

Policy 7000 - Theo Lacy Facility

7000 - Housing Operations

7000.1 - Staffing/Responsibilities

a) Facility Overview

1. The Theo Lacy Facility will provide minimum, medium and maximum security housing for Inmates in ten Modules and seven Barracks. The security and safety of each housing unit is coordinated by a manned Guard Station. All movement occurring outside of housing is coordinated and monitored by 5 additional Guard Stations; Main Control, First Floor, Visiting, Receiving/Release, and Lobby Guard Stations.
 - i. F, G, and H Barracks house lower level general population inmates.

b) Assigned Staff

1. All housing guard stations will be staffed minimally by a Guard Station Deputy, SSO or CSA. The Guard Station will be staffed 24 hours a day, 7 days a week. The Guard Station staff position is a fixed post. The assigned staff may only leave when properly relieved. The guard station may only be left unattended at the direction of a Sergeant or above.
2. Assigned Prowler Deputies will assist the guard station staff.

c) Guard Station Security

1. Guard stations, module offices and guard corridors are secured areas. Inmates will not be allowed access to these areas, except while under direct supervision of staff for cleaning purposes. All doors shall remain locked, not propped open.
 - i. Under immediate direction and with prior approval of the guard station deputy, a CST will oversee the cleaning of the Guard Station by no more than one inmate worker.
 - ii. The inmate cleaning the guard station will not be permitted to loiter in the area or have access to any documents or security equipment.

d) Disciplinary Housing Cells

1. Guard station staff and the assigned prowler deputies are responsible for the inmates assigned to Disciplinary Housing cells in their respective areas:
 - i. Module I Guard Station Staff - Module I Disciplinary Housing
 - ii. Module K Guard Station Staff - Module K Disciplinary Housing
 - iii. Module N Guard Station Staff - Module N Disciplinary Housing

7000.2 - Documentation

a) Guard Station Twenty-Four Hour Log

1. All Guard Station and Module staff members will maintain a 24-hour daily log. The Information on the log will include but is not limited to:
 - i. Name of the staff for each shift

- ii. Date and shift times
 - iii. Equipment (radio, key, Taser) issued to staff
 - iv. Time, number, and status of counts
 - v. Incidents, title and report numbers
 - vi. Safety check times and observations.
 - vii. Other information pertinent to the shift or as directed by the supervisor
 2. The 24-hour logs will be generated by the Guard Station staff and begin at 0000 hours. Logs will be retained per CCOM or County Retention Policy.
 3. Guard Station log items will be documented in chronological order as they occur. Log items will NOT be documented prior to their occurrence.
 4. All late log entries will be documented on the log as "LATE ENTRY" and the reason for the late entry.
- b) Safety Check Log
1. All Guard Stations responsible for securing inmates in a cell or dormitory will maintain a Safety Check Log. The Safety Check log will be generated by Guard Station staff and begin at 0000 hours. Logs will be retained. CCOM or County Retention Policy. Staff will conduct and document safety checks in accordance with CCOM Policy 1716 - Safety Checks.

7000.4 - Receiving Inmates

- a) The guard station staff will review the inmate's module card to ensure the inmate has arrived at the assigned housing unit. If the inmate cannot be housed as assigned by Classification staff (i.e., no open bunk), Classification staff will be notified.
- b) The cell and bunk assignment from the mod card will be noted and entered into the Guard Station Log Book and on the 24-hour log in the Guard Station Computer.
- c) The Guard Station Deputy or SSO will ensure that the inmate has received the following items from the Clothing/Property Room. For more information about jail issued clothing, reference CCOM Policy 1201.16 - Inmate Identification Cards and Clothing and 1600.2 (g) - Jail Issued Clothing.
- d) The inmate will be issued his mattress from the storage room.
- e) The inmate will be informed of where the jail rules are posted.
- f) Hygiene items for inmates are available from Commissary three times per week. Indigent inmates may order a welfare pack containing basic hygiene items.
- g) The Prowler Deputy will direct the inmate to the assigned bunk after having conducted a search of the inmate and his personal effects.

7000.5 - Court Preparation

- a) The Guard Station Deputy or CSA will generate the court roster for their assigned housing location through SDS.

- b) The Guard Station Deputy, CSA or SSO will examine the roster to determine if all listed inmates are actually housed in the Barracks or Module.
- c) Listed inmates not in the Barracks or Module must be located. The court information must then be relayed to the inmate's actual location in order to have the inmate prepared to make the court appearance on time.
- d) The Guard Station Deputy, CSA or SSO will then prepare the correct number of colored flags to be placed on the mod cards of the inmates as they leave for court.
- e) Inmates going to court must be dressed in full jail issue clothing. The Guard Station Prowler/Escort will ensure that inmates are properly searched and dressed prior to leaving the barracks.
- f) 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.
- g) Inmates claiming to be due for a court appearance, who are not on the list, will require the deputies to check with Inmate Records. They will request a thorough check of the inmate's file in order to prevent a missed court appearance which could jeopardize prosecution and subject the County to liability.
- h) Inmates requiring segregation will not be placed with other inmates at any time. Staging inmates for court may require the use of the dayrooms and coordination with the Court Deputy in preparation to transport inmates to court safely.

7000.6 – Counts

- a) For more information about inmate counts and count times, reference CCOM Policy 1719 - Inmate Counts.

7000.7 - Inmate Meals

- a) For more information about inmate meals, reference CCOM Policy 1604 - Inmates Rights and 2306.2 - Inmate Meals.
- b) Generally, inmates housed in the barracks will eat in the chow hall and inmates housed in the modules will eat their meals in their assigned cell. Inmates housed in the barracks are generally fed sack lunches at their housing location.
- c) The Mod 1 Sergeant or Deputy running the “Crow’s Nest” will relay meal schedules to the Barracks Deputies. The staff member will determine the serving sequence schedule for each meal and each housing unit. When possible, the schedule will change frequently in order to prevent inmate complaints of partiality and to impede the inmate’s ability to predict the times of potential security breaches.
- d) When movement and security permit, the Mod 1 Sergeant or Deputy running the "Crow's Nest" will notify the designated Barracks to send their next group of inmates.

- e) In-Cell Feeding
 - 1. Unless otherwise specified, all inmates assigned to Modules will eat in their cells.
 - 2. Module housed inmates will either pick up their food trays at the sector door by group, or will have their food trays passed to them through their cell door hatch.
- f) The Module CST or deputy will bring the loaded food carts to the beach area and plug the electric cord into the receptacles in order to retain the correct food temperature.
- g) The Module Prowler and CST, accompanied by the inmate worker crew, will place a cart near each sector door, three sectors at a time (High or Low side). All other loaded food carts will remain connected to the electrical outlets. Staff members will open the door pass through, instruct the inmates to stand by the sector door and prepare to distribute the meal trays to the inmates.
- h) Each set of inmate trays will contain a complete meal.
- i) The Module Deputy, Prowler and CST will ensure that no food is stored by the inmates. Unconsumed food and drink must be returned to the kitchen or thrown away.
- j) Food and drink spills will be cleaned by the inmate at the end of the meal. The Module CST will provide equipment for the clean-up.
- k) The Module CST will go back to the first inmates that were served and begin collecting trays and utensils. Every tray and utensil will be returned to the CST for return to the kitchen.
- l) The Module Prowler and CST will feed the inmates in the Disciplinary Housing cells assigned to their modules. Inmates in the Disciplinary Housing will be afforded the same meal as all other inmates.
- m) The Module CST or Prowler Deputy will collect the used trays and utensils. The CST or Deputy will return the carts to the kitchen for cleaning.

7000.8 - Inmate Movement

- a) Any inmate movement other than mass movement or by escort requires the inmate to have a properly completed movement pass. The pass must be filled out by a Theo Lacy staff member with the following information.
 - 1. Destination
 - 2. Date and time of departure
 - 3. Inmate name
 - 4. Inmate booking number
 - 5. Issuing staff member's signature
- b) Passes may be generated from any location within the facility. All passes will be handled in an expedient manner.
- c) Whenever a movement pass is generated, a log of the movement will be annotated to keep track of the total count for each housing unit generating the pass. Additionally, Programs staff will provide each housing location with pre-generated passes and a roster for the Programs Classes (Parenting, ESL etc.) available to preselected inmates each day.

1. At no time will inmates be utilized to fill out or deliver movement passes. It will be the responsibility of each Prowler Deputy to confirm the identity of every inmate who receives a pass. If Prowlers are not available, the Ten South Deputy or Programs Deputy will be used to issue the passes. The Programs roster will be maintained in each housing guard station with an accurate and updated list of inmates who have been sent to the Programs building. Staff members will confirm the recovery of every pass issued to inmates against the original Programs roster.
 2. Blank inmate movement passes must be kept in a location inaccessible to inmates.
- d) Anytime a pass is received and the inmate is not present, the Deputy or SSO who notices the discrepancy shall search SDS to find the current housing location of the inmate. The Barracks or Module will be contacted to confirm the movement. A new pass will be generated, and the inmate will be sent back once their intended appointment is complete.
 - e) Any discrepancies regarding housing will require immediate notification to Classification staff.
 - f) During mass movement to recreation, program classes or chapel services, the Deputy working said position will notify the Barracks to which movement is requested.
 - g) It is the policy of the Theo Lacy Facility to place flags on module cards anytime inmates are out of their housing area. Exception to this rule is occasions where inmates are involved in a mass movement (large group of inmates going to a common destination, i.e.; Chow Hall, Recreation Field (Green Sector), Chapel or Inmate Programs).
 - h) All other inmate absences from assigned housing units will be indicated by colored flags as follows:
 1. Yellow: early court
 2. Green: late court
 3. Pink: Off-Compound medical
 - i) Mass movement anywhere shall always be monitored by Prowler Deputies. A Prowler Deputy will post at 10-South during daylight hours. A Prowler Deputy will escort any inmate who is leaving a housing location during night time hours from the inner compound to their destination and back. Inmates will be recounted when they return.
 - j) 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.

7000.9 - Recreation

- a) Dayrooms
 1. For more information about dayrooms, reference CCOM Policy 2006 (b) - Dayrooms.

b) Outdoor Recreation

1. For Barracks inmates, Outdoor recreation will take place on the recreation field and adjoining area. The Correctional Programs Supervisor will schedule outdoor recreation periods. Each inmate must be allowed to have access to the outdoor recreation area a minimum of three (3) hours per week.
2. For Module inmates, Outdoor Recreation will take place in the designated Outdoor Recreation facility inside each respective Module.
3. At the scheduled times, the Guard Station Deputy or SSO will announce scheduled 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.
4. Prowler Deputies will direct movement of inmates to and from the recreation area with coordination through each respective Guard Station.
5. For more information about outdoor recreation, reference CCOM Policy 2006 - Recreation.

7000.10 - Visiting

- a) Each inmate may have one public visit per visiting day and be afforded a minimum of one hour per week. Each public visiting period will last a minimum of thirty (30) minutes and whenever possible be extended to sixty (60) minutes.
- b) Official and public visits will take place in the regular visiting and attorney area. Visit approval will originate at the Lobby Guard Station.
- c) The Lobby Deputy or SSO will enter the visitor's name into the computer. This will send the visiting pass notice to the respective Guard Station printer. The Barracks Guard station Deputy, CSA or SSO will give the pass to the inmate and instruct him to give it to the Visiting Guard Station SSO. The inmate will be instructed to return the pass to the Barracks Guard Station when he returns from his visit. The Module Deputy will simply call the inmate out of their cell and direct them to the predetermined visiting booth within each Module.
- d) The Guard Station Deputy, CSA or SSO will utilize the public address system to advise the inmate(s) of the visit. Inmates will be instructed to be dressed in full jail issue.
- e) Inmates will not be required to participate in visits and may refuse any public or official visit.
- f) Booth assignments are made by the Visiting Guard Station. Every effort will be made to ensure incompatible inmates are not allowed to visit at the same time.
- g) Official visits do not have time limits. Attorneys, law enforcement, clergy, psychologists, doctors, legal runners and others as approved by the Division Commander will be assigned to booths on a first come, first served basis.
- h) Official or public visitors for barracks inmates may have documents signed by the inmate at the visiting area. Visiting Guard Station staff will pass through and relay documents to and from the inmate/visitor.

- i) Official or public visitors for Module inmates may have documents signed by the inmate via the designated document pass booth, typically booth 9 in most Modules.
- j) A movement log will be maintained by the Guard Station Deputy, CSA or SSO to account for the inmates that are out of the barracks. The log will contain the following information:
 - 1. Time out
 - 2. Bunk Location (number)
 - 3. Time in
- k) The F Barracks deputy or CSA will contact the work site inmate supervisor (e.g. kitchen) and tell him that one of his inmates has a visit. The work site supervisor will send the inmate worker to visiting. Visiting Staff will return the inmate to the work site at the conclusion of the visit. The F Barracks deputy or CSA will be responsible for ensuring the inmate returns to his work site after the visit.
- l) The Visiting Staff will advise all inmates leaving visiting to report back to their respective Guard Station Deputy, CSA or SSO, with their movement pass, prior to returning to their bunks. Visiting staff, using the Movement Log, will note all inmates directed back to housing. All inmates who after being told by visiting staff to check back in with the Guard Station Deputy, CSA or SSO, fail to do so will be subject to disciplinary action.
- m) This procedure applies to both official and regular visiting.

7000.11 - Religious Service Procedures

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 facility Division Commander, Inmate Programs Director, and the Custody Operations Assistant Sheriff.
 - 1. Preparing for Services
 - i. The Barracks or Module Guard Station Deputy, CSA or SSO will notify inmates when religious programs are scheduled.
 - ii. At the times scheduled for chapel service a Deputy will meet the approved visiting church group at the sally port next to Main Control and escort them to the chapel.
 - A. Each group may consist of no more than (7) persons.
 - B. Each person must sign in and wear a visitor's badge.
 - C. Each person will complete, read and sign a "Security Clearance Agreement" (form J-03 8) which includes the prohibition for giving any materials to any inmate.

- D. Items such as instrument cases, boxes or large bags, will be checked for contraband items. Instruments will be removed from the cases and the cases will be left in the hallway outside Main Control.
- iii. The Barracks or Module Guard Station Deputy, CSA or SSO will make an announcement over their P.A. system for those inmates wishing to attend and to get dressed in full jail issue. The number of inmates sent to the chapel will be counted both when departing and returning.
- iv. The Housing Sergeant will determine the number of inmates that may be sent from each housing unit.
- v. The Modules will only allow a maximum of 8 inmates to attend services at any one time. The number of inmates may be less depending on the security level(s) of the inmates requesting to attend.

7000.12 - Inmate Releases

- a) Unless otherwise directed, all inmates being released, regardless of classification level, shall be released from the Theo Lacy Facility.
- b) Notification of inmates scheduled for release will be made on Pre-Release Notice, received from Inmate Records on Shift I.
- c) The Guard Station Deputy, CSA or SSO will instruct the inmate to bring all personal and jail issue items, including the mattress, to the Guard Station. Bunk/Cell areas are to be left in clean condition.
- d) A Prowler Deputy will verify the inmate's identity by checking the release information with the Module Card and by questioning the inmate if necessary.
- e) Each item of jail property, including jail clothing, towel, sheets and blanket will be checked for quantity and condition by the Deputy before being carried to the Clothing Property Room by the inmate.
- f) The Guard Station Deputy will mark the release information in large letters on the front of the mod card.
 - 1. Black letters = [REDACTED]
 - 2. Red letters = [REDACTED]
 - 3. Green letters = [REDACTED]
- g) The inmate will be escorted to the Release/Receiving Guard Station by a deputy.
- h) The Guard Station Deputy or CSA will make an entry into the Inmate Movement log in the appropriate color: inmate's name, booking number, barrack and bunk number, release reason, i.e. straight, in-custody, date and time.
- i) The Deputy or CST will direct the released inmate to wipe down his mattress and bunk with the appropriate cleaner. The mattress will be placed in the appropriate storage room.

- j) The Prowler Deputy will search the bunk area for any items left by the inmate. Jail property will be returned to the appropriate storage area. Non-valuable personal items will be disposed of in the trash locker. Items of value will be taken to the Property Room to be given to the inmate. If the inmate has already been released, the Module Prowler Deputy will write a Found Property report.

7002 - Receiving/Release Guard Station

- a) A Deputy, with the proper keys, must remain in the Processing area whenever inmate(s) are present.

7002.1 - Medical Screening

All inmates assigned to the facility will be medically screened by medical staff for health problems. Inmates who are medically unfit will be reassigned to a more suitable county jail facility.

- a) Pre-Trial Inmate Medical Screening
 1. All pretrial inmates assigned to the Theo Lacy Facility will have been transferred from the Central Jail or the Intake Release Center.
 2. Pre-booking medical screening of every inmate will be conducted at the Central Jail or IRC Facility during the admission process.
 3. Pretrial inmates with certain medical conditions will not be assigned to the Theo Lacy Facility.
 - i. Generally, inmates with serious medical problems requiring more involved medical attention will remain at the Central Jail.
 4. When receiving/transferring pre-trial inmates at the facility, the medical history form and triage papers will accompany the inmate.
 - i. The nurse on duty will review the inmate's medical history form to become aware of any listed conditions.
 - ii. When in the judgment of the nurse, any inmate is unfit for assignment at the Theo Lacy Facility, due to medical or mental problems, he will be removed from the facility.
 - A. The inmate may be returned to the Central Jail or IRC.
 - B. The inmate may be sent to the jail ward at Anaheim Global Medical Center.
 - iii. When the medical history form does not accompany the inmate, the deputy will notify the Mod One Sergeant and call the IRC screening deputy and arrange for immediate transfer of the forms.
 - iv. The medical history forms will be retained by the medical staff in their office at the facility.
 5. Pre-trial inmates will use the pink color inmate message slip to request subsequent routine medical attention.
 6. Deputies and nurses will maintain a constant vigilance over the inmates in order to observe any unreported medical or psychiatric problems from time of arrival to release.

b) Sentenced Inmate Medical Screening

1. Most sentenced inmates assigned to the Theo Lacy Facility will have been transferred from the Central Jail or the Intake Release Center.
2. Pre-booking medical screening of most inmates will have been conducted at the Central Jail Complex during the admission process.
 - i. Males with stayed jail sentences may pre-book at Theo Lacy prior to surrendering on the day and time ordered by the court. If an inmate has medical conditions that prohibit them from later being housed at Theo Lacy, the medical staff will notify Classification staff immediately.
3. Sentenced inmates with certain medical conditions will not be assigned to the Theo Lacy Facility. Medical qualifications will be determined by the medical staff.
 - i. Generally, inmates with medical problems that would interfere with their ability to function in barracks type housing will not be assigned to the facility.
4. The jail physician and medical staff will perform a worker's medical exam on sentenced inmates prior to their transfer to Theo Lacy Facility.
 - i. General work status will enable the inmate to work at any inmate work assignment except the kitchen. If an inmate is cleared to work in the kitchen or serve in-cell meals the medical staff will mark his chart OKKP.
 - ii. Light work status will be accompanied by written restrictions. Light duty excludes kitchen duty.
 - iii. Limited compound status will restrict the inmate's work activity to those jobs on the facility premises in the light duty category.
 - iv. No work status will prohibit the inmate from being assigned to a work program.
5. Sentenced inmates will use the pink color inmate medical message for requesting subsequent medical attention.
6. Deputies, nurses and work crew supervisors will remain constantly alert to any unreported medical or psychiatric problems from the time of arrival to the release of all inmates.

c) Weekender Inmate Medical Screening

1. All weekender inmates will be medically screened in the booking area by the facility nurse to determine if they are medically suitable for the facility (pre-booking or regular booking).
2. Weekenders not deemed medically suitable may be transferred to the Central Jail, IRC or appropriate medical facility to serve their weekends.

7002.2 - Processing Stay/Weekender Inmates

- a) A commitment list will be generated by Inmate Records each day listing the names of the stays/weekenders due in.
1. The list will be retained at the Lobby desk.
 2. The list will contain only the inmates' names.

- b) Records will supply a partially complete pre-booking form for each inmate whose name appears on the list. The pre-booking form will be attached to the list.

7002.3 - Pre-Booking Procedures

- a) Each male person sentenced to weekends or straight time in the jail will be notified by the court of the pre-booking process.
- b) Stays/Weekenders may be pre-booked by the Booking/Release Deputy 24 hours a day.
- c) The Lobby Staff will notify the Booking/Release Deputy of any commitments that need to be processed.
 - 1. The inmate's commitment papers will be reviewed to determine if he must pay for his custody. Payment is made at the time of booking by cash or check to the Cashier. Checks are to be made payable to the County of Orange.
- d) The Booking/Release Deputy will receive identification and verify the inmate's copy of the court papers. Pre-booking is only done for commitments due in that week. Others must return during the week in which they begin their first weekend.
- e) If the subject's name is not on the list the Booking/Release Deputy will call the Commitment Clerk to verify we have received the court papers.
- f) When the commitment papers are in order, the booking process will begin.
 - 1. Prior to entering the Receiving area, the inmate will do the following:
 - i. Anytime inmates returning from court and/or inmates being transferred to this Facility arrive, all new bookings will be removed from the Receiving sally port to the walkway leading from the Lobby to the Receiving Guard Station sally port until such time as the court inmates and/or transferring inmates have been placed into holding cells.
- g) The Booking/Release Deputy will enter the booking information into the Sheriff's Data System computer located in the Receiving Guard Station and the inmate will be issued a booking number.
 - 1. It is then the Booking/Release Deputy's responsibility to deliver the property receipt to the Booking Prowler.
- h) The inmate will be allowed into the Receiving area, where he will be searched for weapons and contraband.
 - 1. Contraband located during the search will be handled as criminal evidence if appropriate or as unacceptable items for storage. The Mod One Sergeant will be notified of located contraband. The Sergeant will direct the handling of the item(s).
 - 2. Items unacceptable for storage at this facility include, but are not limited to, perishables, explosives, incendiaries, weapons and contraband.
- i) Prior to an inmate being physically booked, he will be medically screened. If an inmate is not deemed medically suitable for Theo Lacy, the medical staff will notify Classification staff and the inmate will be transferred to the IRC or appropriate medical facility.

- j) The inmate will proceed to the Photo-imaging computer, where his photograph and right thumbprint will be taken. The photograph is automatically printed on the module card and tracking form as well as being stored in the computer.
1. The Booking Prowler will utilize Holding Cells deemed appropriate in order to meet the needs of the facility.
 2. In the event the photo-imaging computer is inoperable, the inmate will be re-photographed upon the next return to the Facility using the Photo-imaging computer.
 - i. This procedure will only be followed if the inmate would be required to wait more than one (1) hour for the repair of the Photo-imaging camera and only upon approval of the Mod One Sergeant.
 3. The inmate will be fingerprinted on the Live scan Machine.
 4. The following circumstances will necessitate taking inked prints:
 - i. Out of service machines.
 - ii. The operations sergeant is to be notified immediately. He will determine the need for a repair technician and call if necessary.
 5. Palm prints
 - i. Normal fingerprints will be taken on the Live Scan.
 - ii. Palm prints will be done with ink and sent to Support Services/Logging along with the logging copy of the booking slip.
 - iii. Inmate's name and booking number must be printed onto the palm card.
 6. Booking Record/Advisement
 - i. Inked flat prints will be put on the booking Record/Advisement form during the booking process for positive ID upon the inmate's release.
 - ii. The inmate will be asked to sign the form; if he refuses, a memo will be sent to the mailroom CST indicating the inmate has not authorized mail inspection. A copy of the memo will be placed into the inmate's file.
 7. Reprints
 - i. In the event an inmate needs to be reprinted, personnel in Cal ID will notify the Theo Lacy Operations Sergeant.
 - ii. Steps to have an inmate reprinted will be taken immediately.
 - iii. Amputees/Scarred
 - A. Wording such as AMPUTATED/SCARRED is not to be used on the Live Scan card if there is any print detail available.
 8. The inmate will be directed to the CWP Deputy for screening and, if eligible, assignment to the Community Work Program.
 9. The inmate will be interviewed and if accepted by the Community Work Program Deputy, his mod card will remain with the CWP Deputy.

- i. If the inmate qualifies for the program, he will be placed in a Booking Loop Holding Cell pending release from the facility.
 - ii. If the inmate is assigned to the Community Work Program, he will not return to the facility after he has completed the booking process.
 - iii. The CWP Deputy/SSO will distribute the fingerprint cards, pre-booking records, court papers, photos and mod card to Theo Lacy Inmate Records.
- 10. The Booking/Release Deputy will notify the Commitment Clerk of the pre-booking.
- 11. When the inmate has completed the booking process he will be escorted to a member of the Classification staff to be classified and screened. If the inmate does not medically qualify for housing at Theo Lacy or Classification staff determines the inmate is to be housed at the Central Jail Complex, the Classification Deputy will complete form J-041. The original will be given to records and a copy will be given to the inmate prior to being released.
- 12. The inmate will be released via the release corridor and out through the Lobby.
- 13. Pre-bookers with outstanding warrants will be booked to the warrant.
 - i. If the warrant is citable, follow the Cite and Release procedure for that case.
- 14. A hold will be placed on any weekender with an out-of-county non-citable warrant.

7002.4 - Friday Evening Processing

- a) The majority of weekenders and persons granted a temporary stay of their sentence are processed into our system on Friday evenings. Their identity will be confirmed by the Lobby Staff and their name will be checked against the commitment list.
- b) Benches are provided in the Lobby as well as the Receiving sally port. A seat will be provided for each inmate throughout the process.
- c) Movement from the Lobby to Receiving should be coordinated so as not to exceed the capacity of the sally port.
- d) The Processing holding cells are only to be used for inmates that have been entered into the SDS computer and have been issued a booking number. This will require the Booking/Release Deputy to update the housing location of all returning weekenders and returning stays to that of intake status, TL-IN. This shall be completed prior to allowing the inmate into the processing area.
 - 1. Each holding cell has a rated capacity. This must not be exceeded under any circumstances.
- e) Processing will be continuous. Inmates will not be separated and held in groups by booking status or otherwise delayed other than to prevent the overcrowding of the Receiving sally port. All new or transferred bookings will receive a housing assignment and bunk within 24 hours.
- f) Processing Weekenders or Stays with Assistive Devices (Wheelchair, Cane, Walker, Crutches)
 - 1. Whenever someone requiring an assistive device checks himself in to begin the booking process at Theo Lacy, the Lobby staff will immediately contact the receiving guard station in order to expedite the booking process for that person. Staff will escort the person to the receiving sally port where the booking process will begin.

2. The Receiving Guard Station Deputy will contact the First Floor Sergeant and Medical staff.
3. The First Floor Sergeant will assign a deputy to expedite the booking process and ensure accommodations are made in accordance with CCOM Policy 1606 - Inmates with Disabilities. The First Floor Sergeant will enter the following information into the Corrections Sergeant Log under the drop down menu item "ADA Booking Process" and enter the following information:
 - i. The date and time the person enters the receiving area.
 - ii. The name of the designated deputy responsible for escorting the inmate through the process.
4. As soon as the booking process is completed, the inmate will be escorted directly to the appropriate housing location.

7002.5 - New Bookings

- a) The booking process will be followed after the inmate is searched for weapons and contraband.
- b) Prior to entering the Receiving area, the inmate will do the following:
 1. Anytime inmates returning from court and/or inmates being transferred to this Facility arrive, all new bookings will be removed from the Receiving sally port to the walkway leading from the Lobby to the Receiving Guard Station sally port until such time as the court inmates and/or transferring inmates have been placed into holding cells.
- c) Theo Lacy facility will not house or accept inmates under the age of 18.
- d) When it is determined an inmate currently in custody is a juvenile, the Mod One Sergeant and the Shift Commander will be notified.
- e) Pre-trial juvenile inmates will be returned directly to the arresting agency.
- f) If the juvenile is a self-booking or sentenced inmate, he will be returned to the court of jurisdiction for disposition.
 1. The juvenile will be kept separate from adult inmates. The juvenile will have an escort any time it is necessary to move him while at the facility.
 2. The Shift Commander will contact the Intake Release Center Watch Commander and advise him of the juvenile.
 3. The inmate will be transported to the Intake Release Center via Sheriff's Transportation.
 4. A jail incident report will be written.
 5. The report will include all available information that led to the discovery of the juvenile, any information regarding steps taken to protect the juvenile and any contacts made with parents, guardians or probation officers.
 6. A copy of the Jail Incident report must accompany the juvenile to the Intake Release Center.
- g) The Booking/Release Deputy will enter the booking information into the Sheriff's Data System computer located in the Receiving Guard Station and the inmate will be issued a booking number.
 1. It is then his responsibility to deliver the property receipt to the Booking Prowler.

