

## TLF - Housing Sergeant Procedures

### 7042.1 PRIMARY RESPONSIBILITIES

- (a) **Job Description:** The Housing Sergeant will conduct pre-shift briefings, assist with training subordinates, inspect housing Deputies, review reports, arrange for servicing of inmate television sets, review housing changes and pass on suggestions to the Classification Sergeant. The Sergeant also supervises the inmate counts in Housing, conducts disciplinary hearings, regulates inmate television usage, directs searches of housing areas, reallocates manpower as needed, posts housing personnel, supervises delivery of inmate services and recreation, clothing exchanges and meals, and inspects housing areas for sanitation and operations. The Sergeant will review and sign the Guard Station logs, ensuring the logs are current and include all necessary information. Sergeants will check the module Safety Check Logs to verify the housing safety checks are performed and documented within the requirements of OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks. The Sergeant evaluates subordinates, conducts preliminary investigations into complaints of misconduct, checks on ill or injured employees, performs Shift Commander duties as assigned and communicates with the other Facility Sergeants on inmate movement.
- (b) **Span of Control:** The Housing Sergeant is responsible for supervising the employees, inmates, functions and equipment on the recreation field, Programs Building, Chapel Building, Inmate Visiting area, and Theo Lacy Facility housing units A-H. The Housing Sergeant will also supervise and perform routine daily administrative duties for all staff assigned to mod "I". The Sergeant will be extra sensitive to inmate movement around the A-E Barracks due to the exit and entry doors being unsecured.
- (c) **Direction and Supervision:** The Housing Sergeant will receive direction and supervision from the Shift Commander.
- (d) **Extensive Emergency:** The Housing Sergeant will ensure that notification of emergency conditions are made immediately to the Shift Commander. The Sergeant will receive instructions from the Shift Commander and be required to take the correct steps to quickly resolve emergencies.

### 7042.2 OFFICE DUTIES

- (a) **Briefing:** The Housing Sergeant will confer with the Operations Sergeants prior to briefing on staff assignments and briefing format.
  - 1. **Informal Training:** When housing topics are covered in briefing, the Housing Sergeants will normally make the presentation. When no formal presentations are scheduled, the Sergeants may alternate conducting briefing.
- (b) **Employee Inspections:** Operation and Housing Sergeants will conduct informal inspections of subordinates on duty at all times. The Division Commander will periodically require a formal inspection of Deputies and their equipment.
  - 1. **Inspection Notice:** The planned formal inspection will be announced to the employees sufficiently in advance to allow adequate preparation.

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2. Notice Deficiencies: Unserviceable uniforms and equipment will be brought to the Deputies attention and a repair/replacement date set. Re-inspections will be conducted to ensure conformance with established standards.
- (c) Report Review: The Housing Sergeant will make checks of all paperwork submitted by subordinates. The Sergeant will constantly review the work of subordinates. When reports are required to be written the Sergeant will assist the Deputy as needed and ensure that the report is completed on time. When Jail Incident Reports and DR Reports are completed, the Sergeant approves the report with a signature. The report is then forwarded to the Shift Commander by the Sergeant for review and distribution.
1. Report Forms and Uses: Various forms are used to report different types of incidents that occur within the Theo Lacy Facility. They are:
  - i. Major Incident Staff Report (J-149A): This form is used to report incidents of an unusual nature such as escapes, major disturbances, felony crimes, accidents with injuries, or riots.
  - ii. Claims of Missing Property (J-156): This form is used to report an inmate's claim of missing money or property that was in their possession upon entrance into the Orange County Jail.
  - iii. Jail Incident Report (J-049): This form is used to report the bulk of incidents that occur within the jail including violations of jail rules, non-critical medical aids and combative inmates. Any suspects, victims or witnesses should be interviewed. Any admissions, denials, statements or the lack of it should be included in the report.
  - iv. Notice of Minor Disciplinary Violation (J-131): This form is used to report a minor violation of the jail rules deemed not serious enough to require a Jail Incident Report.
  - v. Daily Area Check Log (J-103): This form is used to document the starting and ending times of checks made of specific areas and perimeter fences. The condition of the area checked will be written in the comment section as well as any reasons a check may have been missed. Each entry will end with the signature of the Deputy making the entry. It will be the responsibility of the Housing Sergeant on each shift to make regular checks of the log and note any discrepancies on the log. When the log is completed, it will be turned in to the Housing Sergeant, who will review the log, sign it and process it for filing. The logs will be stored for a period of five years.
  - vi. Initial Crime Report: Although the form and format are somewhat different, the basic principles of report writing apply here too, and the report will be evaluated by the same criteria as a Jail Incident Report. When it appears that an incident should be most properly reported as a crime, Deputies should seek the advice of their immediate supervisor prior to writing the report or interviewing any suspects. The supervisor will then aid the Deputy in fulfilling all requirements about advisement of rights and obtaining a DR number.

