

## Policy 4000 - Central Men's Jail

### 4000 - Housing Operations

#### 4000.1 - Staffing/Responsibilities

##### a) Guard Station Staffing

1. All Guard Stations will be staffed by a Guard Station Deputy/SSO/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 leave without proper relief or at the direction of the Sergeant.
2. The Second Floor Guard Station will direct and coordinate the functions of the second floor, as well as directing and coordinating inmate movement between the Central Men's Jail and the Intake/Release Center.
3. The Third Floor Guard Station will coordinate the operations of modules A, B, C as well as directing inmate movement on and between other floors of the facility.
4. The Fourth Floor Guard Station will coordinate the operations of modules D, E, F, and Disciplinary Housing, as well as, directing inmate movement on and between other floors of the facility.
5. The Roof Recreation Guard Station will direct all roof recreation activities and coordinate all inmate movement to and from the roof. (Note - Will only be staffed during hours of operation).

##### b) Module Staffing

1. All housing modules will be staffed by a Module Deputy/SSO/CSA with assistance as needed from Prowler Deputies. The module will be staffed 24 hours a day, 7 days a week.
2. The modules are designed and constructed with various types of cells for the separation of inmates as needed.
3. Modules A-F will house inmates cleared for regular housing as well as other classifications of inmates including:
  - i. High Security (HS)
  - ii. Administrative Housing (AH), Levels 1-3
  - iii. Protective Custody (PC), Levels 1-3
  - iv. Civil Commitments (Civil-6600/CPC-1332/CC-1209)
  - v. Problem Inmate (PIM)
4. Module O will house inmates with health care needs as well as other classifications of inmates listed above.

##### c) Guard Stations

1. Guard Stations, Module offices and guard corridors are secured areas to which inmates are denied access, [REDACTED].

- i. Under immediate direction and with prior approval of the Guard Station staff, a CST will oversee the cleaning of [REDACTED].
- ii. [REDACTED] will not be permitted to loiter in the area or have access to any documents or security equipment.

#### 4000.2 – Documentation

##### a) Work Station Log

1. All Guard Station and Module staff will maintain a 24-hour daily log. The information on the log will include but is not limited to:
  - i. Name of the assigned staff for each shift
  - ii. Date and shift times
  - iii. Time, number, and status of counts
  - iv. Time and schedule of chow hall.
  - v. Incidents, title and report numbers
  - vi. Safety check times and observations.
  - vii. Other information pertinent to the shift
2. In modules, the safety check logs will be updated no less than once an hour. The information on the log will include but not be limited to:
  - i. The time
  - ii. The staff members printed name and PIN
  - iii. The condition of the module

##### b) Safety Check Log

1. For more information about safety checks, reference CCOM Policy 1716 – Safety Checks.

#### 4000.3 - Receiving Inmates

- a) The Second Floor Guard Station staff will coordinate incoming inmate movement with the Intake Release Center (IRC) Second Floor Guard Station staff.
- b) After being searched, inmates will go to the Third or Fourth Floor Guard Station from the Second Floor Guard Station. The inmates will be escorted by a deputy.
- c) Each guard station will process new inmates according to procedures as outlined their respective policy sections.
- d) The module staff will review the inmate's module card and identification card to ensure the inmate has arrived at the assigned module. If the inmate cannot be housed in the module as assigned by Classification staff, classification level, no open bunk), the module staff will contact a classification deputy for a housing assignment.
- e) The cell and bunk assignment will be made and entered into SDS by Classification staff based upon available space and the inmate's compatibility with other inmates. Compatible inmates may be assigned to the same tank.

1. Classification staff will write the date, tank, cell, and bunk assignment on the mod card.
  2. The mod card will then be placed in the mod cardholder.
- f) The module staff will ensure that the inmate has received from the inmate workers' room the following:
1. 1 towel
  2. 1 blanket
  3. 2 sheets
  4. 1 mattress
- g) The inmate will be informed of where the jail rules are posted.
- h) Inmates newly received into custody or who have been in custody less than four days may be provided the following hygiene items by a supply maintained in the module office.
1. 1 toothbrush
  2. 1 disposable razor
  3. 1 comb
    - 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.
- i) The module staff will direct the inmate to the assigned area after having conducted a search of the inmate and his personal effects. Visual cell checks by module staff.

#### 4000.4 - Court Preparation

- a) The midnight court deputy will deliver a copy of the court roster to each module.
- b) The module staff will examine the roster to determine if all listed inmates are actually housed in the module.
  1. Listed inmates not in the module must be located by the module staff. The court information must then be relayed to the staff at the inmate's actual location in order to have the inmate prepared to make the court appearance on time.
- c) The module staff will then prepare the correct number of colored cards to be placed on the module cards of the inmates.
- d) Inmates going to court must be dressed in a full issue of jail clothing. The module staff will ensure that inmates are properly dressed prior to leaving the module.
- e) Inmates going to court will not take books, combs, commissary items, etc. without a court order. Inmates may take court papers that pertain to their case or other documents requested by the court (e.g. classroom certificates to show completion of courses ordered by the judge) and authorized self-carry medications with approved documentation.
- f) Inmates claiming to be due for a court appearance, who are not on the list will require the module staff to check with Inmate Records.
  1. The staff will request a careful check of records in order to prevent an "over detention" which could jeopardize prosecution and subject the County to liability.

- g) Module staff will ensure that Specialty Housing inmates are not placed in the module vestibule until after all the other court inmates have departed the module.

#### 4000.5 - Inmate Meals

- a) Schedule: (Approximate)
1. Breakfast [REDACTED] hours
  2. Lunch [REDACTED] hours
  3. Dinner [REDACTED] hours
- b) Unless otherwise specified, all inmates will eat in the chow hall.
- c) The chow hall will be supervised by the Housing Sergeant who will coordinate inmate movement with the Guard Station staff. The sergeant will record the meal times in the Inmate Meal logbook which will be retained in the Guard Station.
- d) The Guard Station staff will ensure the following:
1. A minimum of [REDACTED] are inside the chow hall for security purposes prior to admitting the inmates.
  2. A minimum of [REDACTED] will be assigned to the hallway to assist in controlling inmate movement.
  3. [REDACTED] will be secured in the [REDACTED] during inmate meals.
- e) The Guard Station staff will be responsible for the visual control of inmate movement to and from the chow hall.
1. The Guard Station staff will arrange the release of inmates from housing areas in such a manner as to maintain a continuous flow through the serving line.
  2. The Guard Station staff coordinating chow hall movement will notify any other Guard Station staff when movement is required to or from their floor.
    - i. The floor guard station staff will call the Module staff and advise when to send the tank or group of inmates to the chow hall. The Module staff will utilize security procedures regarding mass inmate movement at all times.
    - ii. When the tank or group of inmates has completed their meal and has been excused from the chow hall, the guard station staff will call the module staff advising the tank or group of inmates is returning. The Module staff will open the vestibule door and allow the inmates return to their assigned housing location.
- f) In-Cell Feeding
1. When inmates are fed on an in-cell basis, the Guard Station staff will call the Module staff for a count of meals required.
  2. When the in-cell meals have been prepared, a Prowler Deputy and two inmate workers, wearing proper hats and plastic gloves will deliver the meals to each inmate. The Prowler Deputy will assure that each meal is complete and the service carts are kept at the proper

temperature during the entire serving process. The module staff will document on the 24 hour Log the time in-cell meals are delivered to inmates.

3. At the completion of the meal, the assigned tank area sweeper or inmate worker will collect any serving trays and sweep up all trash generated from the meal. The module staff will document on the 24 hour log the time in-cell trays are collected. The serving trays will then be counted and immediately returned to the kitchen.
4. All special diets will be approved by the Medical Staff prior to informing the kitchen to prepare them. The Prowler Deputy will assure that all special diets are delivered to the proper inmate.
5. Disciplinary Housing inmates will be fed during in-cell feeding. A Prowler Deputy will accompany an inmate worker throughout the feeding. Inmates in Disciplinary Housing will be fed the same meal as all other inmates.
6. All inmates will be given a minimum of 15 minutes to eat their meals.

#### 4000.6 - Count Times and Corresponding Types

For more information about count times and corresponding types, reference CCOM Policy 1719 - Inmate Counts.

#### 4000.6 - Inmate Movement

- a) Anytime an inmate leaves the module other than mass movement or by escort, the inmate must have a properly completed movement pass. The pass must be filled out with the following information:
  1. Destination
  2. Date and time of departure
  3. Inmate's name
  4. Inmate's booking number
  5. Issuing staff member's signature
- b) Passes may be generated from another location within the jail complex. Inmate runners are regularly used to distribute movement passes throughout the jail. Only sworn staff is to give passes to the runners for distribution.
  1. All non-sworn employees are to present passes to the floor guard station for distribution by inmate runners. Guard station staff should make every effort to expedite passes.
- c) Anytime a Module staff member receives a pass and the inmate is not within the module, the Module staff will inform the individual who generated the pass that the inmate is not available.
- d) If the inmate is not housed in the module, the Module staff will check the movement log or check SDS for the new housing location and forward the pass to that location.
- e) When the inmate is no longer housed in this facility, the Module staff will inform the individual who generated the pass.

- f) During mass movement for meals, roof recreation, chapel or clothing exchange, etc., the Module staff will be informed by the Guard Station to prepare the inmates for movement.
- g) Inmate movement to court transfer:
  - 1. Inmates will be escorted in groups to or from the Central Men's Jail (CMJ) second floor Guard Stations by CMJ Court and Prowler Deputies through the connecting corridor to the IRC.
  - 2. Inmates will walk single file, grouped by classification.
  - 3. Groups will be led by one Court or Prowler Deputy and followed by another Court or Prowler Deputy.
- h) Anytime a staff member escorts any number of inmates, an accurate headcount of all inmates shall be made before, during and upon completion of the escort. 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.

#### 4000.7 – Recreation

- a) Dayroom
  - 1. For more information about dayrooms, reference CCOM Policy 2006 (b) - Dayrooms.
- b) Outdoor Recreation
  - 1. Outdoor recreation will take place in the roof recreation area. After being advised by the Guard Station, the Module staff will announce scheduled roof recreation to inmates over the P.A. 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 staff will direct movement of inmates to and from the roof recreation area with coordination through the roof guard station. The housing guard station staff will ensure that all inmates have been searched prior to movement to the roof.

#### 4000.8 – Visiting

- a) The Module staff will become aware of a pending visit when the Visiting or Attorney/Bonds Guard Station staff calls or sends a pass to the module.
- b) The Module staff will determine if the inmate is available for a visit. The module staff will quickly inform the Visiting or Attorney/Bonds staff of an inmate's unavailability and the expected duration.
- 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.
- d) Module staff will not require inmates to participate in visits. Inmates may refuse any public or official visit.

- e) Booth assignments are made by the Attorney/Bonds or Visiting Deputy. Changes made by the Module staff, for the good order and efficiency of the modules operation, must be relayed to the Visiting/Attorney/Bonds Deputy to prevent confusion. Every effort will be made to ensure incompatible inmates are not allowed to visit at the same time.