- h) The inmate will be allowed into the Receiving area, where he will be searched for weapons and contraband.
 - 1. Contraband located during the search will be handled as criminal evidence if appropriate or as unacceptable items for storage. The Operations Sergeant will be notified of located contraband. The Sergeant will direct the handling of the item(s).
 - 2. Items unacceptable for storage at this facility include, but are not limited to, perishables, explosives, incendiaries, weapons and contraband.
- i) Prior to an inmate being physically booked, he will be medically screened. Inmates not deemed medically suitable for Theo Lacy will be transferred to the IRC or appropriate medical facility.
- j) The inmate will proceed to the Photo-imaging computer, where his photograph and right thumbprint will be taken. The photograph is automatically printed on the module card and tracking form as well as being stored in the computer.
- k) The inmate will be directed to the CWP Deputy for screening and, if eligible, assignment to the Community Work Program.
- l) The inmate will be interviewed and if accepted by the Community Work Program Deputy, his mod card will remain with the CWP Deputy.
 - 1. If the inmate qualifies for the program, he will be placed in a Holding Cell pending release from the facility.
 - 2. If the inmate is assigned to the Community Work Program, he will not return to the facility after he has completed the booking process.
 - 3. The CWP Deputy/SSO will distribute the fingerprint cards, pre-booking record, court papers, photos and mod card to Theo Lacy Inmate Records.
- m) After having the inmate medically screened and photographed the Booking Prowler will remove the inmate from the holding cell for property inventory. All personal property will be itemized and logged on a property receipt. One copy of the receipt will be given to the inmate, one to Inmate Records to be placed in the inmates file and one will be placed in a clear plastic bag along with the property.
- n) The property bag will be stored in Inmate Records by sliding it under the window. The Booking/Release/Property CST will remove the property from Inmate Records a minimum of three times per shift and deliver it to the Property room for safekeeping. Property will be filed by the last three (3) digits of the booking number.
- o) Money will be counted in the presence of the inmate, placed in a paper money envelope, sealed and identified by writing the inmates name, booking number and amount of money on the envelope. The amount of money will be recorded on the property receipt and on the Cash Verification Log maintained in the Booking Loop.
 - 1. When the amount of money is in dispute or is in excess of \$500.00, the money will be counted and verified by the Mod One Sergeant. The Sergeant will initial the correct amount on the Cash Verification Record form J-003A.

- p) The money envelopes will be placed in the locked money box kept in Processing. At least one time per shift, the Mod One Sergeant will take the box to the Cashier for accounting under the inmates name in the computer.
- q) The inmate will be directed to the Classification Deputy for screening.
- r) The Classification Deputy will assign the inmate a housing location using the Sheriff's Data System.
- s) The inmate will be escorted to the clothing room by the Booking Prowler.
- t) At the clothing room, the inmate will change into jail issue clothing.
 - 1. Prior to placing the inmate's personal clothes in the storage bag, a complete inventory will be done. Each item of clothing will be described as to brand name, color, size and condition on the Clothing and Bulk Property Inventory Form. The form will be signed and dated by both the inmate and person inventorying the clothing.
 - 2. The clothing card will indicate the inmate is wearing his own shoes by writing "retained" next to the description of the shoes.
 - 3. The shower is only to be used in extreme cases when an inmate is deemed offensively dirty. All other inmates may shower when they arrive at their housing location.
 - 4. At no time will inmate workers be allowed inside the clothing room without the direct supervision of staff.
 - 5. Inmates will receive two sheets, a blanket and towel at the Clothing/Property Room.
- u) Inmates are then placed in Housing Hold #18 by the Booking Prowler. They will be escorted with their mod cards to their barracks by the Prowler Deputy assigned to the corresponding housing location.
- v) Weekenders will be advised of the following:
 - 1. They are instructed that they will not be allowed to make purchases from Commissary.
 - 2. They are not permitted visits.
 - 3. They are permitted access to the facility grounds and telephones.

7002.6 - Inmates Not Accepted for Commitment

- a) Anytime an inmate is not accepted for booking on a court commitment, Form J-029, "Defendant Not Accepted for Commitment" must be filled out.
 - 1. Those areas on the Form J-029 pertaining to the refused commitment will be completed legibly and in their entirety.
 - 2. The staff member filling out the form will sign legibly in the space provided and include their badge number.

7002.7 - Returning Stays and Returning Weekenders

- a) Returning weekenders are inmates sentenced to two or more consecutive weekend commitments. Once confirmed with the commitment list that the inmate is due in, the inmate will be sent to the Receiving Guard Station.

- b) Returning stays are inmates who have pre-booked and are returning to the Facility to begin their sentence. Once confirmed by the commitment list that the inmate is due in, the inmate will be sent to the Receiving Guard Station.
- c) Processing will be continuous. Inmates will not be separated and held in groups by booking status or otherwise delayed other than to prevent the overcrowding of the Receiving sally port.
 - 1. When a returning weekender or returning stay enters the Receiving Guard Station sally port, the Booking/Release Deputy will identify the inmate and notify Records to pull his mod card.
 - 2. Records will forward the mod card to the Booking/Release Prowler Deputy.
 - 3. Once the inmate's housing status has been updated by the Booking/Release Deputy to in-booking, TL-IN, the inmate will be allowed to enter the processing area.
- d) The inmate will be allowed into the Receiving area, where he will be searched for weapons and contraband.
 - 1. Contraband located during the search will be handled as criminal evidence if appropriate or as unacceptable items for storage. The Mod One Sergeant will be notified of located contraband. The Sergeant will direct the handling of the item(s).
- e) Items unacceptable for storage at this facility include, but are not limited to, perishables, explosives, incendiaries, weapons and contraband.
- f) The inmate will be medically screened. Inmates not deemed medically suitable for Theo Lacy will be transferred to the IRC or appropriate medical facility.
- g) After having the inmate medically screened the Booking Prowler will remove and inventory the inmate's personal property. All personal property will be itemized and logged on a property receipt. One copy of the receipt will be given to the inmate, one to Inmate Records to be placed in the inmates file and one will be placed in a clear plastic bag along with the property.
- h) The property bag will be stored in Inmate Records by sliding it under the window. The Booking/Release/Property CST will remove the property from Inmate Records a minimum of three times per shift and deliver it to the Property room for safekeeping. Property will be filed by the last three (3) digits of the booking number.
- i) Money will be counted in the presence of the inmate, placed in a paper money envelope, sealed and identified by writing the inmates name, booking number and amount of money on the envelope. The amount of money will be recorded on the property receipt.
 - 1. When the amount of money is in dispute or is in excess of \$500.00, the money will be counted and verified by the Mod One Sergeant. The Sergeant will initial the correct amount on the Cash Verification Record form J-003A.
 - 2. The money envelopes will be placed in the locked money box kept in Processing. At least one time per shift, the Mod One Sergeant will take the contents of the box to the Cashier for accounting under the inmate's name in the computer.
- j) The returning weekender will have a flat right hand fingerprint taken on the right side of the Booking Record Advisement form.

- k) The inmate will be directed to the Classification Deputy for screening.
- l) The Classification Deputy will assign the inmate a housing location using the Sheriff's Data System.
- m) The inmate will be escorted to the clothing room by the Booking Prowler.
- n) At the clothing room, the inmate will change into jail issue clothing.
 - 1. Prior to placing the inmate's personal clothes in the storage bag, a complete inventory will be done. Each item of clothing will be described as to brand name, color, size and condition on the Clothing and Bulk Property Inventory Form. The form will be signed and dated by both the inmate and person inventorying the clothing.
 - 2. The clothing card will indicate the inmate is wearing his own shoes by writing "retained" next to the description of the shoes.
 - 3. The shower is only to be used in extreme cases when an inmate is deemed offensively dirty. All other inmates may shower when they arrive at their housing location.
 - 4. At no time will inmate workers be allowed inside the clothing room without the direct supervision of staff.
 - 5. Inmates will receive two sheets, a blanket and towel at the Clothing/Property Room.
- o) Inmates are then placed in Housing Hold #18 by the Booking Prowler. They will be escorted with their mod cards to their barracks by the Prowler Deputy assigned to the corresponding housing location.
- p) Weekenders will be advised of the following:
 - 1. They are instructed that they will not be allowed to make purchases from Commissary.
 - 2. They are not permitted visits.
 - 3. They are permitted access to the facility grounds and telephones.

7002.8 - First Floor Count

- a) It will be the responsibility of the Booking/Release Deputy to conduct a count of inmates in the Processing area at the designated count times.
- b) Inmates located on the first floor will be designated by housing location beginning with PR, IN, RE, FM, or TR.
 - 1. Definitions:
 - i. PR: Pre-release
 - ii. IN: Intake
 - iii. RE: Release
 - iv. FM: From
 - v. TR: Transfers
- c) When possible, the count will begin in the Release area.
- d) The presence of all inmates will be verified by comparing their names on the count roster with their booking paperwork.

- e) Any questions regarding the identity of an inmate will be resolved by obtaining the inmate's mod card from the Release Guard Station. The Deputy will compare the photograph and/or ask the inmate's last name and require the inmate to answer with the correct first name, date of birth, or other description as necessary to correctly identify the inmate.
- f) The Booking/Release Deputy will then proceed to the Classification booths and Clothing Room to continue the count.
- g) The Booking/Release Deputy will account for all inmates on the first floor in Holding Cells H-18 through H-1.
 - 1. The presence of all inmates will be verified by comparing their names on the count roster with their booking paperwork.
- h) The Mod One Sergeant will be notified immediately of any unsolved discrepancies with the count.

7002.9 - Transfers from Central Jail Complex

- a) Inmates transferring to the Theo Lacy Facility from the Central Men's Jail or the Intake/Release Center (i.e., "Swimmers") will be received daily.
- b) Generally, all inmates being transferred to the Theo Lacy Facility will be dressed in jail issued clothing according to their classification level. For more information about jail issued clothing, reference CCOM Policy 1201.16 - Inmate Identification Cards and Clothing.
- c) The transportation bus will arrive at the receiving bus sally ports at the northeast corner of the Facility and make contact with the First Floor staff member via the intercom.
 - 1. The First Floor Staff Member will notify the Booking/Release Deputy of incoming traffic.
 - 2. The Booking/Release Deputy will ensure that the inner gate is closed before allowing any inmates to exit the bus.
 - 3. Any new bookings awaiting processing will be removed from the Receiving sally port to the walkway leading from the Lobby to the Receiving Guard Station sally port until such time as the transferring inmates have been placed into holding cells.
- d) The Booking/Release Deputy will conduct roll call of the inmates off the bus by using the list provided by IRC Classification staff. The inmates will be secured in the booking/release holding cells upon exit from the bus and entry into the facility.
 - 1. Each inmate must be named on the list. If not, Classification staff must be contacted to determine the inmate's status.
 - 2. For each inmate on the list, there must be personal property bags. The bags may contain the inmate's personal property and/or clothing. If an inmate has no personal property and/or clothing, a property receipt or clothing card will be transferred with the inmate.
 - 3. The Booking/Release Prowler Deputy will verify that each inmate's personal property was received.

- i. Missing property will be brought to the attention of the Mod One Sergeant.
- 4. When any of the inmate's property is missing, a Missing Property Report must accompany the inmate explaining the loss. If no report was sent for the missing item (s), the Deputy will notify the Mod One Sergeant.
 - i. The Sergeant will contact the Operations Sergeant at the sending facility to request a report, recording the name of the person contacted.
 - ii. If a report is not received within three days, the Sergeant will contact the Division Commander for direction.
- e) For each inmate there must be a mod card and a clothing card.
- f) The Mod One Sergeant will be notified by the Classification Deputy when the transfers arrive, how many and the early time. The Sergeant will be responsible for each inmate receiving a bed within 24 hours.
- g) The Booking Prowler will assume control over movement of the inmates while in the booking loop. The Classification Deputy will complete the transfer process.
- h) Each inmate, the transfer list and all identifying cards must be verified for complete accuracy by the Booking Prowler.
- i) The Classification Deputy will assign housing locations using the Sheriff's Data System.
- j) The Booking Prowler will provide a brief orientation for the inmates regarding meal service, facility rules and services and where they are posted and "off limits" areas. Inmates will be told to view the video tape covering facility rules and regulations in English and Spanish and times for the showing will be announced.
- k) Inmates will be placed in holding cells to await escort to their housing location.
- l) Once all inmates are secured, the Booking Prowler will take their personal property bags to the clothing room.
 - 1. The personal property bags will be placed in the property room for safekeeping. The bags will be filed alphabetically and by the last three digits of the inmates booking number.
 - 2. Personal property bags will be hung on the racks in the clothing room. The number corresponding to the rack must be written on the inmate's clothing card.
- m) Inmates being housed will be issued two sheets, a blanket and a towel.
- n) Inmates will be escorted to their housing location by at one Deputy.
- o) The Classification Deputy will process the transfers' paperwork.
 - 1. Mod cards will be marked, in pencil, to show:
 - i. Date time received
 - ii. Housing location
 - 2. The mod cards will be delivered to the housing area along with the inmate.
 - 3. Medical files will be delivered to the dispensary.
 - 4. Inmate history files will be delivered to Inmate Records.

7002.10 – Releasing Maximum Security Inmates

- a) In accordance with an agreement between the City of Orange and the Orange County Sheriff's Department, the following inmates shall not be released from the Theo Lacy Facility:
 1. High Security (HS) inmates.
 2. Administrative Housing (AH 1-3) inmates.
 3. Protective Custody-1 (PC-1) inmates.
- b) High Security (HS) inmates, Administrative Housing (AH) inmates, and Protective Custody-1 (PC-1) inmates housed at the Theo Lacy Facility shall be transported to the Intake and Release Center for release.

7004 - First Floor Guard Station

The First Floor Guard Station will coordinate the functions of the Modules, Barracks and inmate movement.

7004.1 - Location

The First Floor Guard Station is located in the center of the floor at the bottom of the main escalator. This station is staffed 24 hours a day, 7 days a week. The Guard Station is a fixed position and the assigned CSA may only leave their post when properly relieved. It is the coordination and control point of all Theo Lacy Facility housing activities.

- a) The Guard Station is a secured area to which inmates are denied access, except for cleaning purposes.
 1. Under immediate direction and with prior approval of the Guard Station CSA, a CST will oversee the cleaning of the station by an inmate worker.
 2. Inmates cleaning the Guard Station will not be permitted to loiter in the station or to have access to any documents or security equipment.

7004.2 - Distribution of Facility Paperwork

- a) At shift change, staff members will stop at the First Floor Guard Station to drop off/pick up paperwork applicable to their work location. This will include Administration Clerical staff, designated Inmate Programs staff and the Clothing/Property CST. The First Floor Guard Station will contain a basket for each of the following areas:
 1. A-E Barracks
 2. F Barracks
 3. G Barracks
 4. H Barracks
 5. Module I
 6. Module J

7. Module K
 8. Module L
 9. Module M
 10. Module N
 11. Module O
 12. Module P
 13. Module Q
 14. Module R
- b) The First Floor Guard Station CSA will place paperwork delivered to him into the appropriate basket and distribute paperwork to the appropriate staff member.
1. To eliminate congestion in the Guard Station, paperwork will be passed to/received from the CSA via the window pass-through.
- c) The Shift I CSA will ensure that all paperwork from the previous day has been distributed in a timely manner. The CSA will contact those areas that have failed to pick up paperwork and request they do so prior to 0400 hours.
- a) First Floor Guard Station CSA's will receive direction and supervision from the First Floor Sergeant.
 - b) The First Floor Guard Station CSA's will coordinate certain housing activities, scheduled or spontaneous, with prior approval of the First Floor Sergeant (i.e.; meals, mass movement, court, medical and dental passes).
 - c) The First Floor Guard Station CSA's will maintain communications with the Lobby, Barracks, Module and Main Control Guard Station Deputies SSO's/CSA's. The First Floor Sergeant will be advised of information from other Guard Stations and/or via the Operations/Housing/Module Sergeant(s).

7004.3 - Security Equipment

- a) The First Floor Guard Station will be equipped with security monitoring and regulating equipment.
- b) The First Floor Guard Station CSA will monitor all inmate movement in the first floor Disciplinary Housing Cells corridor.
- c) Security doors will be monitored at the control panel in the First Floor Guard Station. The CSA will be constantly aware of each door's status and the working order of all equipment. Doors will remain closed unless an authorized person is passing through.
- d) An emergency Guard Station key will be kept in the First Floor Guard Station to be used in the event of a power failure. The key will only be issued in times of emergency and at the direction of the Sergeant.
- e) The First Floor Guard Station CSA will use the public address system when necessary.
- f) An emergency movement control will be located in the First Floor Guard Station for the main escalator. Both escalator movement and direction can be controlled by the First Floor Guard Station CSA's and the Main Control Deputies.

7004.4 - Supervision of Inmates

- a) Visual supervision of inmates in the first floor corridors will be the responsibility of the First Floor Guard Station CSA.
- b) Surveillance will be by direct line of sight and by CCTV cameras.
- c) The First Floor Guard Station CSA will maintain in continuous contact with other Guard Stations and Main Control regarding inmate movement through the corridors.
- d) When the Medical Prowler Deputy is unavailable to supervise inmates in the Medical waiting area, the First Floor Guard Station CSA will coordinate with Main Control staff the movement of inmates to and from the Medical waiting area and holding cell H18.
- e) The First Floor Guard Station CSA will ensure that an escort is provided for inmates requiring escort through the corridors. Prowler or Escort Deputies will coordinate to perform the escort with the First Floor Guard Station CSA or First Floor Sergeant.
- f) Anytime an inmate leaves the Barracks, other than in a group or mass movement, they must have a completed movement pass. Movement passes will be checked for destination and accuracy by the First Floor Guard Station CSA.
- g) Mass and group movements will be under escort. The First Floor Guard Station CSA will visually monitor mass and group movement.
- h) New inmates will arrive at the Receiving Guard Station with their processing forms. After they are directed to a designated holding cell, a Classification Deputy will provide the First Floor Guard Station CSA with the inmate's mod card. The First Floor Guard Station CSA will notify the appropriate housing location and a deputy from that location will escort the inmate to the correct housing location.

7004.5- Disciplinary Housing

- a) The first floor Disciplinary Housing corridors and all inmate movement therein, shall be monitored by the first floor guard station CSA.
- b) In the event of inmate requests for assistance, suspicious sounds or circumstances, the First Floor Guard Station CSA will send a Prowler to check on the inmate(s) promptly.

7004.6 - Meal Schedules

- a) The First Floor Sergeant will oversee the breakfast and dinner meals, which are served in the Inmate Dining Hall. The Sergeant may designate a deputy to station him/herself in the "Crow's Nest", which oversees the Inmate Dining Hall. The Crow's Nest Deputy will determine the serving sequence schedule for each meal and each housing unit and relay the meal schedules to the Barracks Deputies. The schedule will change frequently in order to prevent inmate complaints of partiality and to impede the inmate's ability to predict the times of potential security breaches. Each inmate will be allowed no less than fifteen (15) minutes to complete each meal. However, if they are finished eating, the fifteen (15) minutes does not apply.

7004.7 - Video Recording

- a) The Receiving/Release Deputy will be responsible for the operation of the video cassette recorders located in the video cabinet inside the Receiving Guard Station, including daily replacement of video tapes. The Receiving/Release Deputy will conduct daily checks of the video cassette recorders and video monitoring equipment to ensure they are operating properly at all times.
- b) Video Cassette Recording/Video Monitoring
 1. There are a total of four monitors and two video cassette recorders located within the Receiving Guard Station.
 2. In the event one of the video cassette recorders becomes inoperative, the First Floor Sergeant will be notified immediately.
 3. Camera number #1 is located above the nurses triage station. Numbers #2 through #6 continue along the processing loop to release. Number #7 is located within the Receiving Guard Station sally port. Number #8 is located outside the doorway connecting the receiving sally port and the hallway leading to the lobby.
 4. Each camera is taped continuously for a twenty-four hour period by the video cassette recorder.
- c) Video Cassette Recorder Tape Replacement
 1. At approximately 0000 hours every day, the Shift II Receiving/Release Deputy will replace the video tape in the video cassette recorder.
 2. Each day of the week will have seven tapes designated TLF Booking Loop and the current date for each camera. Each tape removed will be replaced with the respective tape for the following day.
 3. Once all the tapes for the previous day have been rewound, they will be placed into the appropriate slot in the video tape storage cabinet located next to the video cabinet.
- d) Evidence Procedures
 1. In the event an incident occurs that requires a Jail Incident Report, the First Floor Sergeant will make the decision whether or not the tape(s) recording the incident will be placed into evidence for safekeeping.
 2. If a tape is to be placed into evidence for safekeeping, the property tag shall be marked with the corresponding Jail Incident number.
 3. If no legal action occurs within a year and a day of the incident, the tape shall be withdrawn from Headquarters Property and returned for use at Theo Lacy.
 4. In the event an incident occurs that requires a DR Report, the First Floor Sergeant will assign a Deputy to remove the tape(s) recording the incident and place it into evidence.
 - i. The tape shall be pulled and deposited in Headquarters Property with the appropriate evidence tag and DR number.

5. If a tape is removed for storage and/or evidence purposes, it shall be replaced with a new tape immediately.

7004.8 - Escalator

- a) Movement
 1. The First Floor Guard Station CSA will monitor all inmate movement in the escalator.
- b) Per the Elevator Code, if the first floor fire door closes due to fire or smoke, the CSA will stop the escalator by manually pressing the 'ESCALATOR STOP' button. To restart the escalator, the CSA will manually press the 'START' button.

7006 - Kitchen Prowler

The Kitchen Prowler Deputy's primary responsibility is to maintain the security of the kitchen area and the loading dock.

7006.1 - General Duties

- a) The Kitchen Prowler will receive supervision from the Mod One Sergeant.
- b) The Kitchen Prowler will monitor inmate behavior whenever inmate work crews are present.
- c) The Kitchen Prowler will check all kitchen area doors and security devices to ensure they are in serviceable condition and are functioning properly. The deputy will conduct frequent but irregular checks of occupied and unoccupied areas to:
 1. Ensure safety, security and good order
 2. Prevent escapes
 3. Minimize the introduction and distribution of contraband
 4. Maintain sanitary standards
 5. Eliminate fire and safety hazards
- d) The Kitchen Prowler Deputy will work with the Inmate Services Division (ISD) food service staff who have the responsibility for the direct supervision of inmate work crews.
- e) The Kitchen Prowler will search the inmate work crew prior to returning them to their housing unit.
- f) The Kitchen Prowler will summon assistance through Main Control or from other available staff members as needed.

7006.2 - Responsibilities during Meal Service

- a) The Kitchen Prowler will assist with chow hall security during inmate meal service. He/she will take up a position in the scullery hallway to observe the meal service. The Kitchen Prowler will not enter the chow hall with security keys unless directed to do so by a supervisor.

- b) The Kitchen Prowler will ensure the doors which open into the chow hall from the kitchen are secure before meal service is started. Only security staff may access these doors during meal service

7008 - Lobby Guard Station

7008.1 - Staffing/Responsibilities

- a) The Visiting Lobby staff members will coordinate the telephone and citizen contacts at the facility.
- b) Lobby Staff will ensure the American and California flags are lowered in case of inclement weather and during County, State, or National tragedies.
- c) The Visiting Lobby will be staffed 24 hours a day seven days a week.
- d) The staffing will consist of at least one armed Deputy at all times during a 24 hour period.
- e) The position will not be left unattended at any time.
 - 1. Prowler Deputies coordinate and/or provide relief for the Lobby staff as needed.

7008.2 - Emergency Response to Lobby

- a) In the event of an emergency in the lobby wherein the Lobby staff needs immediate assistance or is incapacitated, Deputies responding to assist will pass through either the [REDACTED] or the [REDACTED]. Departmental issued [REDACTED] have been placed in [REDACTED] just outside of each of [REDACTED] responding deputies will be [REDACTED] to responding to the lobby. In addition to the [REDACTED], [REDACTED] have been placed in the [REDACTED] and [REDACTED] as well.
- b) Any deputy responding through the [REDACTED] will first [REDACTED] from the [REDACTED] and [REDACTED]. The [REDACTED] to the [REDACTED] will be obtained from the [REDACTED] and [REDACTED]. The deputy will then respond to the [REDACTED] using his [REDACTED] to access the [REDACTED].
- c) Any deputy responding through the [REDACTED] will first [REDACTED] from the [REDACTED]. The [REDACTED] will [REDACTED]. The [REDACTED] to the [REDACTED] will be obtained from the [REDACTED] and a [REDACTED] will be retrieved from the [REDACTED]. The deputy will then respond to the [REDACTED] using his [REDACTED] to access the [REDACTED].
- d) Deputies responding to any emergency in the [REDACTED] will communicate with [REDACTED]. During any such emergency, [REDACTED] will be [REDACTED] to responding deputies only. [REDACTED] will notify responding deputies to the presence of deputies responding from different locations to the lobby.

7008.3 - Weapons Procedures

- a) The Operations Sergeant will be notified in all cases where deputies remove the [REDACTED]. It will be the responsibility of the Operations Sergeant to ensure the [REDACTED] are

properly returned to the appropriate [REDACTED]. A Jail Incident report will be written regarding the use of the [REDACTED] whenever they are removed from the [REDACTED]. The Operations Sergeant for each shift will visually confirm that the [REDACTED] is present in the [REDACTED] each day. The Mod One Sergeant for each shift will visually confirm that the [REDACTED] is present in the [REDACTED] each day.

b) The Sergeant's name and time of the inspections for the [REDACTED] will be noted in the Sergeant's 24-hour log. In the absence of the Operations or Mod One Sergeant, a housing Sergeant will make the required inspections and noted in the Sergeant's 24-hour log.

c) In the event the Operations or Mod One Sergeant discovers either [REDACTED] of the [REDACTED] [REDACTED] the following steps will be taken:

1. The Operations or Mod One Sergeant will ascertain from the [REDACTED] Deputy or the [REDACTED] Deputy if anyone has checked out the [REDACTED] during their shift due to an emergency in the lobby.
2. If it appears that no one has checked out the [REDACTED], the Operations or Mod One Sergeant will verify the [REDACTED] were checked by the previous Sergeants and found to be present at that time.
3. The Operations or Mod One Sergeant will cause a list to be compiled which will include the names of the Facility's department personnel who would have had access to the [REDACTED] [REDACTED] since the last inspection. The watch list for the past 24 hours will be retained for possible further investigation.
4. The Watch Commander will be notified that a [REDACTED] is missing and an investigation in to the location of the [REDACTED] is underway. The Training Sergeant will be contacted to ascertain if the missing [REDACTED] was removed from the [REDACTED] for routine maintenance and/or inspection.
5. Personnel who have had access to the [REDACTED] will be questioned as to their knowledge if any about the location of the [REDACTED]. All possible witnesses will be contacted and questioned regarding the missing [REDACTED].
6. If the initial investigation does not reveal the location of the missing [REDACTED], a DR will be drawn and a report written for Grand Theft. The serial number of the [REDACTED] will be entered into [REDACTED] as a [REDACTED]. All reports and additional interviews will be forwarded to the Investigation Division for follow up.

d) Weapon Maintenance

1. It will be the Training Sergeant's, or his designee's, responsibility to shoot and have the [REDACTED] inspected once a year during the month of [REDACTED]. The [REDACTED] will be maintained in a [REDACTED] with [REDACTED] in the [REDACTED] and a [REDACTED] properly seated. Each [REDACTED] will be secured in [REDACTED].

7008.4 - Reception Functions

- a) Screening Visitors: The Lobby Staff at the desk will address each person who enters the lobby building. The Lobby Staff will present a professional attitude and address visitors with dignity and respect.
 - 1. Lobby Staff will determine the needs of the visitor and then facilitate those needs.
 - 2. Only staff and authorized visitors will be permitted past the Reception Desk.
- b) Visitors for on duty staff members will be allowed to wait for the staff member in the Lobby after the member is notified of the visitor's presence.
- c) All official visitors to the Facility will be directed to the proper area if they are to go beyond the Lobby and will be issued a Visitor's Badge.
 - 1. All visitors issued a Visitor's Badge will sign in on the appropriate log.
- d) Visitors to the Cashier will be directed to the Cashier Window.
- e) Weapons and unsearched bulky items will be placed into the appropriate storage locker.
 - 1. Visiting officials must place their weapons in the weapons lockers. Facility staff may leave their weapons in their assigned locked locker. In no instance is any weapon allowed into security.
- f) The Lobby Staff will register all inmate visitors and direct them to the Visiting Guard Station located in the Programs Building, Modules I through R visiting, or Main Control, as appropriate.
- g) Lobby staff will coordinate booth assignments and availability with the Module deputy. Visitors will be instructed to wait in the Lobby until directed to appropriate visiting area.
- h) Court orders may be hand delivered to the Lobby. Lobby staff will forward the Court Order to Records for processing.

7008.5 - Module Visiting Security Checks

- a) Once a shift, Lobby staff during shift one (when staffing levels allow) will conduct a security check of the Modules public visiting area and mezzanine level corridor, the Administration elevator and stairwells.

7008.6 - Commitments and Returning Stays/Weekenders

- a) Commitments and Returning Stays will check in with the Lobby Staff for pre-booking and/or booking.
- b) When the Community Work Program SSO or Deputy is on duty, the inmate will be referred to him after verifying the inmate's name on the weekender list.
- c) When the Community Work Program SSO or Deputy is not on duty, the desk staff will perform the pre-booking functions.
- d) Lobby Staff will inquire with Records when the inmate's name is not on the commitment list.
 - 1. When no paperwork for the inmate can be found, he will be directed to the sentencing court to resolve the matter.

7008.7 - Monitoring Movement

- a) The Deputy, SSO, and CST at the desk will monitor all movement through the Lobby.
- b) Released inmates in the Lobby area will have completed all of the release process with the exception of signing for his money. This will be done at the Cashier.
- c) Visitors departing from the facility will be observed in order to assure they take all of their property with them.
- d) It is the responsibility of staff departing the facility on official business to notify their supervisor.

