

CWJ - Housing Operations

5000.1 STAFFING/RESPONSIBILITIES

The design of housing areas in the Central Women's Jail (CWJ) provides the high level of control and security required for the efficient management of the module and protection of staff and inmates.

- (a) All Guard Stations will be staffed by a Deputy Sheriff, Sheriff's Special Officer (SSO) or Correctional Services Assistant (CSA). The guard station will be staffed 24 hours a day, 7 days a week. The Guard Station is a fixed post and under no circumstances will the assigned staff member leave without proper relief or at the direction of the Sergeant.
- (b) Inmates will be housed at the direction of Classification/PMU. Refer to CCOM Section 1200 – Inmate Classification and Population Management.
- (c) For the cleaning of secure areas such as Guard Stations refer to CCOM Section 2400.2- Inmate Housekeeping.
- (d) Inmate Message Slips
 - 1. Inmate may turn in message slips (white form) to staff as they enter chow hall or during in-cell feeding.
 - 2. CHS Message slips (pink form) will be picked up by CHS during medication distribution, sick call and treatments.
 - 3. All message slips shall be processed in a timely manner. Housing staff will review all message slips received and answer routine inquiries. All other inquiries will be promptly forwarded to the appropriate destination or to the intended receiver.
 - 4. For additional procedures, refer to CCOM Section 1600.3(d)- Jail Message Forms and CCOM Section 1900.7- Inmate Message Slips.

5000.2 DOCUMENTATION

- (a) All Guard Stations and Modules will document Guard Station activity in JMS. The information will include but not be limited to:
 - 1. Time, number, and status of counts.
 - 2. Chow Hall start time (when first inmate is seated) and end time. Time and schedule of chow hall.
 - 3. Incidents, title, and report numbers.
 - 4. Safety check times and observations.
 - 5. Other information pertinent to the shift.
- (b) All guard stations responsible for securing inmates in a cell will maintain a Safety Check Log. For more information about safety checks and documentation, refer to

Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

CWJ - Housing Operations

OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks and CCOM
Section 1708 – Guardian RFID.

5000.3 RECEIVING INMATES

- (a) The Second Floor Guard Station Deputy will coordinate incoming inmate movement with the IRC Second Floor Guard Station.
- (b) No inmate movement will be initiated from the IRC to the CWJ without notification to the CWJ Second Floor Guard Station.
- (c) All incoming inmates from the IRC will be escorted or possess either a movement pass or their module card.
- (d) The Second Floor Guard Station will review the module cards for completeness and accuracy, and will verify the identity of each inmate, utilizing the photograph and other information on the module card.
- (e) Any discrepancies on the module card(s) will be verified on JMS and, if necessary, reported to the appropriate IRC/Classification staff.
- (f) The Guard Station staff member will confirm that the correct inmate is at the correct housing module.
- (g) The module, tank, cell (if applicable) and bunk assignment will be made by Classification/PMU staff based on Classification's Housing Matrix and Classification/PMU will be responsible for entering this information in JMS.
- (h) IRC Booking Prowlers will write the date, module, tank, cell (if applicable), and bunk assignment on the module card.
- (i) All inmates transferred to the CWJ will be accurately accounted for through the Guardian RFID system. When inmates are received from the IRC, the following should be done immediately:
 - 1. Select the inmate's name.
 - 2. Complete the "Comment" section with type of movement (i.e. re-house, new body) and include the new Facility Count.
- (j) The Guard Station staff will place the module card in the module book
- (k) Staff will ensure effective communication with all inmates with disabilities affecting communication. For procedures, refer to CCOM Section 8000.11 – Effective Communication.
- (l) Deputies will search all incoming inmates and any property in their possession.
- (m) Deputies shall provide new inmates with orientation for their housing location, including but not limited to where jail rules are posted. For additional information refer to CCOM Section 1600.1 – New Inmate Orientation. For housing orientation for inmates who are blind, low vision, deaf, hard of hearing or who have a developmental or intellectual disability, refer to CCOM Section 8000.6(g) - Housing Unit Orientation.

Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

CWJ - Housing Operations

- (n) The Deputy will ensure each new inmate is provided with full jail issued clothing and bedding. Refer to CCOM Section 1600.2(g) – Jail Issued Clothing/Bedding and CCOM Section 2408.1 – New Inmates.
- (o) Inmates newly received into custody or who have been in custody less than four days will be provided with the following hygiene items:
 - 1. 1 toothbrush
 - 2. 1 tube of toothpaste
 - 3. 1 comb
 - 4. 1 bar of soap
 - i. Inmates in custody four (4) days or longer will be required to purchase these items from commissary or receive them in a welfare pack if they are indigent. Refer to CCOM Section 2002.1(f) - Commissary and Inmate Welfare Fund – Welfare
- (p) The module or prowler Deputy will direct the inmate to their assigned housing area after having conducted a search of the inmate and their personal effects.
- (q) For additional information, refer to CCOM Section 5004 – Second Floor Guard Station