#### 4000.9 - Religious Services

It is the policy of the Orange County Sheriff's Department (OCSD) 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 Division Commander, Inmate Programs Director, and the Custody Operations Assistant Sheriff.
- b) Preparing For Chapel Service
  1. Staff will notify inmates when religious programs are scheduled.
  2. Specialty Housing inmates will not attend regular chapel services. Special arrangements may be made on an individual basis when requested.
- c) At the times scheduled for chapel services an escort deputy will meet the approved visiting church group at Main Control and escort them to the chapel.
  1. Each group may consist of no more than six (6) persons.
  2. Each person must sign in and wear a visitor's badge.
  3. Each person will complete, read, and sign a Security Clearance Agreement which includes the prohibition for handing any materials to any inmate.
- d) Items such as instrument cases, boxes or large bags, will be checked for contraband items.
- e) The Main Control staff will notify the Third and Fourth Floor Guard Station to prepare those inmates wishing to attend the service.
- f) A member of staff from each individual module will make an announcement over their P. A. system for those inmates wishing to attend to get dressed in full jail issue and lineup in the vestibule. The Module staff will notify the Housing Guard Station of the number of inmates that wish to attend.
- g) The Housing Sergeant, or if not available, the guard station staff, will determine the number of inmates that may be sent from each floor. The maximum chapel capacity [REDACTED] is regulated by the Santa Ana Fire Department.
- h) Inmates will be escorted to the chapel by one or more escort deputies, the size of the group dictating the number of escorting deputies.
- i) After all inmates have entered the chapel, the door will be locked from [REDACTED]. A minimum of [REDACTED] will remain inside the chapel at all times.

- j) When services end, the deputy in the chapel will advise the Guard Station staff who will assign a prowler to open the chapel door to permit the inmates to exit the chapel.
- k) Inmates will then be escorted back to their modules and the chapel will be secured. Visitors will be escorted to the first floor and exit through Main Control sally port.

#### 4000.10 - Inmate Release

- a) Notification of inmate releases will originate through the IRC and Second Guard Station.
- b) The Module staff will instruct the inmate to bring all personal and jail issue items, to the module vestibule. Cells or bunk areas are to be left in clean condition.
- c) The Module staff will verify the inmate's identity by checking the information on both the module card and by questioning the inmate if necessary.
- d) Each item of jail property, bedroll, towel, sheets, and blanket will be checked for quantity and condition by the Prowler before being carried to the bedding supply room by the inmates.
- e) The Module staff will mark the release information in large letters on the front of the mod card:
  - 1. [REDACTED] = [REDACTED]
  - 2. [REDACTED] = [REDACTED]
  - 3. [REDACTED] = [REDACTED]
  - 4. [REDACTED] = [REDACTED]
- f) The inmate will be handed the module card and directed to the Second Floor Guard Station.
- g) The Housing Prowler will direct the inmate to sanitize the mattress. Any items left by the inmate such as Jail property will be recycled. Valuables will be handled by the Module staff the same as found property with a known owner.

#### 4000.11 - Line-Up Procedure

- a) The purpose of a physical line-up is to present to the witness of a crime six subjects with similar physical characteristics and to request these witnesses to identify the suspect, if the suspect is present. Although the witnesses are not told, the line will contain one inmate who has been arrested for the specific crime affecting them.
- b) Line-ups are requested by the District Attorney's office or police agencies and sometimes immediately after booking in order to obtain a complaint. The court also orders line-ups at the request of either the prosecutor or the defense.
- c) Selecting the Line-up
  - 1. Forms listing the day and time of scheduled line-ups and involved suspects are received by the Operations Sergeant from Investigations. The Operations Sergeant assigns a deputy to select the participants.
- d) Suspect Refuses to Participate
- e) Fill-in Refuses to Cooperate



1. Whenever an inmate, other than the suspect, expresses an unwillingness to cooperate, notify the Operations Sergeant immediately. The inmate will be advised of the consequences for "Failure to Obey a Directive." Voluntary compliance will be attempted.
2. Inmates who continue to refuse to cooperate will be segregated from other participants at once and a report will be written charging "Failure to Obey a Directive".
3. No special privilege or reward is to be promised to any inmate for participation in a line-up.

#### 4000.12 - 2nd Guard Station

The Second Floor Guard Station will direct and coordinate the functions of the second floor, as well as directing and coordinating inmate movement between the Central Men's Jail and the Intake/Release Center.

##### a) Supervision

1. Guard Station staff will receive direction and supervision from the Operations Sergeant.
2. The Second Floor Guard Station staff will direct certain housing activities scheduled or spontaneous, with prior approval of and in the absence of the Operations Sergeant.
3. Reports and other documents will be placed on the Sergeant's desk as they are received.

##### b) Security Equipment

1. The Guard Station will be equipped with security monitoring and regulating equipment.
2. A control panel with colored lights and buttons will indicate the condition of certain doors on the floor.
  - i. Staff will be constantly aware of each door's status and the working order of all equipment.
  - ii. All doors will remain closed unless an authorized person is passing through.
3. Restraint devices will be kept in the Guard Station and shall be used by deputies as necessary.

[REDACTED]

4. Pac Set Radio Chargers will be maintained in the Guard Station for radios used on that floor.
  - i. The Guard Station staff will keep the chargers, batteries, and radios operational at all times.
  - ii. Unserviceable equipment will be delivered to the Administrative Deputy for any necessary repairs.
    - A. The Day Shift Guard Station staff will keep a record of equipment out for repair.

5. The Guard Station staff will utilize the public address system when necessary.
  6. An emergency movement control will be located in the Guard Station for the escalator. The Guard Station staff can control both escalator movement and direction.
- c) Visual Supervision of Inmates
1. Visual supervision of inmates in the hallways will be the responsibility of the Guard Station staff.
    - i. Inmates in the connecting corridor between IRC and the Central Men's Jail will be observed throughout their movement. Inmates are to walk non-stop through this area. Prowler Deputies will be sent to check any unusual inmate behavior.
  2. The IRC and Central Men's Jail Second Floor Guard Station staff will maintain continuous contact with each other regarding inmate movement through the connecting corridor.
  3. The Guard Station staff will ensure that an escort Deputy is provided for inmates requiring escort through the connecting corridor.
  4. No staff other than law enforcement personnel (deputies, SSO's, CSA's) will be allowed routine movement through the second floor tunnel without an escort.
    - i. Exceptions may be permitted in special circumstances (i.e. movement of oversized equipment, medical emergencies, etc.) provided the security of the facility and staff is not compromised. In these instances the Central Men's Jail Second Guard Station and the IRC Housing Guard Station must cease all inmate movement through the tunnel, verify the tunnel is clear, and remain in constant communication while the staff member proceeds through the tunnel.
- d) Intake of Inmates from the IRC
1. The Second Floor Guard Station staff will coordinate incoming inmate movement with the IRC Second Floor Guard Station staff.
  2. No inmate movement will be initiated from the IRC to the Central Men's Jail without notification of the Central Men's Jail Second Floor Guard Station staff.
    - i. The Guard Station staff may request inmate movement be held. This may be prudent during disturbances, medical emergencies, inmate counts, shift change, or any other time security staff is unavailable.
  3. All incoming inmates from the IRC will be under as escort or possess either a movement pass or their module card.
  4. The Second Floor Guard Station staff will review the module cards for completeness, accuracy, and verify the identity of each inmate, utilizing the photograph and other information on the Module Card.
  5. Any discrepancies in the Module Cards will be reported to the IRC Second Floor Guard Station or Classification staff. No inmates will be accepted into the Central Men's Jail until the discrepancy has been resolved.

6. All inmates transferred to the Central Men's Jail will be accurately accounted for. This will be accomplished by use of the Facility Master Inmate Movement log.
    - i. When inmates are received from the IRC, the following should be done immediately:
      - A. Enter inmate's full name (last name first)
      - B. Booking Number
      - C. Enter the time the inmate was received.
      - D. Where the inmate is going (A, B, C, D, E, F, O, or R).
      - E. Add the total number of inmates received to the previous count for running total.
  7. The Second Floor Guard Station staff will direct the inmates to their pre-assigned housing area.
  8. Module Cards will be carried to the appropriate housing locations by Prowler Deputies or Inmate Workers.
- e) Release of inmates via the IRC
1. The Second Floor Guard Station staff will coordinate outgoing inmate movement with the IRC Second Floor Guard Station staff.
  2. No inmate movement will be initiated from the Central Men's Jail to the IRC without approval from the IRC Second Floor Guard Station staff.
  3. Inmates being transferred to a hospital will be sent through the warehouse dock or the second floor inmate corridor to the IRC for transport.
  4. Inmates being released will hand carry their Module Cards to the IRC Release Guard Station. In this case, the Module Card will substitute for a movement pass for the individual inmate.
  5. The Second Floor Guard Station staff will review the module card for completeness, accuracy, and verify the identity of each inmate, utilizing the photograph and other information on the Module Card.
  6. Any discrepancy in the Module Cards will be resolved prior to the inmate being sent to the IRC and through the release process.
  7. All inmates transferred from the Central Men's Jail will be accurately accounted for. This will be accomplished by use of the Facility Master Inmate Movement log.
    - i. After Inmate Records notifies the Second Floor Guard Station of inmates to be released or transferred, the following should be done:
      - A. Enter the inmate's full name (last name first)
      - B. Booking Number
      - C. Enter the time the inmate was released/transferred.
      - D. The location from where the inmate came (A, B, C, D, E, F, O, or R).
      - E. Subtract the total number of inmates released from the running count to obtain a new total.
- f) Facility Master Movement Log Reconciliation

1. At each Paper Count the Population Density Report prepared by the 3rd Floor Guard Station shall be compared to the Facility Master Movement Log.
  - i. Any discrepancies must be resolved immediately and prior to being relieved by the oncoming shift.
  - ii. Once the Facility Master Movement log and the Population Density Report match, the running total will be highlighted.
2. End of day Statistics
  - i. Count the total number of inmates received and add them to the beginning count.
  - ii. Subtract the number of inmates released or transferred from the total to determine the ending count.
  - iii. This ending number must match the Facility Master Movement log running total.
3. Operations Sergeant
  - i. The Operations Sergeant shall ensure the accuracy of all statistics for the previous day.
4. Watch Commander
  - i. The Watch Commander shall verify the accuracy of the provided statistics.
  - ii. The 24-hour statistics from both the Men's and Women's Jails shall be provided to the IRC Watch Commander to be included in the system-wide Custodial Statistical Report.
- g) Classrooms
  1. The Guard Station staff will coordinate movement from the modules to and from the classrooms on the second floor.
  2. The Operations Sergeant, or if not available, the guard station staff, will determine the number of inmates that may be sent from each floor. The maximum capacity of the large classroom is ■ inmates and the small classroom is ■ inmates.
- h) Inmate Barber Shop
  1. The second floor guard station staff will direct and coordinate all inmate barber shop movement.
  2. The guard station staff will also ensure inmate barbers are familiar with the procedure for maintaining hygiene equipment.
- i) Official Facility Visitors
  1. Official visitors escorted from the IRC by IRC personnel to the Central Men's Jail via the second floor-connecting corridor for the purpose of a tour will be required to check in at the Main Control Guard Station.
  2. All visitors will sign the Visitors Control Log and be issued a visitors badge.
  3. The Second Floor Guard Station staff will notify the Central Men's Jail Operations Sergeant of the visitors' arrival.
- j) Second Floor Detention Bench

1. The Housing Sergeant shall be notified prior to, or immediately after, an inmate being secured to the Detention Bench.
2. The Detention Bench will not be used in a manner that will punish or coerce the inmate.
3. Securing an inmate to the Detention Bench requires a valid safety or security need. Prior to securing the inmate to the Detention Bench, the deputy will consider the inmate's behavior and any injury to, or medical condition of, the inmate known by the deputy.
4. When securing the inmate to the Detention Bench, the deputy will secure one cuff of a set of handcuffs to the fixed eyelet attached to the bench. Once the handcuffs are secured to the eyelet, the deputy will handcuff the available cuff of the fixed handcuffs to the inmate's handcuff chain. At no time during this process will the inmate's handcuffs be removed.
5. No inmate will be secured to the bench longer than necessary.
6. After one hour, the housing sergeant may authorize one additional hour pending the availability of a more permanent detention location.
7. Inmates secured to the Detention Bench will be given the opportunity to eat their jail issued meals according to the established schedule as outlined in the Custody and Court Operations Manual, Housing Operations section.
8. An inmate secured to a Detention Bench located in the Second Floor north elevator vestibule will be visually monitored by the security staff, or via the use of the CCTV monitor located in the Second Floor Guard Station. A safety check of the inmate shall be conducted at least every 15 minutes.
9. The Second Floor Guard Station staff will record into the Second Floor Guard Station workstation log:
  - i. The date and time the inmate is secured to the bench,
  - ii. The sergeant notified and approving the placement,
  - iii. The inmate's name and booking number,
  - iv. The safety or security need for securing the inmate to the bench
  - v. The date and time the inmate was removed from the bench.
10. The Second Floor Guard Station staff will coordinate the 15 minute safety checks on each inmate secured to the Detention Bench. The 15 minute checks will be documented on the Second Floor workstation log.

