

JAMF - Lobby Guard Station

6016.1 STAFFING RESPONSIBILITIES

- (a) The Lobby will be staffed 24 hours a day, seven days a week.
- (b) Lobby staffing will consist of at least [REDACTED] at all times. In addition, [REDACTED] will be assigned.
- (c) The Lobby Members will coordinate the video visitation and citizen contacts at the facility.
- (d) Lobby Members will ensure the American and California flags are lowered in case of inclement weather and during County, State, or National tragedies.

6016.2 EMERGENCY RESPONSE OUTSIDE SECURITY

- (a) In the event of an emergency in the Lobby or outside security, wherein staff needs immediate assistance, or is incapacitated, responding Deputies will first retrieve their [REDACTED].
- (b) Deputies responding to any emergency outside security will communicate with each other, Lobby Staff and Main Control via the radio.
 - 1. During any such emergency, a [REDACTED], to ensure radio traffic will be restricted to responding Deputies only.
 - 2. Main Control will coordinate and communicate emergency response efforts.
- (c) Main Control Guard Station Members will notify the Operations Sergeant anytime an emergency response outside security is necessary.
- (d) An entry will be made in the [REDACTED] detailing the need for a response, in addition to any required reports associated with the incident.

6016.3 RECEPTION FUNCTIONS

- (a) Screening Visitors: The Lobby Staff will present a professional attitude and address visitors with dignity and respect.
 - 1. Staff will inquire about the intended business of people entering the Lobby and reasonably facilitate their needs.
 - 2. Only staff and authorized visitors will be permitted past the Reception Desk.
- (b) Visitors for on duty staff members will generally be allowed to wait for the staff member in the Lobby.
 - 1. All non-sworn official visitors to the facility will first be cleared using the Security Clearance Database.
 - i. Once clearance is verified, the individual(s) will sign the designated visitor log.

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- A. If access to a non-public area is required, a visitor's escort-required badge will be [REDACTED]
 - B. The visitor(s) will be directed to the proper area or allowed to wait for an escort. For further details refer to CCOM Section 1700 – Security and Control, CCOM Section 1900 – Visiting and CCOM Section 2000 – Inmate Services and Programs.
- (c) Visitors to the Cashier will be directed to the Cashier window, located outside of the main entrance.
- (d) Any sworn official visitors must place their [REDACTED]
- (e) The Lobby Staff will register all official inmate visitors and direct them to the Attorney Bonds area of Visiting.
- (f) Lobby staff will coordinate booth assignments and availability with the staff members assigned to Attorney Bonds. Visitors will be instructed to wait in the Lobby until directed to the appropriate visiting area.
- (g) Court orders may be hand delivered to the Lobby. Lobby staff will forward the court order to Records for processing and authentication.

6016.4 MONITORING MOVEMENT

- (a) Visiting Lobby Members will monitor all movement throughout the Lobby, Plaza area and front Parking Lots.
- (b) Visitors departing from the facility will be observed in order to ensure they take all their property with them.
- (c) It is the responsibility of staff departing the facility on official business to notify their supervisor.

6016.5 SECURITY AREA ACCESS

- (a) Permissions for access inside facility security
 - 1. For more information about security identification, refer to CCOM Section 1702 – Security Identification.
 - 2. Non-sheriff personnel without a valid county employee identification card may have escorted access for official business if:
 - i. Person has current, approved clearance in the Security Clearance Database, or Person has access authorization by the on-duty Watch Commander.
 - 3. Non-sheriff personnel with a [REDACTED] may have access for official business.

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4. Sheriff's active-duty personnel may have access for official business.

6016.6 LOG BOOK MAINTENANCE

- (a) Rosters: The Lobby Members will maintain rosters as follows:
 1. A roster listing each inmate within the Custody Command will be retained in the Lobby.
 - i. This roster is an alphabetical list with booking numbers and housing location. The day shift Lobby Member will print and distribute a list to the lobby and cashier.
 2. All other information is accessible through JMS.
- (b) The Volunteer Visitor and Security Clearance Database are retained on the Department share drive for scheduled groups such as A.A. and religious groups.
 1. Everyone from service organizations who are approved to perform their service at the facility will be listed on the Security Clearance Database and must sign in on the [REDACTED].
 2. Only those in the Security Clearance Database or those who are approved on site will be permitted to enter the facility after signing in on the [REDACTED].
 3. Identification will be checked on each visitor; a picture ID (a valid DMV issued Driver's License, State ID or Passport) is required.
 4. Time and date, in and out, will be written in for each visitor on the [REDACTED].
- (c) The [REDACTED] is retained by the Lobby Members.
 1. This log will contain the names of all those who enter the facility via the Lobby including Facility Operations to perform service repairs or to conduct business. (Excludes volunteer groups who will sign-in on the [REDACTED]).
 2. The visitor's name, company or organization name, date and time entered, and time of departure will be included in each entry.
 3. Visitor passes will be issued to all official visitors who do not already have approved identification which can be displayed while in the facility.
- (d) The James A. Musick Facility [REDACTED] is maintained on the Lobby computer and is accessed through the Remedy Application via the Intranet.
 1. When employees are assigned a vehicle, it is to be entered into the James A. Musick Facility [REDACTED].
 2. At the [REDACTED], the oncoming Lobby Deputy/SSO will verify that all vehicles are accounted for.
 3. Each time an employee checks out or checks in a vehicle, the Lobby Deputy/SSO will enter all required information into the James A. Musick Facility [REDACTED].