5000.4 COURT

- (a) Court Preparation
 - 1. At approximately 0200 hours, the Court List is generated by Main Control staff. Copies will be provided for the Main Control and Second Floor Housing Guard Stations, Court Deputy and Medical Staff.
 - 2. Prior to the 0400 Module Book Count, Housing Guard Station staff will place a "Court Card" on the module card of each inmate scheduled for court that day.
 - 3. For inmates attending court, medication distribution will take place prior to morning count and chow.
 - 4. Inmates going to court will be dressed in a full jail issue. The Court Deputy or Prowler Deputy will ensure inmates are properly dressed prior to leaving the module.
 - 5. Inmates going to court should be in the first Chow Hall line to allow an appropriate amount of time to be searched, eat and be escorted to IRC Court Transfer before 0530 hours.
 - 6. An extended correctional search will be conducted on all inmates going to court. For procedures refer to CCOM 1710.4.2 - Extended Correctional Search.
 - 7. For allowable items at court, refer to CCOM Section 1600.2(o) - Orange County Jail Rules – Court. Housing Guard Station staff will notify Inmate Records of any inmate who claims they are scheduled for a court appearance, but is not on the court list.

Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

CWJ - Housing Operations

- i. The Deputy will request a records check, to prevent an over-detention which could jeopardize prosecution and subject the County to liability.
8. The Court Deputy will ensure all inmates are properly restrained prior to being escorted to IRC Court Transfer. Court restraint devices will be stored in the Second Floor Hallway closet. Refer to CCOM Section 1203.1 – Inmate Security Procedures. Generally, Deputies will ensure inmates with a specialty housing classification are separated from other classifications.
9. Correctional Health Services (CHS) will notify Inmate Records and Main Control Guard Station staff of any inmate that is not medically clear for court. Main Control Guard Station staff will document and notify IRC Court Transfer.
10. For procedures on court refusals, refer to CCOM Section 1300.5 – Inmates Refusing to go to Court.
- (b) Inmates Returning From Court
 1. Upon receiving inmates back from court, IRC Court Transfer will notify CWJ Second Housing Guard of any CWJ court returns and coordinate their return to housing.
 2. Inmates returning from court shall be returned to their housing location as soon as reasonably possible. Exceptions include:
 - i. Count (Refer to CCOM Section 1719.1(e)-Inmate Counts)
 - ii. Dinner Chow Hall
 - iii. Exigent circumstances
 - A. In the event of exigent circumstances, a Sergeant shall be notified, and the reasons will be documented in the 24-Hour Log.
 3. The Court Deputy, with the assistance of additional Deputies as needed, will proceed to IRC Court Transfer and escort all CWJ inmates back to the CWJ.
 - i. The Court Deputy will use their court list to help verify the identity of each inmate and account for all their court returnees.
 - ii. All escorts will follow CCOM Section 1203.1 – Inmate Security Procedures.
 4. An extended correctional search will be conducted on all inmates returning from court.

5000.5 INMATE MEALS

- (a) Unless specified, all inmates in General Population (GP) will eat in the chow hall.
- (b) Unless specified, all inmates housed in Module P and Module I will eat on an in-cell basis.
- (c) The Module and Prowler Deputies will coordinate the inmate movement to and from chow hall. Staff assigned to the Second Housing Guard will be responsible for documenting mealtimes in the CWJ Second Floor Housing Guard Station Log.

Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

CWJ - Housing Operations

(d) In-Cell Feeding

1. When the in-cell meals have been prepared, a Deputy will supervise meal service. The Deputy, CSA or one inmate worker, under their supervision, wearing a proper hat and plastic gloves will deliver the meals to each inmate. The Deputy or CSA will assure that each meal is complete, and the service carts are kept at the proper temperature during the entire serving process.
2. At the completion of the meal, an inmate worker will collect the serving trays and trash generated from the meal. The Guard Station Deputy or CSA will document the time in-cell meals were delivered on the module area log and the time trash was collected.
3. All special diets will be approved by the Medical Staff prior to informing the kitchen to prepare them. The Deputy or CSA will assure that all special diets are delivered to the proper inmate. Refer to CCOM Section 2304 – Menu Planning.
4. Staff will deliver any religious meal directly to the inmate. For in-cell meals, an inmate worker is not permitted to deliver a religious meal to an inmate. For more information on the delivery of religious meals, refer to CCOM Section 2304.3 - Religious Diets.

(e) Chow Hall Procedures

A minimum of four Deputies will be assigned, three inside the Chow Hall, one Deputy in the hallway/corridor to pull and direct lines into chow hall. Deputies assigned to the inside of chow hall shall leave their security key sets in the Second Floor Housing Guard Station. Deputies assigned to the hallway/corridor will retain their security key sets. Second Guard Station will observe chow hall via overhead cameras.

