

# Detention Operations

## 11002.1 OPENING FACILITIES

- (a) Opening Facilities and Daily Inspections - Detention Deputies shall perform the following tasks prior to receiving inmates and new bookings:
1. Obtain the correct key set(s).
  2. Turn on all lights, control panels and video equipment and test for operation.
  3. Perform a functional check of all cell doors.
  4. Ensure that the facility has been properly cleaned and the lighting, plumbing, and ventilation equipment is in working order.
  5. Conduct a thorough inspection of all cells, security tunnels, stairways, elevators and other areas accessible to inmates.
    - i. The inspection shall include a search for weapons, contraband and hazards.
    - ii. In addition, ensure that all vents and access panels are secure.
  6. Prepare restraints, defensive weapons, metal detectors and other safety equipment as required.
  7. Perform a functional check of all telephones, intercoms and radios.
  8. Set out toilet paper, sanitary napkins, pencils and court related forms.
  9. Obtain, prepare and distribute city and county jail court lists as required.
  10. Perform a functional check of all guard station doors.
  11. Unsanitary or unsafe conditions and any contraband or weapons found shall be reported immediately to the Detention Sergeant.
  12. The results of the daily inspection including unsanitary, unsafe conditions, contraband or weapons found will be documented on the Facility Log and reported to the Detention Sergeant.

## 11002.2 RECEIVING COUNTY INMATES

- (a) Receiving County Inmates
1. The Sheriff's court holding detention facilities will receive inmates, for arraignment and other court appearances, from the county jail system. Inmates will be separated according to their classification as defined in the CCOM. Inmates who are brought to court segregated shall remain so segregated until returned to the county jail.
  2. Inmate Clothing - The majority of county jail inmates will be dressed in jail issued clothing. Inmates scheduled for trial are usually dressed in civilian clothing at the jail prior to coming to court. Mixing of jail issued clothing and civilian clothing

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is not permitted. Inmates shall be returned to the jail wearing the same clothing they arrived in.


3. Transportation List - The court transportation list is available through the Jail Management System (JMS) and can be retrieved from designated computer terminals at each justice center. The court list contains information such as the name of each inmate including Aka's, the inmate's housing location and booking number, the date the inmate was booked at the county jail, the case and warrant numbers, the reason for appearance, the gender of the inmate and classification cautionary codes.
4. Inmate Searches and Control of Contraband - A morning search of all inmates shall be conducted before the inmates are placed into their holding cells.
  - i. Staff will maintain the health and safety of inmates and staff, as well as the security of the Justice Centers by searching inmates to restrict the introduction, possession, and distribution of contraband substances and objects. Searches will be conducted in accordance with CCOM Section 1710 – Inspections, Searches and Contraband.
  - ii. Strip/Visual Body Cavity Searches will not be conducted within the Justice Centers.
    - A. In the event an inmate needs to be stripped searched the Detention Sergeant will be notified and the inmate will be transported immediately to the IRC for processing.
5. Staff conducting a Pat-Down search will be the same gender as the inmate being searched. This restriction may only be overridden:
  - i. In exigent circumstances
  - ii. Under the direct supervision of a Sergeant
  - iii. At the direction of the Facility Lieutenant
  - iv. Gender Restrictions - Staff conducting a cross gender body search must document the search in an information, jail incident, or crime report as appropriate. The report will include the circumstances which necessitated the cross gender search and the name of the authorizing supervisor.
6. For allowable items at court, refer to CCOM Section 1600.2(o) – Court. Additionally, pro per inmates are authorized to bring with them required legal books, documents or papers necessary for their court action, or as may be specifically ordered by the Court.
  - i. If an inmate is found to be in possession of personal property or contraband that violates the law or a jail rule, a supervisor will be notified and the appropriate reports submitted. The item(s) will be processed in accordance with departmental policy.
7. Inmates from the Theo Lacy Facility may arrive with jail issued jackets; these inmates will be allowed to retain them while at court.

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8. Inmates with disabilities may arrive with an assistive device, such as a cane, crutch, walker, wheelchair, etc. Unless a Supervisor determines and documents, based on an individualized assessment, that the said device constitutes an immediate risk of bodily harm to inmates, staff or threatens the security of the facility, the inmate shall be allowed to retain the device. If there is a security issue with a specific device (e.g. metal tipped cane), the inmate will be provided a County-approved substitute device. These inmates will be permitted to possess their assistive device in a temporary holding cell at all times.
9. Deputies shall check the restraints on those inmates who have been identified as dangerous or escape risks to ensure they are secure.
10.  sufficient space is available.