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4. It is the responsibility of the Lobby Deputy/SSO to ensure that the log entry is completed [REDACTED] the employee keys to any vehicle.
5. The Operations Sergeant will be responsible for verification of the James A. Musick Facility [REDACTED]

6016.7 PROPERTY RELEASES/CLOTHING EXCHANGES

For information on property releases and clothing exchanges, refer to CCOM Section 7008.10 – Clothing/Property Releases.

6016.8 CWP WORKERS

- (a) Lobby Members will be responsible for the issuance of the CWP Identification Vests to all CWP workers assigned to the James A. Musick Facility.
- (b) Assigned vests will be issued to Lobby CWP workers.
- (c) Lobby Members will verify via proper identification and Work Assignment Card that the CWP worker is assigned to the James A. Musick Facility. The inmate's personal identification will be retained at the [REDACTED] until the identification vest is returned.
- (d) Lobby Members will sign in the CWP worker using the Work Assignment Card as daily attendance record and record the number of the identification vest.
- (e) The identification vest will always be worn visibly while working on the facility and will be returned to the Lobby Staff at the end of each workday.
- (f) Whenever CWP workers of mixed gender are assigned to the same crew and/or work area, they must be always visually supervised by security staff.

6016.9 STAFF AND VISITOR PARKING LOTS

- (a) Staff Parking
 1. The staff parking lot is [REDACTED]
These parking spaces are reserved for authorized personnel. Parking access will be authorized by facility administration through OCSD employee [REDACTED]
- (b) Facility Vehicles
 1. Vehicles assigned to the facility should be parked in either the marked stalls within the [REDACTED]
[REDACTED]
- (c) Visitor Parking
 1. Visitor parking is available in the front parking lot to the left of the Alton entrance.
- (d) Disabled Person Parking
 1. Parking for persons with a valid disabled person parking placard or license plate is available in the designated spaces nearest the facility in both the visitor and staff parking lots.

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- (e) At least [REDACTED] the Lobby Deputy or SSO will conduct security checks in the staff and visitor parking lots and immediate area.
- (f) Musick Facility Road
 - 1. The facility perimeter gate at Musick Facility Road and Alton Parkway will [REDACTED] [REDACTED] for security or otherwise directed by the Shift Commander.
 - 2. Musick Facility Road will remain clear and unobstructed.
 - i. If any obstruction cannot be promptly removed, a Sergeant will be notified.
 - ii. If a vehicle is obstructing the road, and the driver cannot be located, the vehicle may be towed in accordance with policy.
- (g) Citations and Towing
 - 1. The assigned Lobby Deputy or SSO will enforce parking regulations in the visitor parking lot and on Musick Facility Road. Citing and towing of vehicles will follow the policies and procedures established by the Department and detailed in the following sections of the Patrol Operations Manual (POM):
 - i. Section 9 – Citations
 - ii. Section 47 – Abandoned Vehicle/72-Hr Towing/Abatement
 - iii. Section 48 – Vehicle Removal Authority
 - 2. The POM can be found on MY18.
 - 3. When appropriate, the Lobby Deputy or SSO will take parking enforcement action (warn, cite, or tow).
 - i. Warnings
 - A. Lobby Deputies or SSOs may place a warning on the vehicle(s) using an official Orange County Sheriff's Department warning notice (Form F0680-1.3 (R8/80)). The warning will be filled out as completely as possible and must include the violation for which the vehicle could have been cited or towed. The larger portion of the warning will be affixed to the vehicle on the antennae or under the windshield wiper. The smaller portion will be filed in the lobby for future reference.
 - ii. Citations
 - A. For parking violations, Deputies or SSOs may issue an Orange County Sheriff's Department Notice of Parking Violation. The citation will be filled out completely including the correct violation. The card stock copy will be affixed to the vehicle under the windshield wiper or between the driver's side window and the weather stripping at the base. The other two copies will be forwarded to the Operations Sergeant's office, to be collected by the Administration Sergeant.
 - iii. Vehicle Tows/Impounds

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- A. A Sergeant or above must give verbal approval prior to a vehicle being towed. A CHP180 form must be filled out, including obtaining a File Control Number (FCN) from Sheriff's Teletype, before a vehicle is towed. For more information about completing a CHP 180 form, reference POM Section 48. After the tow truck operator signs for the car, the Deputy or SSO will give the last sheet to him or her. The first three sheets will be forwarded to the Operations Sergeant's office, to be collected by the Administration Sergeant.
4. If the Lobby Deputy or SSO cannot leave the Lobby for whatever reason, that staff member will notify the Operations Sergeant, who will [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] Lobby Members shall take all citations issued during the shift to the Operations Sergeant's office. The Operations Sergeant will review all citations for accuracy and completeness, including the correct violation, description, court of jurisdiction, and appearance date.