(a) Inside Chow Hall

- i. Deputies will be responsible for: Observe inmates for potential problems. Check seats available and stop the serving line as needed. Seat inmates in order, making certain every seat at each table is occupied. Inmates will take their food tray from the serving counter and immediately proceed to their directed seat. No inmates will be allowed to stay with their tray along the entrance wall, nor stand and eat along any wall.

(b) Outside Chow Hall

- i. Deputies will be responsible for: Gathering (pulling) inmates who choose to attend Chow Hall. No more than sixty-four (64) inmates will be allowed to enter Chow Hall at one time. Inmates must be in full jail issue and line up promptly when notified. Communicate movement to and from Chow Hall via radio.

(c) A Sergeant, or their designee, will supervise Chow Hall, via in-person or live video surveillance, to ensure Chow Hall procedures, including minimum mealtime requirements are followed.

(d) For additional details regarding Chow Hall General Guidelines, refer to CCOM 2306.2 – Inmate Meals.

Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

CWJ - Housing Operations

5000.6 INMATE MOVEMENT

For information on inmate movement with passes, refer to CCOM Section 4000.7.1 – Inmate Passes.

- (a) Anytime a staff member escorts any number of inmates, an accurate headcount of all inmates will be maintained. The staff member shall maintain direct visual contact at all times during the escort. If the staff member must engage in a task during the escort that will interrupt their direct visual supervision of the inmate(s) (e.g. unlocking doors, retrieving documents, etc.), an additional staff member must be present to maintain direct visual supervision until all inmates are secured and accounted for.

5000.7 RECREATION

- (a) Dayroom
 - 1. For more information about dayrooms, refer to CCOM Section 2006.1(b) – Dayrooms, CCOM Section 1600.2 (k) -Dayroom/Recreation Areas, and CCOM Section 1708 – RFID System.
- (b) Outdoor Recreation
 - 1. Outdoor recreation will take place in the roof recreation area. After being advised by the Guard Station, the Module Deputy will announce scheduled roof recreation to inmates over the public address system. The schedule will rotate giving inmates a variety of times in which to recreate. Only compatible inmates will be allowed into the recreation area together.
 - 2. The Housing Guard Station Deputies will direct movement of inmates to and from the roof recreation area with coordination through the Roof Guard Station. The Module Deputies and Prowler Deputies will ensure that all inmates have been searched prior to movement to the roof.
 - 3. For additional information and documentation, refer to CCOM Section 2006.1(a) – Outdoor Recreation, CCOM Section 5006 - Roof Recreation Guard Station, and CCOM Section 1708 – RFID System.

5000.8 VISITING

- (a) The Visiting Guard Station staff will be notified of pending visits for any inmate housed at the CWJ. Visiting Guard Station staff will notify the appropriate housing location, Second Housing Guard Station or Main Control.
- (b) Housing staff will determine if the inmate is available for a visit. Housing staff will inform the Visiting Guard Station of an inmate's unavailability and the expected duration and will be documented on the Visiting Guard Station Log.
- (c) Inmates will be notified over the public address system of the visit. Inmates will be instructed to be dressed in full jail issue for the visit.

Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

CWJ - Housing Operations

- (d) Deputies will not require inmates to participate in visits. Inmates may refuse any public or official visit. The Visiting Guard Station staff will document refusals on the Guard Station Log and direct the visitor to return to the IRC Visiting Guard Station.
- (e) Booth assignments are made by the staff member assigned to the Visiting Guard Station. Changes made by the module Deputy, for the good order and efficiency of the module's operations must be relayed to the Visiting staff member to prevent confusion. Every effort will be made to ensure incompatible inmates are not allowed to visit at the same time.
- (f) Public visits will begin and end upon verbal notice of the Visiting Guard Station staff member who will begin timing the visit when both parties are present.
- (g) When visiting is in progress, a staff member from the CWJ or IRC will make periodic checks of the visitor side to ensure security is not compromised and that Jail Visiting Rules are being followed.
- (h) All official visits shall be documented in the CWJ Attorney-Bonds Activity Log.
- (i) For all additional visiting procedures, refer to CCOM Section 1902 – Visiting.

5000.9 RELIGIOUS SERVICES

It is the policy of the Orange County Sheriff's Department (OCSO) to respect inmates' religious rights and provide the inmates with appropriate access to Religious Services to serve their religious needs in a way that is consistent with maximizing safety and security of the Orange County Jail facilities.

