

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

TLF - Module Sergeant Procedures

- (d) Extensive Emergency: The Module Sergeant will ensure that notifications of emergency conditions are made immediately to the Shift Commander. The Sergeant will receive instructions from the Shift Commander and be required to take the correct steps to quickly resolve emergencies.

7048.2 OFFICE DUTIES

- (a) Watch List: The Sergeant will review the current schedule prior to the beginning of the shift. Copies of the Watch List will be made in preparation for distribution at briefing. The Sergeant will confer with other staff members of the off-going shift to become aware of any existing problems for which the on-coming shift should prepare with staffing changes.
- (b) Briefing: The Module Sergeants will assist the Operations Sergeant with briefing. Absences must be resolved as soon as possible to ensure coverage of all positions and to determine the location of anyone scheduled to be present in briefing.
- (c) Training Materials: Training bulletins, films, updates on new law procedures, and other materials assigned by the Training Sergeant will be presented by the Module Sergeant or assigned person. The Sergeant will also canvas those in briefing to discover any other related interests or problems that should be resolved at that briefing.
- (d) Special Instructions: The Shift Commander, Housing Sergeants, Module Sergeants or the Operations Sergeants may contribute to the briefing. Also, special tours, problem inmates, or current trends in custody environments may be discussed.
- (e) Employee Inspections: Operation, Housing, and Module Sergeants will conduct informal inspections of subordinates on duty at all times. The Division Commander may periodically require a formal inspection of Deputies and their equipment.
 - 1. Inspection Notice: The planned formal inspection will be announced to the employees sufficiently in advance to allow adequate preparation.
 - 2. Notice Deficiencies: Unserviceable uniforms and equipment will be brought to the Deputies attention and a repair/replacement date set. Re-inspections will be conducted to ensure conformance with established standards.
- (f) Report Review: The Module Sergeant will review the work of subordinates. The Sergeant will respond to each guard station during his shift and check for disciplinary hearing reports. When reports are required to be written the Sergeant will assist the Deputy as needed and ensure that the report is completed on time. When Jail Incident Reports and DR Reports are completed, the Sergeant will approve the report with a signature. The report will then be forwarded to the Shift Commander by the Sergeant for review and distribution.
 - 1. Report Forms and Uses: Various forms are used to report different types of incidents that occur within the Theo Lacy Facility. They are:
 - i. Major Incident Staff report (J-149A): This form is used to report incidents of an unusual nature such as escapes, major disturbances, felony crimes, accidents with injuries, or riots.

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- ii. Claims of Missing Property Report (J-156): This form is used to report an inmate's claim of missing money or property that was in their possession upon entrance into the Orange County Jail.
 - iii. Jail Incident Report (J-049): This form is used to report the bulk of incidents that occur within the jail including violations of jail rules, non-critical medical aids and combative inmates. Any suspects, victims or witnesses should be interviewed. Any admissions, denials, statements or the lack of it should be included in the report.
 - iv. Notice of Minor Disciplinary Violation (J-131): This form is used to report a minor violation of the jail rules deemed not serious enough to require a Jail Incident Report.
 - v. Daily Area Check log (J-103): This form is used to document the starting and ending times of checks made of the Modules. The condition of the area checked will be written in the comment section as well as any reasons a check may have been missed. Each entry will end with the signature of the Deputy making the entry. It will be the responsibility of the Module Sergeant on each shift to make regular checks of the log and note any discrepancies on the log. When the log is completed it will be turned into the appropriate Module Sergeant, who will review the log, sign it and process it for filing. The logs will be stored and maintained for a period of five years.
 - vi. Initial Crime Report: Although the form and format are somewhat different, the basic principles of report writing apply here, too, and the report will be evaluated by the same criteria as is a Jail Incident Report. When it appears that an incident should be most properly reported as a crime, Deputies should seek the advice of their immediate supervisor prior to writing the report or interviewing any suspects. The supervisor will then aid the Deputy in fulfilling all requirements regarding the advisement of rights and obtaining a DR number.
 - vii. Use of Force: Any incident requiring the use of force by a Deputy against an inmate must be documented by a Sergeant on a follow-up report entitled "Use of Force". The Sergeant will detail the incident by naming all parties and witnesses involved along with their statements. The Sergeant will videotape all statements and interviews with inmates who are involved in any use of force.
- (g) Disciplinary Violation: The Module Sergeants will conduct disciplinary Proceedings as follows:
- 1. MAJOR VIOLATIONS
 - i. Fighting
 - ii. Creating a disturbance
 - iii. Failure to obey a directive
 - iv. Insubordination or disrespect