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- vii. Use of Force: Any incident requiring the use of force by a Deputy against an inmate must be documented by a Sergeant on a follow-up report entitled "Use of Force." The Sergeant will detail the incident by naming all parties and witnesses involved along with their statements. The Sergeant will videotape all statements and interviews with inmates who are involved in any use of force.
- (d) Review Housing Changes: The Housing Sergeant will review housing changes to ensure that the Classification Plan is not compromised.
  - 1. Deputy Information: The Sergeant will solicit information from Housing Deputies constantly in order to keep fully aware of inmate compatibility.
  - 2. Post Disciplinary Hearing Changes: The Sergeant may make an actual change in an emergency or communicate with the Classification Deputy in order to make a housing change for an inmate.
  - 3. Record Changes Immediately: The Sergeant will be constantly alert to ensure that all housing changes are first approved and then correctly input into the Jail Management System. Due to the potential of inmate movement through the Facility, the Sergeant must make tracking inmate movement a priority function.
  - 4. Medical Movement: Inmates moving between the Barracks and the Medical Area will be logged by the housing Guard Station. The Housing Sergeant will check frequently with the housing Guard Station, to ensure accountability for inmates assigned to the Barracks.
  - 5. Liaison: The Housing Sergeant on each shift will keep in frequent contact with the Operations Sergeant to maximize control of inmate movement.

#### **7042.3 FLOOR DUTIES**

- (a) Inmate Counts: The Sergeant will supervise the barracks body counts. A series of inmate body counts will be made daily. The First Floor Guard Station Deputy will be responsible for informing the Barracks and Module Deputies of the counts and for supplying the count statistics to the Housing Sergeant.
- (b) Emergency counts may be conducted at any time.
- (c) Reports: The Sergeant will cause inmate movement to be frozen in the JMS computer system and cause the Inmate Housing Roster and Master Reconciliation Sheet to be printed at their respective locations.
- (d) Reconcile: The Sergeant will review the completed Housing Unit "Inmate Housing Record's" and compare discrepancies with the Master Reconciliation Sheet. All absent or present inmates not correctly accounted for will be resolved. The Sergeant will inform the Operations Sergeant when the Barracks count is cleared.
- (e) Area Checks: While posting the oncoming shift, and throughout the shift, the Housing Sergeant will inspect the areas for which they are responsible.
  - 1. Locations: The Housing Sergeant will inspect each housing unit and recreation field for correct conditions and security concerns.

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- i. The Housing Sergeant shall perform, at least once per shift, at/or before 2000 hours, an inspection of the inmate visiting areas, Chapel, as well as the Programs Building.
    - ii. The Visiting, Programs and Chapel building inspection shall consist of a physical/visual inspection of the entire interior of the buildings. For more information, refer to CCOM Section 1701.2 - Supervisor Responsibilities.
    - iii. Inspections of the areas shall be documented in the Custody Operations Supervisor's Log. For more information refer to CCOM Section 1701 - Facility Responsibilities and Mandatory Checks.
  2. Functions: The Sergeant will also inspect and view the way employees perform their duties. This will ensure a smoother flow of work, ensure compliance with policy and procedures, and provide a firsthand impression of employee's abilities and level of training.
  3. Problems: The Sergeant will move the housing staff into areas where additional assistance is needed on a temporary basis. When problem areas are noted on a recurring basis, the Sergeant will submit written suggestions for resolution to the Shift Commander.
- (f) Site Security: The Sergeant will visit each site security post as frequently as necessary to ensure the integrity of security in the post area.
- (g) Disciplinary Violation: The Housing Sergeant will conduct disciplinary proceedings as follows:
1. Major Violations
    - i. Fighting
    - ii. Creating a disturbance
    - iii. Failure to obey a directive
    - iv. Insubordination or disrespect
    - v. Possession of contraband which would pose a security threat
    - vi. Theft
    - vii. Destruction of jail property
    - viii. Unauthorized movement
    - ix. Tampering with a security device
    - x. Habitual violations of jail rules
    - xi. The above list is intended as a guideline, not as a complete listing, of all possible major violations. Many incidents will require a judgment as to whether a violation is involved. Questions should be resolved with the Deputy's supervisor.
  2. Notice of Disciplinary Violation: This form will be completed whenever an inmate violates a jail rule that will result in a disciplinary hearing.