7008.8 - Log Book Maintenance

- a) Rosters: The assigned Lobby staff will maintain rosters as follows:
 - 1. A roster listing each inmate within the Custody Command will be retained in the Lobby.
 - i. This roster is an alphabetical list with booking numbers and housing location. Each day, the shift one Lobby CST will print and distribute a list to the lobby and cashier.
 - 2. All other information is accessible through the SDS System.
- b) The Volunteer Visitor and Security Clearance Database are retained on the Department share drive for scheduled groups such as A.A. and church groups.
 - 1. Everyone from service organizations who are approved to perform their service at the facility will be listed on the Security Clearance Database and must sign in on the Volunteer Visitor Log.
 - 2. Only those in the Security Clearance Database or those who are approved on site will be permitted to enter the facility after signing in on the Volunteer Visitor Log.
 - 3. ID will be checked on each visitor; a picture ID is required.
 - 4. Time and date, in and out, will be written in for each visitor on the Volunteer Visitor Log.
 - 5. Volunteer visitors must have their I.D. cards and be in the approved volunteer Database to be admitted into the facility.
- c) The Official Visitors Log is retained at the desk by the Lobby staff members.
 - 1. This log will contain the names of all those who enter the facility via the Lobby including Facility Operations to perform service repairs or to conduct business. (Excludes volunteer groups who will sign-in on the Volunteer Visiting Log).
 - 2. The visitor's name, company or organization name, date and time entered and time of departure will be included in each entry.
 - 3. Visitor passes will be issued to all official visitors who do not already have approved identification which can be displayed while in the facility.
- d) The Theo Lacy Facility Vehicle Checkout Log is maintained on the Lobby computer and is accessed through the Remedy Application via the Intranet.
 - 1. When employees are assigned a vehicle, it is to be entered into the Theo Lacy Facility Vehicle Checkout Log. The log will be continuous, and does not have to be started anew each day.

2. At the beginning of each shift, the oncoming Lobby Deputy/Sheriff's Special Officer will verify that all vehicles are accounted for.
3. Each time an employee checks out or checks in a vehicle, the Lobby Deputy/Sheriff's Special Officer will enter all required information into the Theo Lacy Facility Vehicle Checkout Log.
4. It is the responsibility of the Lobby Deputy/Sheriff's Special Officer to ensure that the log entry is completed prior to issuing or accepting the employee keys to any vehicle.
5. If the staff member who checked out a facility vehicle relinquishes the keys to another staff member at any time while away from the facility, it is the relinquishing deputy's responsibility to notify the lobby staff as to who now has the vehicle.
6. The Operations Sergeant will be responsible for verification of the Theo Lacy Facility Vehicle Checkout Log once per shift.

7008.9 - Volunteer Visitor Parking Validation

- a) Lobby staff will maintain Parking Validation tickets to be used in conjunction with the ticket issued at the parking structure. They will only be issued to visitors participating in correctional programs services.
- b) Procedure for using Parking Validation tickets:
 1. Properly identify the volunteer as a member of a recognized group.
 2. The parking validation ticket will only be issued to members of recognized volunteer groups.
 3. The parking validation ticket will not be issued to employees, official visitors, or the general public.
 4. The parking validation tickets will be secured in a drawer within the Lobby guard station and inaccessible to the public.

7008.10 - Clothing/Property Releases

- a) Clothing exchanges may take place between 0700 and 2100 daily.
- b) The Lobby staff will require the person with the exchange item to identify themselves with a picture ID.
- c) Form J-025 (Property Release Authorization Form) will be filled out in triplicate by the Lobby staff.
 1. The Lobby staff will then notify the Clothing/Property CST of the impending release. The inmate's signature/approval must be obtained before the exchange can take place.
- d) Clothing Exchanges will only occur at the direction of a court order:
 1. All exchanges will be done on an item for item basis, i.e., shirt for shirt, pants for pants.
 2. Items may be added to the inmate's personal clothes only if they do not amount to more than one total set of clothes in storage.
 3. Each inmate must retain one set of personal clothes in storage. At no time will all their personal clothing be released leaving none in storage.

- e) The Lobby staff will request that the stored items be brought to the desk by the Clothing/Property CST or a Prowler Deputy with the Clothing Inventory Card.
 - 1. A line will be drawn through the items that are being released on the old Inventory Card. The new items will be listed on the old card, or onto a new card if the old card is full, by the Clothing/Property CST or Prowler Deputy.
 - 2. The card will be dated and signed by the exchanging CST/Deputy. The new Inventory Card will be attached to the old Inventory Card and re-filed in the Clothing/Property Room Office.
 - 3. The Property Release Authorization Form will be distributed as follows:
 - i. One (1) copy to Inmate Records
 - ii. One (1) copy to the person exchanging the clothing
 - iii. One (1) copy to the Clothing/Property Room to be attached to the Inventory Cards.
 - 4. The new garments will be thoroughly searched by both the Lobby staff and the Clothing/Property CST. Contraband found in the clothing will be brought to the Operations Sergeant's immediate attention.
 - 5. Items brought in for storage must be clean and ready to hang in storage.
- f) Inmate Personnel Property Release: Property releases may take place between the hours of 0700-2100 daily.
 - 1. The Lobby staff will require the requesting person to identify themselves with a picture ID.
 - 2. Form J-025 (Property Release Authorization) will be filled out by the staff member. The inmate's signature must be obtained on the form prior to releasing any items.
 - 3. The Lobby staff will sign the form at the bottom when the release is completed.
 - 4. The Lobby staff will request that the inmate's personal property bag be brought forward by the Booking/Release/Property CST or Prowler Deputy.
 - i. When a property release occurs, ALL of the inmate's property will be released.
 - ii. The person receiving the items must sign the form where indicated, including their address.
 - iii. One copy of the Release Authorization Form will be placed in the property bag before it is resealed and replaced in storage. The person requesting the items gets one copy and one copy is placed in the inmate's record file.

7008.11 - CWP Workers

- a) The Lobby Staff will be responsible for the issuance of the CWP Identification Vests to all CWP workers assigned to the Theo Lacy Facility.
- b) Orange vests, with black letters "TLF" on the left front side, a vest number on the bottom right hand corner of the back side, and "CWP" on the back will be issued to Lobby CWP workers.
- c) The Lobby Staff will verify via proper identification and Work Assignment Card that the CWP worker is assigned to the Theo Lacy Facility. The inmate's personal identification will be retained at the Reception Desk until the identification vest is returned.

- d) The Lobby Staff will sign in the CWP worker using the Work Assignment Card as daily attendance record and record the number of the identification vest.
- e) The Lobby Staff will advise the CWP worker that the identification vest will be issued at the beginning of each work day. The identification vest will be worn visibly at all times while working on this facility and will be returned to the Lobby Staff at the end of each work day.
- f) Whenever CWP workers of mixed gender are assigned to the same crew and/or work area, they must be visually supervised at all times by the assigned CST of his designee.

7010 - Programs Deputy

7010.1 - Building Security

- a) The Programs Security Deputy will provide an escort for all non- facility staff to and from the Program and Chapel areas. The deputies will inspect materials that non-facility staff members are bringing to and removing from the Programs and Chapel areas.
- b) The deputy in the Inmate Programs Building will make periodic checks on inmates' behavior and the security of the staff in each classroom, chapel and the library. Deputies will periodically check all fences, gates, doors, closets and storage rooms and safety and security devices in the Programs areas.
- c) The Programs Security Deputies are responsible for all inmate supervision and security in the Inmate Programs Building.

7010.2 - Location(s)

- a) The Programs Security Deputies will be responsible for providing security in the Inmate Programs Building, including, but not limited to:
 - 1. Classrooms
 - 2. Chapel
 - 3. Library
 - 4. All Storage Rooms
 - 5. Closets
 - 6. Inmate Restrooms

7010.3 - Door Checks

- a) The Programs Security Deputies will make periodic checks of all doors in the Inmate Programs Building to ensure they are working properly and have not been damaged.
- b) All closet and restroom doors will remain locked at all times. If an inmate must use the restroom it will be unlocked by the Programs Deputy and then re-locked when the inmate is finished.

7010.4 - Equipment Checks

- a) The Programs Security Deputy will check all emergency equipment (i.e., fire hoses and extinguishers, SCBA, intercoms, lights).

7010.5 - Inmate Movement

- a) The Prowler will regulate the movement of all inmates in the Inmate Programs Building corridors to ensure proper jail security.
- b) It will be the responsibility of the Programs Deputy to confirm the inmate entering the Programs Building is actually the inmate listed on the Programs pass.
- c) If at any time, due to staffing levels, a Barracks Prowler is not able to issue inmates their programs from the barracks, the Programs Deputy will assist with the issuing of the passes to the inmates at their housing location.

7010.6 - Inmate Evacuation

- a) Procedures:
 1. The Programs Security Deputies will read and understand evacuation procedures for the Inmate Programs Building and Field Area.
 2. Should an evacuation or mass movement take place for any reason, it will only be done under the direction of the Housing Sergeant. No movement of inmates is to occur without the Sergeant's order.

7012 - Recreation Deputy

7012.1 - Supervision and Security

- a) The Recreation Deputies will provide supervision and security for barracks inmates recreating in the outdoor recreation field behind A/E Barracks. This area is commonly referred to as "Green Sector".
- b) The Deputies will work with the Programs Coaches who provide various recreation activities.

7012.2 - Procedure(s)

- a) The Deputies will supervise all inmate movement to and from Green Sector.
- b) Prior to inmates attending outdoor recreation, a security check of the field and fence line shall be conducted to maintain the integrity of security and thwarting any attempts of passing contraband. Inmates shall be searched before and after entering Green Sector.
- c) The Recreation Deputies shall make a call to the designated housing areas, based on a pre-determined recreation schedule, to have the inmates "get on-line for outdoor recreation". The Housing Guard Station Deputies will then make an all call over the PA system to the inmates, and then respond to the Recreation Deputy with the number of inmates that will be attending.

7014 - Medical Prowler

7014.1 - Primary Responsibilities

- a) The Medical Prowler Deputy will provide security for the Medical, Mental Health and Dental Staff. Inmates from various housing units at the facility who may be classified differently may be present in the waiting lobby or any of the three medical specialty areas. The deputy will maintain separations between the inmates as required. The deputy will make frequent checks of all Correctional Health Services spaces, including the restrooms and closets and inspect security devices and security items (medical equipment, keys, etc.). The deputy will be assigned to work with medical staff who will have the responsibility of medical observation of the inmates. The Medical Prowler Deputy may assist in other areas as directed by the Operations Sergeant when there are no inmates present in the Correctional Health Services area.
 - 1. Medical Prowler - will check entire primary and secondary evacuation stairwells on the second floor of the Cell/Admin. Building and a notation made in the 24-hour log with name of deputy completing the checks.
 - 2. At no time will the Medical Prowler position be run vacant. Main Control will assign a Shift Relief Deputy or other position as needed to staff the Medical Prowler position.
- b) Span of Control: The Medical Prowler Deputy is responsible for all inmate supervision and security in all Correctional Health Services spaces. Correctional Health Services employees will drop off inmate passes at the First Floor Guard Station or at the Mod/Barracks.
- c) Direction and Supervision: The Medical Prowler Deputy will receive supervision from the Operations Sergeant and directions from the Main Control Deputy.
- d) Extensive Emergencies: If an extensive emergency exists, the Medical Prowler Deputy will summon assistance through Main Control.
- e) Patient Waiting Rooms: The Medical Prowler Deputy will periodically check the patient waiting rooms to ensure security and compliance with jail rules and regulations applicable to that location.

7014.2 - Inmate Movement

- a) The Medical Prowler Deputy may be required to escort inmates from various housing locations throughout the facility to the medical area.

7016 - Medical Housing - Module O

7016.1 - Supervision

- a) Treatment and care for inmates with health care needs will be provided in the Medical Module by trained medical personnel. Deputies will provide the security necessary to ensure the protection of staff and inmates. The housing design of the module allows for the full range of

inmate services to be brought to the inmate in the module. All civilian access to the Medical Module and Medical Administration Offices will be controlled and supervised by the Module O Guard Station Deputy.

7016.2 - Module/Staffing Responsibilities

- a) Module O will be staffed with a guard station [REDACTED], [REDACTED], and [REDACTED], 24 hours a day, 7 days a week. The guard station position is a fixed post and the assigned [REDACTED] may only leave their post when properly relieved.
- b) The guard station [REDACTED] will be responsible for coordinating the activities of the prowler deputies and the CST in carrying out the module operations. The guard station [REDACTED] will ensure that the module log is complete by the end of the shift. Module logs will be electronically archived on the facility share drive.
- c) The prowler deputies will be responsible for picking up/dropping off paperwork at the First Floor Guard Station as necessary throughout their shift. The prowler deputies will perform safety checks pursuant to CCOM Policy 1716 - Safety Checks. All checks will be logged in the module log. The CSA will ensure the completeness of the log.
- d) Supervision of the employees in the module will be the responsibility of the Module Sergeant.
- e) Security and medical responsibilities in the module are specifically spelled out in the Memorandum of Understanding effective January 26, 2012 between the Sheriff-Coroner Department and the Health Care Agency and includes the following:
 1. Matters of judgment regarding health care services will be the sole province of the Correctional Health Services (CHS) staff.
 2. OCSD staff will retain control over and set policies for maintaining security within the jail premises. This shall include the identification of proper housing for inmates.
 3. OCSD staff will provide security for those inmates confined in the medical areas in order to ensure the safety of the inmates and all staff.
 4. OCSD will maintain necessary communications with CHS staff in order to be aware of the general health condition of inmates.
- f) CHS staff will not open cell or sector doors; this is a security function and a deputy will accompany the nurse anytime a door needs opening.
- g) CHS staff must notify OCSD staff before sending any inmate off compound.
- h) CHS staff will notify OCSD staff of any housing change requests. OCSD staff will then coordinate the change with Classification staff.
- i) Module O Staff will keep a separate daily activity log for all Americans with Disabilities Act (ADA) inmates. It is the duty of staff members working in Module O (Deputy, SSO, CSA) to keep the activity logs updated at all times. The Shift Sergeant will review and sign the tracking logs once per shift. ADA inmate activity will also be logged in the guard station 24-hour log.

7016.3 - Receiving Inmates

- a) The Medical Module in the Theo Lacy Facility houses male inmates only. If a female requires medical housing, she will be transferred to the Women's Jail Medical Ward.
- b) Cell and bunk assignment will be made by the nurse in collaboration with Classification staff, taking the inmate's medical condition into consideration. The assignment will be written on the mod card where indicated. The sector, cell and bunk assignment will then be entered into SDS. The mod card is then placed into the module cardholder. The Deputy will also record the inmate's name, booking number, date, where he was transferred from, what housing location he is going to, the new module number count, and the Deputy's initials in the movement log book. All restrictions on the inmate's movement should be noted on a form attached to the module card (form J-119).
 1. Prior to the inmate going into his cell, ascertain from the nurse if a J- 105 has been written on the inmate. The J-105 is written for any special needs; safety gown, no shoelaces, etc.

7016.4 - Court Preparation

- a) The medical staff will notify Inmate Records of any inmate that is too ill to go to court. The Module Deputy will notify the Court Deputy.
- b) For more information about court preparation procedures, reference CCOM Policy 7000.5 - Court Preparation.

7016.5 - Meals

- a) Special diets and the serving sequence will be verified before the CST leaves for the kitchen. (Special diets will be approved by the Medical Staff prior to informing the kitchen to prepare them).
- b) For more information about meal procedures, reference CCOM Policy 7000.7 - Inmate Meals.

7016.6 - Inmate Sick Call and Medication Administration

- a) Inmates housed in the Medical Module will be seen regularly by the medical staff. The Prowler Deputy will accompany the medical staff on rounds or anytime a cell door needs to be opened. Inmates needing to see the nurse between rounds can talk to the Deputy station via the intercom in their cell.
- b) New Bookings
 1. The processing and property record of each inmate will be checked by the Module Deputy to ensure those stamped "Medical Attention" have been seen by the Medical Staff. The Medical Staff will sign the processing form of those inmates they have seen. If the processing form is stamped and has not been signed off by the Medical Staff the inmate will be directed, at once, to the Medical Staff assigned to Module O. The Medical Staff will examine the inmate in the medical examination area prior to assigning the inmate to a cell.

- c) Inmates in the housing unit requesting routine medical attention will be required to submit an Inmate Medical Message Slip directed to the nurse. The message slip should be placed inside the box located in the indoor recreation area of the module. The medical clerk will prepare a roster of inmates to be seen in the Module Examination Room during sick call. The nurse will call for the inmates during sick call hours.
- d) Except for emergency situations, inmates other than those on the scheduled sick call list will not be sent to the exam room; they must first submit an Inmate Medical Message Slip to the nurse so they can be placed on scheduled sick call.
- e) It will be the responsibility of the nurse to give prompt attention to all medical requests made by an inmate through the Inmate Medical Message Slip. The medical staff will retain each message slip as a permanent record.
- f) Obviously ill or injured inmates in the housing 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.
- g) 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. Escort Deputies will assist in moving the inmate to either the Medical Module Examination Room or Triage Area for transport to the hospital.
- h) Nothing in this section relieves a Deputy, or other employee, of the responsibility to provide for the health and safety of an inmate. If at any time an inmate expresses the need for medical attention, the medical staff will be informed immediately. However, when dealing with inmates that are known to be contagious, it is reasonable for a deputy to protect his health by donning protective items and/or clothing (i.e., NIOSH mask, latex gloves, gown, etc.).
- i) Periodically throughout the day, medical staff will deliver medication packets to inmates in the module who have been approved to receive it. The medical staff member will personally hand the medication to the correct inmate and witness their swallowing it. The date and time the medication was given will be recorded by the medical staff in the inmate's file.

7016.7 - Negative Airflow Cells

- a) General
 1. Module "O" has four (4) cells designed for Negative Airflow. These cells are designed for atmospheric isolation of inmates that have contagious diseases, which can be transmitted through the transfer of airborne pathogens.
 2. Whenever an inmate is not in atmospheric isolation, the inmate will wear a surgical mask.
 3. Negative airflow cells are used to continuously confine inmates who have an airborne disease, such as tuberculosis, until the inmate is determined to be non-infectious by the Correctional Health Services (CHS) staff.
 4. Inmates in negative airflow cells will be the security responsibility of the Module "O" Deputy.

5. No staff member will enter any negative airflow cell that has been occupied by an inmate that is infected with an airborne disease within one (1) hour after it is vacated without a NIOSH-approved mask and protective gloves.

b) Placement

1. No inmate will be housed in a negative airflow cell with medical restrictions without a written order (J-105) from a medical doctor or qualified medical professional.

c) Emergency Procedures

1. No staff member will enter any negative airflow cell without a NIOSH-approved mask and protective gloves.
2. In no circumstances will personnel enter a negative airflow cell occupied by a contagious inmate until it is determined to be safe to do so unless wearing personal protective attire (i.e., NIOSH respirator)
3. In the event of a medical response (i.e., injury, performing CPR, etc.), and because of the nature of the inmate's illness, the CHS staff will administer any such care.
4. In no circumstance should a contagious inmate who is combative or uncooperative be allowed the opportunity to exit his cell, nor should the door be opened for staff to enter and confront him.

d) Security

1. Policies and procedures regarding security concerns or security risks will be followed while the inmate is confined to a negative airflow cell. For example, High Security inmates will still be chained and leg-ironed in the event they are removed from their cell.

e) Cleaning Procedures

1. An inmate housed in a negative airflow cell is responsible for maintaining and cleaning his cell.
2. Separate cleaning equipment and a hospital approved germicidal disinfectant will be used to clean atmospheric isolation cells.
3. Upon release of an inmate from an isolation cell, the cell will be cleaned by inmate workers under the supervision of the CST using the following procedures:
 - i. The cell must be vacant for a period of no less than one (1) hour prior to entering the cell to clean.
 - ii. Inmate workers and the CST should wear gloves and may wear a mask.
 - iii. Any blood, stool, urine, vomit, sputum, and/or other bodily fluids will have undiluted household bleach poured over it and wiped up before proceeding with routine cleaning. It is important that all bleach residue is removed prior to cleaning with the germicidal solution.
 - iv. The bed area and mattress will be wiped down with a cloth dampened with germicidal solution.

- v. The toilet and sink will be cleaned using disinfectant solution or other hospital approved germicidal disinfectant.
 - vi. The floor will be mopped using a disinfectant solution, starting at the far corner and moving out of the cell, mopping in “S” strokes.
 - vii. Any blood, stool, urine, vomit, sputum, and/or other bodily fluids observed on the walls will be wiped off using bleach, then a disinfectant solution.
 - viii. After exiting the isolation cell, the inmate worker and CST will remove his gloves and mask and deposit them into an infectious waste container. The worker and CST will then wash their hands using disinfectant soap.
 - ix. All cleaning materials must be disinfected and the mop water changed prior to cleaning any other isolation cell.
 - x. The nurse will check each cell after it is cleaned to certify that it is ready for occupancy.
 - xi. The Module Deputy will log the name of the nurse and the date and time the cell was inspected and approved for occupancy.
- f) Inmate Housing and Movement
- 1. An infectious inmate will wear a surgical mask whenever he is outside of the atmospheric isolation cell.
 - 2. Whenever a deputy is escorting or transporting an inmate who is suspected to be contagious or known to contagious the deputy will wear a NIOSH mask and latex gloves.
 - 3. In no instance will safety and security be jeopardized due to the inmate’s medical condition.
 - 4. No inmate will be housed in an atmospheric isolation cell that is not operating properly.
 - i. In the event that the airflow system fails, the Module Deputy should refer to the TB Cell Operations Manual. Copies are located in the Module “O” guard station, Main Control, and the Watch Commanders office.
 - ii. If the airflow system fails and cannot be restarted, the medical staff should be notified immediately and alternative measures taken to quarantine the inmate.
 - 5. In the event that the atmospheric isolation cells are not being utilized by contagious inmates, the cells may be used as overflow to house non-infected inmates as deemed necessary by Division Commander.
 - i. Under no circumstances will a non-infected inmate be housed in a cell that shares a common anteroom with a contagious inmate.

7018 - Main Control Guard Station

7018.1 - Main Control Staffing

- a) Staffing for Main Control will consist of [REDACTED] and [REDACTED].
- b) Each employee must be relieved by another employee before leaving the Guard Station.

- c) Assigned Deputies 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 Deputy will be last to leave unless the Guard Station becomes previously uninhabitable.
- e) During shift change each off-going Deputy and CSA will remain in the Guard Station until:
 - 1. All Main Control logs are complete and updated.
 - 2. All keys are accounted for.
 - 3. The condition of all security equipment is verified.
 - 4. Oncoming shift deputy is fully briefed.

7018.2 - Equipment and Controls Function

- a) Main Control First Floor Emergency Communications Control Panel
 - 1. At the North side of the Guard Station, the first panel on the left is the Emergency Communications Control Panel for the first floor of the Cells/Administration Building.
 - 2. The panel displays the schematic design of the Module I housing area, processing, kitchen and inter-connecting corridor areas.
 - 3. When a remote intercom button is pressed, the corresponding "IC" button will blink and an audible signal will sound. Depressing the "IC" button will open the intercom link for communication.
 - 4. At the lower left side of the control panel is an intercom sub-panel. This panel displays the speaker, microphone, volume and talk functions. Depress the talk button to communicate through the intercom system, release to listen.
 - 5. The top right corner of the panel contains an operable door button. This allows the Main Control Guard Station staff to open this door in the event the Receiving Guard Station is unmanned.
 - 6. Another door control is at the lower right side of the panel. This door leads to the elevator #2 vestibule.
 - 7. Various exterior doors on this panel are monitored with red (open) or green (closed) led type lights.
 - 8. Other red led type lights, not associated with door functions, indicate smoke alarms.
 - 9. The yellow led type lights indicate the emergency intercom locations.
 - 10. The sub-panel at the left contains the trouble light. This light will automatically activate in the event a repair to the control panel is needed.
 - 11. A smoke detector sub-panel provides a silence button to quiet the fire alarm when activated.
 - 12. An audible signal sub-panel provides a silence button to silence the intercom signal.

13. A key switch and test button are on the power sub-panel. Depress the test button to test the control panel functions.

b) Main Control First Mezzanine and Facility Paging Control Panel

1. The second panel at the North side of the Guard Station is the Emergency Communication Panel for the first mezzanine corridor and maintenance area. This panel also provides paging to the entire facility.
2. The lower sub-panel on the right side is a schematic representation of the first floor mezzanine.
3. The "IC" buttons provide communication to the areas where access is restricted.
4. The red (open) and green (closed) led lights indicate which doors are open or closed.
5. The red led lights, not associated with door functions, indicate fire alarms in the first floor mezzanine rooms.
6. The paging sub-panel allows communication to specific areas or the entire facility.
7. The upper left sub-panel is the intercom control. Speaker, microphone, volume control and push to talk button are located here.
8. The lower sub-panel contains the trouble light. This will activate when a malfunction occurs in the control panel and a repair is necessary.
9. Below is another sub-panel containing the audible signal silence button. When an intercom, fire or door alarm is activated this button may be depressed to silence the alarm.
10. The panel power sub-panel has a test button, a power light and a power key switch.

c) CCTV Monitors

1. The panel consists of two closed circuit television monitors. The picture will focus on designated areas. Deputies must view the monitors frequently.
2. A specific picture will sequence from one camera to the next, automatically. To select one camera, operate the control button on the touch screen control.

d) Second Floor Emergency Communications and Door Control Panel

1. The third panel at the North side of the Guard Station is a schematic representation of the second floor Administration, Medical, Mental Health and Module J housing area. Connecting corridor doors are controlled from this panel, as well as emergency communications to the Medical/Mental Health areas.
2. Inter-locking sally port doors are controlled by touch screen.
 - i. Identify each individual verbally and visually prior to admitting into secure areas.
3. When a remote intercom button is pressed, the corresponding "IC" button will blink and an audible signal will sound. Depressing the "IC" button will open the intercom link for communication.
4. The red (open) and green (closed) led lights indicate the door position.
5. Red led lights, not associated with door functions, indicate fire alarm/smoke detectors. To silence the alarm press the "silence" button on the smoke detector sub-panel.

6. The sally port interlock-override switch is a keyed access switch. In an emergency situation it may be necessary to open interlocking sally port doors at the same time. The key for this function will be stored in the key locker at the Main Control Guard Station.
 7. At the top left is a trouble light sub-panel. This light will automatically activate in the event a repair to the control panel is necessary.
 8. The panel power sub-panel is located to the right of the intercom sub-panel. This sub-panel has a test button, a power light and a power key switch.
- e) Vehicle, pedestrian and truck delivery sally port control panel
1. 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.
 2. All 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 deputies at the Main Control Guard Station.
 3. The right side of the panel contains a series of sub-panels.
 - i. The first is the intercom sub-panel with a speaker, microphone, volume control, and push-to-talk button.
 - ii. The second sub-panel contains the trouble light. This light will be activated automatically when the control panel has a malfunction and needs repair.
 - iii. The third sub-panel contains the audible signal silence button.
 - iv. The fourth sub-panel contains the panel power key switch and a push button to test the panel.
- f) Remote Control Panels Reset Panel
1. This panel is located at the south east corner of the Guard Station. Its function is to reset any control panel that has been shut-down in an emergency situation. This panel has reset switches for the following Guard Stations:
 - i. Module I
 - ii. Module J
 - iii. Module K
 - iv. Module L
 - v. Module M
 - vi. Module N
 - vii. Module O
 - viii. Module P
 - ix. Module Q
 - x. Module R
 - xi. Release Guard Station
 - xii. Receiving Guard Station
 - xiii. First Floor Guard Station

- xiv. Lobby Building
- xv. F Barracks
- xvi. G Barracks
- xvii. H Barracks

2. There are three sub-panels which include panel power, trouble light and audible signal.

g) Generator and Fire Alarm Control Panel

1. The control panel is located at the south east corner of the Guard Station, next to the tube system access door. Its function is to indicate the location of fire alarm and smoke detection zones where an emergency situation is occurring. A sub-panel is for generator control.
2. The fire alarm panel has fifty two red led type lights arranged in four panels.
3. At the sound of a smoke alarm or fire alarm the red led light that corresponds to the area of emergency will be activated.
4. To silence the alarm depress the silence button.
5. A trouble light on the panel will activate in the event a repair to the panel is necessary.
6. The fire alarm and smoke alarm detection panel displays emergency information for the following zones:
 - i. Barracks G Pull Station
 - ii. Barracks H Pull Station
 - iii. Inmate Programs Building Pull Station
 - iv. Lobby Pull Station
 - v. Administration Pull Station
 - vi. Spare
 - vii. Spare
 - viii. Spare
 - ix. Barracks G Water flow
 - x. Barracks H Water flow
 - xi. IPB Water flow
 - xii. Lobby Water flow
 - xiii. Barracks G Tamper
 - xiv. Barracks H Tamper
 - xv. IPB Tamper
 - xvi. Lobby Tamper
 - xvii. 1st Floor Cells Water flow
 - xviii. 2nd Floor Cells Water flow
 - xix. 1st Floor Admin. Water flow
 - xx. 2nd Floor Admin. Water flow
 - xxi. 1st Floor Cells Tamper
 - xxii. 2nd Floor Cells Tamper

- xxiii. 1st Floor Admin. Tamper
- xxiv. 2nd Floor Admin. Tamper
- xxv. Ansul System-Kitchen, over grill
- xxvi. Ansul System-Staff Servery, over grill
- xxvii. Cells Air Handler Units 1-6
- xxviii. Admin. Air Handler Units 7 & 10
- xxix. Admin. AHU's 8-11 Supply
- xxx. Admin. AHU's 8-11 Return
- xxxi. Admin. AHU's 12,14,15 Supply
- xxxii. Admin. AHU's 12,14,15 Return
- xxxiii. Admin. Air Handler Unit 13
- xxxiv. Spare
- xxxv. Barracks G Detectors
- xxxvi. Barracks H Detectors
- xxxvii. IPB Detectors
- xxxviii. Lobby Detectors
- xxxix. 1st Floor Cells Detectors
 - xl. 2nd Floor Cells Detectors
 - xli. 1st Floor Admin. Detectors
 - xlii. 2nd Floor Admin. Detectors

A. Air Handler Units are plainly numbered and located on the roof of the Administration and Cells Buildings.

7. The generator control sub-panel has 10 red led type lights. These lights will activate in conjunction with the audible alarm. The lights correspond to the following generator features:
 - i. Generator running
 - ii. Failure to start
 - iii. Trouble alarm
 - iv. Day tank low fuel level
 - v. Day tank high fuel level
 - vi. Storage tank low fuel level
 - vii. Facility on emergency power
 - viii. Ground fault on main breaker
 - ix. Spare
 - x. Spare
8. The sub-panel for generator control has a button to silence the alarm sound.
9. On the east side of the Guard Station is the escalator sub-panel. This panel allows for the emergency shut-down of the escalator.

