral Health Deputy
  - 1. Behavioral Health Deputies will coordinate with Correctional Health Services (CHS) to assist with the following responsibilities:
    - i. When CHS LPS inmates attend group program(s) in the dayroom, Deputies will provide security for Programs staff and CHS staff. For information on security restraints used in the LPS Unit, refer to CCOM Section 3002.20(e) - CHS LPS Unit Security Restraints.
    - ii. Behavioral Health Deputies will assist in facilitating Probable Cause Hearings (PCH) and Riese Hearings.
    - iii. Deputies will assist CHS staff with coordinating the administration of involuntary medication. For information on the administration of involuntary medication, refer to CCOM Section 1804.7 - Involuntary Medication.
    - iv. Behavioral Health Deputies will offer CHS LPS inmates the opportunity to attend dayroom and outdoor recreation. For more information about dayrooms and outdoor recreation, refer to CCOM Section 2006 - Recreation.
    - v. Behavioral Health Deputies will create and maintain individual inmate logs. These logs will document the following:
      - A. Attendance of dayroom and outdoor recreation. If the Inmate is unable to attend or refuses to attend, this will also be documented.
      - B. Group attendance. If the Inmate is unable to attend or refuses to attend, this will also be documented.

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- C. The administering of medication.
- D. The refusal of medication.
- E. Showers and haircuts.
- F. Probable Cause Hearings.
- G. Riese Hearings.
- vi. For information on the frequency of safety checks, refer to OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks.
- vii. Deputies conducting their scheduled safety checks, will assist CHS staff in maintaining the CHS LPS safety log. Completed safety logs will be collected on a daily basis and turned in to the Housing Sergeant. For more information about late safety checks, refer to OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks.