

Facility Security and Control

14003.1 SECURITY INSPECTIONS

(a) Employee Responsibilities

1. Every employee of the facility will be observant and aware of equipment and procedures in their assigned area(s).
2. Employees below the rank of supervisor will bring defective non-security equipment to the attention of their supervisor during their shift.
3. Defective security equipment will be brought to the attention of the employee's supervisor.
4. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
5. Employees will use security equipment correctly as instructed, in order to ensure proper use and longer service.

14003.2 SECURITY IDENTIFICATION

(a) Employee Identification

1. All Non-Uniformed Staff, Professional Staff, and Outside Agency Staff will display an authorized Identification Badge at all times.
2. DISPLAY OF ID CARD – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside the Court Administration Building.

14003.3 FACILITY ALARMS

(a) Exterior Alarm Activation

1. Upon receiving an alarm activation the alarm company will notify OCSD Dispatch.
 - i. OCSD personnel will be dispatched to the Justice Center to determine if a breach of security has occurred.
 - ii. If a breach has occurred a facility representative (RP) will be requested to respond to the site to allow access to the building.
 - iii. Dispatch will notify the Facility Lieutenant of the security breach.
2. The alarm company will monitor the alarm system and will notify the Facility Services Officer of any needed repairs.

(b) Interior Duress / Panic Alarms

1. There are currently no duress alarms inside the Court Administration Building.

Custody and Court Procedures Manual

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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

14003.5 800 MHZ RADIOS

(a) Location

1. A small cache of hand held radios are located in the Administration Building inside room 115.
2. Radios are assigned to the Civil Field Deputies and Sergeants assigned to Civil Field Operations.
 - i. Deputies not normally assigned to Civil Field Operations will check out / pick-up their radios based on their assignment for the day.
3. All radios will be returned prior to going off duty for the day.

■ [REDACTED]

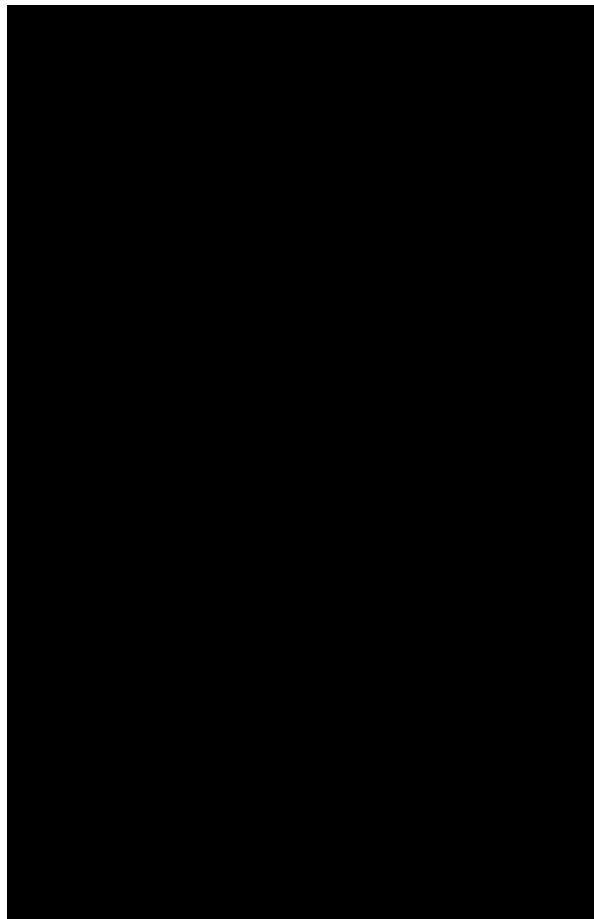
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(d) Accidental Activation

1. Accidental activation of the radio's emergency button will require the staff member to contact the on-duty Sergeant and the Sheriff's Emergency Communications Bureau to clear the activation.