10. Below the escalator panel is a trouble light sub-panel. This light will be activated automatically in the event a repair to the panel is necessary.
 11. The panel power sub-panel has a test button, a power light and a power key switch.
- h) Fire Emergency Computer Monitoring System
1. The computer fire alarm monitoring system is located on the table directly in front of the alarm panel. Both work in conjunction with one another in the event of an alarm.
 2. All alarms will annunciate from the computer as well as illuminate the emergency location on the panel. The computer will also automatically indicate the location of the fire or smoke detector that has activated.
 3. All alarms require acknowledgment prior to silencing. Once acknowledged, and the alarm location is deemed Code-4, the computer alarm can then be silenced and reset.
 4. The computer also reflects any troubles within the system. The Main Control Deputy will conduct a systems check to ensure no undetected troubles exist.
 - i. The systems checks will be conducted a minimum of twice daily. Each check will be documented on the 24-hour log.
 - ii. Any unacknowledged or non-correctable troubles within the system will be brought to the immediate attention of the Operations Sergeant.

7018.3 - Security Alarm Response Procedures

- a) Main Control Deputies, or their relief, will monitor every alarm in the Guard Station at all times while they are on duty.
- b) All alarms will be in the "normal" condition unless signaling or being tested.
- c) Malfunctioning lights or alarms must be repaired immediately.
 1. The Operations Sergeant will be notified immediately upon discovering a malfunctioning alarm/light. The Sergeant will arrange for the needed repairs.
 2. A memo identifying the problem will be written by the on duty deputy discovering the malfunction. The original copy of the memo will be given to the Operations Sergeant.
 - i. A copy of the memo will be retained in the Guard Station near the broken device.
 3. When the device is repaired the memo will be delivered to the Operations Sergeant with a notation by the on duty deputy that the device has returned to service.
- d) Testing the signals/alarms will be done at least once each shift by the assigned deputies.
 1. Periodically during each shift, various Prowler Deputies will check certain security doors and systems. Main Control Deputies will coordinate each check with the Prowler Deputies to prevent false alarms.
 2. Fire alarm testing will only be done at the direction of the Operations Sergeant.
- e) Alarm signals, other than coordinated tests, will require urgent attention in every instance.
 1. Panic Alarms that signal on the panel will require a Main Control Deputy to attempt contact with the deputy via the alarm intercom or pac set radio immediately.

- i. The Main Control Deputy/SSO will make immediate notification to the nearest Prowler and Guard Station where the alarm is originating.
 - ii. The activated alarm and deputy will be located and their condition verified with the Main Control Deputy in every instance.
 - iii. The alarm will only be canceled/reset by the Main Control Deputy when the situation is resolved.
 - iv. The Operations or Housing Sergeant will be notified in every instance where a panic alarm is activated.
2. Security door alarms may initially be checked by video and voice contact at the location of the alarm's origin, if possible.
 - i. Main Control Deputies will view the person(s) and inquire of the person on the intercom until satisfied of their correct identity. When the response is unsatisfactory the nearest deputy will be directed to the location to investigate.
 - ii. Perimeter door alarms will not be investigated by intercom. An immediate response by the nearest available deputy will be directed by the Main Control Deputy. Armed back-up deputies will also be dispatched to check the door from the exterior.
 - iii. The CCTV system will be used when possible, to assist in investigating door alarms. The Main Control Deputy must be completely certain of the identity of every person at the point of alarm origin or send a Prowler to make an onsite investigation.
 - iv. Doors not monitored by video will require a Prowler Deputy be sent to verify the person's identity when the alarm is activated.

7018.4 - Hand Held Radios

- a) Hand Held Radio Issuance
 1. Radios will be retained/charged in Main Control.
 2. Staff coming on duty will be issued radios at Main Control and return them to Main Control when leaving security. Main Control staff will log the radio serial numbers in the Main Control Radio Inventory Log.
- b) Hand Held Radio Inventory
 1. Fire Life Safety Staff
 - i. It is the responsibility of the Fire Life Safety Deputies to maintain an accurate and up to date hand held radio inventory.
 - ii. Each morning a Shift I Main Control staff member will take radios in need of repair to the Fire Life Safety office and complete a GSA Work Order for the needed repairs.
 - iii. The status of the radio will be entered into the maintenance computer program.
 - iv. Fire Life Safety staff will have the radios taken to County Communications for repair.
 - v. When repaired, the Fire Life Safety Staff will arrange to have the radios picked up from County Communications and returned.

- vi. The radio will be shown back in service in the computer maintenance program.
 - vii. The radio will be taken to Main Control Guard Station to be put back into service.
- c) New Hand Held Radios
- 1. New radios will be added to the Theo Lacy Facility Inventory before being put in service.
 - 2. Maintenance records will be kept on all Hand Held Radios.
 - 3. Deputy Responsibility
 - i. Hand Held Radios not working properly will be returned to Main Control.
 - ii. The deputy returning the radio(s) for repair will complete a repair memo obtained from Main Control.
 - iii. The repair memo will be attached to the radio.
- d) Hand Held Radio Assignment
- 1. Hand Held Radios are to be assigned by the Main Control and inventoried in the same manner as security keys.
 - 2. The deputy receiving the radio will ensure it is working properly prior to leaving Main Control sally port.
 - 3. The radio is to be returned to Main Control at the end of each shift and not given to another relieving deputy.
 - 4. Main Control will show the radio returned on the Main Control Radio Inventory Log and either reissue with a fresh battery or replace the unit.

7018.5 - Official Facility Visitor Control

- a) Visitors requesting entry to the Facility security area must stop at the Main Control sally port. Visitors will have already been pre-screened by the Lobby Guard Station staff.
 - 1. The Lobby Guard Station staff will notify the Main Control Deputy when a visitor is proceeding past the Lobby Guard Station en route to Main Control.
- b) Under no circumstances will any visitor be permitted to enter the sally port, or any other security area, without the Main Control Deputy verifying with the Lobby Guard Station staff that permission to enter was granted by the Shift Commander.
 - 1. Off-duty employees requesting entry to the security area will be required to have the Shift Commander's approval before entry.
 - 2. Department issued identification badges are required to be worn if not in uniform.
- c) The staff member being requested may contact the visitor at the Main Control sally port in order to reduce the number of visitors entering security.
- d) All visitors, other than approved off duty departmental employees, will be required to sign the Visitor Control Log and be issued a visitor's badge at the Lobby Guard Station.
 - 1. The Visitor Control Log will be filled-out as indicated by the person requesting access.
 - 2. Visitor badges will be worn in plain sight at all times.

3. Visitor badges will designate the requirement of an escort by staff members while inside of security.
 - i. RED Visitor Escort required
 - ii. ORANGE Chaplain No escort required
- e) All visitors and their packages/containers may be searched prior to entry. Main Control Deputies will summon Escort or Prowler Deputies to search the visitors and/or their packages as deemed necessary.
 1. Prohibited Items:
 - i. Contraband of any kind.
 - ii. Food or beverages of any kind.
 - iii. Explosives, weapons, combustibles.
 - iv. Other items not approved by the Shift Commander.
- f) All visitors, other than approved off duty departmental employees, will be under escort at all times while in the security area of the facility.
 1. Jail staff will keep the visitors under observation at all times.
 2. Visitors will not be permitted to use facility equipment or keys.
- g) Visitors with prior approval will be processed at Main Control as follows:
 1. Maintenance persons not regularly assigned to Theo Lacy will be escorted at all times. Tool boxes and material containers will be checked prior to entering security. Form J-037 will be filled out for those who work at the facility on a repeated basis.
- h) Truck Sally Port Entrance
 1. Main Control and/or the Red Sector SSO will maintain a Visitor's Log on all delivery, repair, GSA Facility Operations or visitor vehicles entering the Truck Sally Port security yard.
 - i. The Guard Station Deputy, CSA, and/or the Red Sector SSO will log the time in, time out, name of occupant and company represented of all vehicles entering the compound.
 - ii. No delivery vehicle will be permitted into the Truck Sally Port or Security without a Sworn Deputy or SSO being present. The deputy or SSO will remain in the delivery area while the vehicle is entering and exiting the security yard.

7018.6 - Daily 24-hour Log

- a) The Main Control Deputies will be responsible for maintaining the Facility "Daily Log - 24 Hour". This log will briefly note in chronological order all of the days noteworthy events, referencing report numbers, staff and inmates involved and time of occurrence.
- b) The log will also list, by shift, the Shift Commander, Sergeants and Main Control Deputy on duty.
- c) Each log may be comprised of more than one page but will consist of only those activities between 0000 hours and 2400 hours on any one day. Each page will be dated and numbered.
- d) Contents of the log will be consistent with other jail facilities.

1. Incident numbers will consist of the facility designator, date and time an incident occurred.
Example: TL 8-06-91/1400.
 2. Crime report case numbers will be included with the Incident Number.
 3. Involved staff and inmate names will be included with a brief synopsis of the incident in the "Disposition" section of the log.
 4. Information on the log will be typed.
 5. A notation is made on the log for the beginning of each shift.
- e) The Shift Commander for each shift will review and make an entry to the log at the end of the shift. The Shift Commander's entry will indicate knowledge and approval of the log's contents.
1. Each Shift Commander will ensure that the log is locked at the end of each 24-hour log period.
 2. The Shift I Shift Commander will be responsible for tracking all reports listed on the 24-hour log for each day, to ensure the timely completion of each report.

7018.7 - Escalator

- a) Movement
1. The Main Control Deputy and CSA will monitor all inmate movement on the escalator.
- b) Fire Control
1. Per the Elevator Code, if due to fire or smoke the second floor fire door closes, the escalator must stop. This will be done by the Main Control Deputy or CSA manually pressing the escalator stop button. To restart the escalator, the Main Control Deputy or CSA will manually press the start button as there is no automatic reset for the escalator.

7020 - Court Transfer

7020.1 - Movement Procedures

- a) Assembly and distribution of inmates will be conducted expediently and accurately to allow a timely departure from the Theo Lacy Facility and better ensure a timely arrival at their destination. Upon return to the facility, the re-entry process will be thorough and orderly to ensure a secure return to housing. A seat for each inmate will be provided during assembly periods prior to going and upon return from court.
- b) Inmates will be escorted by the Court Deputy to the Processing holding area.
- c) Inmates will be grouped by court destination, utilizing the Holding Cells.
- d) Deputies will ensure that all inmates are provided a seat in the assembly areas.
1. Holding cells are marked as to capacity. The rated capacity must not be exceeded under any circumstances.
 2. Holding Cells H13 and H14 may only be used for overflow when all other cells are full. As soon as other cells become available, inmates will be transferred out of cells H13 & H14. When these cells are used for overflow, the Operations Sergeant will be notified and a deputy will

remain on the floor at all times to monitor inmates in these cells. These cells may also be used for under the influence exams.

7020.2 - Transportation Procedures

- a) Transportation vehicles will enter the facility through the Bus Sally Port. The Main Control Deputy/CSA/SSO will then secure the Bus Sally port. Transportation Deputies will secure their weapons in the gun lockers before offloading any inmates.
- b) The Court Deputy will coordinate the loading and unloading of vehicles with the assigned transporting deputies.
- c) The Court Deputy will ensure that all required documents are provided to the transporting deputies.
- d) The Activity Roster will be used by the Court Deputy to roll call inmates for boarding transportation vehicles. A check mark will be made in the "out" column as the inmate's board the vehicles.
- e) Transporting deputies will be responsible for the application and removal of required restraint devices to inmates going to court.

7020.3 - Inmates Returned From Court

- a) The court deputy will check off the inmates as having returned from court. A check mark will be made in the "in" column on the activity roster upon the verification of an inmate's return. The deputy will maintain a running total of inmates in the holding area.
- b) Inmates will be searched prior to being placed into the holding cells. Deputies will ensure that no inmate is required to sit on the ground and that adequate seating is provided.
 1. The capacity of each holding cell is marked on the door. The rated capacity must not be exceeded under any circumstances.
 2. The transportation deputies will off-load all inmates and uncuff them inside the receiving sally port. These inmates will then be allowed to pass through the inner sally port door into the booking loop, where they will be checked in by the court deputy.
- c) All inmates will be thoroughly searched prior to being escorted to their housing locations or placed in a holding cell. Searches and the handling of any contraband shall be in accordance with policy.
- d) After the search, inmates will remain in the holding area or be escorted to their housing unit.
- e) The Clothing/Property Room CST will supervise the exchange of personal clothes for jail issue.
 1. The CST shall re-inventory all personal clothing prior to returning it to storage.
 2. Any discrepancies will be brought to the immediate attention of the Operations Sergeant.
- f) The deputy checking in the inmates returning from court will ensure that all court documents are retrieved from the transporting deputies and forwarded to Theo Lacy inmate records staff.

- g) Inmates who return from court prior to their housing unit being fed will be allowed to eat with their unit. Inmates whose housing unit has already eaten shall be given a sack lunch after they are returned to their housing location.
- h) Inmates who are housed in the modules and return from court after the evening meal has been delivered to their housing units shall be given a sack lunch in a reasonable amount of time upon their return from court.

7022 - Parking Lot, Vehicle, Truck and Pedestrian Sallyports

Vehicle and pedestrian movement into and out of the facility will be restricted to legitimate facility related functions.

7022.1 - Visitor and Staff Parking Lots

- a) Disabled Person Parking
 1. Parking for visitors with a valid disabled person parking placard or license plate is available in the designated spaces located in the front parking lot and the designated spaces in front of the Research and Development building.
- b) Visitor Parking
 1. Visitor parking is available in the parking structure located northwest of the facility. The structure has entrances on the west side of Hospital Frontage Road and the south side of Dawn Way. This non-secure structure is not owned or operated by the Sheriff's Department.
- c) Staff Parking
 1. The Theo Lacy Facility (TLF) has two non-secure staff parking lots. Any vehicle parked in either of these lots must display a Theo Lacy Facility parking pass issued by the TLF administration. Any vehicle without an appropriate pass will be issued a written warning, or be cited or towed in accordance with 7022.1(g).
 2. The administrative parking lot is located in front of the lobby. This lot is shared with Research and Development and is restricted to parking passes which specifically authorize parking in the administrative parking lot. Vehicles assigned to the facility are to be parked in either the marked stalls within the administrative parking lot or the Main Security Sallyport west of the receiving guard station when not in use.
 3. The main staff parking lot is located to the east of the facility. This lot is available for the personal vehicles of sworn and professional staff assigned to the facility.
- d) Temporary Parking Passes
 1. Pre-printed temporary parking passes will be kept in the lobby for issuance to official visitors conducting Departmental business. To issue a temporary parking pass, staff will:
 - i. Confirm the visitor's identity and the reason for the visit.
 - ii. Complete a temporary parking pass by filling in the boxes for initial and PID number, date, and time. The pass will expire 24 hours from the date and time on the pass. If

the visitor will need a pass for more than 24 hours, an additional pass must be issued for each day. The additional pass (es) may be issued in advance.

e) Lacy Way

1. Lacy Way borders the facility on the north side. It runs from the lobby to the east staff parking lot. Transportation, maintenance, delivery, and emergency vehicles must have clear passage to the facility at all times. Vehicles that obstruct passage along Lacy Way must be removed by the driver or be towed away. Main Control and First Floor Guard Station staff will periodically check the closed circuit television cameras to make sure Lacy Way remains clear. Lobby staff will also periodically check Lacy Way for obstructions. All obstructions will be reported to the lobby staff and the Operations Sergeant, or other available sergeant if the Operations Sergeant is not available. Lobby staff will attempt to locate the driver to move the vehicle. If the driver cannot be located, the vehicle may be towed in accordance with 7022.1(g).

f) Security and Enforcement

1. All police services, including suspicious activity or crimes occurring in the parking lots, are the responsibility of the Orange Police Department.

g) Citations and Towing

1. The assigned lobby deputy or SSO will enforce parking regulations in the two staff parking lots and on Lacy Way. Citing and towing of vehicles will follow the policies and procedures established by the Department and detailed in the following sections of the Field Operations Manual (FOM):
 - i. Section 9 – Citations
 - ii. Section 47 – 72 Hour Towing Authority
 - iii. Section 48 – Vehicle Removal Authority
2. The Field Operations Manual can be found at <http://intranet/EmployeeCenter/Manuals/>. Printed copies of these sections are also maintained in the “Theo Lacy Facility Vehicle Citation Overview” notebook. A copy of this notebook is kept in the lobby and another copy is kept in the watch commander’s office.
3. At least once per shift the lobby deputy or SSO will check each vehicle in the staff lots for an appropriate pass. If no pass is displayed, the deputy or SSO will take the appropriate parking enforcement action (warn, cite, or tow).
 - i. Warnings
 - A. Staff may warn vehicles not displaying an appropriate pass using an official Orange County Sheriff’s Department warning notice (Form F0680-1.3 (R8/80)). The warning will be filled out as completely as possible and must include the violation for which the vehicle could have been cited or towed. The larger portion of the warning will be affixed to the vehicle on the antennae or under the windshield wiper. The smaller portion will be filed in the lobby for future reference.

- ii. Citations
 - A. Deputies or SSOs may issue an Orange County Sheriff's Department Notice of Parking Violation to any vehicle not displaying an appropriate pass or that is improperly parked. The citation will be filled out completely including the correct violation. The card stock copy will be affixed to the vehicle under the windshield wiper or between the driver's side window and the weather stripping at the base. The other two copies will be forwarded to the Operations Sergeant's office, to be collected by the Administration Sergeant.
 - iii. Vehicle Tows/Impounds
 - A. A sergeant or above must give verbal approval prior to a vehicle being towed. A CHP180 form must be completely filled out, including obtaining a File Control Number (FCN) from Sheriff's Teletype, before a vehicle is towed. See FOM Section 48 for full details on completing the CHP180 form. After the tow truck operator signs for the car, the deputy or SSO will give the last sheet to him or her. The first three sheets will be forwarded to the Operations Sergeant's office, to be collected by the Administration Sergeant.
4. If the lobby deputy or SSO cannot leave the lobby due to staffing, he or she will notify the Operations Sergeant, who will attempt to provide a staff member so the check can be completed. If the check cannot be completed, the lobby deputy or SSO will contact Main Control and have them note it in the facility 24-Hour Log. At the end of the shift, lobby staff shall take all citations issued during the shift to the Operations Sergeant's office. The Operations Sergeant will review all citations for accuracy and completeness, including the correct violation, description, court of jurisdiction, and appearance date.

7022.2 - Vehicle and Bus Sallyport

- a) This Sallyport is located at the northeast corner of the Cells/Admin. Building near the warehouse driveway. Vehicles will enter off of The City Drive onto Justice Center Drive and proceed between the warehouse and Cells/Admin building. The main security Sallyport is the primary vehicle entrance to the facility for vehicles transporting inmates and is to be used by authorized vehicles only. The Sallyport gates are controlled by the Main Control Guard Station. Identification of vehicle and driver are made using CCTV and the intercom system.
- b) Jail Transportation vehicles will use the Main Sallyport to deliver and pick up inmates. Transportation deputies will maintain control of inmates within the vehicle Sallyport. Transportation personnel will secure their weapons in the lockers provided prior to inmates being removed from the buses. The transportation deputy will then give the gun locker key to the receiving guard station deputy for safekeeping. The inmates will then be removed from the bus and escorted into the Receiving Sallyport. When all inmates are inside the receiving area and the

inner Sallyport Door is secured, the receiving guard station deputy will return the gun locker keys to the transportation deputies.

- c) The main security pedestrian Sallyport may be used by authorized personnel to enter the vehicle Sallyport security yard. The Main Control Guard Station will open the gates once proper identification of the pedestrian is made, using a CCTV and intercom system. This gate is not to be used to walk inmates in or out of the facility.

7022.3 - Truck Sallyport

- a) This Sallyport is located east of modules K & L. Like the main security Sallyport, vehicles will enter off of The City Drive onto Justice Center Drive and proceed between the warehouse and Cells/Admin building.
- b) Food, trash pickup, service and material delivery vehicles will use the truck Sallyport only after properly identifying themselves to the Main Control Guard Station. The Main Control Guard Station Deputy/SSO will allow access to the facility after proper identification is made using CCTV and intercom system.
 - 1. The Main Control Deputy/SSO will notify the appropriate staff member when the trucks arrive.
- c) For service and maintenance trucks the Main Control Deputy/SSO will provide an escort for the workers to the repair site.
- d) The Main Control Guard Station Deputy/SSO will log in all delivery and service vehicles.
- e) An alternate route to gain access to the main security Sallyport and service delivery Sallyport is for vehicles to enter off of The City Drive onto Justice Center Drive and then proceed straight back toward the Santa Ana riverbed and circle around entering at the rear of the facility and proceeding back up toward The City Drive.

7024 - Control of Weapons and Security Equipment

- a) The Facility Armory

- 1. Armory [REDACTED]

- i. The Theo Lacy Facility Armory is [REDACTED]

7026 - Disturbance/Riot Response

- a) Staff Procedures

- 1. Code Alpha

- i. [REDACTED]

- ii. [REDACTED]

- iii. [REDACTED]

- iv. [REDACTED]

- v. [REDACTED]
- vi. [REDACTED]
- 2. Positions that WILL NOT RESPOND if inmates are present in their area of responsibility:
 - i. [REDACTED]
 - ii. [REDACTED]
 - iii. [REDACTED]
 - iv. [REDACTED]
 - v. [REDACTED]
- 3. [REDACTED]

7028 - Attorney, Bondsman, Official and Intra-Facility Visiting

7028.1 - Attorney, Bondsman and Official Visitors

- a) Location of visits:
 - 1. Attorneys, Bondsmen, Social Service Employees and other official visitors for inmates at the Theo Lacy Facility shall check in at the Lobby Desk.
 - 2. Official visitors requesting a visit with an inmate housed in the barracks will be directed to the non-contact side of public visiting in the Inmate Programs Building, at a table set aside for that purpose. Official visitors requesting a visit with inmates housed in the modules will be directed to that module's respective non-contact visiting area.
 - i. If more privacy is requested, the official visitor will be directed to the enclosed booths on the non-contact side of visiting.
 - ii. Official visitors may only visit one inmate at a time unless approved by the Shift Commander.
 - iii. Use of cell phones is prohibited while inside the Theo Lacy Facility. Laptop computers will be authorized for attorneys in an official capacity; however electrical outlets are not available within the visiting area. Computers and related accessories are subject to search at any time.
 - 3. An attorney, including Public Defenders, may visit on the contact side of visiting, unless legitimate security or operational concerns exist. The official visitor will be advised of the lack of privacy afforded on the contact side.
- b) Search of Laptop Computers
 - 1. Laptop computers are subject to search if an attorney wishes to possess it during a contact visit. The scope of the search will be limited to:
 - i. Powering on and off the laptop computer.
 - ii. Verifying the battery compartment and disc drives have not been altered for the purpose of hiding weapons or contraband.
 - 2. Records stored on the computer will not be read.

3. The purpose of the search is to detect and prevent the introduction of weapons or other contraband within the facility.

7028.2 - Intra-Custody Visiting (In-Custody Visits)

- a) Schedule and Location: Relatives who are in custody in the Theo Lacy Facility and who have been approved for In-Custody visits will be permitted to visit their family member within one week from the approval date on the assigned form. Visits will be a minimum of 30 minutes in length but no longer than 60 minutes. For inmates housed in the barracks, visits will take place in the visiting building unless security concerns require the visit to be conducted in one of the Modules. Visits for inmates housed in the Modules will occur in the Modules unless other security concerns are noted, which would require a safer location within the facility.
- b) Inmates who wish to visit a relative in custody must first submit an "Inmate Message slip" requesting the visit. An "In-Custody Visitation Request" form will then be given to the inmate to complete.
 1. Once the inmate has completed the "In-Custody Visitation Request" form, it will be reviewed and signed by the appropriate Housing or Module Sergeant. The original inmate message slip will be attached to the "In-Custody Visitation Request" form. A sergeant will then verbally confirm the information provided on the form with the inmate to be visited.
 2. The inmate to be visited will be asked the same questions on the form by a sergeant for verification purposes. If the inmate has answered the questions 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 of the visit will be written at the bottom of the form.
 3. The completed form will be forwarded to Classification staff who will review the form for any security concerns.
 4. The Watch Commander will have the final approval for all In-Custody visits.
 5. The completed form will then be forwarded to the Visiting Guard Station for final processing. The names of the approved inmates will be added to the "In-Custody Visit List".
 - i. Inmates, who have been denied an In-Custody visit, will be notified of the reason or reasons for denial. Inmates who can furnish proof of a relationship as defined under "In-Custody Visits" may be allowed to visit following an initial denial of the visit.
 - ii. Copies of approved/denied requests will remain on file for three years. Records will be forwarded and stored in the Administrative area.
 - iii. All inmates will be checked in the SDS system prior to their scheduled visit to be sure they are available (e.g. court, dentist, etc.).
- c) In-Custody List: The Module Deputy, CSA or CST who collects the initial request form from the requesting inmate will ensure that all "In-Custody Visitation" request forms have been processed. A list will be prepared of all approved In-Custody visits by Classification staff.

1. Before the end of shift, the Module Deputy, CSA or CST will give the signed inmate "In-Custody Visits" request form(s) to Classification staff to begin the approval process.
 2. If either of the two inmates involved in a single visit is housed in any of the modules, the visit must take place in the module. If both inmates are housed in the modules, the visit may occur in either of the two modules, unless other safety concerns are noted. Inmates housed in the barracks will be sent to visiting at 1330 hours to conduct their visit.
- d) Preparing for the Visit: The manning of the Visiting Guard Station will be the responsibility of the Visiting and Prowler Deputies. The security of the Guard Station and the operation of the visit will be handled in the same manner as any other visit. The Visiting Deputy shall call each of the barracks prior to 1330 to confirm they are preparing to send any inmates on the In-Custody Visit list.
1. Barrack Inmates: 10-15 minutes prior to the visit, the In-Custody visit inmates will be sent on movement pass to Visiting.
 2. Module inmates: The Module deputy upon receiving the In-Custody List will verify, by the entries on the Mod Cards, on the attached J-119 form, or through Classification staff, any special security concerns.
 3. All visits involving at least one inmate housed in a module will be conducted in the module. If a visit involves one inmate housed in the barracks and one inmate house in a module, the inmate housed in the barracks will be escorted to the module for the visit.
 4. Visits may be conducted in the multipurpose room, or any other classroom the Deputies feel will provide a secure environment for the visit. It will not be conducted in the pass through attorney-client visiting booth.
- e) Two Period Visits: If there are more inmates than the visiting area can reasonably accommodate, the visits can be set up in two periods. The distribution of the inmates in the two visits will be at the convenience of the Shift Commander or Housing Sergeant.

7028.3 - Western Medical Custody Ward/Hospital Visits

- a) All visitors for inmates confined in the custody ward must check in with the Hospital Deputy prior to the visit.
- b) Public visiting at the hospital ward will be conducted in accordance with Theo Lacy visiting regulations. Hospital visiting hours are:
 1. Friday through Sunday 0800 – 1700
- c) There will be no contact between visitors and inmates confined in locked cells. Visiting for these inmates will be permitted in the designated visitation room. Inmates are allowed one visit each day, lasting a minimum of 30 minutes.
 1. Hospital staff may establish restrictions for medical reasons.
- d) No visits outside of the custody ward will be allowed. However, if the inmate's medical condition warrants a visit, it can be allowed with the Watch Commander's prior approval.

- e) Sheriff's personnel will not regulate the length or frequency of visits an inmate has with their attorney. Hospital staff, however, may establish restrictions for medical reasons.
 - 1. The Hospital Deputy will determine that the requesting party is a licensed attorney.
 - 2. Persons accompanying attorneys will not be permitted to be present during visitation, unless they have obtained a court order and it has been reviewed by the TLF Watch Commander.
 - 3. An attorney will be afforded as much privacy as possible without removing other inmates from the room.
 - i. A deputy will always remain present in the room whenever an inmate is considered a security risk or other special circumstances are involved. The Theo Lacy Facility Shift Commander should be advised of these situations, prior to the visit. The deputy will not monitor the conversation.
- f) Sheriff's personnel will not regulate the length or frequency of visits an inmate has with their religious representatives, unless legitimate security or operational concerns exist. Hospital staff however, may establish restrictions for medical reasons.
 - 1. The Hospital Deputy will determine that the requesting party is eligible for religious visitation.
- g) The proper Visitation Request Form must be completed prior to the visit.
 - 1. The Request Forms will be forwarded to the Theo Lacy Facility for delivery to the IRC for inclusion in the inmates' file.

7028.4 - Scheduled Attorney and Official Agency Visitation

- a) Official Visitor's requesting appointments should be referred to the Shift Commander for approval.
- b) Appointments must be adhered to within a reasonable amount of time or the appointment shall be cancelled by the Lobby Deputy or SSO.

7030 - Health Care Facilities and Equipment

- a) Medical Observation Area - Processing: A medical screening area is located in the processing area of the first floor Receiving/Release area (Booking Loop). Correctional Nurses will staff on an as needed basis, with the exception of Friday nights when assigned to work between the hours of 1900 and 2300 hours, to triage Scheduled New Bookings.
- b) Medical Clinic Area: Housing a substantially equipped clinic and treatment facility for medical, dental and mental health service is provided on the second floor of the Cells/Admin. Building.
- c) Medical Exam Rooms: Each module in the Theo Lacy Facility (I thru R) contains a fully equipped medical exam room. The module exam rooms will be used by the Physician and/or Registered Nurse to conduct daily sick call.