#### (b) Inmate Lunches

1. Lunches are prepared by county jail personnel, transported to the facility by Sheriff's Transportation, and distributed to the inmates by detention Deputies.
2. Upon receipt, lunches will be counted and refrigerated immediately. If additional lunches are needed, they will be obtained by telephoning Sheriff's Transportation and notifying them of the number of additional lunches required. The ordering of additional lunches will be accomplished by 1000 hours.
3. Lunches are normally distributed between 1200 and 1300 hours. Deputies shall maintain control of the lunch detail so that each inmate is given only one lunch. Special diet lunches will be delivered to the specified inmate.
4. Extra lunches may be given to inmates who participate in cleaning details.
5. Inmate lunches shall not be eaten by Sheriff Personnel.
6. For more information refer to CCOM Section 2304.3(d) – Delivery of Religious Meals.

#### (c) Inmate Classification

1. Male and female inmates shall be confined separately.
2. Juvenile offenders shall be kept separate from, and out of sight of, adult inmates when possible. For additional information refer to CCOM Section 11002.12 – Juvenile Inmates.
3. Protective custody inmates shall be kept separate from general population inmates.
4. Inmates and new bookings charged with civil contempt shall be kept separate from general population inmates.
5. Inmates who are witnesses in any trial involving any other inmate shall, if possible, be kept separate from general population inmates.

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6. Deputies shall be aware of and adhere to specific segregation and/or separation instructions per their classification level. Refer to CCOM Section 1202 – Classification Descriptions and Identification. It shall be the responsibility of the main control Deputy to ensure compliance with any segregation and/or separation order or instruction.
7. If it becomes necessary to segregate or separate county jail inmates, a Jail Incident Report shall be prepared and submitted to the Detention Sergeant. The Detention Sergeant shall review and approve the report. The report(s) will be distributed in the following manner:
  - i. Original and one copy to the county jail where the inmates are housed for distribution.
  - ii. Additional copies to:
    - A. Justice Center Lieutenant
    - B. Daily Detention File

#### **11002.3 NEW BOOKINGS**

##### **(a) New Bookings**

1. A Supervisor need not be notified when an arrest has been made by Deputy Sheriffs pursuant to a court commitment or remanding order, for any other circumstance(s) a supervisor will be notified.
2. If an arrest has been made by local police pursuant to a warrant of arrest issued by a judge of the court the following schedule will be adhered to:
  - i. The arrestee shall be received at the detention facility no later than 1200 hours.
  - ii. No arrestee will be accepted after 1000 hours at the West Justice Center without prior approval. A call may be made to the clerk's office requesting an exception.
  - iii. Any issues with warrant arrests made by local police will be referred to a supervisor.
3. A new booking shall never be left unattended, have the handcuffs removed, or be placed into a cell with other inmates until a thorough search has been conducted. Refer to CCOM Section 10006.12(b) - Custody for additional information.
4. Casts and bandages on any new booking shall be thoroughly searched to the extent reasonably possible. The search shall include a visual examination, and a scan with the hand held metal detector.
5. Upon completion of the search, the new booking will be "pre booked." Pre booking shall include:
  - i. Filling out the Medical Health Questionnaire Form. :[\\*Medical Health Questionnaire](#)

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- ii. Filling out the Request for Classification Form. :[\\*Request for Classification Review](#)
  - iii. An inventory of the new bookings cash, personal property, and number of telephone calls made on the Sheriff's Property Inventory Receipt and Pre Booking Form. For additional information refer to CCOM Section 3000.4(d) – Personal Property Inventory.
- 6. The Property Inventory Receipt shall be completed in detail. Entries shall be printed using black ink or typed. The gold (agency copy) will be retained and included in the Daily Detention File; the original and copies will be attached to the new bookings personal property bag. For additional information refer to CCOM Section 3000.4(d) – Personal Property Inventory.
  - 7. The OCJ Pre Booking Record shall be completed in detail. Entries shall be printed using black ink or typed. The yellow (officer copy) of the record shall be retained and included in the Daily Detention File. The Notice to Sheriff will be attached to the original Pre-Booking Form and, if necessary, the yellow copy will be given to the booking agency.
  - 8. New-books will be housed separately from OCJ inmates.
  - 9. For any foreign nationals, refer to procedures outlined in CCOM 1604.3 - Rights of Arrested, Detained, or Imprisoned Foreign Nationals.
- (b) Central Justice Center-New Bookings
- 1. New books will be processed in the New Book room located on the 3rd floor outside of 3 West by the New Book Deputy.
    - i. If the new book Deputy is unavailable the new books will be processed in the 2 West holding area.
  - 2. The bailiff will escort the handcuffed new book inmate to the new book room.
  - 3. The bailiff will contact the new book Deputy by either telephone or radio prior to transporting to confirm if there is room for the new book to be processed.
  - 4. The new book Deputy will complete the booking process while the bailiff stands by.
  - 5. Once the inmate is processed the new book will be escorted to the proper holding tank by both the bailiff and the new book Deputy.
  - 6. The holding tank Deputy receiving the new book shall review all the new book paperwork and confirm it is filled out completely and correctly before accepting the inmate.
- (c) Harbor Justice Center, Newport Beach – New Bookings
- 1. If the new booking can walk up and down stairs, they will be escorted down to detention using the detention tunnels. There are three entrances to the tunnels: between Departments H-1 and H-2; between Departments H-7 and H-8; and between Departments H-13 and H-14.

