

Court Operations Detention System

11001.1 COURT DETENTION SYSTEM

(a) Local Detention System

1. The Orange County Sheriff's Department operates a local detention system with court holding facilities located at each courthouse.
 - i. Inmates are received from Juvenile Hall, County and City Jails.
 - ii. New bookings are received from local law enforcement agencies, the Sheriff's Department, Juvenile Hall and the Courts.
2. At the end of each day, all inmates and new bookings are transported to the County Jail and Juvenile Hall by Sheriff's Transportation.

(b) Court Facility Detention Locations

Justice Center	Address	Phone
North Justice Center	1275 N. Berkeley Ave. Fullerton	(714) 773-4525
West Justice Center	8141 13th St Westminster	(714) 896-7244
Central Justice Center	700 Civic Center Dr. West Santa Ana	(714) 834-6173
Lamoreaux Justice Center	341 City Dr. Orange	(714) 935-7560
Harbor Justice Center	4601 Jamboree Blvd. Newport Beach	(949) 476-4830

11001.2 FORMS, RECORDS AND REPORTS

(a) Forms

1. The Sheriff or the Sheriff's designee shall determine which forms are authorized for use at each facility. The Detention Supervisor shall determine the proper storage location for the forms.

(b) Records

1. A detention records system shall be maintained at each facility. The system shall include the following:
 - i. Daily Detention File: The Daily Detention File contains records such as Activity Reports, Court Lists, Medication Records, Court Orders, Property & Telephone Call Records, Pre Booking Records, Reports and Memos. These files will be identified by date and stored in chronological order.
 - ii. Monthly Inspection File: The Monthly Inspection File contains inspection records for all forms, supplies and equipment including fire suppression equipment. This file will be identified by year and stored with other detention records of the same year.
 - iii. Monthly Reception File: The Monthly Reception File contains records of the number of inmates and new bookings received at a facility. Each

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monthly record will be categorized by date, the booking or transporting category (Sheriff, or Police) and the gender of the inmate. This file will be identified by year and stored with other detention records of the same year. A copy of each monthly record shall also be submitted to the justice center lieutenant at the end of each month.

NOTE: All detention records shall be maintained at the facility for a period of two (2) years.

(c) Reports

1. A report shall be prepared on all incidents that result in physical harm, or serious threat of physical harm, to an employee or inmate of a detention facility or other person. Such 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. Such reports shall be prepared and submitted to the justice center Sergeant by the end of their shift unless authorized by the Sergeant to submit it at a later time.
2. A report shall also be prepared on other incidents such as medical emergencies, violation of jail rules, inadvertent releases, use of force, use of defensive weapons, the taking of hostages, disturbances, escapes and inmate deaths.
3. The report format used (Jail Incident, Casualty, Initial Crime Report or Follow Up) will depend on the circumstances and, in most cases, be governed by departmental rules, regulations, procedures and memorandums.
4. A copy of each report shall be included in the Daily Detention File; the original and other copies will be distributed as required.