#### 4000.13 - Modules "O & R" and Medical Floor Operations

Treatment and care for inmates with health care needs will be provided on the medical floor by trained medical personnel. Deputies will provide the security necessary to ensure the protection of the staff and inmates. The Module "O" office will perform the functions of this floor. The Module Office is a fixed post and under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.

a) Supervision

1. Module O & R staff will receive direction and supervision from the Operations Sergeant.
2. The Second Floor Guard Station staff will direct certain housing activities scheduled or spontaneous, with prior approval of and in the absence of the Operations Sergeant.
3. Reports and other documents will be placed on the Sergeant's desk as they are received.
4. Disciplinary hearings for inmates housed on the Second floor will be conducted by the Operation's Sergeant.

b) Staffing – Responsibilities

1. The Medical Floor will be staffed by a [REDACTED], 24 hours a day, 7 days a week.
2. Responsibilities for the floor are specifically spelled out in the Memorandum of Understanding between the Sheriff-Coroner Department and the Health Care Agency and includes the following:
  - i. Matters of judgment regarding health care services will be the sole provinces of the health services staff.
  - ii. Sheriff's Department staff will retain control over and set policies for maintaining security within the jails and jail premises. This shall include the identification of proper housing for inmates.
  - iii. Sheriff's staff will provide security for those inmates confined in the medical areas in order to ensure the safety of the inmates and Correctional Health Services (CHS) staff
  - iv. Jail personnel will maintain necessary communications with CHS staff in order to be aware of the general health condition of inmates.
3. CHS staff will not open cell doors.
4. The Module staff must be notified by CHS staff before sending any inmate to the Central Men's Jail Infirmary.
5. CHS staff will notify the Module "O" staff of any housing change requests. The staff will then coordinate the change with Classification.
6. The second floor prowler deputy will visually check the entire medical housing area minimally every 30 minutes. Module R will be visually checked once per hour. All safety checks will be logged on the Module "O" office safety check log. For more information about documenting safety checks, reference CCOM Policy 1716.4 - Documentation of Safety Checks.

c) Sheltered Living Cells

1. Inmates assigned to sheltered living cells will be afforded the privileges of regular housing inmates.
2. Each inmate assigned to a sheltered living cell will have an "Inmate Activity Log". The Module staff and Prowler Deputies will maintain the logs in the module office.
3. For more information about documenting ADA (Americans with Disabilities Act) inmate activity, reference CCOM Policy 1606.1 (e) - ADA Procedures.

- i. The Prowler Deputy conducting the activity, shower, roof recreation, phone calls, or dayroom, is responsible to ensure the times and/or refusals are properly entered on the "Inmate Activity Log".
- ii. They will ensure each inmate receives all privileges unless medical restrictions listed on the "Notice of CHS Restrictions" do not allow for specific activities.
- iii. The Operations Sergeant will regularly inspect these logs to ensure they are accurate and complete.
- iv. Sheltered living cell individual inmate activity logs shall be collected and reviewed at the end of each month by the Housing Sergeant for completeness and accuracy.
- v. Any discrepancies shall be corrected immediately.
- vi. The last page of each log will be signed indicating they have been reviewed and forward them to the day Shift Commander who will do the same.
  - A. After review by the Watch Commander, they will be forwarded to the Division Commander's office. The Watch Commander shall also review the logs and maintain them for two years.

#### 4000.14 - Third Floor Guard Station

The Third Floor Guard Station will coordinate the operations of modules A, B, C as well as directing inmate movement on and between other floors of the facility. The Guard Station is a fixed post and under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.

##### a) Supervision

1. The Guard Station staff will receive direction and supervision from the Housing Sergeant.
2. The Guard Station staff will direct certain housing activities, scheduled or spontaneous, with the prior approval of and in the absence of the Housing Sergeant (e.g., meals, mass movement, court, TV channel changes).
3. Reports and other documents will be placed on the Sergeants' desk as they are received.

##### b) Security Equipment

1. The Guard Station will be equipped with security monitoring and regulating equipment.
  - i. A control panel with colored lights and buttons will indicate the condition of certain doors on the floor. Staff will be constantly aware of each door's status and the working order of all equipment. All doors will remain closed unless an authorized person is passing through.
  - ii. [REDACTED] and shall be used by deputies as necessary.
  - iii. [REDACTED] . [REDACTED] and at the direction of the Sergeant.

- iv. Pac-set radio charges will be maintained in the Guard Station for radios used on that floor. The Guard Station staff will keep the chargers, batteries and radios operational at all times. Unserviceable equipment will be delivered to the Transportation Sergeant for repairs at County Communications. The day shift Guard Station staff will keep a record of equipment out for repair.
- v. The Guard Station staff will utilize the public address system when necessary.
- vi. [REDACTED]  
[REDACTED] can be controlled by the Guard Station staff.

c) Visual Supervision of Inmates

- 1. Visual supervision of inmates in the hallways will be the responsibility of the Guard Station staff.

d) New Bodies, Transfers, and Releases

- 1. The Guard Station staff will record new bodies, releases, in custody transfers, and intra-facility housing changes to and from the third floor.
  - i. The Third Floor Master Inmate Movement log will be used to record this movement. A new log will be started daily.
  - ii. Inmates transferred from one module to another module on the third floor will not be recorded on the log.
  - iii. The facility count column on the Master Inmate Movement Log will be used to track the number of inmates housed on the third floor.
  - iv. The logs will be kept in the guard station for 30 days, and then stored.

e) Third Floor Detention Bench

- 1. The Housing Sergeant shall be notified prior to, or immediately after, an inmate being secured to the Detention Bench.
- 2. The Detention Bench will not be used in a manner that will punish or coerce the inmate.
- 3. Securing an inmate to the Detention Bench requires a valid safety or security need. Prior to securing the inmate to the Detention Bench, the deputy will consider the inmate's behavior and any injury to, or medical condition of, the inmate known by the deputy.
- 4. When securing the inmate to the Detention Bench, the deputy will secure one cuff of a set of handcuffs to the fixed eyelet attached to the bench. Once the handcuffs are secured to the eyelet, the deputy will handcuff the available cuff of the fixed handcuffs to the inmate's handcuff chain. At no time during this process will the inmate's handcuffs be removed.
- 5. No inmate will be secured to the bench longer than necessary.
- 6. After one hour, the housing sergeant may authorize one additional hour pending the availability of a more permanent detention location.
- 7. Inmates secured to the Detention Bench will be given the opportunity to eat their jail issued meals according to the established schedule as outlined in the Custody and Court Operations Manual, Housing Operations section.



8. An inmate secured to a Detention Bench located in the Third Floor north elevator vestibule will be visually monitored by the security staff, or via the use of the CCTV monitor located in the Third Floor Guard Station. A safety check of the inmate shall be conducted at least every 15 minutes.
9. The Third Floor Guard Station staff will record into the Third Floor Guard Station workstation log:
  - i. The date and time the inmate is secured to the bench,
  - ii. The sergeant notified and approving the placement,
  - iii. The inmate's name and booking number,
  - iv. The safety or security need for securing the inmate to the bench
  - v. The date and time the inmate was removed from the bench.
10. The Third Floor Guard Station staff will coordinate the 15 minute safety checks on each inmate secured to the Detention Bench. The 15 minute checks will be documented on the Third Floor workstation log.

#### 4000.15 - Fourth Floor Guard Station

The Fourth Floor Guard Station will coordinate the operations of modules D, E, F, Disciplinary Housing, as well as directing inmate movement on and between other floors of the facility. The Guard Station is a fixed post and under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.

##### a) Supervision

1. The Guard Station staff will receive direction and supervision from the Housing Sergeant.
2. The Guard Station staff will direct certain housing activities, scheduled or spontaneous, with the prior approval of and in the absence of the Housing Sergeant (e.g., meals, mass movement, court, TV channel changes).
3. Reports and other documents will be placed on the Sergeants' desk as they are received.

##### b) Security Equipment

1. The Guard Station will be equipped with security monitoring and regulating equipment.
2. A control panel with colored lights and buttons will indicate the condition of certain doors on the floor.
  - i. Staff will be constantly aware of each door's status and the working order of all equipment.
  - ii. All doors will remain closed unless an authorized person is passing through.
3. [REDACTED] and shall be used by deputies as necessary.

4. [REDACTED]
  - i. [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED] on Guard Station log

5. Pac-set radio charges will be maintained in the Guard Station for radios used on that floor.
  - i. The Guard Station staff will keep the chargers, batteries and radios operational at all times.
  - ii. Unserviceable equipment will be delivered to the Administrative Deputy for necessary repairs
  - iii. The day shift Guard Station staff will keep a record of equipment out for repair.

6. The Guard Station staff will utilize the public address system when necessary.

7. [REDACTED]  
[REDACTED] can be controlled by the Guard Station staff.

c) Visual Supervision of Inmates

1. Visual supervision of inmates in the hallways will be the responsibility of the Guard Station staff.

d) New Bodies, Transfers, and Releases

1. The Guard Station staff will record new bodies, releases, in custody transfers, and intra-facility housing changes to and from the fourth floor.
  - i. The Fourth Floor Master Inmate Movement log will be used to record this movement. A new log will be started daily.
  - ii. Inmates transferred from one module to another module on the fourth floor will not be recorded on the log.
  - iii. The facility count column on the Master Inmate Movement Log will be used to track the number of inmates housed on the fourth floor.
  - iv. The logs will be kept in the guard station for 30 days, and then stored.

e) Disciplinary Housing

1. Responsibility for the supervision of inmates in disciplinary housing is as follows:
  - i. Fourth Floor Guard Station:
    - A. Maintains statistical information and counts, monitors the noise level in the Disciplinary Housing cells.
    - B. The Guard Station staff will notify the responsible Prowler when follow up is required.
    - C. Maintains module cards and directs prowlers to perform 30 minute checks.
  - ii. 4th Floor Prowlers:
    - A. As directed by the Fourth Floor Guard Station staff will conduct escorts, feeding, and required 30 minute checks including completion of individual and area logs.

- iii. An inmate will not be placed in a Disciplinary Housing cell prior to a punishment hearing held by the Disciplinary Officer, or as alternative housing, without permission from the Watch Commander. Correctional Health Services (CHS) will then be notified.
- f) Fourth Floor Detention Bench
  1. The Housing Sergeant shall be notified prior to, or immediately after, an inmate being secured to the Detention Bench.
  2. The Detention Bench will not be used in a manner that will punish or coerce the inmate.
  3. Securing an inmate to the Detention Bench requires a valid safety or security need. Prior to securing the inmate to the Detention Bench, staff will consider the inmate's behavior and any injury to, or medical condition of, the inmate known by the staff.
  4. When securing the inmate to the Detention Bench, the deputy will secure one cuff of a set of handcuffs to the fixed eyelet attached to the bench. Once the handcuffs are secured to the eyelet, the deputy will handcuff the available cuff of the fixed handcuffs to the inmate's handcuff chain. At no time during this process will the inmate's handcuffs be removed.
  5. No inmate will be secured to the bench longer than necessary.
  6. After one hour, the housing sergeant may authorize one additional hour pending the availability of a more permanent detention location.
  7. Inmates secured to the Detention Bench will be given the opportunity to eat their jail issued meals according to the established schedule as outlined in the Custody and Court Operation Manual, Housing Operations section.
  8. An inmate secured to a Detention Bench located in the Fourth Floor north elevator vestibule will be visually monitored by the security staff, or via the use of the CCTV monitor located in the Fourth Floor Guard Station. A safety check of the inmate shall be conducted at least every 15 minutes.
  9. The Fourth Floor Guard Station staff will record into the Fourth Floor Guard Station workstation log:
    - i. The date and time the inmate is secured to the bench,
    - ii. The sergeant notified and approving the placement,
    - iii. The inmate's name and booking number,
    - iv. The safety or security need for securing the inmate to the bench
    - v. The date and time the inmate was removed from the bench.
  10. The Fourth Floor Guard Station staff will coordinate the 15 minute safety checks on each inmate secured to the Detention Bench. The 15 minute checks will be documented on the Fourth Floor workstation log.