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2. If the new booking cannot walk up and down stairs, a Deputy can retrieve a wheelchair from the bus bay, pick up the arrestee, and bring them to detention.
  3. The area used to search and finish booking paperwork inside detention is the landing area outside the female side guard station.
  4. Once the new booking is searched and the paperwork is complete, check with either the male side or female side guard station to see into which cell the arrestee should be placed.
  5. The completed paperwork and property are kept with the detention Deputies working the female side guard station.
- (d) Lamoreaux Justice Center – New Bookings
1. New-books (remands, warrants or street arrests) will be processed in the detention area at LJC.
  2. Completed paperwork and property are kept in the guard station.
  3. New-books will be housed separately from OCJ inmates.
- (e) North Justice Center- New Bookings
1. If a New Book is unable to walk down the stairs, the wheel chair through the elevator can be used to bring the New Book to detention.
  2. In the top left corner of the Pre-Booking Record, place the department from which the new book was taken and if the new book has property.
  3. Walk the New Booking through the metal detecting tower (located in detention between doors 3 and 4) to ensure nothing has been overlooked (if functioning).
  4. Log the New Book's name, date of birth, the department the New Book was remanded from, the presence of property, amount of money and name of arresting Deputy in the New Book Property Log (located at the end of the counter in detention).
  5. Give the completed paperwork to the detention Deputies.
  6. Check with the detention Deputies to see into which cell they want the new booking placed.
- (f) West Justice Center New Bookings
1. A new booking remanded by a judge or arrested for a warrant while appearing on a WJC case may be booked into the IRC via Sheriff's Transportation.
  2. A new booking or a defendant arrested for a warrant who does not have a WJC case must be transported to the IRC by a WJC Deputy.

#### **11002.4 INTERVIEWS AND COURT ORDERED VISITS**

- (a) Private attorneys, public defenders, physicians, surgeons, psychologists and court attachés are permitted to interview their clients providing they log in, identify themselves and are approved by Sheriff Personnel.

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1. Detention Deputies will verify the identity of those visitors with whom they are unfamiliar by checking a photo I.D.
2. Visitors will not be allowed to take their briefcases into the detention facility.
- (b) Peace officers are permitted to interview inmates providing the inmate gives his voluntary consent.
  1. Peace officers shall log in and identify themselves.
  2. Peace officers will not be allowed to take their briefcases into the detention facility.
- (c) All court orders pertaining to visitation shall be checked by the Detention Supervisor or Justice Center Lieutenant prior to the start of the visit. A copy of the court order shall be attached to the visitation log. Court ordered visitors, except attorneys, peace officers and court attachés shall be searched before entering the facility and may, at the discretion of the detention Deputy, be searched prior to leaving. Inmates will also be searched before and after a court ordered visit.

NOTE: For purposes of this section, "court attachés" are defined as court interpreters, Public Defender interviewers, social workers (LJC) and other members of the court contingent as locally defined by facility managers.

- (d) Inmates who are out of their cell for a visit will be handcuffed at all times. Any exceptions will be made by a supervisor.
- (e) Inmates will not be allowed to accept any personal items from visitors.
- (f) Visitation logs will indicate the name of the attorney or visitor, the name of the inmate, and the date and time of the visit. Visitation logs will be included in the Daily Detention File.
- (g) When a detention facility has rooms designated for inmate visitation they shall be used for that purpose.