7032 – Anaheim Global Medical Center Hospital Jail Ward

7032.1 - Policy

- a) The Orange County Sheriff's Department maintains a Security Ward at Anaheim Global Medical Center for the purpose of housing and treating inmates that require specialized treatment not available in the jail complex.

7032.2 - Staffing Plan

- a) The Correctional Health Services (CHS) Deputies are assigned to the Theo Lacy Facility.
 - 1. The CHS Deputies will receive direction and supervision from the Theo Lacy Facility Operations Sergeant.
- b) The hospital radio procedures must be followed by all shifts to ensure the integrity of communications with ECB.

7032.3 - Correctional Health Services (CHS) Deputy Responsibilities

- a) The primary responsibility is that of maintaining custody of persons in the hospital who are charged with a crime and have been committed to the custody of the Orange County Sheriff.
- b) CHS shall be staffed by two (2) deputies at all times. The CHS Deputy shall have charge of the inmates booked into the hospital and of any inmates transferred to the hospital from the Men's or Women's Central Jail, the Intake Release Center (IRC), or the Theo Lacy Facility. All prisoners that have not been booked into the IRC are the responsibility of the arresting officer.
- c) Any questions regarding the security status of an inmate shall be referred to the Theo Lacy Operations Sergeant.
- d) CHS Deputies will be responsible for performing safety checks randomly at least every 60 minutes, and logging the safety checks in the Daily Activity Report. More frequent safety checks are encouraged. All checks shall be logged upon completion.

7032.4 - Daily Activity Report

- a) The Correctional Health Services (CHS) Deputies will maintain a Hospital Ward Daily Activity Report and will keep a record of all activity or movement from the beginning to end of each shift.
- b) Each activity report entry will include the time each activity began, the nature of the activity and the name of the deputy making the entry.
- c) The completed activity report shall be made available for review by the shift two Sergeant conducting the daily hospital check.
- d) Shift one CHS Deputy will be responsible for the activation of a new daily activity report at 0000 hours.
- e) The CHS Deputy will annotate all movement per the following example:

1. 1630 RECEIVED 1 FROM E.R.: SMITH #2176345. NOTIFIED THEO LACY CLASSIFICATION DEPUTY BROWN. COUNT AT 4 (NUMBER OF BODIES CURRENTLY IN CHS) + 5 (TOTAL NUMBER OF BODIES EITHER IN OTHER UNITS OF AGM OR IN OTHER HOSPITALS).
- f) The CHS Deputy will maintain a hospital security roster showing the name, admit date and time, booking number, sex, D.O.B, charge, location and status of each inmate in his charge for each twenty-four hour period.
 - g) The Shift 2 CHS Deputies will be responsible for the activation of a new Hospital Security Roster at the beginning of their shift.
 - h) The Shift 2 deputies will be responsible for saving the current day's security roster and the activity report to the computer's hard drive.

7032.5 - Counts

- a) The Correctional Health Services (CHS) Deputy shall physically count each inmate as listed on the Hospital Security Roster. Inmate counts will be conducted according to CCOM Policy 1719 - Inmate Counts.
- b) The CHS Deputy will report the count number to the Theo Lacy Mod O deputy at the conclusion of each count.

7032.6 - Reporting for Duty

- a) The Correctional Health Services (CHS) Deputies are required to sign in on the daily sign-in sheet at the Theo Lacy Facility and obtain any special instructions from the Operations Sergeant. The deputies shall then proceed to the hospital jail ward to relieve the deputies on duty.
- b) The deputies going off duty will pass on all information concerning the ward and relinquish possession of the ward keys to the oncoming deputies. The staff members have a Taser X-26 at their disposal.
- c) The CHS Deputy positions will be armed posts. However all weapons will be secured in a gun locker prior to entering the jail ward.
- d) Upon assuming their duty station, the CHS Deputies will check all cells and account for every inmate on the hospital security roster.
- e) The CHS Deputies assuming duty will check all inmates to ensure that they are properly restrained at the beginning of their shift.

7032.7 - Security and Individual Assessment Regarding Use of Security Restraints

- a) When security restraints are utilized, inmates will be physically restrained to their hospital bed by use of at least one ankle restraint or wrist restraint. Additional restraints may be deemed necessary due to an inmate's propensity to be violent, disruptive towards hospital staff or a danger to themselves.

- b) The utilization of security restraint devices to include leg restraints and/or handcuffs, will be based on an individual assessment of the inmate by the deputy on duty. Classification status, staff safety, physical security of the facility where the inmate is receiving treatment, and input from medical staff regarding the medical/mental condition of the inmate will be taken into consideration prior to the application of security restraint(s), if any, or continuous application of a security restraint. The individual assessment and resulting determination regarding the utilization of security restraints will be documented on the Inmate Security Restraint Log by the deputy conducting the assessment. For more information about the restrictions and use of restraints on pregnant inmates, reference CCOM Policy 1800.3 (d) - Pregnant Inmates.
- c) The least restrictive security restraint(s) will be used as needed to maintain security. If it is determined that security restraint(s) will be used, the below will be followed:
1. The leg restraints and/or handcuffs will be attached to a fixed object on the bed.
 2. If medical attention is needed in the area of a restrained limb, another limb may be restrained prior to the restraint being removed.
 3. If the inmate needs to use the restroom, he/she may be restrained by leg restraints and waist restraints with one hand free.
 4. During meals, the inmate may be restrained by leg restraints and/or handcuffs with one arm restrained.
 5. Hospital procedures and protocol shall not jeopardize security or supersede department policy. Deputies will contact a supervisor if requests by medical staff contradict department policy.
 6. Deputies shall remain available to remove a restraint device in the event of a medical emergency.
- d) The Deputy on duty shall reassess the utilization of security restraint devices on an individual inmate each time there is a significant change in the inmate's behavior, medical or mental health condition that would warrant a change in the use of security restraints (For example, the inmate is sedated or no longer exhibits a propensity to be violent, disruptive towards staff or a danger to themselves). The reassessment and resulting determination shall be documented by the deputy on the Inmate Security Restraint Log.
- e) The application or removal of clinical restraints on an inmate will be at the sole discretion of medical professionals providing treatment to the inmate. The use of clinical restraints will be taken into consideration when evaluating whether security restraint devices, if any, will be utilized.
- f) Additional restraints (leg restraints, handcuffs and waist restraints) will be maintained at the Deputy's station for such use. Additional sets are in inventory at the Theo Lacy Facility armory. These sets may be issued, as necessary, with prior knowledge and approval of the Shift Commander and must be returned to the armory when no longer needed.

- g) At no time will an inmate leave the custody of the Correctional Health Services (CHS) Deputy wearing a pair of Facility/Hospital leg restraints. If leg restraints are to be worn, they will be supplied by the transporting officer.
- h) Four point soft restraints are for medical use only and are not to be applied to inmates unless directed by medical staff. Soft restraints are not to be applied to inmates being held solely for the collection of ingested evidence. Deputies will refrain from requesting or suggesting soft restraints be applied to an inmate.
- i) Any questions regarding the physical restraining of inmates will be referred to the Theo Lacy Operations Sergeant.
- j) Physical Lay Out of Security Cells.
 - 1. There are five (5) hospital rooms, with a total of 11 beds.
 - 2. Three (3) holding cells
 - 3. Two (2) exam rooms
 - 4. One (1) visiting room
- k) Locked Security
 - 1. All security cells will be maintained in a locked position unless it is necessary for either the hospital staff or the deputy to enter the room.
 - 2. Whenever it is necessary for hospital personnel to enter a security cell, the CHS Deputy will open the door, stand by until the transaction is completed, then secure the door.
 - 3. The CHS Deputy shall retain the cell and other security door keys on his person.
- l) Personnel Access
 - 1. All personnel, including Sheriff's and hospital employees, will access the hospital jail ward only through the main sally port.
 - 2. All personnel will refrain from using the double doors leading from the jail ward to the hospital psychiatric ward 6, except in the event of a life threatening emergency.
 - i. Inmates going to or returning from surgery may be transported through the ward 6 doors in the event of inclement weather. Hospital staff will need to schedule this movement with a CHS deputy so he/she can take over the escort from the armed deputy through Ward Six.
- m) Classification of Inmates
 - 1. All inmates housed in a CHS facility will be classified as to their security status. For more information about classification of inmates, reference CCOM Policy 1200 - Inmate Classification Procedures.
 - 2. New Bookings:
 - i. All inmates being booked into the medical facility will receive preliminary screening by Intake/Release Center Classification staff. It will be the CHS Deputy's responsibility to gain necessary information regarding the inmate's description, charges, prior arrests, ties to the community etc., to ensure that an accurate preliminary appraisal

is completed. Theo Lacy Classification staff shall advise the CHS Deputy of the inmate's status as soon as practical. This information will be noted on the daily activity report.

3. Inmates Transferred From Other Jail Facilities:

- i. When inmates are housed at the hospital from other facilities, the CHS Deputy will contact IRC Classification staff to determine the inmate's current custody status. In general, the inmate's classification will not change during hospitalization. In the event of unusual circumstances, or information which might change the inmate's security status, the CHS Deputy will notify the Theo Lacy Facility Operations Sergeant or Shift Commander for final determination. This information will be noted on the daily activity report.

n) Inmates Out Of Security Areas:

1. Inmate Housed In Non-Secured Hospital areas:

- i. Inmates housed in areas other than the security cells shall be advised by the CHS Deputy that they are at all times still in the custody of the Sheriff and if they leave their assigned location without prior authority, it will constitute an escape. For security reasons, all inmates housed outside of the hospital ward, (CHS), will be secured to their bed with at least one ankle or wrist restraint. For more information about the primary responsibilities of the Hospital Deputy, reference CCOM Policy 2200 - Hospital Deputy.

o) Female Inmates

1. Separation of Female Inmates:

- i. Per the provisions of Penal Code section 4002, female inmates shall not be kept or put into the same room for the purposes of sleeping, dressing, or performing eliminatory functions.

2. New Bookings:

- i. Female inmates being booked into the medical facility will receive preliminary screening from IRC Classification staff. It is the CHS Deputy's responsibility to gain necessary information for an accurate preliminary appraisal to be made.

p) Movement of Inmates

1. Deputy Supervision:

- i. The assigned CHS Deputies will not leave the jail ward while any of the cells are occupied, except when relieved by another deputy. If it becomes necessary to move an inmate within the hospital it shall be done under the direct supervision of a deputy, who will decide what types of restraint, if any are warranted. The escorting deputy may be assigned to transportation, if available, or a second deputy assigned to the hospital ward if appropriate. If this assistance is not available or any questions arise, the CHS Deputy should contact the Theo Lacy Operations Sergeant for direction.

2. Emergency Movement of Inmate:
 - i. If the circumstance arises where the CHS Deputy is alone in the jail ward and a life or death emergency exists, the CHS Deputy will allow hospital staff to move an inmate out of the jail ward for treatment, without the immediate supervision of a Deputy. The CHS Deputy will contact the Operations Sergeant, or if unavailable, the Shift Commander or other Theo Lacy Facility Sergeant to relay the circumstances of the movement and to request needed assistance and direction.

7032.8 - Mail

- a) Mail Inspection Authorization:
 1. Incoming Mail:
 - i. All incoming mail shall be inspected by the Mailroom CST. Mail will be inspected according to jail procedure.
 2. Questionable Contents:
 - i. Any question which arises concerning the content of a letter will be discussed with the Theo Lacy Operations Sergeant to determine proper disposition.
- b) Outgoing Mail:
 1. All outgoing mail will be inspected by the deputy on duty at the time the letter is received from the inmate and forwarded to the Theo Lacy Mailroom for processing.
 2. Questionable Contents:
 - i. Any question which arises concerning the content of a letter will be discussed with the Theo Lacy Operations Sergeant to determine proper disposition.
- c) Mail for Inmates No Longer in the Hospital:
 1. When mail is received for inmates who are no longer at the hospital, the CHS Deputy will ascertain whether the inmate is still in jail custody.
 2. Transfer to another Facility:
 - i. If the inmate is still in custody of the Sheriff, the mail will be marked with the new location and forwarded to the Theo Lacy Mailroom for distribution.
 3. Out of Custody:
 - i. If the inmate is no longer in custody, the CHS Deputy will mark the envelope "Undeliverable, Addressee Not Here" and forward to the Theo Lacy Mailroom for return to the post office.

7032.9 - Visiting

- a) Public Visits
 1. Visiting Hours:
 - i. Public visiting at the hospital ward will be conducted in accordance with Theo Lacy visiting regulations. Hospital visiting hours are:

A. Friday through Sunday 0800 - 1700

2. Visiting Request:

- i. If the inmate is housed at Anaheim Global Medical Center's Custody Ward, the visitor will go through the same visiting process as other visitors at the Theo Lacy Lobby prior to the visit. The only exception is that the visitor going to the hospital ward will be given the computer printout from the lobby as proof of checking in.

3. Inmates Housed in Locked Cells:

- i. There will be no contact between visitors and the inmates confined in the locked cells. Visiting for these inmates will be permitted in the designated visitation room. Inmates are allowed one 1/2-hour visit during Theo Lacy's scheduled visiting hours.

4. Inmates in Unsecured Areas:

- i. No visits outside of the custody ward will be allowed. However, if the inmate's medical condition warrants a visit, it can be allowed with the Watch Commander's prior approval.

b) Attorney Visitation

1. Visitation Hours:

- i. The jail will not regulate the length or the number of visits an inmate may have with his attorney. The hospital however, may make whatever restrictions they feel necessary for medical reasons.

2. Identification of Attorney:

- i. The Correctional Health Services (CHS) Deputy will determine that the requesting party is an attorney licensed to practice law in the State of California.
- ii. Additional Parties: Persons accompanying attorneys will not be permitted to be present during the attorney visitation, unless the attorney has obtained a court order indicating that person shall be permitted to visit the inmate. Such a court order must be signed by the Theo Lacy Watch Commander.

3. Visitation request:

- i. An official "Agency Visitation Request" form must be completed prior to the attorney's visit.
- ii. Visitation Request to Theo Lacy: The Attorney Visitation Request form will be forwarded to Theo Lacy where it will be filed in the inmate's file.

4. Privacy:

- i. The attorney will be afforded as much privacy as possible without removing other inmates from the room.
- ii. Deputy Present: A deputy will always remain present in the room whenever an inmate is considered a security risk or other special circumstances are involved. However, this must be cleared by the Theo Lacy Facility Shift Commander. The deputy will not monitor the conversation.

- iii. Any legal papers will be left with the CHS Deputy, who will check the papers for contraband and then forward them to the inmate.
- c) Official Visiting
1. Attorneys, Bondsmen and other official visitors for inmates housed at the hospital ward shall check in at the Theo Lacy Facility's Lobby prior to visiting.
 2. The same requirements for visitors of inmates housed at Theo Lacy Facility will apply to inmates housed at the hospital ward, except that the visitor will be given the computer printout from the Lobby to take to the hospital ward as proof of checking in.

7032.10 - Inmate Needs

- a) Inmate needs Inmate feeding/Medical Treatment:
1. Hospital Staff :
 - i. The hospital staff is responsible for all feeding, distribution of medication and medical treatment of inmates confined at the hospital.
 2. Equipment and Utensils Permitted Into Locked Cells:
 - i. The Correctional Health Services (CHS) Deputy will observe any equipment or utensils entering the locked cells. Upon removal, he will verify that all the equipment or utensils were retrieved and none were left in the security area.
 - ii. The personal property of all new booking inmates will be booked into the Intake Release Center. This will be done by the arresting agency or those deputies affecting the transfer.
 - iii. The personal property of inmates transferred to the Jail Ward from the Intake Release Center, or Central Jail Complex will be sent to the Theo Lacy Property Room.

7032.11 - Money

- a) Money left for Inmates:
1. Any person desiring to leave money for an inmate will be directed to the nearest Orange County Jail Facility Cashier where the money will be accepted and placed in the inmate's account.
 2. Money Received by Mail:
 - i. Monies received through the mail for an inmate will be delivered to the Theo Lacy Facility Cashier by the Mailroom CST.
 3. Money orders:
 - i. Money orders will be signed by the inmate and delivered to the Theo Lacy Facility Cashier.
 - ii. If an inmate does not wish to have a money order placed on his account, it will be delivered to Theo Lacy where it will be placed in his personal property.

7032.12 - Commissary Purchases

- a) Inmates who desire to purchase items from the commissary while housed at the hospital will follow the same commissary procedures as the Theo Lacy Facility.
 - 1. Orders for Commissary Items:
 - i. The Correctional Health Services (CHS) Deputy will distribute commissary slips to those inmates wishing to make a commissary purchase. The nursing staff will screen the commissary slip to determine if the requested items conflict with the treatment/recovery of the inmate. Inmates will be notified of any items removed from their order. At the end of his shift, the deputy will return the completed commissary slips to the Theo Lacy Facility Cashier to be picked up by Centralized Commissary staff. The filled order will be delivered to the inmate housed at the hospital by the Centralized Commissary staff.

7032.13 - Housing

- a) Completion of Initial Medical Treatment:
 - 1. On completion of the initial medical treatment, the Nursing Administrator will assign the inmate to a cell or housing location depending on the available space, medical necessity and the classification of the inmate.
 - 2. Unavailable Cells:
 - i. If all cells are full and it is necessary to confine another inmate, it will require reassignment of inmates or obtaining an additional deputy to supervise the inmates. In most cases, unit 4 or ICU is used to house inmates outside the Correctional Health Services (CHS) Unit.
 - ii. Reassignment: In the event a high risk inmate is housed outside the CHS unit, whenever security permits, and with permission of the Theo Lacy Facility Shift Commander or Operations Sergeant, an inmate with a lesser offense shall be moved to another area of the hospital to make room for the high risk inmate in the hospital ward.
 - iii. Additional Deputy: If it is not permissible to reassign inmates due to security or medical reasons, the CHS Deputy will contact the Theo Lacy Facility Shift Commander or Operations Sergeant and request an additional deputy.

7032.14 - Transfer of Inmates from Other Jail Facilities

- a) Pre-receiving
 - 1. Advise Correctional Health Services (CHS) Deputy of pending transfer:
 - i. If for any reason it is necessary for an inmate to be transferred from one of the Sheriff's detention facilities to the hospital, the medical personnel on duty there will

advise the CHS Deputy of the pending transfer along with the inmate's name, booking number, charges and any other pertinent information.

2. In the absence of medical personnel on duty, the appropriate facility Operations Sergeant or Shift Commander will notify the CHS Deputy of the pending transfer.

b) Transporting Officer:

1. The transporting officer will retain custody of the inmate during any examination/treatment prior to admittance to the hospital.

c) Establishing Custody:

1. In the event the inmate requires intensive care or other treatment not available within CHS and/or CHS has no available beds, custody of inmates at Anaheim Global Medical Center will be established as follows:
 - i. All jail facilities will be responsible for custody of an inmate, housed at their facility, who is being treated outside CHS, Anaheim Global Medical Center for the first 24 hours.
 - ii. After the first 24 hours the inmate will become the custody responsibility of the Theo Lacy Facility. The CHS Deputy will be informed of the transfer by Anaheim Global Medical Center's medical staff or the Theo Lacy Operations Sergeant or Shift Commander.
 - iii. The inmate's file, paperwork, and property will be retained at or forwarded to the IRC. The inmates will be carried on the Theo Lacy Mod O count.

7032.15 - Receiving

a) Admitting Inmates:

1. The Correctional Health Services (CHS) Deputy will take custody of all inmates who are admitted into CHS, or undergoing treatment in other Anaheim Global Medical Center wards after the initial 24 hours.

7032.16 - Hospital Discharge

a) Discharging In-Custody Inmates

1. Notification of medical release:
 - i. The hospital staff will notify the Correctional Health Services (CHS) Deputy that the inmate is ready for discharge from CHS.

b) Transportation:

1. When an inmate is ready to be discharged from the hospital, the CHS Deputy will contact Sheriff's Transportation and arrange for the inmate to be transported to the IRC for triage. Once the arrangements have been made, the CHS Deputy will notify the Theo Lacy Classification Deputy and Operations Sergeant of the pending transfer.

2. If available, the inmate will change into their jail issue before being transferred to their appropriate facility. If this is unfeasible, the inmate will remain in hospital clothing. The appropriate facility's medical personnel will be responsible for returning the hospital clothing to the hospital.
 3. If Sheriff's Transportation will be delayed for an extended period of time, the CHS Deputy will notify the Theo Lacy Operations Sergeant, who may make other arrangements for transportation of the inmate.
- c) Hospital Discharge Notification:
1. When the discharged inmate is en route to the jail, the CHS Deputy will notify Theo Lacy Classification staff to update the inmate's housing location.
 2. Notifications will also be made to the Theo Lacy Operations Sergeant and Main Control.
- d) Hospital Security Roster:
1. The CHS Deputy shall annotate the date/time of release, the type of release (i.e., RT/IRC, Release) and his name under the column "released by."
 2. When the new security roster is generated at 0000 hours, by the Shift 2 CHS Deputy, all inmates released on the previous day will be deleted from the roster.

7032.17 - Sentence Expiration of Hospital Inmates

- a) Release:
1. The Theo Lacy Facility will send a Deputy to the hospital to contact the Correctional Health Services (CHS) Deputy, who will identify the inmate. The TLF releasing Deputy will obtain his/her fingerprints on the release form and have the inmate sign for his/her property and money.
- b) Removal From Security Ward:
1. Upon completion of the inmate release procedure by the CHS and Theo Lacy Deputy, arrangements will be made by the hospital staff for transfer of the subject from the security ward to another part of the hospital. If the inmate is not staying in the hospital, he/she will be released through the pedestrian sally port.
- c) Removal From Hospital Security Roster:
1. The CHS Deputy shall annotate the date/time of release, the type of release (i.e., RT/IRC, Release) and add his name under the column "released by".
 2. When the new security roster is generated, by the Shift 2 CHS Deputy, all inmates released on the previous day will be deleted from the roster.

7032.18 - Unshackling of Inmate(s) Imminent Death

- a) Notification Procedure:
1. When an in-custody inmate is terminally ill and the Anaheim Global Medical Center physician(s) have determined the inmate's death is imminent, the Correctional Health

Services (CHS) Deputy will notify the Theo Lacy Facility Operations Sergeant or Shift Commander immediately.

b) Shift Commander's Responsibilities:

1. Upon notification, the Shift Commander will send the Operations Sergeant or designee to Anaheim Global Medical Center to interview the medical staff declaring the inmate's death as imminent. The following information will be gathered and relayed to the Shift Commander:
 - i. What are the inmate's charges?
 - ii. What illness or injury is the inmate suffering from?
 - iii. If the prognosis is imminent death, how soon will the inmate die?
 - iv. Is there a possibility of remission or recovery?
 - v. What is the name of the physician declaring the inevitable death?
 - vi. How weakened is the inmate i.e., able to walk, bedridden, or comatose?

c) Unshackling procedures:

1. After the Theo Lacy Facility Shift Commander has determined that the inmate's death is inevitable and imminent within hours, the following unshackling procedures will be followed:
 - i. The inmate will be unshackled of all restraints.
 - ii. During the interim, pending release, the inmate will be granted reasonable visits for next of kin or relatives by the CHS Deputy.
 - iii. Visitors will be allowed to remain with the dying inmate during his last few hours unless the Anaheim Global Medical Center staff advises against it for medical reasons.
 - iv. If the inmate is in a multiple bed lock ward, the CHS Deputy will transfer the inmate to one of the more private overflow rooms, if available.

d) Hospital log:

1. Immediately after the inmate is unshackled, the CHS Deputy will log, in chronological order, all visits, movement and activity connected with that inmate.

7032.19 - Fire Safety and Emergency Procedures

a) The Correctional Health Services (CHS) Unit will be periodically searched for contraband. Excess clothing, paper materials or other flammable articles will be removed from the rooms and storage areas to reduce fire hazard potential.

b) Authority and Responsibility during a Fire

1. Authority and responsibility during a fire will be vested in the on duty Theo Lacy Facility Watch Commander or designee for decisions affecting the security of the CHS Unit and during any emergency.
2. Upon arrival, the Fire Officer in charge will be delegated sufficient authority to perform his functions. Fire department personnel will be under the supervision of the Fire Officer in charge.

3. In the event of an emergency situation or subsequent evacuation, the Deputy will act only under the direction and supervision of the Theo Lacy Operations Sergeant, even though deputies from other divisions or officers from outside agencies have been called for assistance.

c) General Information

1. All deputies will be instructed on the use, types and location of firefighting equipment on the CHS Unit. Deputies are responsible to know the location and function of equipment located in their assigned work area.
2. Fire incidents will be described in Jail Incident Reports. Copies of the reports will be sent to the Fire Department as required.
3. There are three designated evacuation routes from the CHS Unit to permit prompt evacuation of visitors, inmates and staff in the event of an emergency.
4. All fire exit doors will be clearly marked, kept clear of obstructions and be tested periodically for proper operation.

d) Discovering a Fire in Progress

1. Discovering a fire on the CHS Unit will require immediate, positive action on the part of the deputy.
2. No fire will be left to burn itself out. Small fires must be extinguished by the deputy if possible.
3. Remove all persons from immediate danger. If there is no one in the room close the door as you leave.

e) Reporting a Fire

1. Pull down on the nearest fire alarm box.
2. Call the hospital operator by dialing "2555" and advise of the location of the fire, what is burning, your name and the extension you are calling from. Ask the operator to repeat the information back to you so that there is no misunderstanding.
3. Advise the Theo Lacy Operations Sergeant of the circumstances and extent of the fire.
4. The Operations Sergeant will respond to the fire location and direct appropriate action to preserve life and minimize property damage.
5. The Watch Commander will notify the Sheriff's Patrol Watch Commander of the situation. He will request the response of an appropriate number of patrol units, if necessary.
6. In this situation, Anaheim Police Department units may be dispatched to assist with security or with an evacuation, if necessary. Sheriff's Patrol or transportation Deputies will either supplement or replace Anaheim units. All personnel at the scene who have responded to assist with inmate security shall receive direction from the Theo Lacy Operations Sergeant, until the situation has stabilized. The Shift Commander will notify the Division Commander as soon as possible.

7. The Correctional Health Services (CHS) Deputy will log the times when notifications were made, the times of arrival and the names of personnel who responded. This information will be included in subsequent reports on the incident.
- f) Assistance From Hospital Personnel
1. During fire or other emergency, the CHS Deputy will not allow hospital staff into the CHS Unit, unless he requires their assistance. The hospital will however, assign members of their staff to stand-by in the area to assist with extinguishing small fires or moving inmates.
 2. All responding hospital personnel should identify themselves with their Anaheim Global Medical Center I.D., prior to being admitted into the area, so the possibility of an unauthorized entry is minimized.
- g) Notification of Fire in Other Area of Hospital
1. The hospital code word for a fire is "Code Red" and is announced over the P.A. system.
 2. If the fire is in an area of the hospital other than the custody unit and there is no immediate danger, the CHS Deputy will contact the Theo Lacy Facility Operations Sergeant and advise him of the situation. The deputy should be prepared to update the Sergeant if the situation changes and/or if further action is required.
 3. If the "Code Red" is at a location that poses a threat to the custody unit, the previously discussed emergency procedures will be implemented.
- h) Fire Drills
1. As per hospital policy, Anaheim Global Medical Center personnel shall conduct fire drills at least once quarterly on each shift. During these drills no involvement or movement of custody patients will be permitted.
- i) Evacuation of Inmates
1. During a fire or other emergency only the Theo Lacy Watch Commander or Operations Sergeant will order the CHS Unit to be evacuated.
 2. The preservation of human life and the welfare of inmates takes precedence over security and control. If the danger of injury or loss of life is imminent, the inmates shall be moved to a safe area, even outside the building, in the most expeditious manner.
 3. Moving inmates away from a burning area will be done by deputies. Except in cases where injury or loss of life is imminent, the movement of inmates from the CHS Facility may only be done with a Sergeant present.
 4. The Sergeant will personally supervise the evacuation to ensure that it is complete and instructions are followed.
 5. In the case of an inmate evacuation, the CHS Deputy will take the Security Roster with him so all inmates may be accurately accounted for.
 6. The Sergeant will instruct the CHS Deputy which evacuation route will be used and establish a pre-planned assembly site for the evacuated inmates.

7. The Sergeant will direct sufficient personnel to keep the inmates in the assembly area to prevent escape or interference with the fire equipment and personnel.
8. The Sergeant may utilize patrol units, transportation vehicles or ambulances as temporary holding facilities for custody patients. This decision will be made based on the availability of these vehicles, the medical condition and the classification of the inmate.
9. The Sergeant will confer with the Watch Commander on any alternate housing location for evacuated inmates at the conclusion of the incident.
10. Evacuation cables are located in a locked box mounted over the CHS crash-cart. Before evacuating inmates, ensure the cables are attached to the inmates using handcuffs.

j) Evacuation Routes

1. There are [REDACTED] from the [REDACTED].
2. [REDACTED]: Custody patients will be moved into the vestibule on the [REDACTED]. This area which lies [REDACTED] can be utilized as a temporary holding area until a total evacuation is necessary. If an evacuation is required, the inmates will be [REDACTED].
3. [REDACTED]: Movement of custody patients can also be accomplished in the [REDACTED], utilizing the [REDACTED]. The [REDACTED] as well as the [REDACTED] can be utilized as a temporary holding area until a total evacuation is necessary.
4. [REDACTED]: If neither the [REDACTED] are available, custody patients can be evacuated through [REDACTED], into [REDACTED]. If possible, [REDACTED] of the situation and pending [REDACTED].
5. [REDACTED] is an [REDACTED] with [REDACTED] to the remainder of the [REDACTED] a [REDACTED]. Custody patients will be directed into [REDACTED]. In the [REDACTED]. From this [REDACTED], inmates can be moved [REDACTED], into the [REDACTED].
6. This [REDACTED] should be utilized only [REDACTED]

7034 - Chow Hall Security Procedures

Security in the Chow hall is a major concern. The maintenance of order is of paramount importance for the safety of staff and inmates.