#### [4000.16 - Roof Recreation Guard Station](#)

The Central Men's Jail will provide the opportunity for outdoor recreation for all inmates. The Roof will coordinate movement of inmates to and from the roof recreation areas. The Roof Recreation area is a

fixed post when inmates are present; under no circumstances will the assigned staff leave without proper relief or at the direction of the Sergeant.

The Roof Guard Station will be staffed by one Correctional Services Assistant and [REDACTED] Roof Prowler Deputies. The Roof Prowlers will remain outside in the recreation area when inmates are present. The Roof Correctional Services Assistant will remain inside the Roof Guard Station when inmates are present. The door providing access to the Roof Guard Station will remain closed and locked while inmates are on the roof.

a) Supervision

1. The Roof Guard Station staff will receive direction and supervision from the Housing Sergeant.
2. The Roof recreation staff will direct movement of inmates to and from the roof recreation areas, with coordination through the Housing Guard Stations. The staff will oversee all inmate activity during roof recreation periods.
3. The Guard Station staff Correctional Services Assistant will keep the Guard Station supplied with materials, as required. Reports and other documents will be forwarded to the Housing Sergeant for approval.

b) Security Equipment

1. The Guard Station will be equipped with security monitoring and regulating equipment.
  - i. A control panel with colored lights and buttons will indicate condition of certain doors around the roof recreation areas. Staff will be constantly aware of each door's status and the working order of all equipment. All doors will remain closed unless and authorized person is passing through.
  - ii. [REDACTED] and shall be used as necessary.
  - iii. [REDACTED].
  - iv. The Guard Station staff will utilize the public address system when necessary. The staff will utilize an intercom system to maintain contact with all guard stations as needed.
  - v. [REDACTED].  
Both [REDACTED]
  - vi. The Roof Prowlers will maintain roof recreation perimeter security by performing periodic visual inspections before, during, and after daily roof recreation. Inspection shall include, but not be limited to:
    - A. Fence areas (lower and upper perimeter)
    - B. Gates, chains, and locks
    - C. Inmate lavatory
    - D. Elevators and elevator vestibule area
    - E. Outer perimeter area

- ii. All abnormal and suspicious objects or occurrences will necessitate immediate action by the Roof Prowlers and be reported to the Housing Sergeant prior to the next roof recreation period.

c) Visual Supervision of Inmates

1. Visual supervision of inmates in the roof recreation area will be the responsibility of the roof prowlers.
2. Any evidence of potential problems during inmate roof recreation will necessitate immediate action on the part of the Roof Prowlers to notify personnel to remedy the problem.
3. Outdoor recreation activities will include basketball, handball, volleyball, jogging, ping-pong, and calisthenics. Equipment will be provided by the Correctional Program Technician periodically, or as needed.
4. Inmates must be fully dressed while en route to or from the roof and will not move in or out of the recreation area individually unless directed by the Roof Prowlers. Inmates may drop jumpsuits to the waist while on the roof.
5. Roof recreation staff will keep the inmates in the recreation areas under constant observation. Prohibited activities are:
  - i. Boxing and martial arts (Karate, Judo, etc.)
  - ii. Wrestling
  - iii. Climbing walls or doors
  - iv. Destroying equipment or structures
  - v. Converting jail property or supplies to weight lifting equipment
  - vi. Marking on jail walls, windows, floors, etc.
  - vii. Soiling the recreation area
6. During recreation periods inmates may stop their activity to participate in visiting. The inmate will be given the choice to visit or continue with recreation. The Module staff will inform the Visiting staff of the inmate's recreation activity.
7. An AM/FM radio may be used to play music during the recreation period. The volume must never interfere with the P.A. system.
8. When the recreation period has ended, the inmates must clear the roof recreation area and return to their housing location.
9. During rainy days or other inclement weather, inmate workers shall be utilized to remove water from the upper deck of the Central Men's Jail roof. Inmates shall be limited to this area until the entire roof has been sufficiently dried in order to resume normal activities.

d) Inmate Movement

1. Inmates will be called to the roof recreation area by the Roof Recreation staff. This will be accomplished through contact with the Guard Station on the floor where inmate movement will originate. The floor Guard Station staff will ensure all inmates have been searched prior to movement to the roof recreation area.

2. The Housing Guard Station staff will count the inmates and notify the Roof Recreation Guard Station CSA prior to sending inmates to the roof.
  3. The Roof Prowlers will count each individual inmate when entering and leaving the roof. The number of inmates entering and leaving the roof will be entered in the roof recreation log. This count will be verified with the Housing Guard Station staff. The CSA will also record the time inmates enter and leave.
  4. The Roof Recreation staff will follow the schedule of inmates to attend roof recreation for each day. The staff will ensure that all inmates will be given the opportunity to participate in a minimum of three (3) hours of roof recreation time each week.
  5. The roof recreation weekly schedule begins on Friday and ends on Thursday.
  6. Changes in the roof recreation schedule will be made by the Roof Recreation staff as necessary.
    - i. For more information about inmate movement, reference CCOM Policy 1201.15 - Security Procedure by Classification Level.
    - ii. Specialty Housing Inmates being escorted to the roof via elevator should be limited to medical inmates, i.e. Mod "O" inmates, and inmates being moved in restraints
      - A. Any other Specialty Housing inmates should be escorted via escalator
- e) Specialty Housing Inmates
1. The Roof Recreation staff will be aware of the classification of these inmates and will assure that inmates are given roof recreation with compatible inmates as directed by Classification.
  2. All inmates will be escorted to the roof according to their classification restrictions (i.e. Waist chains and leg restraints).
  3. Mechanical restraints (handcuffs, waist chains and leg restraints) will not be applied during the recreation period.
- f) Guard Station Documentation
1. The Roof Recreation Guard Station CSA will also maintain a log book which contains the following information:
    - i. Housing tank and number of inmates receiving roof recreation
    - ii. Time inmates enter and leave the roof
    - iii. Number of inmates entering and leaving the roof
    - iv. Other pertinent information

## 4002 - Video Arraignment

### 4002.1 - Video Arraignment Deputy

- a) Early each A.M., Monday through Friday, the Video Deputy will access SDS for the [REDACTED] Court List. Any Specialty Housing inmates will be identified and separated from the general population list.

- b) When all other courts have been transferred from the Central Men's Jail to the IRC, the Video Deputy, with the assistance of the A.M. Court Deputies, will immediately stage all eligible inmates listed on the [REDACTED] Court List in the court holding cells on the first floor. The Video Deputy will coordinate with staff from the IRC and Central Women's Jail for their [REDACTED] inmates to be escorted to this staging area.
- c) Once all inmates are present, the Video Deputy will play a video recorded pre-arraignment presentation to all inmates of a summary of their constitutional rights.
  - 1. The recording will be provided by the court in English and Spanish.
  - 2. This tape will be played for the inmates each morning prior to the actual arraignments.
- d) After the inmates have viewed this presentation, the Video Deputy will obtain written consent to the video arraignment procedure from each inmate.
  - 1. The Public Defender and interpreter will provide answers to any questions an inmate may have at this time.
- e) At this point, the Video Deputy will make necessary arrangements with Sheriff's Transportation for the transport of any inmate that meets the following criteria:
  - 1. Inmates not consenting in writing to the video arraignment process to the court for arraignment.
  - 2. Inmates who speak neither English nor Spanish.
  - 3. Inmates who cannot be safely held in the CMJ Court Hold cells. Examples include but are not limited to:
    - i. The inmate's classification.
    - ii. The inmate is currently under suicide watch or other continuous mental health observation.
- f) The Video Deputy will then arrange by phone the order of calling inmates with a Courtroom Clerk/Bailiff in division.
- g) All documents relating to video arraignment (i.e., releases, remanding orders, documents requiring inmate signature) will be faxed from the court to the video arraignment room of the Central Men's Jail.
- h) At the completion of each video arraignment day, the Video Deputy will hand carry all collected documents to the IRC Records.
- i) Most importantly, the Video Deputy, once the arraignments begin, is to ensure a continuous flow of inmates to the podium/camera area so no delay occurs.
  - 1. In the video arraignment room itself are benches to accommodate a group of [REDACTED] inmates at one time.
    - i. Safety or security may dictate a smaller group size.
    - ii. Specialty Housing inmates will be brought out of the holding area separately.
  - 2. The double doors separating the court holding cells and the video arraignment room are to be closed but unlocked during these proceedings.

- j) The Video Deputy will be responsible for security during all aspects of the video arraignment proceedings. He will have assistance from two Deputies from the Court Division.
- k) The Video Deputy will ensure that all court staff involved in the video arraignment process will have in their possession appropriate identification at all times while in the Central Men's Jail.
  - 1. The Video Deputy will advise all court staff involved that there is nothing to be given to or accepted from any inmate without prior inspection and approval of the Video Deputy.
  - 2. The Video Deputy will coordinate with the Main Control SSO to ensure that all court staff has the ability to enter and exit the video arraignment area.
    - i. The Video Deputy will be especially attentive to inmates in the area each time the exit/entry door to the staff corridor is utilized. At no time will this door be opened when an inmate is in the rear interview room.
- l) At the end of each video arraignment day, the Video Deputy will check all [REDACTED] rooms encompassing the video arraignment area, secure the equipment room, double doors to court holding cells, and turn off all necessary monitoring equipment. Specifically included in this is the shutdown of the audio and visual feeds to and from the courtroom.

#### 4002.2 - Main Control Deputy

- a) All court staff involved with the video arraignment process at the Central Men's Jail will be directed to the Main Control sally port. A list of court personnel will be provided by the court to Main Control Guard Station and the Video Arraignment Deputy.
- b) The member of the court staff will wait at the Main Control sally port. The Main Control Deputy/SSO will determine who the person is and if the person is carrying any weapons. If the person is armed, the Deputy/SSO will direct that person to the [REDACTED].
- c) The Main Control Deputy/SSO will contact the Video Deputy via the stenophone to make the Video Deputy aware of incoming traffic at the security door in the staff corridor.

#### 4002.3 - Prowler/Escort Deputy

- a) If court staff needs to use restroom facilities during the video arraignment process, the Prowler Deputy will escort the individual to the parole hearing room for use of the restroom inside. When the individual is finished, the Prowler Deputy will return the court staff to the video arraignment room.

#### 4002.4 - Movement Procedures

- a) Theo Lacy Facilities
  - 1. The IRC Court Transfer staff will receive all inmates from outlying facilities and verify that all scheduled inmates are present.



