

## **TLF - CCC Sergeant Procedures**

### **7044.1 PRIMARY RESPONSIBILITIES**

- (a) **Job Description:** The Classification/CWP Sergeant will perform a daily review of inmate assignments made by the Classification Deputies. The Classification/CWP Sergeant will ensure proper housing classifications and custody retention for all inmates at the Theo Lacy Facility. He will be responsible for assigning all personnel assigned to the Classification and CWP positions.
- (b) **Span of Control:** The Sergeant will supervise the staff assigned to the Classification and CWP positions.
- (c) **Direction and Supervision:** The Classification/CWP Sergeant will receive direction and supervision from the Theo Lacy Facility Vacation Relief/ Captain.

### **7044.2 OFFICE DUTIES**

- (a) **Briefings:** The Sergeant will conduct briefing for the Shift II Correctional Services Assistants and Sheriff's Special Officers.
- (b) **Review the Unit Work Schedule:** The Classification/CWP Sergeant will examine the schedule daily to ensure the required staffing coverage.
- (c) **Work Product Review:** The Classification/CWP Sergeant will review selected classifications and CWP assignments from the list of daily bookings. He will ensure thoroughness and compliance with established guidelines by his subordinates. Needed corrections will be made immediately.
- (d) **Housing Designation Changes:** When classification criteria or a Facility's housing designation is changed, the Classification/CWP Sergeant will make notification to team members. He will notify all staff members affected by the changes.
  - 1. When CWP criteria or CWP guidelines change, the Classification/CWP Sergeant will notify all CWP staff.
  - 2. When CSA criteria or guidelines change, the CCC Sergeant will notify all CSA staff.
- (e) **Daily review:** The Classification/CWP Sergeant will conduct a daily review of paperwork on those inmates accepted or rejected for the CWP program. Once each week, he will conduct a check of selected files of inmates on the program to ensure conformity to guidelines and develop statistics.
- (f) **CWP Eligibility:** The Classification/CWP Sergeant will frequently check reports of subordinate staff on inmate program selection.
  - 1. He will review selected screening reports to ensure conformity and accuracy to eligibility criteria.
  - 2. He will review Return to Custody documentation prior to the revocation of an inmate program status.

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

### *TLF - CCC Sergeant Procedures*

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3. He will maintain a statistical record of the program's activities and present summaries when directed by the Division Commander.
- (g) "Networking" Gangs: In conjunction with assigning housing locations to inmates, the Sergeant will liaison each local law enforcement agency.
  1. Local Agencies: City and county law enforcement agencies study information about local gangs, their members and their relationships. This information is important when assigning housing locations and reviewing existing assignments of known gang members. The Classification/CWP Sergeant will inform each team member of new information and keep gang files updated.
  2. The Classification/CWP Sergeant will keep in frequent contact with the IRC Classification Sergeants in order to ensure continuity.

#### **7044.3 FLOOR DUTIES**

- (a) Warehouse - the CCC Sergeant will supervise the Senior CSA in charge of the Facility Warehouse. He will keep in daily contact with the CSA in order to assure the Facility is constantly supplied with materials.
- (b) Maintenance - The CCC Sergeant will supply the Maintenance CSA with a daily work roster to ensure the repair needs of the Facility are met.
  1. Requests for repair will be submitted to the CCC Sergeant by staff. The Sergeant will prioritize these requests and construct a daily work roster.
- (c) Laundry - The CCC Sergeant will provide supervision for the CSA assigned to the Facility Laundry. He will ensure that an adequate supply of clean clothing and bedding is available to meet the Facility needs.
- (d) Midnight Cleaning Crew - The CCC Sergeant will supervise the CSA in charge of the Midnight Cleaning Crew to ensure that overall Facility cleanliness is maintained.
- (e) Contract Services - i.e. Orangewood laundry duties. The CCC Sergeant will oversee the operation of the service and provide a liaison between the Facility and the contract facility

#### **7044.4 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".
  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.

# Custody and Court Procedures Manual

4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Division Commander should be contacted.

(a) The classification plan is considered to be confidential information. Review of the plan must be arranged with approval of the Division Commander.

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