7034.1 - Staffing

a) Sergeant Responsibilities

1. Housing Sergeant will supervise and coordinate inmate feeding from [REDACTED] [REDACTED] above the [REDACTED]. The sergeant may designate a deputy to complete these duties.

b) Assigned Deputies and Positions

1. A minimum [REDACTED] will be assigned, [REDACTED] the Chow hall, [REDACTED] in the hallway [REDACTED], [REDACTED] assigned to [REDACTED] and [REDACTED] assigned to [REDACTED]. Deputies assigned to the [REDACTED] shall leave [REDACTED] with the [REDACTED]. Deputies assigned to the [REDACTED] [REDACTED] and the [REDACTED] will [REDACTED].
2. Inside the Chow hall
 - i. Tray Receiving Window Deputy: Observe inmates for potential problems. Check meals for short or extra rations. Check seats available and stop the serving line as needed or directed.
 - ii. Prowler Deputies: Seat inmates in order, making certain that every seat at each table is occupied. Observe inmates for potential problems. Dismiss inmates once they have completed their meals and have requested to return to their housing area. Allow those wishing longer to complete their meals a full fifteen minutes in which to eat.
 - iii. Duty assignments should be traded throughout the meal to aid in keeping deputies alert.
3. Outside the Chow hall
 - i. [REDACTED]: Visually inspects all incoming inmates to make certain that they are complying with all jail rules and are behaving in an orderly manner. Moves about the [REDACTED] maintaining order. Visually inspect each inmate prior to entering the Chow hall to ensure they are dressed in full jail issue. Assure inmates exiting the Chow hall do not have food items or utensils in their possession.
 - ii. [REDACTED]: Assigned Deputies will take up a position at the entrance to the [REDACTED] at the [REDACTED] [REDACTED]. The Deputies will visually inspect all inmates to make certain that they are complying with all jail rules and are behaving in an orderly manner. The Deputies will move about [REDACTED], maintaining order. Visually inspects each inmate prior to entering the hallway to ensure they are dressed in full jail issue. Assures inmates exiting the hallway do not have food items or utensils.
 - iii. [REDACTED]: Assigned Deputies will take up a position in the [REDACTED] between [REDACTED] and the [REDACTED]. The Deputies will visually inspect all inmates to make certain that they are complying with all jail rules and are behaving in an orderly manner. The Deputies will move about [REDACTED], maintaining order. Visually inspects each inmate prior to entering [REDACTED] to ensure they are dressed in full jail issue. Assures inmates coming from [REDACTED] do not have food items or utensils. Also, assures inmates are checking back into their housing location by properly using the Jail Management System by swiping their Identification card.

7034.2 - General Guidelines

a) Inspecting the Mess hall

1. Prior to starting the meal, the deputies will enter the Mess hall and check for contraband.
 - i. Check the following:
 - A. [REDACTED]
 - B. [REDACTED]
 - C. [REDACTED]
 - ii. When deputies have thoroughly inspected the Mess hall, they will advise the Sergeant or Deputy assigned to the "Crow's Nest" and the meal can begin.
2. Deputies should maintain a low profile during the feeding process. Any inmates creating disturbances or violating rules should be segregated and removed from the Mess hall as rapidly and with as little notice as possible.
3. Inmates are not to converse or communicate with workers assigned to the Mess hall work crew. Inmates entering or leaving the Mess hall are not to converse with inmates seated at tables.
4. The following guidelines will be followed for inmates who refuse to comply with any jail rule regarding Mess hall procedures:
 - i. Sack lunches will not be used in lieu of hot meals. Meals are never to be used as a form of discipline.
 - ii. Inmates accused of minor infractions either en route to or while in the Mess hall will be allowed to complete their meals. Disciplinary procedures will be initiated after the meal has been completed.
 - iii. Inmates accused of violations which disrupt or may likely disrupt the Mess hall if allowed to continue will immediately be removed. These inmates will be escorted to a secure location and fed a hot meal. If a hot meal is not possible, a sack lunch may be offered at the discretion of the Sergeant.

7036 - Community Work Program

For more information about the Community Work Program (CWP), reference CCOM Policy 1205 - Community Work Program.

7038 - Classification

For more information about classification procedures, reference CCOM Policy 1200 - Inmate Classification Procedures.

7040 - Operations Sergeant Procedures

7040.1 - Primary Responsibilities

- a) **Job Description:** The Operations Sergeant will conduct pre-shift briefings, assist with training subordinates, prepare the Theo Lacy Facility watch list, conduct employee inspections, review reports, assign equipment, visiting staff, supervise Lobby security and staff. At the beginning of each new shift, the Operations Sergeant will begin a new Supervisor's Log, noting the Watch Commander and Supervisors on duty. While checking the Lobby area, the Operations Sergeant will ensure all facility vehicles are accounted for and secure prior to reviewing the vehicle log on the computer. The Sergeant will supervise posting of the shift, issuance of keys and equipment, and make periodic checks of the operations areas for sanitation, security conditions, efficient operations and inmate movement. The Operations Sergeant will conduct a daily inspection of the handgun stored in the gun locker located near the Operations Sergeant's office. The Sergeant will respond to unusual situations at work sites and monitor employee work performance. The Sergeant evaluates subordinates, conducts preliminary investigations into complaints of misconduct, checks on ill or injured employees, performs Shift Commander duties as assigned and communicates with the other Facility Sergeants on inmate movement.
- b) **Span of control:** The Operations Sergeant will be responsible to supervise all employees and inmate activity in the public side of Visiting areas, Lobby building, Facility perimeters and gates, grounds keeping, the Main Control Guard Station, Correctional Health Services (CHS) and any additional staff members at hospitals outside of CHS who are assigned to the Theo Lacy Facility. The Sergeant coordinates the entry to the facility of all emergency response vehicles and staff. The Operations Sergeant will also be responsible for the proper function and repair of all equipment at the facility.
- c) **Direction and Supervision:** The Operations Sergeant will receive direction and supervision from the Shift Commander.
- d) **Extensive Emergency:** The Operations Sergeant will ensure that notifications of emergency conditions are made immediately to the Shift Commander. The Sergeant will receive instructions from the Shift Commander and be required to take the correct steps to quickly resolve emergencies.

7040.2 - Office Duties

- a) **Watch List:** The Sergeant will review the current schedule prior to the beginning of the shift. The Sergeant will take a blank schedule for the shift and fill in the names of Deputies scheduled to work for that shift. Copies of the Watch List will be made in preparation for distribution at briefing. The Sergeant will confer with other staff members of the off-going shift to become aware of any existing problems for which the on-coming shift should prepare with staffing changes.

- b) Briefing: The Operations Sergeant will begin the briefing by calling roll from the Watch List. Absences must be resolved as soon as possible to ensure coverage of all positions and to determine the location of anyone scheduled to be present in briefing.
- c) Training Materials: Training bulletins, films, updates on new law procedures, and other materials assigned by the Training Sergeant will be presented by the Operations Sergeant or assigned person. The Sergeant will also canvas those in briefing to discover any other related interests or problems that should be resolved at that briefing.
- d) Special Instructions: The Shift Commander or Housing Sergeants may contribute to the briefing. Also, special tours, problem inmates, or current trends in custody environments may be discussed.
- e) Employee Inspections: Operation, Housing and Module Sergeants will conduct informal inspections of subordinates on duty at all times. The Division Commander will periodically require a formal inspection of Deputies and their equipment.
 - 1. Inspection Notice: The planned formal inspection will be announced to the employees sufficiently in advance to allow adequate preparation.
 - 2. Notice Deficiencies: Unserviceable uniforms and equipment will be brought to the Deputies attention and a repair/replacement date set. Re-inspections will be conducted to ensure conformance with established standards.
- f) Report Review: The Operations Sergeant will constantly review the work of subordinates. When reports are required to be written the Sergeant will assist the Deputy as needed and ensure that the report is completed on time. When Jail Incident Reports and DR Reports are completed, the Sergeant approves the report with a signature. The report is then forwarded to the Shift Commander by the Sergeant for review and distribution.
- g) Report Forms and Uses: Various forms are used to report different types of incidents that occur within the Theo Lacy Facility. They are:
 - 1. Major Incident Staff Report (J-149A)
 - i. This form is used to report incidents of an unusual nature such as escapes, major disturbances, felony crimes, accidents with injuries, or riots.
 - 2. Claims of Missing property Report (J-156)
 - i. This form is used to report an inmate's claim of missing money or property that was in their possession upon entrance into the Orange County Jail.
 - 3. Jail Incident Report (j-049)
 - i. This form is used to report the bulk of incidents that occur within the jail including violations of jail rules, non-critical medical aids and combative inmates.
 - ii. Any suspects, victims or witnesses should be interviewed. Any admissions, denials, statements or the lack of it should be included in the report.
 - 4. Notice of Minor Disciplinary Violation (J-131)

- i. This is basically a check-off type form to report an incident not deemed serious enough to require a Jail Incident Report.
- 5. Daily Area Check Log (J-103)
 - i. This form is used to document the starting and ending times of checks made of specific areas and perimeter fences. The condition of the area checked will be written in the comment section as well as any reasons a check may have been missed. Each entry will end with the signature of the Deputy making the entry.
 - ii. It will be the responsibility of the Operations Sergeant on each shift to make regular checks (of areas which require logs) of the log and note any discrepancies on the log. When the log is completed, it will be turned in to the Operations Sergeant, who will review the log, sign it and process it for filing. The logs will be stored for a period of five years.
- 6. Cash verification Record (J-003A) and Cash Verification Log (3-1-96)
 - i. These forms are used at the time of initial booking. They are to document monies taken from the inmate. Operations Sergeant will sign-off the Cash Verification Log when emptying the drop box kept in the Booking Loop.
 - ii. Money in excess of \$500.00 or if the inmate is disputing the amount will also be counted by the Operations Sergeant. The Sergeant will initial the correct amount on the Cash Verification Record.
- 7. Initial Crime Report
 - i. Although the form and format are somewhat different, the basic principles of report writing apply here, too, and the report will be evaluated by the same criteria as is a Jail Incident Report.
 - ii. When it appears that an incident should be most properly reported as a crime, Deputies should seek the advice of their immediate supervisor prior to writing the report or interviewing any suspects. The supervisor will then aid the Deputy in fulfilling all requirements about advisement of rights, obtaining a DR number.
- 8. Use of Force
 - i. Any incident requiring the use of force by a Deputy against an inmate must be documented by a Sergeant on a follow-up report entitled "Use of Force." The Sergeant will detail the incident by naming all parties and witnesses involved along with their statements. The Sergeant will videotape all statements and interviews with inmates who are involved in any use of force.
- h) Disciplinary Violation: The Operations Sergeant will conduct disciplinary proceedings as follows:
 - 1. Major Violations
 - i. Fighting
 - ii. Creating a disturbance
 - iii. Failure to obey a directive

- iv. Insubordination or disrespect
 - v. Possession of contraband which would pose a security threat
 - vi. Theft
 - vii. Destruction of jail property
 - viii. Unauthorized movement
 - ix. Tampering with a security device
 - x. Habitual violations of jail rules
2. The above list is intended as a guideline, not as a complete listing, of all possible major violations. Many incidents will require a judgment as to whether a violation is involved. Questions should be resolved with the Deputy's supervisor.
3. Notice of Disciplinary Violation: This form will be completed whenever an inmate violates a jail rule that will result in a disciplinary hearing. The reporting Deputy will complete two copies per inmate, indicating if the inmate waived the 24-hour delay or not, then give the original to the inmate (s) involved and the copy to the Sergeant. A Jail Incident Report will be written and submitted along with the copy of the Notice of Disciplinary Violation to the Operations Sergeant.
4. The complete report should be submitted to the supervisor for approval. Reports may be typed or handwritten. The original and two copies are required if one inmate is involved. Each additional suspect named in the report requires an additional copy of report.
 - i. Completing the Jail Incident Report: All spaces provided for specific information should be completed as fully as possible. The narrative portion of the report should be complete, concise and contain all elements and pertinent details of the incident. The complete report should be submitted to the supervisor for approval. Reports may be typed or handwritten. The original and two copies are required if one inmate is involved. Each additional suspect named in the report requires an additional copy of the report.
5. Controlling the Suspect(s) and/or Witness: The Deputy observing the offense will segregate the inmate(s) involved as soon as possible. The Deputy will notify their supervisor of the incident as soon as possible.
6. Disciplinary Hearing: The Operations Sergeant will review the Notice of Disciplinary Violation form and discuss the facts with the Deputy. The Sergeant will then conduct a disciplinary hearing with the inmate(s) present. The reporting Deputy may also be present. The inmate(s) will be advised of the charges against them and will be provided an opportunity to speak in their own behalf. The Sergeant will prepare a Disciplinary Hearing Report which together with the Jail Incident Report and Notice of Disciplinary Housing is forwarded to the Disciplinary Officer for final disposition.
 - i. Note: If the supervisor is also a witness to the violation, another supervisor must conduct the disciplinary hearing. Except as required for inmate or staff safety or

facility security any charges pending against an inmate shall be acted on no sooner than 24 hours and no later than 72 hours after the report is filed. The inmate may waive the 24-hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.

7. Punishment: Punishment for major violations of jail rules may consist of one or any combination of the following: (reference; Board of Correction, Title 15 guidelines)
 - i. Loss of visiting privileges
 - ii. Loss of recreation privileges
 - iii. Loss of commissary privileges
 - iv. Loss of good time
 - v. Loss of work time
 - vi. Removal from work status
 - vii. Assignment to limited privilege status.
 - viii. Assignment to disciplinary housing.
 - ix. Any of those punishments listed under minor violations.
 - x. A combination of any of the above.
 8. Disciplinary Housing: An inmate may be assigned to Disciplinary Housing as a result of jail discipline. In addition, they will be housed away from all contact with other inmates in a Disciplinary Housing Cell and will be fed in cell. Final disposition will be made by the Disciplinary Officer and be reviewed by the Division Commander.
 - i. Personal Hygiene Articles in Disciplinary Housing: Inmates confined in Disciplinary Housing shall be permitted to have in their possession one toothbrush, dentifrice, comb and soap, as well as normal bedding and a towel. Inmates will not be permitted to keep a shaving razor in their cell, however, they will be permitted to shave daily per Minimum Jail Standard 1267. Deputies will furnish a safety razor to inmates requesting to shave, supervise the inmate use of the razor and then retrieve the razor.
 9. Violations of Law: Whenever it is determined that an inmate's actions constitute a violation of law and the circumstances warrant prosecution, the incident will be referred to the District Attorney for a criminal complaint. In such instances, the incident will be documented on an Initial Crime Report under a DR number. This may be done in addition to discipline being administered by the jail staff.
- i) Training materials: The Training Sergeant will provide most of the material for formal training sessions. When formal Training is not planned for briefing, the Operations Sergeant will discuss training bulletins, job descriptions and excerpts from the Policy and Procedures manual.
 - j) Service Calls: Memos from various locations in the facility will report needs for repairs and be directed to the Shift II Operations Sergeant. The Sergeant will call those who make repairs during the day shift and schedule repairs. The Operations Sergeant will call for emergency repairs at any time.

1. New Equipment Maintenance: The Shift II Operations Sergeant will keep the Division Commander apprised of any irregularities in service response and contracts.
2. PAC Set Radio File: The Shift II Operations Sergeant will maintain the Facility PAC set radio maintenance and inventory file. Quarterly inventories will be performed at the direction of the Sergeant. A Lost Property report will be completed, after a thorough search, for all PAC set radios not accounted for. The quarterly inventory report will be forwarded to Sheriff's Transportation.
 - i. The inventory program is on the Operations Sergeants computer.
 - A. Each morning the shift two operations sergeant will take radios in need of repair to his office and complete a GSA Work Order for the needed repairs.
 - B. The status of the radio will be entered into the maintenance computer program.
 - C. The operations Sergeant will have the radios taken to County Communications for repair.
 - D. When repaired, the operations sergeant will arrange to have the radios picked up from County Communications and returned.
 - E. The radio will be shown back in service in the computer maintenance program.
 - F. The radio will be taken to Main Control Guard Station to be put back into service.
 - ii. New Hand Held Radios
 - A. New radios will be added to the Theo Lacy Facility Inventory before being put into use.
 - iii. Maintenance
 - A. Maintenance records will be kept on all Hand Held Radios.
 - iv. Deputy Responsibility
 - A. Hand Held radios not working properly will be returned to Main Control.
 - B. The deputy returning the radio(s) for repair will complete a repair memo obtained from Main Control.
 - v. Hand Held Radio Assignment
 - vi. Hand Held Radios are to be assigned by the Main Control and inventoried in the same manner as security keys.
 - A. The deputy receiving the radio will ensure it is working properly prior to leaving Main Control sally port.
 - B. The radio is to be returned to Main Control at the end of each shift and not given to another relieving deputy.
 - C. Main Control will show the radio returned on his check out list and either reissue with a fresh battery or replace the unit.

7040.3 - Floor Duties

- a) Posting the Shift: The Operations Sergeant will announce the end of briefing and direct on-coming employees to proceed directly to their workstation.
- b) Conclusion of Briefing: At the conclusion of briefing the Operations Sergeant will ensure that shift relief is taking place correctly. Each employee of the on-coming shift should be at the work site exchanging information with the off-going shift employees.
- c) Key Control: Keys will be issued to those employees coming on shift at Main Control. The Sergeant will ensure that only the correct keys are issued to the correct employees by checking the key cabinet periodically. The Sergeant will also check to ensure that all off going employees who had been issued a key set have returned the key set.
 - 1. Keys Not Returned: The Operation Sergeant will follow up on each key not returned at the end of shift. Calls to an employee residence may be necessary to locate key sets. The employee may be ordered to return with the keys if in their possession.
 - 2. Lost Keys: The Operation Sergeant will cause an immediate search to be conducted for lost keys. Failure to find a key set quickly may result in calling the County locksmith to change the security area locks that can be opened by the missing keys.
 - 3. Broken Keys: All parts of a broken key will be given to Fire Life Safety staff who will supply a new key. Replacement keys can be issued from extra sets in Main Control.
- d) Area Checks: While posting the oncoming shift, and throughout the shift, the Operations Sergeant will inspect the areas for which they are responsible.
 - 1. Locations: The Sergeant will inspect each guard station and lobby area for correct conditions and security concerns.
 - 2. Functions: The Sergeant will also inspect and view the way employees perform their duties. This will ensure a smoother flow of work, ensure compliance with policy and procedures, and provide a firsthand impression of employee's abilities and level of training.
 - 3. Problems: The Sergeant will move the operations staff into areas where additional assistance is needed on a temporary basis. When problem areas are noted on a recurring basis, the Sergeant will submit written suggestions for resolution to the Shift Commander.
 - 4. Additional Resources: The Operations Sergeant may request more assistance from the Housing Sergeant and Module Sergeants.
- e) Site Security: The Sergeant will visit each site security post as frequently as necessary to ensure the integrity of security in the post area.
- f) Lobby: The Sergeant will inspect the Lobby on a periodic basis and respond to the Lobby as necessary to resolve inquiries or to coordinate control of large number of visitors and/or self-commitment inmates. The Sergeant will direct a Deputy to the area in front of the Lobby to meet and direct all emergency response vehicles and staff.
- g) Hospital Post: The Operations Sergeant will personally inspect the hospital jail ward Correctional Health Services (CHS) at Anaheim Global Medical Center, as well as the locations of any additional

staff members at other hospitals who are assigned to the Theo Lacy Facility, a minimum of once per week.

1. The Operations Sergeant will also be responsible for conducting a daily check of staff assigned to CHS (Anaheim Global Medical Center) and any other additional staff members located at other hospitals who are assigned to the Theo Lacy Facility.
 2. The Sergeant will maintain telephone contact with the hospital Deputy as necessary throughout the shift.
 3. The Sergeant will ensure the changing of staff each shift occurs as planned.
 4. The Sergeant will ensure that additional assistance is available to the hospital Deputy when advance planning is possible.
- h) Supervise Delivery of Inmate Services: The Operations Sergeant will make certain that inmate services are provided as required in the Cells Building.
1. Meals: The Sergeant will ensure each inmate is presented a meal at each meal time, that the food is served at the proper temperature and follows the menu provided by the kitchen. The Sergeant will make sure that the meals are served quickly and the utensils are returned to the kitchen as scheduled.
 2. Clothing Changes: The Operations Sergeant will check the process of exchanging bedding and clothes and be certain that the correct number of changes take place weekly. The Sergeants will also periodically inspect clothing items fresh from the laundry to be certain of proper cleaning.
- i) Recreation: Each day the Sergeant is to check each housing area to determine the length of indoor and outdoor recreation available to the inmates. Each inmate will be offered a minimum of three hours of outdoor recreation each week. The Sergeant must also check to be sure books, newspapers and game materials are available to inmates.
1. Phones and Visiting: The Sergeant must ensure that the inmates have reasonable access to telephones.
- j) Inmate Work Assignments: The Sergeant will monitor inmate work crews to ensure an adequate number of workers are assigned. Frequent contact with the Classification Sergeant may be necessary to accomplish this task.
- k) Accessibility to Inmates: The Sergeant will be reasonably available to talk with inmates. As time is available the Sergeant will walk through the housing areas in order to be seen by the inmates, thus presenting an opportunity to converse with them.
1. Access to Official Visitors: The Sergeant will make sure that church, counselors and other approved services are available to inmates in the facility according to schedules or needs.
- l) Housing Area Searches: A Sergeant will supervise all searches in Operational Areas.
1. Daily Searching: The Sergeant will instruct housing Deputies to continually check inmate housing areas for contraband, planned escapes and malfunctioning equipment.

2. Scheduled Searches: Periodically the Sergeant will gather several Deputies from throughout the facility and conduct a methodical, detailed search of selected housing areas. The Sergeant will be present during these searches of the building, inmates or both. Personal property of any inmate that is seized during a search must be accounted for as follows:
 - i. Contraband (illegal) - Placed into evidence with a DR number written.
 - ii. Excess Personal Property - Placed in the inmate's bulk or stored personal property.
 - iii. Excess Jail Property - Items are returned to the correct location such as the Clothing Room or Kitchen.
 - iv. Search results will be documented in the Theo Lacy Facility Search Log, which will be maintained in the "FAST Search Log" computer file on the facility Share Drive.
- m) Response to Emergency Situations: The Operations Sergeant will be familiar with each emergency plan and the location and operation of all security equipment. When notified of an emergency, or unusual condition in Operations, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in Operations. The Sergeant will notify the Shift Commander and Main Control of unusual and emergency situations. The Sergeant will gather all available information, preferably at the emergency site. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.
- n) Response to Unusual Situations: The Operations Sergeant will be familiar with each emergency plan and the location and operation of all security equipment. When notified of an emergency, or unusual condition in Operations, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in Operations. The Sergeant will notify the Shift Commander and Main Control of unusual and emergency situations. The Sergeant will gather all available information, preferably at the emergency site. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.
 1. Theo Lacy facility will not house or accept inmates under the age of 18.
 2. When it is determined an inmate currently in custody is juvenile, the Operations Sergeant and the Shift Commander will be notified.
 3. Pre-trial juvenile inmates will be returned directly to the arresting agency.
 4. The Shift Commander will call the arresting agency's Watch Commander, advise him of the circumstances and have them respond to the Theo Lacy Facility to pick up the juvenile.
 5. If the juvenile is a self-booking or sentenced inmate, he will be returned to the court of jurisdiction for disposition.
 - i. The juvenile will be kept separate from adult inmates. The juvenile will have an escort any time it is necessary to move him while at the facility.
 - ii. The Shift Commander will contact the Intake Release Center Watch Commander and advise him of the juvenile.
 - iii. The inmate will be transported to the Intake Release Center via Sheriff's Transportation.

6. A jail incident report will be written.
 - i. The report will include all available information that led to the discovery of the juvenile, any information regarding steps taken to protect the juvenile and any contacts made with parents, guardians or probation officers. A copy of the Jail Incident report must accompany the juvenile to the Intake Release Center

7040.4 - Shift Commander Assignment

- a) Sergeants Assigned: Sergeants who are occasionally assigned to the Shift Commander position because of the unavailability of a Watch Commander have the full authority and responsibility of the position.
 1. The off-going Watch Commander will be responsible to verbally assign a Sergeant as Shift Commander.
 2. The Sergeant will make entries as necessary and complete the "Shift Commander's Log".
 3. The Sergeant will complete all other duties of the shift assigned and sign the Facility 24 hour log at the conclusion of his shift.
 4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Division Commander should be contacted.

7040.5 - Shift Commander Assignment

- a) Operations Sergeant
 1. Hours of Duty: 2200-1030 (Shift I) 1000-2230 (Shift III)
- b) Days of Operation:
 1. Monday - Sunday
- c) Equipment:
 1. Badge, nameplate, uniform, keys, pencil/pen, and notebook/paper.
- d) General Instructions:
 1. Be on time and in uniform as scheduled. Check bulletin board, mailbox, schedule, and logs. Maintain contact with Shift Commander, Housing and Module Sergeants. Read/understand and carry out facility policies and procedures. Supervise Facility operations staff.
- e) Scheduled Duties:
 1. 2200: Shift I Sergeant is dressed and in the briefing Sergeant office. Shift III Sergeant exchanges information with oncoming Shift I Sergeant.
 2. 2230: Conduct briefing. Dismiss Shift I personnel and direct them to assume their posts and relieve Shift III. Review timesheets and key issuance roster for accuracy and accountability of staff and key sets.
 3. 0100: Conduct a walking inspection of the Operational areas including the Facility parking lot and site security posts. Personally visit each site security post. Check and not staffing, security, safety and sanitation.

4. 0000-1030: Personally supervise busy areas or those in need of reinforcements. Personally visit Receiving Guard Station, Release Guard Station and other Operational Areas. Perform office duties as required.
 5. 0430: Conduct briefing for oncoming Shift II deputies.
 6. 0530: Supervise the staging of inmates for court in the court transfer area. Monitor court vehicle departures and sally port operations.
 7. 0600-1000: Prepare Shift III watch list, make sick replacements and mark schedule accordingly.
 8. 1000: Shift change. Shift III Sergeant is dressed and in the briefing Sergeant office. Shift I Sergeant exchanges information with oncoming Shift III Sergeant.
 9. 1030: Conduct briefing. Dismiss Shift III personnel and direct them to assume their posts and relieve Shift I. Review timesheets and key issuance roster for accuracy and accountability of staff and keys.
 10. 1200-2000: Conduct a walking inspection of the Operational areas including the Facility parking lot and site security posts. Personally visit each site security post. Check and note staffing, security and sanitation. Personally supervise busy areas or those in need of reinforcements. Personally inspect programs classrooms and library. Perform office duties as required, call in service requests. Review grounds keeping activities.
 11. 1430: Conduct briefing for oncoming Shift IV deputies.
 12. 1500-2000: Re-inspect entire Operations areas including the transfer area, visiting lobby, the Facility parking lot and programs areas. Check and note staffing, security, safety and sanitation. Personally supervise busy areas or those in need of reinforcements. Perform office duties as required.
 13. 2000-2200: Prepare Shift I watch list, make sick replacements and mark schedule accordingly
- f) Non-scheduled Duties:
1. Review and submit reports to Shift Commander.
 2. Inspect shift personnel.
 3. Receive sick calls and follow up as appropriate. Make minor, expedient adjustments to equipment.
 4. Train staff in their duties.
 5. Complete performance evaluations for subordinates.
 6. Supervise inmate feeding when necessary.
 7. Carry out emergency procedures as necessary.
 8. Act as Shift Commander as assigned.
 9. Monitor official visitor sign up and screening.
 10. Coordinate unit work flow with Housing Sergeants, Medical and Kitchen staffs, and supervisory staff of other jail facilities.
 11. Visit and inspect the hospital post as time permits on each shift.

7042 - Housing Sergeant Procedures

7042.1 - Primary Responsibilities

- a) **Job Description:** The Housing Sergeant will conduct pre-shift briefings, assist with training subordinates, inspect housing Deputies, review reports, arrange for servicing of inmate television sets, review housing changes and pass on suggestions to the Classification Sergeant. The Sergeant also supervises the inmate counts in Housing, conducts disciplinary hearings, regulates inmate television usage, directs searches of housing areas, reallocates manpower as needed, posts housing personnel, supervises delivery of inmate services and recreation, clothing exchanges and meals, and inspects housing areas for sanitation and operations. The Sergeant will review and sign the Guard Station logs, ensuring the logs are current and include all necessary information. Sergeants will check the module Safety Check Logs to verify the housing safety checks are performed at least once every 60 minutes and documented properly on the Guard Station log. The Sergeant evaluates subordinates, conducts preliminary investigations into complaints of misconduct, checks on ill or injured employees, performs Shift Commander duties as assigned and communicates with the other Facility Sergeants on inmate movement.
- b) **Span of Control:** The Housing Sergeant is responsible for supervising the employees, inmates, functions and equipment on the recreation field, and Theo Lacy Facility housing units A-H. The Housing Sergeant will also supervise and perform routine daily administrative duties for all staff assigned to mod "I" to include "I" Disciplinary Housing cells. The Sergeant will be extra sensitive to inmate movement around the A-E Barracks due to the exit and entry doors being unsecured.
- c) **Direction and Supervision:** The Housing Sergeant will receive direction and supervision from the Shift Commander.
- d) **Extensive Emergency:** The Housing Sergeant will ensure that notification of emergency conditions are made immediately to the Shift Commander. The Sergeant will receive instructions from the Shift Commander and be required to take the correct steps to quickly resolve emergencies.