2. After all "VID" inmates have arrived at the IRC, the Court Transfer Guard Station Deputy will contact the Central Men's Jail Video Arraignment Deputy and advise that the inmates are ready for pick-up.
    - i. The Central Men's Jail Court Deputies will escort both male and female inmates at the same time to the Central Men's Jail video area via the second floor housing tunnel.
  3. When the video arraignment process is completed, the inmates will be returned to the IRC court/transfer area by Central Men's Jail staff.
- b) Intake Release Center
1. The IRC staff will assemble all scheduled "VID" inmates from their facility in court transfer.
  2. After the Central Men's Jail late courts are escorted to the IRC, the Central Men's Jail Court Deputy/staff will escort the IRC "VID" inmates to the video arraignment area via the second floor housing tunnel.
  3. When the video arraignment process is completed, the inmates will be returned to the IRC Housing Guard Station by Central Men's Jail staff.
- c) Central Women's Jail
1. The Video Deputy will contact the Central Women's Jail Housing Guard Station Deputy when he is ready to receive the Central Women's Jail "VID" inmates.
  2. The Central Women's Jail Court Deputy will send (unescorted) all Central Women's Jail "VID" inmates through the second floor IRC access tunnel. Central Men's Jail court deputy/staff will meet Central Women's Jail "VID" inmates in front of the access tunnel on the IRC side. Central Men's Jail court deputy/staff will escort the inmates via the Central Men's Jail second floor access tunnel to the video arraignment area.
  3. When the video arraignment process is completed, the Video Deputy will contact the Central Women's Jail Housing Guard Station Deputy to coordinate the return of their "VID" inmates.

## 4003- CJ1 Arraignment

CJ1 Arraignment Court was established to substantially reduce the amount of inmate movement involved in the arraignment procedure.

### 4003.1 - CJ1 Arraignment Deputy

- a) Prior to each court day at approximately [REDACTED] hours, CJ1 will access the SDS for the court lists. Any Specialty Housing inmates will be identified and separated from the general population list. Specialty Housing and female inmates will be kept at their housing location until they are requested at arraignment court. This is due to the limited amount of holding cells available.
- b) The day of arraignment court, at approximately [REDACTED] and [REDACTED] hours, CJ1 staff will telephone and/or e-mail food services at the CMJ advising their lunch and count. This count will include all facilities.

- c) At approximately [REDACTED] hours, CJ1 will contact Module Deputies and request they put arraignment inmates in their respective vestibules. CJ1 Deputies will then escort those arraignment inmates to the court holding cells on the first floor of the CMJ. Female inmates can only be placed in a CJ1 holding cell that is separated by a solid security barrier. This will eliminate visual and physical contact from occurring with inmates of the opposite sex. CJ1 Deputies will coordinate with staff from the IRC for their arraignment. Inmates who will not be arraigned until later in the day will remain in their housing locations until needed.
- d) Once inmates are present in arraignment court, the CJ1 Deputy will hand out summary of their constitutional rights.
  - 1. The summary will be provided by the court in English and Spanish.
- e) The CJ1 Deputy, once the arraignments begin, is to ensure continuous flow of inmates in the court room.
  - 1. The CJ1 arraignment court room can accommodate a group of [REDACTED] inmates at one time.
  - 2. Safety or security may dictate a smaller group
  - 3. Special Housing inmates will be brought into court separately
- f) The CJ1 Deputy or Bailiff will be responsible for security during all aspects of the arraignment proceedings. They will have assistance from [REDACTED] deputies from the Court Division.
- g) The CJ1 Deputy or bailiff will ensure that all court staff involved in the arraignment process will have in their possession appropriate identification at all times while in the Central Men's Jail.
  - 1. The CJ1 Deputy will advise all court staff that no items can be given to, or accepted from any inmate without prior inspection and approval of the CJ1 deputy.
  - 2. The CJ1 Deputy will coordinate with Main Control to ensure that all court staff has the ability to enter and exit the arraignment area.
  - 3. The CJ1 deputy will be especially attentive to inmate in the area each time the exit/entry door to the staff corridor is utilized.
- h) At the end of each arraignment day, the CJ1 Deputy will check all rooms encompassing the arraignment area, secure the equipment room, secure the double doors to the court holding cells and turn off all necessary monitoring equipment.

#### 4003.2 - Main Control

- a) All court staff involved with the arraignment process at the Central Men's Jail will be directed to the Main Control sally port. A list of court personnel will be provided by the court and/or CJ1 staff to the Main Control Guard Station and the CJ1 Arraignment Deputy.
- b) Member(s) of the court staff will wait at the Main Control sally port. The Main Control Deputy/SSO/CSA will determine who the person is and if the person is carrying any weapons. If the person is armed, the Deputy/SSO/CSA will direct that person to [REDACTED].
- c) The Main Control Deputy/SSO/CSA will contact the CJ1 Deputy via stenophone/telephone to make the CJ1 Deputy aware of incoming traffic at the security door in the staff corridor.

- d) All private attorneys shall check in with Main Control. The main Control Deputy/SSO/CSA will confirm attorney's credentials. The attorney shall provide his/her valid driver's license and current BAR card. The Main Control Deputy/SSO/CSA will check to verify if the attorney has signed or needs to sign the "NO hostage policy". The Main control Deputy/SSO/CSA will direct the attorney to CJ1.
- e) Authorized Personnel
  - 1. Attorneys:
    - i. Attorney visitation requests will be made by a licensed California Attorney. Proper identification must be presented at the time of the request to visit.
      - A. An attorney's "BAR card" verifying that the attorney is an active association member entitled to practice law in the State of California, is required. The card must be signed by the attorney and must be of the current year.
      - B. A current California driver's license will also be presented as an additional form of identification.
      - C. Violations of Jail policy and Procedures by attorneys may be referred to the California State Bar Investigative unit.
  - 2. Interpreters:
    - i. These visitors must have a Security Clearance card on file approved by the Division Commander. Interpreters must also be accompanied by another official visitor.
  - 3. Public Defender paralegals, Interviewers, legal Runners, etc.
    - i. These visitors will require a valid court order on file or a Security Clearance Card on file approved by the Division Commander.
  - 4. Exceptions may be made by the operations sergeant or the watch commander.

#### 4003.3 - Prowler/Escort Deputy

- a) The CJ1 Prowler/Escort will assist in the coordination of movement of inmates between the CMJ and the IRC.
- b) CJ1 Prowler/Escort Deputies and/or CST's will provide those inmates waiting for arraignment court the opportunity to receive sack lunch and/or dinners. Inmates in CJ1 holding cells will be fed first.

#### 4003.4 - Movement Procedures

- a) Theo Lacy Facility
  - 1. The IRC Court Transfer staff will receive all inmates from outlying facilities and verify that all scheduled inmates are present.
  - 2. After all inmates have arrived at the IRC, the Court Transfer Guard Station Deputy will contact the Central Men's Jail CJ1 Arraignment Deputy and advise that the inmates are ready for pick-up.

- i. The CJ1 Deputies will escort male and female inmates to the CJ1 arraignment via the second floor housing tunnel.
  3. When the arraignment process is completed, the inmates will be returned to the IRC court/transfer area by CJ1 Deputies.
  4. All court paperwork for Theo Lacy Facility inmates will be delivered to court hold for transport to those facilities along with the inmates.
- b) Intake Release Center
  1. The CJ1 Deputy will call and notify the module deputy to put the inmates on-line. CJ1 deputies will escort the inmates back across the IRC tunnel. Specialty Housing inmates will be kept in their cells until needed for arraignment court.
  2. When the arraignment process is completed, the inmates will be returned to the IRC Housing Guard Station by CJ1 Prowler/Escort.
  3. All court paperwork for IRC inmates will be delivered to IRC records for processing.

#### 4003.5 - CJ1 Dispute Resolution and Exigent Circumstances

- a) If there is a dispute in the arraignment court policies, procedures or unauthorized personnel attempting to enter the CMJ, the deputies assigned to CJ1 arraignment court and/or staff assigned to Main Control will attempt to resolve the problem. If they are unsuccessful in resolving the problem, the CMJ Operations Sergeant will be advised by the SSO, CSA or deputy and he/she will attempt to resolve the problem. If the CMJ Ops Sergeant cannot resolve the problem, the CJX Watch Commander will be advised and he/she will resolve the dispute. All department notification will be made according to OCSO policy.
- b) On rare occasions, exigent circumstances may arise that require an outside agency to bring an arrestee to CJ1 for arraignment (e.g. extradition, demand to be taken before a magistrate, etc.). Prior to the outside agency bringing their arrestee to CJ1, permission must be granted by the IRC Watch Commander. If permission is granted, the outside agency will remain with the arrestee throughout the arraignment process.

#### 4003.6 - Medical Emergencies

- a) If a medical aid situation occurs at the CJX, the deputy will determine who is involved and notify CHS. Obviously ill or injured inmates in the holding areas will be brought to the attention of the medical staff immediately. If the illness or injury appears to be of an emergency nature, the inmate may be removed from the housing unit prior to the arrival of the nurse. When an inmate cannot or should not be moved due to an injury or illness, the nurse will be called to the inmate's location.

#### 4003.7- Public/Media in Public Viewing Area

- a) Process for Admitting the Public/Media into the Public Viewing Area

1. Members of the public, or the media, will be allowed to enter the Public Viewing Area to watch arraignments. The Public Viewing Area is located in the public visiting corridor near the CMJ Visiting Area. Spectators will enter the Public Viewing Area via the IRC Visiting Lobby. There are signs installed directing spectators to the corridor leading to the CMJ Visiting Area. The IRC Visiting SSO's will also direct these people if asked. CJ1 spectators will be subject to the following safety guidelines listed below. One of the biggest departures from our normal procedure is that these visitors will not be asked to show any form of ID, even on visiting days.

#### 4003.8 - Public/Media Security Guidelines

##### a) Rules for the Media Attending Arraignments

1. Media personnel will have their media identification visible at all times.
2. Media personnel can be searched and their immediate property, if requested to do so by a staff member.
3. Cell phones, laptops, and other electronic devices are permitted in the arraignment area. Electronic devices used by the media are only authorized for the gathering and dispensing of information gained during an arraignment. Any other use of electronic equipment is prohibited.
4. Media Personnel are only authorized to video tape and/or take photos of arraignments pursuant to California Rules of Court, rule 1.150(e)(1).
5. If at any time the jail's safety and security is jeopardized, OCSD personnel and/or court personnel can have all media stopped and removed from the facility.
6. If at any time there is a violation of any of the rules, those involved directly or indirectly can be removed from the facility, and their security/media clearance may be suspended or revoked. In all incidents, a CMJ Operations Sergeant and CJX Watch Commander must be notified and informed of the situation.

##### b) Rules for Visitors Attending Arraignments

1. Submit to a search of your person, immediate property, if requested to do so by a staff member.
2. All electronic devices including cell phones, laptops, etc. are strictly prohibited within the Central Jail Complex.
3. Visiting Lobby Locker Procedures - The following procedures have been adopted to expedite those visitors who intend to watch the arraignments, thereby reducing the time needed to properly search personal property and reduce the amount of personal property brought into the arraignment area.
4. Locker fee is .25 cents (one quarter)
5. All bulk property (e.g., purses, make-up bags, day planners, books, cigarettes, lighters, backpacks, baby diaper bags, etc.) will be placed inside a locker, left in the visitor's vehicle, or at home. Only an identification card will be retained by the visitor.

6. Property may not be left outside the lockers.
7. If a locker is unavailable, the property must remain in the visitor's vehicle.
8. Visitors with babies may take the necessary items such as strollers, diapers and bottles, separate from the diaper bag. However, each item will be subject to search.
9. Any suspicious packages or items are subject to search prior to locker use.
10. Hearing impaired visitors may request the use of the Telex Ear Piece Receiver. The ear piece will be checked out and in from the Sheriff Special Officer in the CJ1 Lobby/viewing area. Some form of Identification (i.e. driver's license) will be needed to check out the ear piece. When the ear piece is returned to the Sheriff Special Officer, the identification will be given back to the visitor.