#### **11002.5 INMATE MOVEMENT**

- (a) Movement within the Facility
  1. The movement of a large group of inmates shall be accomplished with an adequate number of Deputies present. Deputies will ensure that all restraints are securely fastened on all inmates. Inmates directed to move through the facility shall proceed as follows:
    - i. Remain along one side of the corridor;
    - ii. Walk single file;
    - iii. Place hands in pockets or clasp hands behind the back if there are no pockets;
    - iv. Stay clear of all phones and alarms.

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2. Inmates who are out of a secure detention area will be handcuffed at all times, unless otherwise directed by a supervisor. Handcuffs will be double locked when in use.
  3. Inmates considered escape risks, especially dangerous, or physically or mentally incapacitated shall be personally escorted to and from courtrooms by Deputies. When in doubt, the detention Deputy shall have the inmate personally escorted.
  4. Inmates who are known or thought to be suicidal shall be personally escorted to and from court.
  5. Inmates with canes, crutches, leg restraints or wheelchairs shall be personally escorted to and from court. For additional information refer to CCOM Section 1800.1 – Security Restraints and CCOM Section 8000 – Inmates with Disabilities.
  6. Inmates who are being escorted through a public or security corridor will be handcuffed together in groups. Males, females and protective custodies will be kept in separate groups. If there are 3 or more inmates in a group, a second Deputy shall be present.
  7. Deputies who transport inmates to a courtroom with a SSO bailiff shall remain with the inmate and will be responsible for the inmate at all times. This responsibility shall not be delegated to a SSO bailiff.
- (b) Movement outside the Facility
1. Transport to the Hospital
    - i. Inmates who are being transported to an emergency medical facility will be handcuffed and in Leg restraints at all times. Refer to CCOM Section 2200 – Hospital Deputy for additional information.
  2. Viewing a Crime Scene
    - i. At least two Deputies shall be used to transport an inmate to the viewing of a crime scene. The inmate shall be transported in a caged vehicle and handcuffed at all times unless uncuffed as a result of a judge's order. If the inmate has been identified as dangerous or an escape risk, he will also be restrained with waist restraints and leg restraints

#### **11002.6 RELEASING PERSONAL PROPERTY**

- (a) Upon taking a remand into custody the bailiff may ask the remand if he or she would like to give someone in the audience some or all of their cash or personal property. If the remand declines, or there is no one readily available to receive the cash or property the following procedure will be adhered to:
1. The property shall be recorded on the Sheriff's Property Inventory Receipt and sent along with the inmate to the IRC.
- (b) City Jail Inmates



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1. Property for City Jail Inmates will not be released at any Justice Center.

(c) County Jail Inmates

For all above inmates, refer to CCOM Section 1400.12 – Release of Clothing and Property for details.

#### **11002.7 RELEASING INMATES**

(a) New Bookings (Remands)

1. Prior to releasing an arrestee ensure that all fines have been paid, commitments served, bail amounts posted and release orders secured. A court order or bail receipt must be obtained for each pending case or outstanding warrant.
2. Ensure that a warrant check (968) has been made.
3. Ensure that you are releasing the correct person by comparing the physical description of the arrestee with the description entered on the county jail Pre Booking Record. If the arrestee has a picture identification in his property, compare it to the arrestee. Compare signatures and identification marks. In addition, ask several personal questions of the arrestee and compare his answers with the information entered on the Pre Booking Record. Examples of these questions are as follows:
  - i. What is your middle name?
  - ii. What is your date of birth?
  - iii. What is your address?
  - iv. What is your occupation?
  - v. What is your social security number?
  - vi. What is your home phone number?
  - vii. What is the name of your next of kin?
4. Ensure that the arrestee receives and signs for all cash and personal property. The Deputy conducting the release shall record the date and time and sign name and identification number.
5. The Property Inventory Receipt, Pre Booking Record, commitments, release orders and bail receipts will be fastened together and included in the Daily Detention File.

(b) City Jail Inmates

1. City jail inmates will be released in the same manner as new bookings.

(c) County Jail Inmates

1. County jail inmates should only be released from a county jail facility.
2. If a judge orders the release of a county jail inmate from a Sheriff's court holding detention facility, the following steps shall be taken:

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- i. Notify the Detention Supervisor.
  - ii. Notify Transportation
  - iii. If Transportation is unavailable, the inmate shall be transported to the IRC by the Detention Prowler.
  - iv. Notify the Jail Watch Commander
- (d) Inadvertent Release
  - 1. There have been occasions in which inmates in our court detention facilities have been inadvertently released.
    - i. For information on inadvertent releases refer to CCOM Section 1400.15 - Inadvertent Release/Over Detention.