7042.2 - Office Duties

- a) **Briefing:** The Housing Sergeant will confer with the Operations Sergeants prior to briefing on staff assignments and briefing format.
 1. **Informal Training:** When housing topics are covered in briefing, the Housing Sergeants will normally make the presentation. When no formal presentations are scheduled, the Sergeants may alternate conducting briefing.
- b) **Employee Inspections:** Operation and Housing Sergeants will conduct informal inspections of subordinates on duty at all times. The Division Commander will periodically require a formal inspection of Deputies and their equipment.
 1. **Inspection Notice:** The planned formal inspection will be announced to the employees sufficiently in advance to allow adequate preparation.

2. Notice Deficiencies: Unserviceable uniforms and equipment will be brought to the Deputies attention and a repair/replacement date set. Re-inspections will be conducted to ensure conformance with established standards.
- c) Report Review: The Housing Sergeant will make checks of all paperwork submitted by subordinates. The Sergeant will constantly review the work of subordinates. When reports are required to be written the Sergeant will assist the Deputy as needed and ensure that the report is completed on time. When Jail Incident Reports and DR Reports are completed, the Sergeant approves the report with a signature. The report is then forwarded to the Shift Commander by the Sergeant for review and distribution.
1. Report Forms and Uses: Various forms are used to report different types of incidents that occur within the Theo Lacy Facility. They are:
 - i. Major Incident Staff Report (J-149A): This form is used to report incidents of an unusual nature such as escapes, major disturbances, felony crimes, accidents with injuries, or riots.
 - ii. Claims of Missing Property (J-156): This form is used to report an inmate's claim of missing money or property that was in their possession upon entrance into the Orange County Jail.
 - iii. Jail Incident Report (J-049): This form is used to report the bulk of incidents that occur within the jail including violations of jail rules, non-critical medical aids and combative inmates. Any suspects, victims or witnesses should be interviewed. Any admissions, denials, statements or the lack of it should be included in the report.
 - iv. Notice of Minor Disciplinary Violation (J-131): This form is used to report a minor violation of the jail rules deemed not serious enough to require a Jail Incident Report.
 - v. Daily Area Check Log (J-103): This form is used to document the starting and ending times of checks made of specific areas and perimeter fences. The condition of the area checked will be written in the comment section as well as any reasons a check may have been missed. Each entry will end with the signature of the Deputy making the entry. It will be the responsibility of the Housing Sergeant on each shift to make regular checks of the log and note any discrepancies on the log. When the log is completed, it will be turned in to the Housing Sergeant, who will review the log, sign it and process it for filing. The logs will be stored for a period of five years.
 - vi. Initial Crime Report: Although the form and format are somewhat different, the basic principles of report writing apply here too, and the report will be evaluated by the same criteria as a Jail Incident Report. When it appears that an incident should be most properly reported as a crime, Deputies should seek the advice of their immediate supervisor prior to writing the report or interviewing any suspects. The supervisor will then aid the Deputy in fulfilling all requirements about advisement of rights and obtaining a DR number.

- vii. Use of Force: Any incident requiring the use of force by a Deputy against an inmate must be documented by a Sergeant on a follow-up report entitled "Use of Force." The Sergeant will detail the incident by naming all parties and witnesses involved along with their statements. The Sergeant will videotape all statements and interviews with inmates who are involved in any use of force.
- d) Review Housing Changes: The Housing Sergeant will review housing changes to ensure that the Classification Plan is not compromised.
 - 1. Deputy Information: The Sergeant will solicit information from Housing Deputies constantly in order to keep fully aware of inmate compatibility.
 - 2. Post Disciplinary Hearing Changes: The Sergeant may make an actual change in an emergency or communicate with the Classification Deputy in order to make a housing change for an inmate.
 - 3. Record Changes Immediately: The Sergeant will be constantly alert to ensure that all housing changes are first approved and then correctly input into the Sheriff's Data System. Due to the potential of inmate movement through the Facility, the Sergeant must make tracking inmate movement a priority function.
 - 4. Medical Movement: Inmates moving between the Barracks and the Medical Area will be logged by the housing Guard Station. The Housing Sergeant will check frequently with the housing Guard Station, to ensure accountability for inmates assigned to the Barracks.
 - 5. Liaison: The Housing Sergeant on each shift will keep in frequent contact with the Operations Sergeant to maximize control of inmate movement.

7042.3 - Floor Duties

- a) Inmate Counts: The Sergeant will supervise the barracks body counts. A series of inmate body counts will be made daily. The First Floor Guard Station Deputy will be responsible for informing the Barracks and Module Deputies of the counts and for supplying the count statistics to the Housing Sergeant.
- b) Emergency counts may be conducted at any time.
- c) Reports: The Sergeant will cause inmate movement to be frozen in the SDS computer system and cause the Inmate Housing Roster and Master Reconciliation Sheet to be printed at their respective locations.
- d) Reconcile: The Sergeant will review the completed Housing Unit "Inmate Housing Record's" and compare discrepancies with the Master Reconciliation Sheet. All absent or present inmates not correctly accounted for will be resolved. The Sergeant will inform the Operations Sergeant when the Barracks count is cleared.
- e) Area Checks: While posting the oncoming shift, and throughout the shift, the Housing Sergeant will inspect the areas for which they are responsible.

1. Locations: The Sergeant will inspect each housing unit and recreation field for correct conditions and security concerns.
 2. Functions: The Sergeant will also inspect and view the way employees perform their duties. This will ensure a smoother flow of work, ensure compliance with policy and procedures, and provide a firsthand impression of employee's abilities and level of training.
 3. Problems: The Sergeant will move the housing staff into areas where additional assistance is needed on a temporary basis. When problem areas are noted on a recurring basis, the Sergeant will submit written suggestions for resolution to the Shift Commander.
- f) Site Security: The Sergeant will visit each site security post as frequently as necessary to ensure the integrity of security in the post area.
- g) Disciplinary Violation: The Housing Sergeant will conduct disciplinary proceedings as follows:
1. Major Violations
 - i. Fighting
 - ii. Creating a disturbance
 - iii. Failure to obey a directive
 - iv. Insubordination or disrespect
 - v. Possession of contraband which would pose a security threat
 - vi. Theft
 - vii. Destruction of jail property
 - viii. Unauthorized movement
 - ix. Tampering with a security device
 - x. Habitual violations of jail rules
 - xi. The above list is intended as a guideline, not as a complete listing, of all possible major violations. Many incidents will require a judgment as to whether a violation is involved. Questions should be resolved with the Deputy's supervisor.
 2. Notice of Disciplinary Violation: This form will be completed whenever an inmate violates a jail rule that will result in a disciplinary hearing.
 - i. The reporting Deputy will complete two copies per inmate, indicating if the inmate waived the 24-hour delay or not, then give the original to the inmate (s) involved and the copy to the Housing Sergeant.
 3. A Jail Incident Report will be written and submitted along with the copy of the Notice of Disciplinary Violation to the Housing Sergeant.
- h) Jail Incident Report: This form will be used to report a major violation of jail rules. It is not to be used in place of the Minor Disciplinary Report form and should not be used to report minor violations.
1. Completing the Jail Incident Report: All spaces provided for specific information should be completed as fully as possible. The narrative portion of the report should be complete, concise and contain all elements and pertinent details of the incident.

- i. The complete report should be submitted to the supervisor for approval. Reports may be typed or handwritten. The original and two copies are required if one inmate is involved. Each additional suspect named in the report requires an additional copy of report.
- i) Controlling the Suspect(s) and/or Witness: The Deputy observing the offense will segregate the inmate(s) involved as soon as possible. The Deputy will notify their supervisor of the incident as soon as possible.
- j) Disciplinary Hearing: The Housing Sergeant will review the Notice of Disciplinary Violation form and discuss the facts with the Deputy. The Sergeant will then conduct a disciplinary hearing with the inmate(s) present. The reporting Deputy may also be present. The inmate (s) will be advised of the charges against them and will be provided an opportunity to speak in their own behalf. The Sergeant will prepare a Disciplinary Hearing Report which together with the Jail Incident Report and Notice of Disciplinary Housing is forwarded to the Disciplinary Officer for final disposition.
 1. Note: If the supervisor is also a witness to the violation, another supervisor must conduct the disciplinary hearing. Except as required for inmate or staff safety or facility security any charges pending against an inmate shall be acted on no sooner than 24 hours and no later than 72 hours after the report is filed. The inmate may waive the 24-hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.
- k) Punishment: Punishment for major violations of jail rules may consist of one or any combination of the following: (reference; Board of Correction, Title 15 guidelines)
 1. Loss of visiting privileges
 2. Loss of recreation privileges
 3. Loss of commissary privileges
 4. Loss of good time
 5. Loss of work time
 6. Removal from work status
 7. Assignment to limited privilege status.
 8. Assignment to Disciplinary Housing.
 9. Any of those punishments listed under minor violations.
 10. A combination of any of the above.
- l) Disciplinary Housing: An inmate may be assigned to Disciplinary Housing as a result of jail discipline for a period of one to thirty days. In addition, they will be housed away from all contact with other inmates in a Disciplinary Housing Cell and will be fed in cell. Final disposition will be made by the Disciplinary Officer and be reviewed by the Division Commander.
- m) Disciplinary Housing: An inmate may be assigned to Disciplinary Housing as a result of jail discipline for a period of one to thirty days. In addition, they will be housed away from all contact

with other inmates in a Disciplinary Housing Cell and will be fed in cell. Final disposition will be made by the Disciplinary Officer and be reviewed by the Division Commander.

- n) Violations of Law: Whenever it is determined that an inmate's actions constitute a violation of law and the circumstances warrant prosecution, the incident will be referred to the District Attorney for a criminal complaint. In such instances, the incident will be documented on an Initial Crime Report under a DR number. This may be done in addition to discipline being administered by the jail staff.
- o) Housing Area Searches: The Sergeant will supervise all searches in the barracks housing areas.
 - 1. Daily Searching: The Sergeant will instruct housing Deputies to continually check inmate housing areas for contraband, planned escapes and malfunctioning equipment.
 - 2. Scheduled Searches: Periodically the Sergeant will gather several Deputies from throughout the facility and conduct a methodical, detailed search of selected housing areas. The Sergeant will be present during these searches of the building, inmates or both. Personal property of any inmate that is seized during a search must be accounted for as follows:
 - i. Contraband (illegal) - Placed into evidence with a DR number written.
 - ii. Excess Personal Property - Placed in the inmate's bulk or stored personal property
 - iii. Excess Jail Property - Items are returned to the correct location such as the Clothing Room or Kitchen.
 - 3. Search results will be noted in the shakedown logbook, which will be maintained in the Housing Sergeant's office.
- p) Posting the Shift: When briefing has concluded, the employees are instructed to go directly to their post, relieve the off-going shift and assume their duties. The Housing Sergeant will go to each post in housing right after briefing and check to be certain that the relief is progressing as planned.
 - 1. Busy Areas: The Sergeant will move available manpower into areas where the work load is heaviest and time frames are being exceeded causing the flow of inmates to interfere with other functions or exceed reasonable time limits.
 - 2. Additional Resources: The Housing Sergeant may request more assistance from the Module Sergeant or Operations Sergeant.
- q) Supervise Delivery of Inmate Services: The Housing Sergeant will make certain that inmate services are provided as required.
 - 1. Meals: The Sergeant will ensure each inmate is presented a meal at each meal time, that the food is served at the proper temperature and follows the menu provided by the kitchen. The Sergeant will make sure that the meals are served quickly and the utensils are returned to the kitchen as scheduled.
 - 2. Clothing Changes: The Housing Sergeant will check the process of exchanging bedding and clothes and be certain that the correct number of changes take place weekly. The Sergeants

will also periodically inspect clothing items fresh from the laundry to be certain of proper cleaning.

- r) Recreation: Each day the Sergeant is to check each housing area to determine the length of indoor and outdoor recreation available to the inmates. Each inmate will be offered a minimum of three hours of outdoor recreation each week. The Sergeant must also check to be sure books, newspapers and game materials are available to inmates. The Housing Sergeant will be responsible for the supervision of staff on the recreation field.
 - 1. Phones and Visiting: The Sergeant must ensure that the inmates have reasonable access to telephones.
- s) Inmate Work Assignment: The Sergeant will keep a large enough number of inmate workers in housing to complete the routine tasks assigned to inmate workers in a reasonable amount of time. Frequent contact with the Classification Sergeant may be necessary to accomplish this task.
- t) Accessibility to Inmates: The Sergeant will be reasonably available to talk with inmates. As time is available the Sergeant will walk through the housing areas in order to be seen by the inmates, thus presenting an opportunity to converse with them.
 - 1. Access to Official Visitor: The Sergeant will make sure that church, counselors and other approved services are available to inmates in the facility according to schedules or needs.
- u) Housing Sanitation: All housing areas will be kept clean and orderly at all times. The Sergeant will inspect the areas for cleanliness daily. Special attention will be devoted to showers and to dayrooms. Unsanitary conditions or accumulations of trash will be brought to the barracks or module Guard Station Deputies attention for immediate cleaning.
- v) Environment: The Housing Sergeant must be constantly aware of the air temperature and purity in the housing area. The supply of hot and cold water, as well as the illumination provided by lighting are also to be closely regulated. Correct operation of the toilets and showers must also be assured in all operational areas.
- w) Security Checks: The Housing Sergeant will make certain that stairs, security doors and the rooftop are checked at least once each shift. Security alarms on all doors must be kept in working order at all times. Requests for repairs will be coordinated with Facility Maintenance.
- x) Response to Emergency Situations: The Housing Sergeant will be familiar with each emergency plan and the location and operation of all security equipment. When notified of an emergency or unusual condition in Housing, the Sergeant will notify the Shift Commander and Main Control. The Sergeant will remain aware of all conditions in Housing. The Sergeant will notify the Shift Commander and Main Control of unusual and emergency situations. The Sergeant will gather all available information, preferably at the emergency site. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.
- y) Response to Unusual Situations: The Housing Sergeant will be familiar with each emergency plan and the location and operation of all security equipment. When notified of an emergency or unusual condition in Housing, the Sergeant will notify the Shift Commander and Main Control.

The Sergeant will remain aware of all conditions in Housing. The Sergeant will notify the Shift Commander and Main Control of unusual and emergency situations. The Sergeant will gather all available information, preferably at the emergency site. After making an analysis of the situation the Sergeant will enact the appropriate response plan and resolve the problem.

1. Theo Lacy facility will not house or accept inmates under the age of 18.
2. When it is determined an inmate currently in custody is juvenile, the Operations Sergeant and the Shift Commander will be notified.
3. Pre-trial juvenile inmates will be returned directly to the arresting agency.
 - i. The Shift Commander will call the arresting agency's Watch Commander, advise him of the circumstances and have them respond to the Theo Lacy Facility to pick up the juvenile.
4. If the juvenile is a self-booking or sentenced inmate, he will be returned to the court of jurisdiction for disposition.
 - i. The juvenile will be kept separate from adult inmates. The juvenile will have an escort any time it is necessary to move him while at the facility.
 - ii. The Shift Commander will contact the IRC Watch Commander and advise him of the juvenile.
 - iii. The inmate will be transported to the Intake Release Center via Sheriff's Transportation.
5. A jail incident report will be written.
 - i. The report will include all available information that led to the discovery of the juvenile, any information regarding steps taken to protect the juvenile and any contacts made with parents, guardians or probation officers.
 - ii. A copy of the Jail Incident report must accompany the juvenile to the Intake Release Center.

7042.4 - Shift Commander Assignment

- a) Sergeants Assigned: Sergeants who are occasionally assigned to the Shift Commander position because of the unavailability of a Watch Commander have the full authority and responsibility of the position.
 1. The off-going Watch Commander will be responsible to verbally assign a Sergeant as Shift Commander.
 2. The Sergeant will make entries as necessary and complete the "Shift Commander's Log."
 3. The Sergeant will complete all other duties of the shift assigned and sign the Facility 24 hour log at the conclusion of his shift.
 4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Division Commander should be contacted.

7044 - CCC Sergeant Procedures

7044.1 - Primary Responsibilities

- a) Job Description: The Classification/CWP Sergeant will perform a daily review of inmate assignments made by the Classification Deputies. The Classification/CWP Sergeant will ensure proper housing classifications and custody retention for all inmates at the Theo Lacy Facility. He will be responsible for assigning all personnel assigned to the Classification and CWP positions.
- b) Span of Control: The Sergeant will supervise the staff assigned to the Classification and CWP positions.
- c) Direction and Supervision: The Classification/CWP Sergeant will receive direction and supervision from the Theo Lacy Facility Vacation Relief/ Captain.

7044.2 - Office Duties

- a) Briefings: The Sergeant will conduct briefing for the Shift II Correctional Services Technicians and Sheriff's Special Officers.
- b) Review the Unit Work Schedule: The Classification/CWP Sergeant will examine the schedule daily to ensure the required staffing coverage.
- c) Work Product Review: The Classification/CWP Sergeant will review selected classifications and CWP assignments from the list of daily bookings. He will ensure thoroughness and compliance with established guidelines by his subordinates. Needed corrections will be made immediately.
- d) Housing Designation Changes: When classification criteria or a Facility's housing designation is changed, the Classification/CWP Sergeant will make notification to team members. He will notify all staff members affected by the changes.
 - 1. When CWP criteria or CWP guidelines change, the Classification/CWP Sergeant will notify all CWP staff.
 - 2. When CST criteria or guidelines change, the CCC Sergeant will notify all CST staff.
- e) Daily review: The Classification/CWP Sergeant will conduct a daily review of paperwork on those inmates accepted or rejected for the CWP program. Once each week, he will conduct a check of selected files of inmates on the program to ensure conformity to guidelines and develop statistics.
- f) CWP Eligibility: The Classification/CWP Sergeant will frequently check reports of subordinate staff on inmate program selection.
 - 1. He will review selected screening reports to ensure conformity and accuracy to eligibility criteria.
 - 2. He will review Return to Custody documentation prior to the revocation of an inmate program status.
 - 3. He will maintain a statistical record of the program's activities and present summaries when directed by the Division Commander.

- g) "Networking" Gangs: In conjunction with assigning housing locations to inmates, the Sergeant will liaison each local law enforcement agency.
 - 1. Local Agencies: City and county law enforcement agencies study information about local gangs, their members and their relationships. This information is important when assigning housing locations and reviewing existing assignments of known gang members. The Classification/CWP Sergeant will inform each team member of new information and keep gang files updated.
 - 2. The Classification/CWP Sergeant will keep in frequent contact with the IRC Classification Sergeants in order to ensure continuity.

7044.3 - Floor Duties

- a) Warehouse - the CCC Sergeant will supervise the Senior CST in charge of the Facility Warehouse. He will keep in daily contact with the CST in order to assure the Facility is constantly supplied with materials.
- b) Maintenance - The CCC Sergeant will supply the Maintenance CST with a daily work roster to ensure the repair needs of the Facility are met.
 - 1. Requests for repair will be submitted to the CCC Sergeant by staff. The sergeant will prioritize these requests and construct a daily work roster.
- c) Laundry - The CCC Sergeant will provide supervision for the CST assigned to the Facility Laundry. He will ensure that an adequate supply of clean clothing and bedding is available to meet the Facility needs.
- d) Midnight Cleaning Crew - The CCC Sergeant will supervise the CST in charge of the Midnight Cleaning Crew to ensure that overall Facility cleanliness is maintained.
- e) Contract Services - i.e. Orangewood laundry duties. The CCC Sergeant will oversee the operation of the service and provide a liaison between the Facility and the contract facility

7044.4 - Shift Commander Assignment

- a) Sergeants Assigned: Sergeants who are occasionally assigned to the Shift Commander position because of the unavailability of a Watch Commander have the full authority and responsibility of the position.
 - 1. The off-going Watch Commander will be responsible to verbally assign a Sergeant as Shift Commander.
 - 2. The Sergeant will make entries as necessary and complete the "Shift Commander's Log".
 - 3. The Sergeant will complete all other duties of the shift assigned and sign the Facility 24 hour log at the conclusion of his shift.
 - 4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Division Commander should be contacted.

7044.5 - Classification Plan and Procedures

- a) The classification plan is considered to be confidential information. Review of the plan must be arranged with approval of the Division Commander.

7044.6 - Post Order

- a) Classification/CWP Sergeant
 - 1. Hours of Duty: 0630-1500
- b) Days of Operation:
 - 1. Monday - Friday
- c) Equipment:
 - 1. Badge, nameplate, uniform or suit and tie, keys
- d) General Instructions:
 - 1. Be on time and in proper attire at scheduled time. Check bulletin board, mailbox, schedule, and logs. Read, understand and carry out Facility and Classification/CWP procedures. Supervise Classification and CWP staff.
- e) Scheduled Duties: Shift II (0630-1500)
 - 1. 0630-0700: Assume post, inspect work area of Classification/CWP staff. Get briefed on special problems that may have occurred during the evening and midnight shift. Monitor the jail housing status and review Screening Deputies progress. Take care of immediate needs of critical problems. Review schedule to ensure adequate staff coverage.
 - 2. 0830: Attend daily staff meeting.
 - 3. 0700-1100: Perform nonscheduled office duties. Periodically check on Classification/CWP staff progress.
 - 4. 1100-1130: 30 minute lunch break.
 - 5. 1130-1430: Perform nonscheduled office duties. Periodically check on Classification/CWP staff progress. Review and recommend updates for Classification/CWP procedures. Exchange information of mutual interest with outside agencies on all gang members entering or leaving the custody of the Sheriff. Maintain and preserve the integrity of Classification files, Disciplinary Housing and CWP files. Ensure that information on matters of mutual interest is transmitted to other jail staff, divisions, and agencies involved in the transportation and handling of inmates. Complete performance evaluations on subordinates. Read Inmate Message Slips, take appropriate action, and respond in writing to inmates. Periodically review the present housing status and check with the Screening Deputies on the availability of prospective transfers to other Sheriff's facilities.

7046 - Training Sergeant Procedures

7046.1 - Primary Responsibilities

- a) Job Description: The Training Sergeant will write training bulletins and construct and update training manuals. He will keep current on mandated training, ensure that the monthly training/testing is completed and maintain training records on all Facility staff. The Training Sergeant will be responsible for maintaining the Facility's fire and safety inspection reports and ensure compliance to requirements made by fire and safety inspectors. He will make locker assignments and issues Administration Building/locker room access keys. The Training Sergeant as directed by the Division Commander will conduct periodic audits of the armory equipment.
- b) Span of Control: The Training Sergeant is responsible for continuing training of Theo Lacy Facility staff. He will supervise and coordinate the activities of the Fire/Life/Safety Deputy and the assigned Data Entry Technician.
- c) Direction and Supervision: The Training Sergeant will receive direction and supervision from the Theo Lacy Facility Vacation Relief/Captain.

7046.2 - Employee Training

- a) Training Mandates: Each deputy must successfully complete 80 hours of Basic Jail Training as described in Title 15 Section 179. Each supervisory employee must successfully complete 80 hours of Jail training by participating in the above-described training or that outlined in Title 15 Section 1023. Each manager must complete 40 hours of Jail Management training as described in Title 15 Section 1023. These training requirements must be completed within 12 months of assignment to the jail.
 1. The Sergeant will schedule newly promoted and assigned Sergeants to the 80 hour supervisory training course.
- b) New Employees: The Training Sergeant will provide the assigned jail training officer with a training packet for each new Deputy and SSO assigned to the Facility.
 1. Failed employees will be reviewed by their Shift Commander and then the Division Commander. Short-term performance evaluations may be necessary to document employee deficiencies or suitability for the position.
- c) Refresher Training: Each CST, SSO, Deputy, Sergeant, Watch Commander and Captain must successfully complete 24 hours of annual update training.
- d) Equipment Training: Specialized equipment in the Theo Lacy Facility will require specialized training. The Training Sergeant will obtain operation instructions for the Fire Alarm system, intercoms, CCTV's cameras and monitors, control panels, door locks and computer terminals. Training bulletins and training sessions will be prepared by the Training Sergeant for presentation to Theo Lacy Facility staff. Instruction manuals on equipment stored in the armory and safety

equipment room will be closely regulated by the Theo Lacy Division Commander. The Training Sergeant will keep records on all training by employees' name, date and subject matter.

- e) Procedures Training: The Sergeant will be responsible for keeping the Policy and Procedures Manual up to date. From the manual, the Training Sergeant will prepare training materials to be presented as in-service training. The Training Sergeant will schedule training in one topic for each training period. The training will be presented on twice weekly in order to be presented to personnel on days off at the previous session. Either the Training Sergeant or Briefing Sergeant will present the material at briefing.
- f) Legislative Reviews: When assigned, the Training Sergeant will write proposed departmental responses to pending legislation. The proposals will be submitted to the Theo Lacy Facility Vacation Relief/Captain, who will then forward it to the Division Commander.

7046.3 - Locker Room Assignments

- a) The Training Sergeant will assign male and female staff locker room keys and a numbered wall locker in the respective locker room.
 - 1. Only males will have lockers in the male locker room.
 - 2. Only females will have lockers in the female locker room.
- b) The Training Sergeant will keep an up to date list of locker and key assignments.
 - 1. As employees transfer or terminate the Sergeant will retrieve the locker room key and check to ensure that the assigned wall locker is vacated.
 - 2. Periodically he will compare the locker assignments list with the wall lockers.
 - 3. Occupied unassigned lockers will be posted with a warning notice that the lock will be removed. A list of the occupied unassigned lockers will be posted in briefing. The posted warnings will remain in effect for one week before the locks are removed.
 - 4. Contents of the locker will be accounted for as in any found property incident.

7046.4 - Shift Commander Assignment

- a) Sergeants Assigned: Sergeants who are occasionally assigned to the Shift Commander position because of the unavailability of a Watch Commander have the full authority and responsibility of the position.
 - 1. The off-going Watch Commander will be responsible to verbally assign a Sergeant as Shift Commander.
 - 2. The Sergeant will make entries as necessary and complete the "Shift Commander's Log".
 - 3. The Sergeant will complete all other duties of the shift assigned and sign the Facility 24 hour log at the conclusion of his shift.
 - 4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Division Commander should be contacted.

7046.5 - Armory Inventory

- a) Periodically the Training Sergeant will be directed to inventory all items in the Armory. When the inventory is completed he will submit a written report to the Division Commander on the results.

7046.6 - Post Order

- a) Training Sergeant
 - 1. Hours of Duty: 0830-1700
- b) Days of Operation:
 - 1. Monday - Friday
- c) Equipment:
 - 1. Badge, nameplate, uniform, pencil/pen, notebook/paper
- d) General Instructions:
 - 1. Be on time and in proper attire at scheduled time. Check bulletin board, mailbox, schedule, logs. Maintain contact with all Theo Lacy Facility Staff and Training Facility Staff.
- e) Scheduled Duties:
 - 1. 0830-1100: Dressed in uniform. Attend daily staff meeting. Perform non-scheduled office duties.
 - 2. 1100-1130: 30 minute lunch break.
 - 3. 1130-1700: Perform non-scheduled office duties.
- f) Non-Scheduled Duties:
 - 1. Construct training schedules. Construct or arrange in-service training/testing. Maintain training records. Submit training records as required. Update training manuals. Write training material. Notify staff of training requirements. Conduct Armory inventory. Review Facility Policy and Procedures manual, making changes as needed. All proposed changes must be submitted to the Division Commander via the Captain. Review and report on new legislation. Supervise and write performance evaluations on the Fire/Life/Safety Deputy and assigned Data Entry Technician.

7048 - Module Sergeant Procedures

7048.1 - Primary Responsibilities

- a) Job Description: The Module Sergeant will conduct pre-shift briefings, assist with training subordinates, prepare the Theo Lacy Facility watch list, conduct employee inspections, review reports, assign equipment, supervise Modules I, J, K, L, M, N, O, P, Q and R staff and related housing functions. The Sergeants will supervise posting of the shift, issuance of keys and equipment, and make periodic checks of the Module areas for sanitation, security conditions, efficient operations and inmate movement. The Sergeant will review the guard station logs, ensuring the logs are current and include all necessary information. Sergeants will check the

Module Safety Check logs to verify the housing safety checks are performed at least once every 60 minutes and documented properly on the guard station log. Module Sergeants will perform checks of the Module N and K Disciplinary Housing cells at least twice during their shift. They will document their checks on the Disciplinary Housing cell entry logs and verify safety checks are being performed and documented every 30 minutes by Module Deputies and/or CSA's. The Sergeant will respond to unusual situations at work sites and monitor employee work performance. The Sergeant evaluates subordinates, conducts preliminary investigations into complaints of misconduct, checks on ill or injured employees, performs Shift Commander duties as assigned and communicates with the other Facility Sergeants on inmate movement.

b) Span of Control:

1. Days – Shift II (5 Sergeant Staffing)

- i. Module 1 Sergeant will be responsible to supervise all employees and inmate activity in Modules I and J, the first floor guard station, the booking loop area, kitchen, medical, release and receiving area. The Module 1 Sergeant will make daily inspection of the handgun stored in the gun locked outside of the Receiving Guard Station. The Module 1 Sergeant will review and approve the daily inmate population counts.
- ii. Module 2 Sergeant will be responsible to supervise all employees and activity in Modules L, N, O, M, and N Disciplinary Housing.
- iii. Module 3 Sergeant will be responsible to supervise all employees and inmate activity in Modules K, P, Q, R and K Disciplinary Housing.

