

Miscellaneous

12019.1 MAINTAINING CIVIL SAFE COMBINATIONS, KEY-CARD CONTROL AND ALARM SYSTEMS

- (a) Civil Safe Combinations
 - 1. It will be the responsibility of the Captain in charge of any civil office to arrange for a locksmith to change the combination to the safe whenever any person that had access to the safe is terminated or resigns.
 - i. The Captain will first request a work order for locksmith services through O.C. Public Works.
- (b) Key/Card Control
 - 1. It is the responsibility of the Administrative Deputy in charge of each civil office to maintain a record of key or card key holders for building and private office access in the facility.
 - 2. The Admin Deputy will ensure that keys/card keys are retrieved from employees who separate from service or transfer out of the facility.

12019.2 CIVIL PROCESS ELEVATED RISK

Elevated Risk Defined:

Although many processes, such as evictions, carry an inherent danger to deputies, some situations/factors may exist which increase the danger to deputies and the public. These situations/factors may cause a delay in the service of said process to ensure it is completed safely. Situations/factors may include, but are not limited to, information that a subject(s) is armed and/or dangerous, a subject is hostile and potentially violent, a subject suffers from severe mental illness, or fortifications exist at the property.

- (a) Policy
 - 1. If a Deputy determines an elevated risk is present, the Civil Deputy will notify the Civil Sergeant prior to proceeding with the civil process.
 - 2. The Civil Sergeant will determine what tactical considerations will be implemented to safely complete the process and notify the Civil Captain, the Civil Captain will notify the Division Commander of the elevated risk operation.
- (b) Tactical Considerations
 - 1. Tactical Considerations include but are not limited to:
 - i. Other attempts to contact the defendant. Consider meeting at a neutral location or in the case of an eviction, performing the eviction when location is vacant.
 - ii. Time constraints – writs do not usually need to be served immediately. Use as much time as necessary, if needed, before the writ expires.

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- iii. Utilization of outside resources such as mental health, APS, local agency contacts, contact with neighbors/friends/family.
 - iv. Conduct surveillance operations.
- 2. Location of the nearest Hospital or Trauma Center.
 - i. Plans for a tactical withdrawal, if necessary.
 - ii. Brief history of case file, and any additional information from Plaintiff if available.
- (c) Civil Deputy Procedure
 - 1. The Civil Deputy will perform the following:
 - i. Records check – Warrants, restraining orders, license status, vehicles registered to, firearms registered to, VGTOF/TSC hits etc...
 - ii. Dispatch call history – check with local agency if necessary.
 - iii. Criminal history – Parole/probation status, CII, LARS etc...
 - iv. Arrange for aerial photos – Google or utilize OCSD Aviation Support Unit.
- (d) Elevated Risk Service Additional Information
 - 1. As necessary, or at the direction of the Civil Sergeant, the Civil Field Deputies will perform / request the following; they include but are not limited to:
 - i. Ground photographs of the target area.
 - ii. OCJ Classification data – Information cannot be printed or used in report.
 - iii. CIRT/SWAT activation.
 - iv. Staging of Fire/Paramedics – ambulance.
 - v. Child protective services.
 - vi. Health Care Agency – elderly, handicapped, mentally ill.
 - vii. Animal Control.
 - viii. Code Enforcement.
 - ix. Entry tools
 - 2. Drive-by of the target area, and perform the following functions:
 - i. Check for vehicles
 - ii. DMV checks – stolen, 10-32 associated, etc.
 - iii. Structure analysis – fortifications, terrain, surrounding residences/business and signage on property indicating hostility towards the court system or law enforcement.
 - iv. Cameras.
 - v. Animals.

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- vi. Children.
- vii. Signs of additional occupants.
- 3. Additionally, any time a Deputy makes a forcible entry by breaking a door, window, or uses lock picking tools to gain entry to legally enforce a civil judgment, the property damage waiver shall be completed and signed by the property owner prior to the forcible entry. This requirement does not apply when exigent circumstances exist, and Deputies need to make immediate entry.
- (e) Civil Sergeant Procedures
 - 1. The Civil Sergeant will perform the following:
 - i. Notify L.A. Clear of the address of the eviction
 - ii. Supervise the Elevated Risk Operation
 - iii. If game plan is required, review and approve.
 - iv. Review Checklist
 - v. Review Court Order/Writ
 - vi. Direct Deputies to draw DR# if applicable.
- (f) Other
 - 1. If it is determined that a subject meets the criteria of an elevated risk, the Civil Sergeant or their designee may contact the Orange County Intelligence Assessment Center (OCIAC) Analytical Unit [REDACTED] and have them run the subject through their data bases for possible additional information.

12019.3 SHERIFF'S CIVIL TECHNICIANS CARRYING CHEMICALS AGENTS

- (a) Only department personnel who have completed department approved training may use authorized chemical agents.
- (b) Sheriff's Civil Technicians may, when on duty, carry an authorized chemical agent, unless their assignment precludes carrying a chemical agent.
 - 1. For additional requirements refer to OCSD Policy Manual Section 300 – Use of Force.