#### **11002.8 CLOSING FACILITIES**

- (a) Detention Deputies shall perform the following tasks prior to leaving the facility:
  - 1. Ensure that all logs, forms, reports, records and court lists are completed and filed correctly.
  - 2. Check all cells for remaining inmates, clothing and items of contraband.
  - 3. Leave all cell doors open for custodians.
  - 4. Secure all restraints, defensive weapons, metal detectors and other safety equipment.
  - 5. Turn off lights, control panels, video equipment and heat sealers.
  - 6. Inventory and secure all key sets.

#### **11002.9 SAFETY AND SECURITY**

- (a) For information on safety checks refer to CCOM Section 15003.11 – Inmate Safety Checks and OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks.
- (b) For information on Searches of Detention Areas for individual Justice Centers refer to CCOM Section 15003.7 - Control of Contraband.
- (c) For information on keys for individual Justice Centers refer to CCOM Section 15003.4 – Key Control.

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■ [REDACTED]

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- (a) Justice Center Lieutenants shall develop and implement written plans for the maintenance of an acceptable level of cleanliness, repair and safety throughout each facility they manage.
  1. Such plans shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.
- (b) A health and safety inspection, pursuant to Section 459 [1] of the Health and Safety Code, will be conducted annually by the Health Care Agency.
- (c) The Board of State and Community Corrections (BSCC) conducts a biennial inspection to ensure compliance with the minimum jail standards for this type of facility.
- (d) For additional information refer to CCOM Section 2400 – Sanitation and Maintenance.

- (a) Inmate Discipline
  1. For Department policy on Jail Rules and Inmate Discipline refer to CCOM Section 1600 - Orange County Jail Rules.
- (b) Notifications from Court Operations

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- (a) The Justice Center Sergeant or their designee will call the respective jail facility where the inmate is housed.
- (b) The Sergeant or their designee will brief the Jail Operations Sergeant on the following:
  - i. Name of the inmate(s) involved.
  - ii. Type of illness/injuries.
  - iii. Type of medical aid given/needed.
  - iv. The events surrounding the incident.
  - v. Crime(s) involved.
  - vi. Disciplinary action requested.
- (c) The Justice Center Sergeant or their designee will notify the Transportation Sergeant and brief them about the incident.
- (d) For medical aids or injuries, the Justice Center Sergeant or their designee will notify the Triage Nurse and brief them about the incident.
- (e) All notifications will be documented in a report or memorandum.
- (f) A copy of the completed/approved report will be faxed to the Watch Commander of the respective jail facility and the Transportation Sergeant.

#### **11002.12 JUVENILE INMATES**

- (a) Juvenile Procedures
  - 1. Arrival
    - i. Upon notification of the arrival of a juvenile, Deputies assigned to the Justice Center will assist Transportation Deputies with the movement of juveniles to their holding cell(s).
    - ii. Deputies will search and secure all juveniles prior to the removal of any adult inmates from any transportation vehicle.
    - iii. All juveniles will be secured and held in a court holding cell until called for court.
    - iv. When female juveniles are present, a female staff member will be immediately available and accessible.
  - 2. Responsibility
    - i. It is the responsibility of the Court Services Deputy to ask the Transportation Deputy if there are any juveniles who represent a risk or hazard to self or others while being held at the Justice Center.
    - ii. Additionally, the Court Services Deputy will check the Temporary Custody of Minor / Classification Form provided by the Probation Department to ensure the Juvenile does not represent a risk or hazard to themselves or others and that the Juvenile has been approved to go to Court.

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- iii. If the Probation Department Temporary Custody of Minor / Classification Form is incomplete, the Juvenile can be refused.
  - iv. While being held at the Justice Center it shall be the responsibility of the Justice Center Sergeant to notify the Probation Department of any incident involving a juvenile including; a suicide attempt, serious illness, and injury or death.
  - v. The Juvenile along with the Temporary Custody / Classification Form will be returned to the Probation Department at the conclusion of their court hearing.
3. Supervision of Juveniles
- i. Juveniles will be moved, housed and kept separate from adults and when applicable other Juvenile Inmates in accordance with Section 208 of the Welfare and Institutions Code [1], BSCC Title 15 Section 1161 and the Temporary Custody of Minor / Classification Form.
  - ii. 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.
  - iii. While being secured in a court holding cell, the prowler Deputy will perform a safety check on all juveniles at least twice every 30 minutes. All safety checks will be documented on the Court Operations Log.
4. Incident Documentation
- i. Incident or crime reports Involving minors shall be completed on all incidents that occur at any Justice Center.
    - A. 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.
    - B. 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 work day of the incident.
      - 1. A copy of the report will be forwarded to the Probation Department

#### **11002.13 ELECTRONIC DEVICES**

- (a) This policy applies to all Department personnel, to include the following individuals while working in a Court Holding Facility: maintenance staff, support staff, and vendors.
- (b) For details refer to CCOM Section Policy 1714 – Electronic Devices.