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- i. The reporting Deputy will complete two copies per inmate, indicating if the inmate waived the 24-hour delay or not, then give the original to the inmate(s) involved and the copy to the Housing Sergeant.
  3. A Jail Incident Report will be written and submitted along with the copy of the Notice of Disciplinary Violation to the Housing Sergeant.
- (h) Jail Incident Report: This form will be used to report a major violation of jail rules. It is not to be used in place of the Minor Disciplinary Report form and should not be used to report minor violations.
  1. Completing the Jail Incident Report: All spaces provided for specific information should be completed as fully as possible. The narrative portion of the report should be complete, concise and contain all elements and pertinent details of the incident.
    - i. The complete report should be submitted to the supervisor for approval. Reports may be typed or handwritten. The original and two copies are required if one inmate is involved. Each additional suspect named in the report requires an additional copy of report.
- (i) Controlling the Suspect(s) and/or Witness: The Deputy observing the offense will segregate the inmate(s) involved as soon as possible. The Deputy will notify their supervisor of the incident as soon as possible.
- (j) Disciplinary Hearing: The Housing Sergeant will review the Notice of Disciplinary Violation form and discuss the facts with the Deputy. The Sergeant will then conduct a disciplinary hearing with the inmate(s) present. The reporting Deputy may also be present. The inmate (s) will be advised of the charges against them and will be provided an opportunity to speak in their own behalf. The Sergeant will prepare a Disciplinary Hearing Report which together with the Jail Incident Report is forwarded to the Disciplinary Officer for final disposition.
  1. Note: If the supervisor is also a witness to the violation, another supervisor must conduct the disciplinary hearing. Except as required for inmate or staff safety or facility security any charges pending against an inmate shall be acted on no sooner than 24 hours and no later than 72 hours after the report is filed. The inmate may waive the 24-hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.
- (k) Punishment: Punishment for major violations of jail rules may consist of one or any combination of the following: (refer to Board of Correction, Title 15 guidelines)
  1. Loss of visiting privileges
  2. Loss of recreation privileges
  3. Loss of commissary privileges
  4. Loss of good time
  5. Loss of work time

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6. Removal from work status
  7. Assignment to limited privilege status.
  8. Any of those punishments listed under minor violations.
  9. A combination of any of the above.
- (l) Violations of Law: Whenever it is determined that an inmate's actions constitute a violation of law and the circumstances warrant prosecution, the incident will be referred to the District Attorney for a criminal complaint. In such instances, the incident will be documented on an Initial Crime Report under a DR number. This may be done in addition to discipline being administered by the jail staff.
- (m) Housing Area Searches: The Sergeant will supervise all searches in the barracks housing areas.
1. Daily Searching: The Sergeant will instruct housing Deputies to continually check inmate housing areas for contraband, planned escapes and malfunctioning equipment.
  2. Scheduled Searches: Periodically the Sergeant will gather several Deputies from throughout the facility and conduct a methodical, detailed search of selected housing areas. The Sergeant will be present during these searches of the building, inmates or both. Personal property of any inmate that is seized during a search must be accounted for as follows:
    - i. Contraband (illegal) - Placed into evidence with a DR number written.
    - ii. Excess Personal Property - Placed in the inmate's bulk or stored personal property
    - iii. Excess Jail Property - Items are returned to the correct location such as the Clothing Room or Kitchen.
  3. Search results will be noted in the shakedown logbook, which will be maintained in the Housing Sergeant's office.
- (n) Posting the Shift: When briefing has concluded, the employees are instructed to go directly to their post, relieve the off-going shift and assume their duties. The Housing Sergeant will go to each post in housing right after briefing and check to be certain that the relief is progressing as planned.
1. Busy Areas: The Sergeant will move available manpower into areas where the work load is heaviest and time frames are being exceeded causing the flow of inmates to interfere with other functions or exceed reasonable time limits.
  2. Additional Resources: The Housing Sergeant may request more assistance from the Module Sergeant or Operations Sergeant.
- (o) Supervise Delivery of Inmate Services: The Housing Sergeant will make certain that inmate services are provided as required.
1. Meals: The Sergeant will ensure each inmate is presented a meal at each meal time, that the food is served at the proper temperature and follows the menu

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provided by the kitchen. The Sergeant will make sure that the meals are served quickly and the utensils are returned to the kitchen as scheduled.