- (a) When circumstances arise that require the cancellation of scheduled religious services or a delay of more than 15 minutes, the Watch Commander must provide e-mail notification to the facility Division Commander, Inmate Programs Director, and the Custody Operations Assistant Sheriff.
- (b) Preparing For Chapel Service:
 - 1. Deputies will notify inmates when religious programs are scheduled.
 - 2. Inmates with a specialty housing classification will not attend regular chapel services. Special arrangements may be made on an individual basis when requested.
 - i. Inmates will be cleared by the Medical Staff prior to participating in religious services.
- (c) All group services will be held in the classroom. The Second Floor Guard Station will coordinate movement into and out of the classroom. A staff member from the Main Control Guard Station will notify the Second Floor Guard Station when the visitors conducting the service have arrived.
- (d) At the times scheduled for chapel services, a Deputy/SSO will meet the approved visiting church group in the Lobby, where each person is subject to search and will walk through the metal detector. Refer to CCOM Section 1700 – Security and Control and CCOM Section 2000 – Inmate Services and Programs. Upon completion of the

Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

CWJ - Housing Operations

search, the church group will be sent to Main Control, where Main Control staff will complete the following prior to a Deputy escorting them to the classroom:

1. Each group may consist of no more than (6) persons.
 2. Each person must sign in and wear a visitor's badge.
 3. Each person will be checked for a current and approved application in the Security Clearance system.
 4. Each person will complete, read, and sign a Security Clearance Agreement which includes the prohibition for handing any materials to any inmate.
- (e) The staff member assigned to the Main Control Guard Station will notify the Second Floor Guard Station so announcements can be made over the public address system. Inmates wishing to attend will be directed to get dressed in full jail issue.
- (f) Deputies will notify the Guard Station staff member of the number of inmates attending.
- (g) [REDACTED] is regulated by the Orange County Fire Authority. Deputies will determine the number of inmates that may be sent from each module. The staff member assigned to the Housing Guard station will coordinate with Prowler or Module Deputies as to ensure that the announcement is rotated evenly amongst the modules.
- (h) Should one or more of the inmates create a problem during the service, the religious services facilitator will push the speaker box button inside the classroom to alert the Main Control Guard Station staff members.
- (i) When Services End:
1. A Deputy will supervise the inmates while they return to their respective housing locations.
 2. Inmates will then be escorted back to their modules and the classroom will be secured. Visitors will be escorted to the first floor and exit through the Main Control sally port.

5000.10 INMATE RELEASES

- (a) Notification of inmate releases will be made on the Jail Management System (JMS) printer in the Housing Guard Station. The Housing Guard Station staff member will relay the release information to the Module or Prowler Deputy.
- (b) The Module or Prowler Deputy will instruct the inmate to bring their personal property, and jail issued items, including the mattress, to the module vestibule or hallway. Cells or bunk areas are to be left in a clean condition.
- (c) Each item of jail property, mattress, towel, sheets, undergarments, and blanket will be checked for quantity and condition by the Module or Prowler Deputy. The inmate will either carry these items to the Multi-Purpose Room (second floor releases) or leave the items in the hallway outside the tank (first floor releases).
- (d) The Housing Guard staff member will mark the release information on the front of the module card:

Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

CWJ - Housing Operations

- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- (e) Inmates housed on the first floor
1. After the inmate's identity has been verified, the inmate will be handed their module card and directed to the Second Floor Guard Station.
- (f) Prior to escorting any inmate to release, the Second Floor Guard Station staff will verify the inmate's identity by:
- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- (g) All inmates released from the CWJ will be accurately accounted for.
- (h) The Second Floor Guard Station will document the following in the Guardian RFID system:
1. Select the inmate's name.
 2. Complete the "Comment" column with method of identification, and the Deputies' name/PID performing the identity verification. The type of release will also be documented with the new Facility Count.
- (i) The Housing Guard Station staff member will temporarily retain any release notification form in the guard station for future reference.
- (j) The Deputy will direct an inmate worker to sanitize the mattress. If the released inmate was housed in a single cell, an inmate worker will clean the cell.

Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

CWJ - Housing Operations

- (k) Any items left by the inmate such as jail property will be recycled. Non-valuable personal effects and trash will be disposed of in the trash. Valuables will be handled by the Deputy the same as found property with a known owner.
- (l) All female releases from the CWJ will be escorted to the IRC. Male releases may be unescorted, dependent on their classification level/transport restrictions. Authorized unescorted male releases will hand carry their module cards to IRC Release or Booking Loop. In these cases, the module card will substitute for a movement pass for the individual inmate.
- (m) A Deputy will escort the female inmate(s) to the appropriate location for their release (i.e. Release or Booking Loop). The inmate's module card will be handed to the inmate upon entering Release. For those inmates escorted to the Booking Loop for release, the module cards will be handed to the Booking Prowler.
- (n) Inmate transfers leaving the CWJ will be processed in the same manner as releases, except for the following:

■ [REDACTED]

■ [REDACTED]

[REDACTED]

[REDACTED]