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#### **11002.14 PERSONAL PROPERTY**

- (a) Any person who enters the secured area of a court holding facility is subject to a search of their personal property. These searches play an important role in the exclusion of weapons and other potentially dangerous contraband into court holding facilities. These searches may be conducted to ensure the safety and security of staff, visitors, inmates, and the facility.
- (b) For details refer to CCOM Section 1718 – Personal Property.

#### **11002.15 FEDERAL/OUTSIDE AGENCY INMATES**

From time to time inmates are brought in by federal /outside agencies to testify in existing Superior Court cases. A process has been set up to deal with these inmates who are considered "no sight no sound" inmates. They cannot be exposed to the public, or other inmates in any way. The following procedure will be adhered to:

- (a) Federal / outside agencies will provide the Detention Supervisor all inmate information prior to their arrival or testimony at any Justice Center.
  - 1. The information will include date(s), time(s), and pertinent security information.
- (b) Before an inmate is brought to any Justice Center, the Detention Supervisor will notify the Facility Lieutenant, who will notify the Presiding Judge.
  - 1. If the Facility Lieutenant is not available a Sergeant or his designee will make the notification.
  - 2. No inmate will enter the building without prior notification to the Presiding Judge.
- (c) When feasible, the inmate will be moved in the judge's elevator to prevent the possibility of anyone but authorized personnel having contact with the inmate.
- (d) The inmate will be escorted by, and will be in the custody of U.S. Marshals / outside agency at all times.
  - 1. Sheriff's personnel will escort the armed Marshals / outside agency personal with their inmate to the appropriate holding area associated with the courtroom where the inmate will testify.
  - 2. At no time will the inmate be considered to be in the custody of the Sheriff's Department, unless the inmate is remanded to the custody of the Sheriff's Department by Court Order.
  - 3. If possible, when using an elevator, a bypass key will be used to prevent unnecessary contact with bench officers or professional staff during inmate movement.
- (e) Once the inmate is finished in court he / she will be escorted back to the detention area where the Marshals / outside agency will remove the inmate from the building.
- (f) At no time will a bench officer be asked to step off the elevator in order to place an inmate on the elevator.
- (g) Courtesy and deference will always be in the favor of the bench officers and court staff over the inmate(s).

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#### **11002.16 PRO-PER INMATES**

- (a) A Pro-Per inmate is one who represents themselves in a legal proceeding. Any inmate claiming to have Pro-Per status must furnish a court order establishing their Pro-Per status.
  - 1. All court orders will be confirmed with Inmate Records for a "Watch Commander Approved" copy.
    - i. The Sheriff's Department has no part in the court order except for agreeing to allow the inmate to possess certain items and to follow the court order.
- (b) Supplies:
  - 1. Once an inmate is approved for pro-per status a packet of stationary supplies is provided by the court.
    - i. These supplies have been approved by OCSD and are in compliance with jail rules.
    - ii. The court monitors and pays for all supplies.
  - 2. If the inmate runs out of supplies, for whatever reason, they get new supplies via their court appointed investigator (if they have one) or they have to go back to court and ask the judge for more supplies.
  - 3. All of these processes are entered into the court minutes documenting the order and the supplies issued.
- (c) Grievance:
  - 1. If an inmate files a grievance for not getting supplies from the court, they should be advised that they need to contact the court or issuing judge, not the Sheriff's Department.
  - 2. If the grievance is "OCSD" or another inmate took my supplies, this grievance will be handled by current OCSD grievance procedure.
  - 3. A Pro-Per's property can be searched for security purposes.
- (d) Reference:
  - 1. CCOM Section 1600 – Orange County Jail Rules
  - 2. CCOM Section 1600.5 – Inmate Grievance Procedure
  - 3. CCOM Section 7100 – Propria Persona (Pro-Per) and Civil Detainees