#### 4003.9 – Attorney Client Photographs

- a) CJ1 Policy re: Attorney Client Photographs
  1. Attorneys and/or their approved designee(s) (photographer) will be given the opportunity to take photographs of their clients' (inmate's) injuries.
    - i. This direction will come from the presiding judge and/or the inmate's attorney(s).
    - ii. This would only occur while the inmate(s) are in the arraignment holding area, either before or directly after their arraignment has concluded.
      - A. The photographs will only be taken in the CJ1 holding cell area.
      - B. The inmate(s) will be removed from their cell and advised to stand against the wall directly in front of their cell while the photographs are taken.
    - iii. This will only occur under the direct observation and control of CJ1 deputies.
    - iv. Attorneys and or their designee will only use their camera to take those photographs of their clients' injuries.
    - v. At no time will they take photographs of other inmates, staff, jail structure or objects that would jeopardize the safety and security of the Central Men's Jail.
  2. If at any time CJ1 staff or any Sheriff's Department personnel feels the safety and security of the jail has been compromised, the camera(s) maybe confiscated. Sheriff's Department personnel will immediately notify their supervisor. It will be at the discretion of the Supervisor and/or the Watch Commander as to what will occur with the photographs, equipment (i.e. cameras, etc.).

#### 4003.10 – CJ1 Mental Health Inmates

- a) CJ1 Mental Health Inmates
  1. Inmates who are in OCSO custody and are under direct and continual medical/mental health observation that require continuous mental health care because they are a danger to themselves, and/or others, may be prohibited from attending CJ1 arraignment court, if mental health places a hold on the inmate through records.

b) Medical/Mental Healthcare Priority

1. The direct and continual medical/mental healthcare provided to that inmate(s) at their current housing location might outweigh the liability of moving/transporting an inmate to CJ1 arraignment court, where there is NO direct and continual medical/mental health care provided. However, only medical/mental health staff can deny sending an inmate to CJ1 court because of mental/medical reasons.
2. The items listed below could satisfy the criteria listed above:
  - i. The inmate is under direct mental health care because they are a danger to themselves and/or others.
  - ii. The inmate is currently wearing a safety gown and their safety outweighs the need to appear in court.
  - iii. The inmate is displaying one, or all, of the following behaviors: uncooperative, assaultive, and/or acting erratically.

c) CJ1 Court Procedures re: Medical/Mental Health Inmates

1. If the inmate is clear to attend court and in a safety gown he/she will remove the safety gown and be given a jumpsuit to wear during CJ1 court. That inmate will be escorted to and from CJ1 court. Once the inmate is returned to his/her housing location it will be at the instruction of mental health personnel on what clothing the inmate will wear upon returning to their cell.
2. CJ1 arraignment court will be handled no differently than any other court. If that inmate cannot be transported to court because of their mental health condition they will not be seen in CJ1 court.
3. At no time will the CJ1 Judge and/or court staff proceed to an inmate(s) housing location to conduct an arraignment hearing without the approval of the CJX Division Commander.

## 4004 - Main Control Guard Station

### 4004.1 - Main Control Staffing

- a) Staffing for Main Control will consist of at least [REDACTED] staff members which could be comprised of any combination of [REDACTED].
- b) Each staff member must be relieved by another staff member before leaving the guard station.
- c) The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Operations Sergeant or Shift Commander.
  1. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
- d) During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.
- e) During shift change, each off-going staff member will remain in the guard station until:
  1. All Main Control logs are complete and updated.

2. All keys and radios are accounted for.
3. The condition of all security equipment is verified.
4. Oncoming shift staff member is fully briefed.
5. Notify the Sergeant of any discrepancies in key or radio log

#### 4004.2 - Equipment and Controls Functions

a) Main Control Sally Port and Security Door Operations. The Main Control console provides monitoring and control for the Main Control Sally Port and other security doors throughout the facility.

1. When a person requests passage through a security door, they push a button on the wall speaker at their location.
2. The area indicator light will illuminate on the Main Control Console.
3. The Main Control staff member will determine the person's authority to enter by depressing the illuminated indicator button and talk switch on the Main Control panel and inquiring the identity via the panel microphone.
4. When passage through the door is permitted and the person requesting passage [REDACTED] the door, the door condition indicator light on the overhead panel will illuminate with a [REDACTED] light
5. When the door is [REDACTED] the light will turn [REDACTED] and the Main Control personnel will listen for a verbal "[REDACTED]" from the person passing through the door before closing it.
6. All electronic gates will be closed immediately after an authorized access.
7. Vehicle and pedestrian movement into and out of any jail facility's outer security yard, via sally ports or manned gates, will be restricted to legitimate jail related functions.
8. Access into and out of any maximum security jail facility and the outer security yard will be through sally ports and will be strictly controlled and monitored by [REDACTED]  
[REDACTED]

b) Escalator Operations

1. [REDACTED]  
[REDACTED]
  - i. [REDACTED]
  - ii. [REDACTED] personnel will monitor the operation of the escalator continually
  - iii. Malfunctions of the escalator will be reported to the Operations Sergeant immediately
  - iv. For safety reasons, the escalator will not be started or stopped while anyone is on the steps

c) Intercom Area Selector Buttons

1. Pump room
2. Basement stairway 1
3. Basement stairway 2



4. Main sally-port
  5. Basement elevator 3
  6. Warehouse
  7. Third Floor Mezzanine Elevator 2
  8. Third Floor Mezzanine Elevator 1
  9. Third Floor Mezzanine Disciplinary-Housing
  10. Basement Elevator 1
  11. Basement Elevator 2
  12. Basement Stairway 3
  13. Commissary
  14. Basement Stairway 4
  15. First Floor Elevator 2
  16. First Floor Elevator 1
  17. Service Tunnel
  18. Basement Equipment Room
- d) Closed Circuit Television Monitors
1. The [REDACTED] console contains [REDACTED] CCTV monitors. They are equipped to monitor any inner or outer security area.
- e) Public Address System
1. The Main Control console contains a public address system for one way verbal communications to the following areas:
    - i. First Floor Corridor
    - ii. First Floor Elevator 2
    - iii. Main Sally-port
    - iv. Lineup Hold
    - v. Staff Corridor
    - vi. Escalators
    - vii. Entire Building
    - viii. Barber Shop
    - ix. Housing Corridor
    - x. Visiting Corridor
- f) Intercom Communications
1. The intercom unit on the Main Control panel is for voice communications to and from all Guard Stations, Module Offices, and any other location equipped with an intercom.
- g) Audio / Video Security Gate Monitoring Systems
1. The intercom on the Main Control panel is for voice communications to and from the vehicle and pedestrian entrance gates. Visual control is via the CCTV monitors located on the Console.
- h) Prowler Phone Communications

1. Two-way communications to specific areas of the jail are available through prowler phones. These wall mount phones allow communication with Main Control. The Deputy contacting Main Control will depress the button and wait. The Main Control staff member will receive an audio (ringing) signal and depress the applicable button for voice communications.

#### 4004.3 - Security Alarm Response Procedures

- a) When the Main Control personnel sees or hears a security door alarm, a prowler deputy will be dispatched to the area to determine the problem. The personnel will also contact the Operations Sergeant or a Housing Sergeant and advise them.

#### 4004.4 – Paramedic/Ambulance Notification

- a) Main Control personnel will contact the Operations Sergeant via radio transmission after completing the initial telephone call requesting paramedics.
  1. The radio transmission shall include; paramedics en route and location of the medical emergency.
  2. If the Main Control staff member does not receive acknowledgement of the radio transmission from the Operations Sergeant, the Housing Sergeant shall be contacted and acknowledge the transmission.
  3. The Main Control staff member will notify the Receiving Guard Station as well as send the transportation voucher.

#### 4006 - Control of Weapons and Security Equipment

- a) The Facility Armory
  1. Armory Locations

█ [REDACTED]  
█ [REDACTED]

#### 4008 - Disturbance(s) Response

- a) Staff Procedures

█ [REDACTED]

█ [REDACTED]

- A. █ [REDACTED]
- B. █ [REDACTED] (When inmates are Present)
- C. █ [REDACTED] (When inmates are Present)
- D. █ [REDACTED] (When inmates are Present)
- E. █ [REDACTED] may respond only after inmates under their control are properly secured.
- F. █ [REDACTED]

- ii. Note - Guard Station Deputies are ultimately responsible for retaining adequate staffing on their respective floors.

## 4010 - Attorney, Bondsman, Official and Intra-Facility Visiting

### 4010.1 - Location of Visits

- a) Attorneys, bondsmen, and other official visitors for inmates at the Men's Jail shall check in at the Attorney/Bonds Guard Station on the first floor of the Central Men's Jail.
- b) There are [REDACTED] enclosed, [REDACTED] open and [REDACTED] glass partitioned booths in the Attorney/Bonds visiting area.

### 4010.2 - Scheduled Attorney and Official Agency Visitation

- a) Attorneys and other official visitors may call in advance for inmates housed in the Central Jail Complex.
  - 1. The Attorney Bonds Guard Station Deputy may delay scheduled visits due to safety/security concerns (e.g. too many inmates in the holding area, unable to safely hold or separate a Specialty Housing inmates, etc.)
- b) The attorney or official visitor must provide the inmate's name and booking number (if known), their name, their agency/title and the time they desire to visit.
- c) The Attorney/Bonds Guard Station Deputy or SSO will enter the visit information in the SDS system. The visit pass will be automatically printed in the module office. The module deputy will give the movement pass to the inmate and direct the inmate to the Attorney Bonds Guard Station.
  - 1. If the inmate is out of their assigned housing location, the inmate will be notified to return and pick up the movement pass.
- d) Visitors, upon their arrival at the Attorney/Bonds guard station, must present proper identification prior to the visit being granted.
- e) If an attorney or official visitor requests to see multiple inmates, visits will be scheduled for a maximum of two (2) inmates. The visitor must make any additional requests upon arrival at the jail.
- f) If a visitor does not arrive within thirty (30) minutes after the requested time, the inmate will be returned to their housing location. If the visitor arrives after the inmate was returned to their housing location, the visitor must sign up for a visit according to normal procedures.
- g) The handling of legal documents at Attorney bonds will be accomplished in one of two ways:
  - 1. The official visitor may hand the document and /or legal correspondence to the deputy. The deputy will search it for contraband and then allow the inmate to hand it directly to the inmate during their visit.

2. The official visitor may hand the documents and/or legal correspondence to the deputy. The deputy will search it for contraband and then provide it to the inmate at the conclusion of their visit.

#### 4010.3 - Intra-Facility Visiting

- a) Schedule and Location: Relatives who are in custody in the Central Men's Jail, Intake/Release Center or Central Women's Jail and who have been approved for in-custody visits will be permitted to visit on [REDACTED] from [REDACTED] to [REDACTED] hours or [REDACTED] to [REDACTED] hours. Visits will be a maximum of 60 minutes in length. Visits will take place in the facility where the male inmate is housed.
- b) Sign-up Procedure: Relatives in custody who wish to sign up for an intra-jail visit must fill out an Inmate Message slip requesting the visit. Female inmates housed in the IRC or Central Women's Jail will be given a "Visiting Approval" form (J-013) for them to complete. Requests for visitation from male inmates will be forwarded to the Central Women's Jail where the "Visiting Approval" form will be completed by the female inmate.
  1. Once the female inmate has completed the form, it will be signed by a supervisor and forwarded to the Housing Sergeant in the facility where the male inmate is housed for verbal verification.
  2. The male inmate will be asked the questions on the form by the Housing Sergeant for verification. If the inmate has answered satisfactorily, the Sergeant will sign the form where indicated. If the inmate has not answered satisfactorily, the incorrect answers will be circled in red and the reasons for denial written at the bottom of the form.
  3. The completed form will then be forwarded to the Visiting/Reception Guard Station in the IRC for final processing. The names of the approved inmates will then be added to the "In Custody List. Approved inmates will be allowed to visit weekly.
    - i. Inmates whose request has been denied will be notified of the reasons for denial.
    - ii. Copies of approved/denied requests will remain on file in the IRC Visiting/Guard Station for one year.
- c) In Custody List: On [REDACTED] the day shift IRC Visiting/Reception Guard Station personnel will contact the Housing Sergeant in the IRC, Men's and Women's Jails to ensure that all Inmate Message Slips requesting intra-jail visits have been processed. A list will then be typed of all approved intra-jail visits for the day.
  1. The IRC Visiting Guard Station will distribute a copy of the list to:
    - i. Intake/Release Center Housing Guard Station
    - ii. Women's Jail Housing Guard Station
    - iii. Men's Jail Second Floor guard Station

2. Movement Passes - The Visiting/Reception Guard Station Deputy will make out movement passes for all the approved inmates on the list. The movement passes will be delivered along with the In-Custody List.
  3. Only authorized, approved separation orders on file will be followed for those inmates on the in-custody visit list
- d) Visits between relatives of the same sex who are housed in the same facility shall be approved and coordinated by the Watch Commander.
  - e) Visits between relatives of the same sex who are housed in different facilities, within the Jail Complex, must be approved and coordinated by the Watch Commanders of the two facilities where the inmates are housed.