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- v. Possession of contraband which would pose a security threat
 - vi. Theft
 - vii. Destruction of jail property
 - viii. Unauthorized movement
 - ix. Tampering with a security device
 - x. Habitual violations of jail rules
 - xi. The above list is intended as a guideline, not as a complete listing, of all possible major violations. Many incidents will require a judgment as to whether a violation is involved. Questions should be resolved with the Deputy's supervisor.
- (h) Notice of Disciplinary Violation: This form will be completed whenever an inmate violates a jail rule that will result in a disciplinary hearing. The reporting Deputy will complete two copies per inmate, indicating if the inmate waived the 24-hour delay or not, then give the original to the inmate (s) involved and the copy to the Module Sergeant. A Jail Incident Report will be written and submitted along with the copy of the Notice of Disciplinary Violation to the Module Sergeant.
- 1. The complete report should be submitted to the supervisor for approval. Reports may be typed or handwritten. The original and two copies are required if one inmate is involved. Each additional suspect named in the report requires an additional copy of report.
- (i) Completing the jail Incident Report: All spaces provided for specific information should be completed as fully as possible. The narrative portion of the report should be complete, concise and contain all elements and pertinent details of the incident
- (j) Controlling the Suspect(s) and/or Witness: The Deputy observing the offense will segregate the inmate(s) involved as soon as possible. The Deputy will notify a Sergeant of the incident as soon as possible.
- (k) Disciplinary Hearing: The Module Sergeant will review the Notice of Disciplinary Violation form and discuss the facts with the Deputy. The Sergeant will then conduct a disciplinary hearing with the inmate(s) present. The reporting Deputy may also be present. The inmate(s) will be advised of the charges against them and will be provided an opportunity to speak in their own behalf. The Sergeant will prepare a Disciplinary Hearing Report, which together with the Jail Incident Report, is forwarded to the Disciplinary Officer for final disposition.
- 1. Note: If the supervisor is also a witness to the violation, another supervisor must conduct the disciplinary hearing. Except as required for inmate or staff safety or facility security any charges pending against an inmate shall be acted on no sooner than 24 hours and no later than 72 hours after the report is filed. The inmate may waive the 24 -hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.

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- (l) Discipline: Discipline for major violations of jail rules may consist of one or any combination of the following: (refer to Board of Correction, Title 15 guidelines)
 - 1. Loss of visiting privileges
 - 2. Loss of recreation privileges
 - 3. Loss of commissary privileges
 - 4. Loss of good time
 - 5. Loss of work time
 - 6. Removal from work status
 - 7. Assignment to limited privilege status.
 - 8. Any of those punishments listed under minor violations.
 - 9. A combination of any of the above.
- (m) Violations of Law: Whenever it is determined that an inmate's actions constitute a violation of law and the circumstances warrant prosecution, the incident will be referred to the District Attorney for a criminal complaint. In such instances, the incident will be documented on an Initial Crime Report under a DR number. This may be done in addition to discipline being administered by the jail staff.
- (n) Training Materials: The Training Sergeant will provide most of the material for formal training sessions. When formal training is not planned for briefing, the Module Sergeant will discuss training bulletins, job descriptions and excerpts from the Policy and Procedures manual.
- (o) Service Calls: Memos from the various modules in the facility, to report routine needs for repair, will be placed in the FMS basket in the CSA Sergeants office and scheduled for repair through Facility Maintenance. Emergency repairs, during business hours,
[REDACTED]
[REDACTED]
- 1. New Equipment maintenance: The Module Sergeants will keep the Division Commander apprised of any irregularities in service response and contracts regarding the modules.

7048.3 FLOOR DUTIES

- (a) Posting the Shift: The Module Sergeant will announce the end of briefing and direct oncoming employees to proceed directly to their workstation.
- (b) Conclusion of Briefing: At the conclusion of briefing the Module Sergeant will go to each work site within the module section to ensure that the shift relief is taking place correctly. Each employee of the on-coming shift should be at the work site exchanging information with the off-going shift employees.
- (c) Area Checks: While posting the oncoming shift, and throughout the shift, the Module Sergeants will inspect the areas for which they are responsible.