2. Clothing Changes: The Housing Sergeant will check the process of exchanging bedding and clothes and be certain that the correct number of changes take place weekly. The Sergeants will also periodically inspect clothing items fresh from the laundry to be certain of proper cleaning.
- (p) Recreation: Each day the Sergeant is to check each housing area to determine the length of indoor and outdoor recreation available to the inmates. Each inmate will be offered a minimum of three hours of outdoor recreation each week. The Sergeant must also check to be sure books, newspapers and game materials are available to inmates. The Housing Sergeant will be responsible for the supervision of staff on the recreation field.
1. Phones and Visiting: The Sergeant must ensure that the inmates have reasonable access to telephones.
- (q) Inmate Work Assignment: The Sergeant will keep a large enough number of inmate workers in housing to complete the routine tasks assigned to inmate workers in a reasonable amount of time. Frequent contact with the Classification Sergeant may be necessary to accomplish this task.
- (r) Accessibility to Inmates: The Sergeant will be reasonably available to talk with inmates. As time is available the Sergeant will walk through the housing areas in order to be seen by the inmates, thus presenting an opportunity to converse with them.
1. Access to Official Visitor: The Sergeant will make sure that church, counselors and other approved services are available to inmates in the facility according to schedules or needs.
- (s) Housing Sanitation: All housing areas will be kept clean and orderly at all times. The Sergeant will inspect the areas for cleanliness daily. Special attention will be devoted to showers and to dayrooms. Unsanitary conditions or accumulations of trash will be brought to the barracks or module Guard Station Deputies attention for immediate cleaning.
- (t) Environment: The Housing Sergeant must be constantly aware of the air temperature and purity in the housing area. The supply of hot and cold water, as well as the illumination provided by lighting are also to be closely regulated. Correct operation of the toilets and showers must also be assured in all operational areas.
- (u) Security Checks: The Housing Sergeant will make certain that stairs, security doors and the rooftop are checked at least once each shift. Security alarms on all doors must be kept in working order at all times. Requests for repairs will be coordinated with Facility Maintenance.
- (v) Response to Emergency Situations: The Housing Sergeant will be familiar with each emergency plan and the location and operation of all security equipment. When notified of an emergency or unusual condition in Housing, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in Housing. The Sergeant will notify the Shift Commander and Main Control of unusual and emergency situations. The Sergeant will gather all available information,

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preferably at the emergency site. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.

- (w) Response to Unusual Situations: The Housing Sergeant will be familiar with each emergency plan and the location and operation of all security equipment. When notified of an emergency or unusual condition in Housing, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in Housing. The Sergeant will notify the Shift Commander and Main Control of unusual and emergency situations. The Sergeant will gather all available information, preferably at the emergency site. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.
  - 1. Theo Lacy facility will not house or accept inmates under the age of 18.
  - 2. When it is determined an inmate currently in custody is juvenile, the Operations Sergeant and the Shift Commander will be notified.
  - 3. Pre-trial juvenile inmates will be returned directly to the arresting agency.
    - i. The Shift Commander will call the arresting agency's Watch Commander, advise him of the circumstances and have them respond to the Theo Lacy Facility to pick up the juvenile.
  - 4. If the juvenile is a self-booking or sentenced inmate, he will be returned to the court of jurisdiction for disposition.
    - i. The juvenile will be kept separate from adult inmates. The juvenile will have an escort any time it is necessary to move him while at the facility.
    - ii. The Shift Commander will contact the IRC Watch Commander and advise him of the juvenile.
    - iii. The inmate will be transported to the Intake Release Center via Sheriff's Transportation.
  - 5. A jail incident report will be written.
    - i. The report will include all available information that led to the discovery of the juvenile, any information regarding steps taken to protect the juvenile and any contacts made with parents, guardians or probation officers.
    - ii. A copy of the Jail Incident report must accompany the juvenile to the Intake Release Center.

#### **7042.4 SHIFT COMMANDER ASSIGNMENT**

- (a) Sergeants Assigned: Sergeants who are occasionally assigned to the Shift Commander position because of the unavailability of a Watch Commander have the full authority and responsibility of the position.
  - 1. The off-going Watch Commander will be responsible to verbally assign a Sergeant as Shift Commander.
  - 2. The Sergeant will make entries as necessary and complete the "Shift Commander's Log."



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3. The Sergeant will complete all other duties of the shift assigned and sign the Facility 24 hour log at the conclusion of his shift.
4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Division Commander should be contacted.