#### 4011 - Volunteer Visitor Parking Validations

- a) Main Control staff will maintain a Parking Validation machine to be used for validating the parking tickets of volunteer visitors participating in Correctional Programs Services.
  1. Procedure for using Parking Validation machine:
    - i. Properly identify the volunteer as a member of a recognized group utilizing listed names provided by Correctional Programs.
    - ii. Validate the parking tickets prior to admitting the volunteer into the facility.
  2. The parking ticket validation will only be used to validate parking tickets for members of recognized volunteer groups.
  3. The parking ticket validation will not be used to validate parking tickets for employees, official visitors, or the general public.

#### 4012 - Health Care Resources

- a) The Central Men's Jail is equipped with a variety of resources designed to meet the health care needs of the incarcerated individual. Adequate space, equipment, supplies, and personnel have been provided as determined by the Medical Program Administrator.
  1. One 36-bed ward
  2. One 19-bed infirmary
  3. 18 sheltered living cells
  4. Medical Screening / Interview stations
  5. Examination Rooms
  6. Interview Rooms
  7. 4 Safety Cells
  8. Nurses Stations
  9. Dental Examination Room
  10. X-Ray Room

## 4013 - Fire Safety and Evacuation Procedures

### 4013.1 - General Information for Employees

- a) All stairwells will be checked once per shift in accordance with established facility procedure.
  - 1. First Floor Prowler - Check entire [REDACTED]
  - 2. Third Floor Prowler - Check entire [REDACTED]
  - 3. Fourth Floor Prowler - Check entire [REDACTED]
  - 4. All checks will be documented in the appropriate Guard Station Logs and in the Main Control 24 hour log.

### 4013.2 - Use of Self Contained Breathing Apparatus (SCBA)

- a) Scott Air Pack Locations:
  - 1. Main Control - (2)
  - 2. Attorney / Bonds - (1)
  - 3. Second Floor Guard Station - (1)
  - 4. Mod O - (1)
  - 5. Third Floor Guard Station - (1)
  - 6. Mod A - (1)
  - 7. Mod B - (1)
  - 8. Mod C - (1)
  - 9. Third Floor Corridor Room "I" (7)
  - 10. Fourth Floor Guard Station - (1)
  - 11. Mod D - (1)
  - 12. Mod E - (1)
  - 13. Mod F - (1)
  - 14. Fourth Floor Corridor Room "A" (7)
- b) The Fire/Life Safety Deputy shall inventory and inspect each Scott air pack monthly and ensure the air pressure of each tank is not less than 90 psi.

### 4013.3 - Evacuation of Visitors

- a) Visitors will be evacuated from the facility before inmates or staff.
- b) When the Shift Commander orders an evacuation, the Main Control SSO / Deputy will notify the Sergeants, Guard Station, Women's Jail, and I. R.C. of the action.
- c) First Floor Visiting Area
  - 1. The Visiting Guard Station SSO / Deputy will utilize the public address system to direct all visitors out of the visiting area via a prescribed route.
  - 2. The primary evacuation route is:  
[REDACTED]

[REDACTED]

5. The secondary evacuation route is:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

d) Attorney / Bonds Visiting Area

1. The Attorney / Bonds Guard Station SSO / Deputy will utilize the public address system to direct all visitors out of the Attorney / Bonds area via a prescribed route.

2. The primary evacuation route is:

[REDACTED]

[REDACTED]

5. The secondary evacuation route will be utilized only under extreme emergency conditions when no other options are available and is as follows:

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

4. [REDACTED]

5. [REDACTED]

e) Second Floor Visiting Area

1. The Second Floor Visiting Guard Station SSO / Deputy will utilize the public address system to direct all visitors out of the visiting area via a prescribed route.

2. The primary evacuation route is as follows:

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

4. [REDACTED]

3. The secondary evacuation route will be utilized only under extreme emergency conditions when no other options are available and is as follows:

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

4. [REDACTED]

f) Chapel Area

1. The prowler Deputy will escort all clergy visitors from the chapel area.

2. The primary evacuation route is as follows:

1. [REDACTED]

2. [REDACTED]

iii. [REDACTED]  
[REDACTED]  
[REDACTED]

3. The secondary evacuation route will be utilized only under extreme emergency conditions when no other options are available and is as follows:

i. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

#### 4013.4 - Evacuation of Inmates

##### a) General Guidelines

1. Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location. All movement outside the module will be done under the immediate supervision of a sergeant at the direction of the Shift Commander.
2. From an affected cell, move the inmates to another cell or into the dayroom.
3. From an affected module, move the inmates to the mess hall located on the same floor.
4. When moving inmates to internal locations away from the module, separate them into groups that can be controlled by the available deputies.
5. When moving inmates to external locations, separate them into groups that can be controlled by the available deputies.

##### b) Evacuation of Basement

1. Inmates exit through [REDACTED] and enter the s [REDACTED]  
[REDACTED]
  - i. If it becomes necessary to evacuate from the security yard due to a problem with safety or security, notification to the IRC Watch Commander will be made. Evacuation will be [REDACTED]

##### c) Evacuation of First Floor

1. [REDACTED]  
[REDACTED]
2. Evacuation will be supervised by the Operations Sergeant, Prowler Deputies and (CST's)

##### d) Evacuation of the Second Floor and Module "O"

1. Inmates are evacuated through [REDACTED]
2. Safety cells and even numbered sheltered living cells exit through [REDACTED]
3. [REDACTED] exit through [REDACTED]
4. Inmates in Module R-33 will exit through [REDACTED]
5. Evacuation will be supervised by the Housing Sergeant, Module "O", and Prowler Deputies.

##### e) Evacuation of the Third Floor



1. Module "█"
    - i. Inmates exit through █
  2. Module "█"
    - i. Inmates housed in █ exit through █
    - ii. Inmates housed in █ exit through █
  3. Module "█"
    - i. Inmates exit through █
- f) Evacuation of the Fourth Floor and Disciplinary Housing.
1. Module "█"
    - i. Inmates exit through █
  2. Module "█"
    - i. Inmates housed in █ exit through █
    - ii. Inmates housed in █ exit through █
  3. Module "█"
    - i. Inmates exit through █
  4. █
    - i. Inmates exit via Module "█" █ Vestibule through █ to █
- g) Evacuation of the █
1. Inmates exit █.

#### 4013.5 - Evacuation Security

- a) Evacuation security will be accomplished by armed Deputies and City Police Officers surrounding the exterior walls of the Jail Security and Service / Delivery yard. These Deputies and Officers will have been requested by the Central Jails' Watch Commander. Deputies and Officers will be positioned in conspicuous places with their weapons and equipment clearly visible to the inmates.

#### 4013.6 - Remote Evacuation Sites

- a) Remote evacuation sites will be selected by the Shift Commander or Division Commander if the Jail Complex site must be vacated. Remote locations will include:
  1. █
  2. █.
  3. █  
 █ The Shift Commander will request the North Patrol Watch Commander to make the █ contacts.
  4. █ in Orange County may be used. The Central Men's Jail Division Commander must have prior arrangements confirmed before moving inmates to █. █ and their capacities are:

Agency	Males	Females
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

#### 4013.7 - Evacuation of Staff

- a) Sworn staff will always participate in moving inmates and controlling them at the evacuation site.
- b) Non-sworn staff will report to their supervisor for instructions. They will assist evacuating inmates, treat injuries or evacuate as directed by the Shift Commander.
- c) Kitchen Staff
  1. The Kitchen Staff will receive evacuation instructions from the Operations Sergeant and be led out by a Prowler Deputy. The Kitchen Staff supervisor will assist the cooking staff and inmate workers out of the facility during an evacuation.
  2. Inmates exit through [REDACTED] and enter the [REDACTED].
  3. Inmates exit through [REDACTED]. They are escorted [REDACTED].
- d) Medical Staff
  1. The Medical Staff will receive evacuation instructions from the Sergeant in their work area. Medical Staff will report to the Second Floor Guard Station.

2. Medical Staff will accompany the Guard Station Deputy as they abandon the facility after everyone else has left. The Shift Commander will specifically order this phase of the evacuation.
- e) Administrative Offices
1. The administration area non-sworn staff will be assisted in evacuating by the 1st Floor Prowler.

## 4014 - Emergency Systems and Emergency Equipment Locations

### 4014.1 - Fire Alarm Activation Systems

- a) Pull boxes are painted red and are located as follows:
1. Basement West Corridor Laundry 614
  2. Basement West Corridor Commissary 613
  3. Basement South Corridor Elevator Vestibule #2 612
  4. Basement North Corridor Stair #1 611
  5. Warehouse North 622
  6. First Floor Visiting Guard Station 621
  7. First Floor Attorney / Bonds Guard Station 617
  8. First Floor Warehouse 623
  9. First Floor Main Control 616
  10. Second Floor Guard Station 624
  11. Second Floor Visiting Guard Station 625
  12. Second Floor Mental Health Offices 626
  13. Second Floor North Corridor Across from Medical Restraint 3 and 4 631
  14. Second Floor South Nurses Station 632
  15. Third Floor Guard Station 633
  16. Third Floor Module A 634
  17. Third Floor Module B 635
  18. Third Floor Module C 641
  19. Fourth Floor Guard Station 642
  20. Fourth Floor Module D 643
  21. Fourth Floor Module E 644
  22. Fourth Floor Module F 651
  23. Roof Guard Station 652
- b) When activated, each pull box will send an alarm signal to the Main Control enunciator panel. The appropriate light will illuminate and show the exact location and type of alarm.
- c) Fire pull box alarms will signal in the Main Control Guard Station, Central Utility Power Plant and Santa Ana Fire Department.

## 4014.2 - Fire Extinguisher Types and Locations

### Basement

<b>Location:</b>	<b>Number:</b>	<b>Type:</b>	<b>Capacity:</b>
Pump Room	10A-60B	Dry	10# 2 1/2 gal.
Adjacent to Tunnel Door	2A	Water	2 1/2 gal.
Generator Room	4BC	CO	5#
Generator Room	10BC	CO	15#
Generator Room	10BC	CO	15#
Elevator 1 Vestibule	2A	Water	2 1/2 gal.
Elevator #2 Equipment Room	2A-10BC	Dry	5#
Hall by Elevator 2	2A	Water	2 1/2 gal.
Kitchen-By the office	2A	Water	2 1/2 gal.
Kitchen-Staff Mess	20BC	Dry	10#
Kitchen-Center	20BC	Dry	10#
Kitchen-Northeast	2A	Water	2 1/2 gal.
Dry Cleaning	10A-60BC	Dry	10#
Hall by Laundry	2A	Water	2 1/2 gal.
Laundry	10A-60BC	Dry	10#

### First Floor

<b>Location:</b>	<b>Number:</b>	<b>Type:</b>	<b>Capacity:</b>
Warehouse North	2A	Water	2 1/2 gal.
Public Hall Visiting	2A	Water	2 1/2 gal.
Corridor to IRC	2A	Water	2 1/2 gal.
Visiting Hallway	2A	Water	2 1/2 gal.
Attorney/Bonds Guard Station	10A-60BC	Dry	10#
Main Control Guard Station	10A-60BC	Dry	10#
Outside Attorney/ Bonds Area	2A	Water	2 1/2 gal.