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1. Locations: The Sergeant will inspect each guard station and module area for correct conditions and security concerns.
 2. Functions: The Sergeant will also inspect and view the way employees perform their duties. This will ensure a smoother flow of work, ensure compliance with policy and procedures, and provide a firsthand impression of employee's abilities and level of training.
 3. Problems: The Sergeant will move the module staff into areas where additional assistance is needed on a temporary basis. When problem areas are noted on a recurring basis, the Sergeant will submit written suggestions for resolution to the Shift Commander.
 4. Additional Resources: The Module Sergeant may request more assistance from the Operations Sergeant or the Housing Sergeant.
- (d) Monitor Visiting: The Sergeant will be responsible to inspect the visiting seating areas in the module buildings and supervise the activities therein.
- (e) Programs Areas: The Sergeant will inspect each module programs classrooms during each shift for security conditions and adherence to approved Facility activities.
- (f) Supervise Delivery of Inmate Services: The Module Sergeant will make certain that inmate services are provided as required in the module buildings.
1. Meals: The Sergeant will ensure each inmate is presented a meal at each meal time, that the food is served at the proper temperature and follows the menu provided by the kitchen. The Sergeant will make sure that the meals are served quickly and the utensils are returned to the kitchen as scheduled.
 2. Clothing Changes: The Module Sergeant will check the process of exchanging bedding and clothes and be certain that the correct number of changes take place weekly. The Sergeants will also periodically inspect clothing items fresh from the laundry to be certain of proper cleaning.
- (g) Recreation: Each day the Sergeant is to check each housing area to determine the length of indoor and outdoor recreation available to the inmates. Each inmate will be offered a minimum of three hours of outdoor recreation each week. The Sergeant must also check to be sure books, newspapers and game materials are available to inmates.
1. Phones: The Sergeant must ensure that the inmates have reasonable access to telephones.
- (h) Accessibility to Inmates: The Sergeant will be reasonably available to talk with inmates. As time is available the Sergeant will walk through the housing areas in order to be seen by the inmates, thus presenting an opportunity to converse with them.
1. Access to Official Visitors: The Sergeant will make sure that church, counselors and other approved services are available to inmates in the facility according to schedules or needs.
- (i) Module Area Searches: The Sergeant will supervise all searches in the module buildings housing areas.

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1. Daily Searching: The Sergeant will instruct Module Deputies to continually check inmate housing areas for contraband, planned escapes and malfunctioning equipment.
 2. Scheduled Searches: Periodically the Sergeant will gather several Deputies from throughout the facility and conduct a methodical, detailed search of selected housing areas. The Sergeant will be present during these searches of the building, inmates or both. Personal property of any inmate that is seized during a search must be accounted for as follows:
 - i. Contraband (illegal) - Placed into evidence with a DR number written.
 - ii. Excess Personal Property - Placed in the inmate's bulk or stored personal property.
 - iii. Excess Jail Property - Items are returned to the correct location such as the Clothing Room or Kitchen.
 3. Search results will be documented in the search logbook, which will be maintained in the Module Sergeants office.
- (j) Response to Emergency Situations: The Module Sergeant will be familiar with each emergency plan and the location and operation of all security equipment. When notified of an emergency in the modules, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in the modules. The Sergeant will gather all available information, preferably at the emergency site. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.
- (k) Response to Unusual Situations: When notified of an unusual condition in modules, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in the modules. The Sergeant will gather all available information, preferably at the location of the unusual situation. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.

7048.4 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, usually the Operations Sergeant.
 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.
 4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Division Commander should be contacted.

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7048.5 POST ORDER

[illegible]

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■ [REDACTED]
[REDACTED]
[REDACTED]

■ [REDACTED]

(f) Non-scheduled Duties:

1. Review and submit reports to Shift Commander.
2. Inspect shift personnel.
3. Receive sick calls and follow up as appropriate.
4. Make minor, expedient adjustments to equipment.
5. Train staff in their duties.
6. Complete performance evaluations for subordinates.
7. Supervise inmate feeding when necessary.
8. Carry out emergency procedures as necessary.
9. Act as Shift Commander as assigned.
10. Monitor official visitor sign up and screening.
11. Coordinate unit workflow with Operations Sergeants, Housing Sergeants, Medical and Kitchen staffs, and supervisory staff of other jail facilities.