<b>Medical Administrative Office</b>	10A-60BC	Dry	10#
<b>Public Hall by Main Control</b>	2A	Water	2 1/2 gal.
<b>Public Hall Briefing Room</b>	2A	Water	2 1/2 gal.
<b>Warehouse East</b>	2A	Water	2 1/2 gal.
<b>Warehouse</b>	10A-60BC	Dry	10#
<b>Warehouse Dock</b>	2A	Water	2 1/2 gal.
<b>Commissary North</b>	10A-40BC	Dry	10#
<b>Commissary Northwest</b>	10A-40BC	Dry	10#
<b>Commissary Door</b>	2A	Water	2 1/2 gal.
<b>Maintenance-Welding</b>	2A-40BC	Dry	9.7#
<b>Mailroom</b>	10A-60BC	Dry	10#

#### Second Floor

<b>Location:</b>	<b>Number:</b>	<b>Type:</b>	<b>Capacity:</b>
<b>Mental Health Office</b>	2A	Water	2 1/2 gal.
<b>Hall Outside Mental Health</b>	2A	Water	2 1/2 gal.
<b>Second Floor Guard Station</b>	10A-60BC	Dry	10#
<b>Medical Waiting Area</b>	2A	Water	2 1/2 gal.
<b>Medical Records-North Wall</b>	10A-60BC	Dry	10#
<b>Hallway Ward C-D</b>	2A	Water	2 1/2 gal.
<b>Module O Office</b>	2A	Water	2 1/2 gal.
<b>Hall-Sheltered Living #16</b>	2A	Water	2 1/2 gal.
<b>Hall by Stair #4</b>	2A	Water	2 1/2 gal.
<b>Guard Corridor-Mod R-33</b>	2A	Water	2 1/2 gal.

#### Second Mezzanine

<b>Location:</b>	<b>Number:</b>	<b>Type:</b>	<b>Capacity:</b>
<b>North</b>	2A	Water	2 1/2 gal.

South	2A	Water	2 1/2 gal.
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### Third Floor

Location:	Number:	Type:	Capacity:
Mess Galley	20BC	Dry	10#
Mess Hall Elevator 1 Vestibule	2A	Water	2 1/2 gal.
Mess Elevator 2 Vestibule	2A	Water	2 1/2 gal.
Mod A, Northeast Corner	2A	Water	2 1/2 gal.
Mod A, Office	2A	Water	2 1/2 gal.
Mod A, Office	10A-60BC	Dry	10#
Mod B, Office	2A	Water	2 1/2 gal.
Mod B, Office	10A-60BC	Dry	10#
Third Floor Guard Station	10A-60BC	Dry	10#
Mod C, Office	2A	Water	2 1/2 gal.
Mod C, Office	10A-60BC	Dry	10#
Mod C-Southwest Corner	2A	Water	2 1/2 gal.
Mod C-Southwest Corner	2A	Water	2 1/2 gal.
Mod C-West Wall	2A	Water	2 1/2 gal.
Mod B-West Wall	2A	Water	2 1/2 gal.
Mod A-Northwest Corner	2A	Water	2 1/2 gal.

### Third Mezzanine

Location:	Number:	Type:	Capacity:
North	2A	Water	2 1/2 gal.
South	2A	Water	2 1/2 gal.

### Fourth Floor

Location:	Number:	Type:	Capacity:
Mess, Elevator 1 Vestibule	2A	Water	2 1/2 gal.

Mess Service Area	10A-60BC	Dry	10#
Mod D-Northeast Corner	2A	Water	2 1/2 gal.
Mod D, Office	2A	Water	2 1/2 gal.
Mod D, Office	10A-60BC	Dry	10#
Fourth Guard Station	10A-60BC	Dry	10#
Mod E, Office	2A	Water	2 1/2 gal.
Mod E, Office	10A-60BC	Dry	10#
Mod F, Office	2A	Water	2 1/2 gal.
Mod F, Office	10A-60BC	Dry	10#
Mod F-Southeast Corner	2A	Water	2 1/2 gal.
Mod F-Southwest Corner	2A	Water	2 1/2 gal.
Mod F-West Wall	2A	Water	2 1/2 gal.
Mod E-West Wall	2A	Water	2 1/2 gal.
Mod D-West Wall	2A	Water	2 1/2 gal.
Mod D-Northwest Corner	2A	Water	2 1/2 gal.
Law Library	10A-60BC	Dry	10#
Law Library	2A	Water	2 1/2 gal.
Disciplinary Housing	2A	Water	2 1/2 gal.
Chapel Elevator Vestibule	2A	Water	2 1/2 gal.
Chapel Phone Room	2A-40BC	Halon	14#

#### Fourth Mezzanine

Location:	Number:	Type:	Capacity:
North	2A	Water	2 1/2 gal.
South	2A	Water	2 1/2 gal.

#### Roof Area

Location:	Number:	Type:	Capacity:
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<b>Elevator 1-Vestibule</b>	2A	Water	2 1/2 gal.
<b>North Equipment Cage</b>	6BC	CO	10#
<b>Guard Station</b>	10A-60BC	Dry	10#
<b>South Equipment Cage</b>	10A-60BC	Dry	10#
<b>Elevator 2 Vestibule</b>	2A	Water	2 1/2 gal.

#### 4014.3 - Fire Hose Cabinet Locations

##### a) Basement

1. Adjacent to Tunnel Door
2. Elevator #1 Vestibule
3. Hall by Elevator #2
4. Kitchen by the Office
5. Kitchen, Northeast Corner
6. Hall by Laundry

##### b) First Floor

1. Public Hall Attorney / Bonds Areas
2. Public Hall Visiting
3. Public Hall by Main Control Sally port
4. Public Hall Briefing Room
5. Warehouse Dock
6. Warehouse East Wall
7. Warehouse North Wall
8. Public Visiting Hallway
9. Corridor to IRC

##### c) Second Floor

1. Medical Waiting Area
2. Hall Next to Ward C
3. Guard Corridor Wards C-D
4. Hall - Sheltered Living #16
5. Hall by Stair #4
6. Guard Corridor Juvenile
7. Mental Health Office
8. Hall outside Mental Health

##### d) Third Floor

1. Mess Hall Elevator #1 Vestibule



2. Mess Hall Elevator #2 Vestibule
  3. Mod A, Northeast Corner
  4. Mod A Office
  5. Mod B Office
  6. Mod C Office
  7. Mod C Southeast Corner
  8. Mod C Southwest Corner
  9. Mod C West Wall
  10. Mod B West Wall
  11. Mod A West Wall
  12. Mod A Northwest Corner
- e) Third Mezzanine
1. Air Condition Room, North
  2. Air Condition Room, South
- f) Third Mezzanine
1. Mess Hall Elevator #1 Vestibule
  2. Mod D Northeast Corner
  3. Mod D, Office
  4. Mod E, Office
  5. Mod F, Office
  6. Mod F, Southeast Corner
  7. Mod F, Southwest Corner
  8. Mod F, West Wall
  9. Mod E, West Wall
  10. Mod D, West Wall
  11. Mod D, Northwest Corner
  12. Disciplinary Housing Across from Cell #409
  13. Chapel Elevator #1 Vestibule
- g) Fourth Mezzanine
1. Air Condition Room, North
  2. Air Condition Room, South
- h) Roof Recreation Area
1. Elevator #1 Vestibule
  2. Elevator #2 Vestibule

#### 4014.4 - Exhaust Fan Location

- a) The Central Men's Jail exhaust fan is located on the [REDACTED]

#### 4014.5 - Smoke Ventilation Plan

- a) In instances of smoke, a deputy will be dispatched to determine the area and cause of the smoke.
- b) **Basement Ventilation**
  1. A prowler will [REDACTED] posting an [REDACTED].
  2. The Cook will turn on kitchen exhaust fans.
- c) **West Side of the Basement Ventilation**
  1. A prowler will [REDACTED]
  2. Evacuate per procedure if needed.
- d) **First Floor Ventilation**
  1. A prowler Deputy will [REDACTED].
  2. No sally ports will be opened.
- e) **Second Floor Ventilation**
  1. A Prowler Deputy will [REDACTED].
  2. Deputies will be posted at the [REDACTED].
- f) **Third Floor Ventilation**
  1. Deputies will [REDACTED].
  2. The affected [REDACTED] for ventilation.
- g) **Fourth Floor Ventilation**
  1. Deputies will open [REDACTED] and [REDACTED].
  2. The affected [REDACTED] for ventilation.
- h) All stairwells will be checked from basement to roof prior to a [REDACTED] status being announced.

#### 4014.6 - Emergency Electricity Operations

- a) [REDACTED]  
[REDACTED]
- b) [REDACTED]  
[REDACTED].

#### 4014.7 - Emergency Utilities Shutoff

- a) In the event of an emergency requiring the shutoff of one or all of the facilities utilities, Main Control will notify the Watch Commander or Operations Sergeant. The Main Control SSO / Deputy, and the First Floor Prowler Deputy at the direction of the Watch Commander/Operations Sergeant, will perform the following emergency procedures.
  1. [REDACTED] will be performed by Facility Operations. For service 24 hours a day refer to the Operations Sergeant who can summon assistance via the Theo Lacy Watch Commander.
    - i. In the event of an exigent situation, the Watch Commander can authorize staff to turn the exterior water supply off. [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
2. [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]. For service 24 hours a day refer to the posted phone number in Main Control.

#### 4014.8 - Emergency Supplies

- a) In the event of a disaster or major emergency, supplies have been issued in sufficient quantities to handle all effected personnel for three days. These kits provide employees with food, water medical supplies, equipment, and sanitation supplies. The supplies are contained in a two-part kit consisting of two rubberized utility bags (pink, green or blue in color). Part "A" indicates emergency equipment and medical supplies. Part "B" indicates sanitation supplies. The use of any or all of these supplies will be at the direction of the Watch Commander.
- b) Emergency Supplies Locations:
1. [REDACTED] floor [REDACTED]. 1 kit
  2. [REDACTED] floor [REDACTED] Room "[REDACTED]" 2 kits
  3. [REDACTED] floor [REDACTED] Room "[REDACTED]" 1 kit
- c) The Fire Life Safety Deputy will be the designated custodian of the emergency supplies. The custodian will be responsible for the following:
1. [REDACTED] floor [REDACTED]. 1 kit
  2. [REDACTED] floor [REDACTED] [REDACTED] "[REDACTED]" 2 kits
  3. [REDACTED] floor [REDACTED] [REDACTED] "[REDACTED]" 1 kit

#### 4014.9 - Food Rationing

- a) Sufficient food, that does not require cooking, is on hand at each facility at any time to feed a subsistence ration to approximately 2400 inmates for a maximum of one day (24 hours).

#### 4014.10 - Water Supply

- a) Each facility will have provisions for emergency water. This water supply provides the following ration over one 24 hour period:
1. Staff – 1 qt.
  2. Inmates – 1 pint

## 4015 - Notification of a Flood Condition

- a) Reports on flood conditions will be periodically made to the Patrol and Jail Watch Commanders.
  - 1. Existing flood damage estimates
    - i. The Central Men's Jail is located in a portion of the Orange County Flood Plain and may be exposed to a four-foot level of floodwater.