2. Nights – Shift IV (4 Sergeant Staffing)

- i. Module 1 Sergeant will be responsible to supervise all employees and inmate activity in Modules I, K, M, P, I & K Disciplinary Housings the first floor guard station, the booking loop area, kitchen, release and receiving area. The Module 1 Sergeant will make daily inspection of the handgun stored in the gun locked outside of the Receiving Guard Station. The Module 1 Sergeant will review and approve the daily inmate population counts.
- ii. Module 2 Sergeant will be responsible to supervise all employees and activity in Module J, L, N, O, Q, R, N, Disciplinary Housing and medical.

c) Direction and Supervision: The Module Sergeants will receive direction and supervision from the Shift Commander.

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

7048.2 - Office Duties

- a) **Watch List:** The Sergeant will review the current schedule prior to the beginning of the shift. Copies of the Watch List will be made in preparation for distribution at briefing. The Sergeant will confer with other staff members of the off-going shift to become aware of any existing problems for which the on-coming shift should prepare with staffing changes.
- b) **Briefing:** The Module Sergeants will assist the Operations Sergeant with briefing. Absences must be resolved as soon as possible to ensure coverage of all positions and to determine the location of anyone scheduled to be present in briefing.
- c) **Training Materials:** Training bulletins, films, updates on new law procedures, and other materials assigned by the Training Sergeant will be presented by the Module Sergeant or assigned person. The Sergeant will also canvas those in briefing to discover any other related interests or problems that should be resolved at that briefing.
- d) **Special Instructions:** The Shift Commander, Housing Sergeants, Module Sergeants or the Operations Sergeants may contribute to the briefing. Also, special tours, problem inmates, or current trends in custody environments may be discussed.
- e) **Employee Inspections:** Operation, Housing, and Module Sergeants will conduct informal inspections of subordinates on duty at all times. The Division Commander may periodically require a formal inspection of Deputies and their equipment.
 1. **Inspection Notice:** The planned formal inspection will be announced to the employees sufficiently in advance to allow adequate preparation.
 2. **Notice Deficiencies:** Unserviceable uniforms and equipment will be brought to the Deputies attention and a repair/replacement date set. Re-inspections will be conducted to ensure conformance with established standards.
- f) **Report Review:** The Module Sergeant will review the work of subordinates. The Sergeant will respond to each guard station during his shift and check for disciplinary hearing reports. When reports are required to be written the Sergeant will assist the Deputy as needed and ensure that the report is completed on time. When Jail Incident Reports and DR Reports are completed, the Sergeant will approve the report with a signature. The report will then be forwarded to the Shift Commander by the Sergeant for review and distribution.
 1. **Report Forms and Uses:** Various forms are used to report different types of incidents that occur within the Theo Lacy Facility. They are:
 - i. **Major Incident Staff report (J-149A):** This form is used to report incidents of an unusual nature such as escapes, major disturbances, felony crimes, accidents with injuries, or riots.
 - ii. **Claims of Missing Property Report (J-156):** This form is used to report an inmate's claim of missing money or property that was in their possession upon entrance into the Orange County Jail.

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

g) Disciplinary Violation: The Module Sergeants will conduct disciplinary Proceedings as follows:

1. MAJOR VIOLATIONS

- i. Fighting
- ii. Creating a disturbance
- iii. Failure to obey a directive
- iv. Insubordination or disrespect
- v. Possession of contraband which would pose a security threat
- vi. Theft
- vii. Destruction of jail property
- viii. Unauthorized movement
- ix. Tampering with a security device

- x. Habitual violations of jail rules
 - xi. The above list is intended as a guideline, not as a complete listing, of all possible major violations. Many incidents will require a judgment as to whether a violation is involved. Questions should be resolved with the Deputy's supervisor.
- h) Notice of Disciplinary Violation: This form will be completed whenever an inmate violates a jail rule that will result in a disciplinary hearing. The reporting Deputy will complete two copies per inmate, indicating if the inmate waived the 24-hour delay or not, then give the original to the inmate (s) involved and the copy to the Module Sergeant. A Jail Incident Report will be written and submitted along with the copy of the Notice of Disciplinary Violation to the Module Sergeant.
- 1. The complete report should be submitted to the supervisor for approval. Reports may be typed or handwritten. The original and two copies are required if one inmate is involved. Each additional suspect named in the report requires an additional copy of report.
- i) Completing the jail Incident Report: All spaces provided for specific information should be completed as fully as possible. The narrative portion of the report should be complete, concise and contain all elements and pertinent details of the incident
- j) Controlling the Suspect(s) and/or Witness: The Deputy observing the offense will segregate the inmate(s) involved as soon as possible. The Deputy will notify a Sergeant of the incident as soon as possible.
- k) Disciplinary Hearing: The Module Sergeant will review the Notice of Disciplinary Violation form and discuss the facts with the Deputy. The Sergeant will then conduct a disciplinary hearing with the inmate(s) present. The reporting Deputy may also be present. The inmate(s) will be advised of the charges against them and will be provided an opportunity to speak in their own behalf. The Sergeant will prepare a Disciplinary Hearing Report, which together with the Jail Incident Report and Notice of Disciplinary Housing, is forwarded to the Disciplinary Officer for final disposition.
- 1. Note: If the supervisor is also a witness to the violation, another supervisor must conduct the disciplinary hearing. Except as required for inmate or staff safety or facility security any charges pending against an inmate shall be acted on no sooner than 24 hours and no later than 72 hours after the report is filed. The inmate may waive the 24 -hour limitation. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause.
- l) Discipline: Discipline for major violations of jail rules may consist of one or any combination of the following: (reference; Board of Correction, Title 15 guidelines)
- 1. Loss of visiting privileges
 - 2. Loss of recreation privileges
 - 3. Loss of commissary privileges
 - 4. Loss of good time
 - 5. Loss of work time
 - 6. Removal from work status

7. Assignment to limited privilege status.
 8. Assignment to Disciplinary Housing.
 9. Any of those punishments listed under minor violations.
 10. A combination of any of the above.
- m) Disciplinary Housing: An inmate may be assigned to Disciplinary Housing as a result of jail discipline. In addition, they will be housed away from all contact with other inmates in a Disciplinary Housing Cell and will be fed in cell. Final disposition will be made by the Disciplinary Officer and be reviewed by the Division Commander.
1. Personal Hygiene Articles in Disciplinary Housing: Inmates confined in Disciplinary Housing shall be permitted to have in their possession one toothbrush, dentifrice, comb and soap, as well as normal bedding and a towel. Inmates will not be permitted to keep a shaving razor in their cell, however, they will be permitted to shave daily per Minimum Jail Standard 1267. Deputies will furnish a safety razor to inmates requesting to shave, supervise the inmate use of the razor and then retrieve the razor.
- n) Violations of Law: Whenever it is determined that an inmate's actions constitute a violation of law and the circumstances warrant prosecution, the incident will be referred to the District Attorney for a criminal complaint. In such instances, the incident will be documented on an Initial Crime Report under a DR number. This may be done in addition to discipline being administered by the jail staff.
- o) Training Materials: The Training Sergeant will provide most of the material for formal training sessions. When formal training is not planned for briefing, the Module Sergeant will discuss training bulletins, job descriptions and excerpts from the Policy and Procedures manual.
- p) Service Calls: Memos from the various modules in the facility, to report routine needs for repair, will be placed in the FMS basket in the CST Sergeants office and scheduled for repair through Facility Maintenance. Emergency repairs, during business hours, will be reported directly to Facility Maintenance via telephone (935-6606), after hours (935-7022).
1. New Equipment maintenance: The Module Sergeants will keep the Division Commander apprised of any irregularities in service response and contracts regarding the modules.

7048.3 - Floor Duties

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

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

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

7048.4 - Shift Commander Assignment

- a) Sergeants Assigned: Sergeants who are occasionally assigned to the Shift Commander position because of the unavailability of a Watch Commander have the full authority and responsibility of the position.
1. The off going Watch Commander will be responsible to verbally assign a Sergeant as Shift Commander, usually the Operations Sergeant.
 2. The Sergeant will make entries as necessary and complete the "Shift Commander's Log."
 3. The Sergeant will complete all other duties of the shift assigned and sign the Facility 24 hour log at the conclusion of his shift.
 4. When questions arise that exceed the knowledge of the Sergeant on Shift Commander duty, the Division Commander should be contacted.

7048.5 - Post Order

- a) Module Sergeant
1. Hours of Duty: 2200-1030 (Shift I) 0600-1630 (Shift II) 1000-2230 (Shift III)
- b) Days of Operation:

1. Monday - Sunday
- c) Equipment:
1. Badge, nameplate, uniform, keys, pencil/pen, and notebook/paper
- d) General Instructions:
1. Be on time and in uniform as scheduled. Check bulletin board, mailbox, schedule, and logs. Maintain contact with Shift Commander, Operations Sergeant and Housing Sergeant. Read/understand and carry out facility policies and procedures. Supervise Facility module housing staff.
- e) Scheduled Duties:
1. 2200: Shift I Module Sergeants are dressed and in the briefing sergeant's office. Shift III Sergeants exchange information with oncoming Shift I Sergeants.
 2. 2230: Assist Operations Sergeant with conducting briefing. Dismiss staff from briefing and direct Shift I staff to assume their posts and relieve Shift III deputies. Review timesheets for accountability of staff.
 3. 2230-0430: Personally visit each module guard station. Personally supervise busy areas. Perform office duties as required.
 4. At approximately 0415: Supervise the staging of inmates for court in the module areas.
 5. At approximately 0430: Supervise the breakfast meal.
 6. 1000: Shift III Module Sergeants are dressed and in the briefing Sergeants office. Shift I Sergeants exchange information with oncoming Shift III Sergeants. Shift III Module Sergeants assist with preparing watch list, make sick call replacements and mark schedule accordingly. Assist with briefing for Shift III. Direct Shift III staff to assume their posts and relieve Shift I staff. Shift I Module Sergeants off duty.
 7. 1100: Assist Operations Sergeant with reviewing timesheets for accuracy and accountability of staff.
 8. 1130-2200: Personally visit each module guard station. Personally supervise busy areas. Conduct walking inspection of entire Module areas including all Disciplinary Housing cells and programs areas. Check and note staffing, security, safety and sanitation. Perform office duties as required. Review module guard station logs. Check visiting areas.
 9. 2130: Assist Operations Sergeant in preparing Shift I watch list, make sick replacements and mark schedule accordingly.
 10. 2200: Shift I Module Sergeant is dressed and in the Briefing Sergeant's office. Shift III Sergeants exchange information with oncoming Module Sergeant. Conduct briefing.
 11. 2230: Shift Conduct Shift I briefing. Shift III Module Sergeants off duty.
- f) Non-scheduled Duties:
1. Review and submit reports to Shift Commander.
 2. Inspect shift personnel.
 3. Receive sick calls and follow up as appropriate.

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

7050 - CST Sergeant Procedures

7050.1 - Primary Responsibilities

- a) Job Descriptions: The CST Sergeant will perform a daily review of Correctional Service Technicians. He will be responsible for assigning all personnel assigned to the Correctional Service Technician positions. The CST Sergeant will act as the liaison for the facility with Facilities Operations.
- b) Span of Control: The Sergeant will supervise the Correctional Service Technicians assigned to shift II.
- c) Direction and Supervision: The CST Sergeant will receive direction and supervision from the Theo Lacy Facility Captain.

7050.2 - Office Duties

- a) Briefings: The Sergeant will conduct additional briefings as needed for Correctional Service Technicians apart from the daily shift briefings.
- b) Review the Unit Work Schedule: The CST Sergeant will examine the schedule daily to ensure the required staffing coverage.
- c) Work Product Review: The CST will ensure thoroughness and compliance with established guidelines by his subordinates. Needed corrections will be made immediately.
- d) Designation Changes: When a Facility's housing designation is changed, the CST Sergeant will make notification to all Correctional Service Technicians staff members affected by the changes.
 1. When CST criteria or guidelines change, the CST Sergeant will notify all CST staff.
- e) Daily Review: The CST Sergeant will conduct a daily review of paperwork on accepted or rejected work requests. Once each week, he will conduct a check files of Work Requests to ensure conformity to guidelines and develop statistics.

7050.3 - Floor Duties

- a) Warehouse: the CST Sergeant will supervise the Senior CST in charge of the Facility Warehouse. He will keep in daily contact with the CST in order to assure the Facility is constantly supplied with materials.

- b) Maintenance: The CST Sergeant will supply the Maintenance CST with a daily work roster to ensure the repair needs of the Facility are met.
 - 1. Requests for repair will be submitted to the CST Sergeant by staff. The sergeant will prioritize these requests and construct a daily work roster.
- c) Contract Services: i.e. Orangewood laundry duties. The CST Sergeant will oversee the operation of the service and provide a liaison between the Facility and the contract facility.

7050.4 - Post Order

- a) CST Sergeant
 - 1. Hours of Duty: 0600-1530
- b) Days of Operation:
 - 1. Monday - Friday
- c) Equipment:
 - 1. Badge, nameplate, uniform, pencil/pen, notebook/paper
- d) General Instructions:
 - 1. Be on time and in proper attire at scheduled time. Check bulletin board, mailbox, schedule, logs. Maintain contact with all Theo Lacy Facility Staff and CSTs.
- e) Scheduled Duties:
 - 1. 0600-1100: Assume post, inspect work areas of CST staff. Get briefed on special problems that may have occurred during the evening and midnight shift. Take care of immediate needs of critical problems. Perform nonscheduled office duties. Periodically check on CST staff progress.
 - 2. 1100-1130: 30 minute lunch break.
 - 3. 1130-1530: Perform non-scheduled office duties. Periodically check on CST staff progress. Review and recommend updates for CST procedures. Perform performance evaluations on subordinates.

7052 - Fire Safety and Evacuation Procedures

7052.1 - General Information for Employees

- a) Every Housing Unit Guard Station and the Shift Commander's Office will have a copy of the evacuation routes for the area.
- b) Automatic closing fire doors and curtains will not be blocked or tied open. Fire doors may be opened to go through but must then be closed immediately. No unauthorized tampering of automatic fire equipment is allowed.
- c) All employees will be instructed on the use, types and locations of facility firefighting equipment inside and outside the facility. Employees are responsible to know the location and function of equipment in their assigned work area.
- d) No employee shall enter an occupied housing unit or cell alone during a fire.

- e) Fire hoses and deluge systems will only be used with the permission of the Shift Commander.
- f) Fire incidents will be described in Jail Incident or Crime Reports. Copies of the reports will be sent to the Fire Department as required.
- g) Summoning the Fire Department's response shall only be done at the Shift Commander's direction.
- h) Fire drills will be conducted periodically. Actual movement of inmates during fire drills will only occur with the Division Commander's approval.
- i) All proposed facility-purchased furnishings must meet or exceed all facility fire safety material requirements prior to purchase.
- j) There are designated primary (red) and secondary (green) exit routes throughout the facility to permit prompt evacuation of visitors, inmates and staff during an emergency.
- k) All fire exit doors will be clearly marked, kept clear of obstructions and be tested frequently for proper operation.
- l) Effective 04-13-92 and thereafter, the Theo Lacy Facility will be a smoke free environment. As of this date smoking anywhere on the facility will be prohibited. All smoking materials including matches are considered contraband and will be handled as a violation of jail rules.
- m) Combustible materials will not be stored in plumbing chases or any other room not specifically designated as a combustible materials storage room.

7052.2 - Use of Self Contained Breathing Apparatus (SCBA)

- a) Theo Lacy Facility Self-Contained Breathing Apparatus Locations:
 1. A/E Guard Station - (4) Maintenance Office / (1) Sergeant's Office
 2. F Barracks - (2) Guard Station
 3. G Barracks - (2) Guard Station
 4. H Barracks - (2) Guard Station
 5. Module I - (2) Guard Station
 6. Module J - (2) Guard Station
 7. Module K - (2) Guard Station
 8. Module L - (2) Guard Station
 9. Module M - (2) Guard Station
 10. Module N - (2) Guard Station / (1) Sergeant's Office
 11. Module O - (2) Guard Station
 12. Module P - (2) Guard Station
 13. Module Q - (2) Guard Station / (1) Sergeant's Office
 14. Module R - (2) Guard Station
 15. Main Control - (3) Wall Mounted
 16. Kitchen - (1) Cooks Office, wall mounted
 17. 1st Floor Guard Station- (2) Wall mounted in crow's nest

18. Clothing Property - (2) Wall mounted on property side
19. Processing - (3) Wall mounted in s/w corner by Classification
20. Receiving - (3) Wall mounted
21. Visiting - (2) Stored under counter top
22. Safety Equipment Room- (5) Spares/Replacement/Training

7052.3 - Evacuation of Visitors

- a) During an emergency, visitors will be evacuated from the facility before inmates and staff. The Shift Commander will direct a primary or secondary route of evacuation. Doors are marked at the base for directions, red for primary routes and green for secondary routes.
- b) When a fire alarm signals and the Shift Commander orders an evacuation, the Main Control Deputy will notify the Sergeants and all Guard Stations.
 1. The Classification Sergeant or Operations Sergeant will assign a Classification Deputy to secure the bus sally port area and unlock the evacuation stairway door at the south end of the parking lot. The assigned Classification Deputy will respond to Main Control and retrieve an "E-2" key that will unlock the stairway door. The Classification Deputy will assist other assigned Deputies, ensuring all visitors are evacuated through the pedestrian sally port.
- c) The Main Control Deputy will issue the necessary evacuation keys to the appropriate personnel.
- d) The assigned Deputy will proceed outside security to the two-mezzanine floor areas to begin the evacuation of visitors.
- e) An assigned Deputy will announce that visiting has ended and will direct the visitors to walk through the designated visiting corridors. The assigned Deputy will caution visitors to be alert for the possibility of arriving fire vehicles.
- f) The Lobby SSO will use the PA system to direct all persons in the Visitor's Lobby to leave through the double doors on the north side.
- g) Mod "I" Visitor Evacuation
 1. Primary Evacuation Route - RED: visitors will exit from the visiting booths south, through the visitor corridor until they reach the third single door on their right, stairwell #1. The elevator double doors will be closed, they are fire doors. Proceed through the single door, with the red stripe at base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #1 to the 2nd floor mezzanine area.
 2. Secondary Evacuation Route - GREEN: Visitors will exit from the booths and into the visiting corridor. Turn left and proceed North through the door with a Green stripe at the base to the end of the corridor. Go through the door, with the Green stripe at the base, at the end of the corridor and turn left to go down stairwell #4. Continue down the stairs until you reach the

bottom door with a Green stripe at the base. Proceed through the door into the landscape area between the outdoor release walkway and the North side of the building. Turn left and walk around the cell's portion of the building to the rear of the Lobby. The Lobby SSO will unlock the chain link fence gate at the rear South door of the lobby. The SSO and assigned Deputy will escort the visitors out to the street. The assigned Deputy will then immediately return to assist the second floor mezzanine visitor evacuation by retracing the steps to the second floor mezzanine level.

h) Mod "J" Visitor Evacuation

1. Primary Evacuation Route - RED: Visitors will exit from the visiting booths south, down the corridor to stairwell #1. Do not attempt to use the elevator, fire doors will be closed. Proceed through the door with the red stripe at base and continue down the stairs to the bottom door with a red stripe at base. Exit the door, turn right and follow the sidewalk around until you reach the Lobby. The Lobby Guard Station SSO must immediately notify Main Control when the visitors are evacuated from the building. The assigned Deputy will return to the Main Control Guard Station for further directions.
2. Secondary Evacuation Route - GREEN: Visitors will exit from the booths and into the visiting corridor. Turn left and proceed North through the door with a Green stripe at the base. Proceed through the door, with the Green stripe at the base, at the end of the corridor and turn left to go down stairwell #4. Continue down the stair until you reach the bottom door with a Green stripe at the base. Proceed through the door into the landscape area between the outdoor release walkway and the North side of the building. Turn left and walk around the cell's portion of the building to the rear of the Lobby. The Lobby SSO will unlock the chain-link gate at the rear South door of the lobby. The SSO and assigned Deputy will escort the visitors out to the street. The Lobby Guard Station SSO must immediately notify Main Control when the visitors are evacuated from the facility. The assigned Deputy will return to the Main Control Guard Station for further directions.

i) Mod "K" Visitor Evacuation

1. Primary Evacuation Route - RED: Visitors will exit from the visiting booths west, continue down the visiting corridor to stairwell #1. Proceed through the single door, with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #1 to the 2nd floor mezzanine area.
2. Secondary Evacuation Route - GREEN: Visitors will exit from the visiting booths east, through the single door, with the green stripe at base and enter the stairwell #12 corridor. Continue downstairs to the door with a green stripe at base on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building. The

assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #12 to the 2nd floor mezzanine level.

j) Mod "L" Visitor Evacuation

1. Primary Evacuation Route - RED: Visitors will exit from the visiting booths west, through the door with a red stripe at the base. Proceed down the walkway to stairwell #9 corridor. Continue downstairs to the 1st floor mezzanine door with a red stripe at the base. Enter the 1st floor mezzanine corridor and continue west down the visiting corridor to stairwell #1. Proceed through the single door, with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street.
2. Secondary Evacuation Route - GREEN: Visitors will exit from the visiting booths east, through the single door, with the green stripe at base and enter the stairwell #12 corridor. Continue downstairs to the door with a green stripe at base on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building.

k) Mod "M" Visitor Evacuation

1. Primary Evacuation Route - RED: Visitors will exit from the visiting booths west, continue down the visiting corridor to stairwell #1. Proceed through the single door, with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at the base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #1 to the 2nd floor mezzanine area.
2. Secondary Evacuation Route - GREEN: Visitors will exit from the visiting booths east, through the single door, with the green stripe at base and enter the stairwell #12 corridor. Continue downstairs to the door with a green stripe at base on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #12 to the 2nd floor mezzanine level.

l) Mod "N" Visitor Evacuation

1. Primary Evacuation Route - RED: Visitors will exit from the visiting booths west, proceed down the walkway to stairwell #9 corridor. Continue downstairs to the 1st floor mezzanine door with a red stripe at the base. Enter the 1st floor mezzanine corridor and continue west down the visiting corridor to stairwell #1. Proceed through the single door with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street.
2. Secondary Evacuation Route - GREEN: Visitors will exit from the visiting booths east through the single door with the green stripe at base and enter the stairwell #12 corridor. Continue

downstairs to the door with a green stripe at base, exiting on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building.

m) Mod "O" Visitor Evacuation

1. Primary Evacuation Route - RED: Visitors will exit from the visiting booths west, through the door with a red stripe at the base. Proceed down the walkway to stairwell #9 corridor. Continue downstairs to the first floor mezzanine door with a red stripe at the base. Enter the first floor mezzanine corridor and continue west down the visiting corridor to stairwell #1. Proceed through the single door, with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street.
2. Secondary Evacuation Route - GREEN: Visitors will exit the visiting booths east, through the door with a green stripe at the base. Proceed down the walkway to stairwell #15 corridor. Continue downstairs to the door at the base of the stairwell, on the south side of the building, go through the door and continue east to stairwell #12. Enter stairwell #12 corridor, proceed downstairs to the door at the base on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building. The Lobby Guard Station Deputy/SSO must immediately notify Main Control when the visitors have evacuated the building. The assigned Deputy will contact Main Control in person or by radio for further directions.

n) Mod "P" Visitor Evacuation

1. Primary Evacuation Route – RED: Visitors will exit from the visiting booths west, continue down the visiting corridor to stairwell #1. Proceed through the single door, with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at the base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #1 to the 2nd floor mezzanine area.
2. Secondary Evacuation Route – GREEN: Visitors will exit from the visiting booths east, through the single door, with the green stripe at base and enter the stairwell #12 corridor. Continue downstairs to the door with a green stripe at base on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building. The assigned Deputy will then immediately return to assist with the 2nd floor mezzanine evacuation by retracing his steps up stairwell #12 to the 2nd floor mezzanine level.

o) Mod "Q" Visitor Evacuation

1. Primary Evacuation Route – RED: Visitors will exit from the visiting booths west, proceed down the walkway to stairwell #9 corridor. Continue downstairs to the 1st floor mezzanine door with a red stripe at the base. Enter the 1st floor mezzanine corridor and continue west down

the visiting corridor to stairwell #1. Proceed through the single door with the red stripe at the base and enter the stairwell #1 corridor. Continue downstairs to the door with a red stripe at base on the south side of the building. Proceed down the sidewalk around to the Lobby Building and out to the street.

2. Secondary Evacuation Route – GREEN: Visitors will exit from the visiting booths west through the single door with the green stripe at base and enter the stairwell #12 corridor. Continue downstairs to the door with a green stripe at base, exiting on the east side of the building near the Truck Sally Port. Direct the visitors around the building to the front of the Lobby Building.

p) Mod “R” Visitor Evacuation

1. Primary Evacuation Route – RED: Visitors will exit from the visiting booths west, through the door labeled RV-06AA (with a Fire Exit Placard) and into stairwell #32. Proceed to the bottom of this stairwell and through the door labeled QV-04AA into the visitor corridor. Turn left and follow this corridor past Module “L” visiting and module “N” visiting to the end of this corridor. On the right hand side of the corridor, go through the door labeled VS9-3 (with a Fire Exit Placard) and enter stairwell #9. Go down the stairs to the door labeled VS9-2. Go through this door and go right into this corridor past Module “I” visiting to the single door leading to stairwell #1. Go through this door, proceed down the stairs and exit the door at the bottom of the stairwell. Turn right, follow the sidewalk to the public visiting lobby and exit the visiting lobby to the street. The Lobby Guard Station Deputy/ SSO must immediately notify Main Control when the visitors have evacuated the facility. The assigned Deputy will contact Main Control in person or by radio for further directions.
2. Secondary Evacuation Route – GREEN: Visitors will exit from the visiting booths and go through door labeled RV-06AA (with a Fire Exit Placard) and into stairwell #32. Proceed to the bottom of this stairwell and through the opening into stairwell #12 (Do not enter door labeled QV-04AA). Go down the stairs to the bottom of the stairwell and exit through the door labeled STR12-1 (with a Fire Exit Placard) to outside the building. Once outside, direct visitors around the building to the front of the lobby. The Lobby Guard Station Deputy/SSO must immediately notify Main Control when the visitors have evacuated the building. The assigned Deputy will contact Main Control in person or by radio for further directions.

- q) It is imperative that each door is re-secured and checked after evacuation of the visitors, in preparation for an inmate evacuation. Certain corridors may overlap during evacuation procedures for visitors and inmates, but stairwells #1, #4, #9, #12 and #15 will be utilized only for non-secure, visitor and/or Administrative personnel. The assigned Deputy and SSO will immediately inform Main Control when the visitor evacuation is completed. The SSO will return to his/her regularly assigned locations in the Lobby to await further instructions. The assigned Deputy will contact the Main Control Guard Station in person or by radio for further directions.

7052.4 - Evacuation of Inmates

- a) Inmate movement and evacuation will be accomplished by moving the inmates to the nearest safe confinement location. All inmate movement outside the housing areas will be done under the immediate supervision of a Sergeant and assigned Deputies at the direction of the Shift Commander.
 1. In the event of an uninhabitable cell, move the inmate to another cell or into the dayroom.
 2. In the event of an uninhabitable sector, move the inmates to the next sector dayroom or the module indoor/outdoor recreation areas.
 3. When moving inmates to internal locations away from the housing sector, separate them into groups that can be controlled by the available deputies.
 4. When moving inmates outside the facility, separate them into groups that can be controlled by the available deputies.
 5. Housing areas that are uninhabitable due to fire or smoke will be vacated at the direction of the first deputy on scene.
 6. When the Shift Commander orders a building evacuated, all inmates will be directed by Deputies to leave the building immediately.
 7. When an evacuation is ordered, the first deputy on the scene will give inmates directions on how to leave the building and where to assemble outside.
- b) The Sergeant will respond to any site where an evacuation is imminent.
 1. The Sergeant will personally supervise the evacuation to ensure it is complete and instructions are followed.
 2. The Sergeant will instruct the Deputies to use the primary or secondary exit route of any housing unit.
 3. The Sergeant will direct assigned Deputies to move the evacuated inmates to the preplanned assembly site.
 4. The Sergeant will assign enough Deputies to keep control of the inmates in the assigned assembly area. The inmates must be kept clear of the fire scene and away from fire equipment and personnel.
 5. The Shift Commander will determine if any alternate housing locations for evacuated inmates is needed at the conclusion of the incident.
- c) Inmate evacuation routes for all Theo Lacy Facility Buildings are as follows:
 1. A/E Barracks
 - i. The assigned A-E Deputy will retrieve the [REDACTED] from the [REDACTED] [REDACTED] and begin evacuation procedures if a secondary evacuation is necessary. The secured doors [REDACTED] will use an [REDACTED], which will be kept on the [REDACTED], located in the [REDACTED].

- ii. A Barrack – [REDACTED] – [REDACTED] past the [REDACTED], along the [REDACTED] of [REDACTED] to the [REDACTED], or as otherwise directed by staff.
- iii. [REDACTED] – [REDACTED], [REDACTED] around [REDACTED] to the [REDACTED].
- iv. B Barrack – [REDACTED] – [REDACTED] around the [REDACTED] of the [REDACTED], [REDACTED] along the [REDACTED] of [REDACTED] to the [REDACTED], or as otherwise directed by staff.
- v. [REDACTED] – [REDACTED], [REDACTED] and [REDACTED] to the [REDACTED].
- vi. C Barrack – [REDACTED] – [REDACTED], around the [REDACTED] the [REDACTED], [REDACTED] along the [REDACTED] of [REDACTED] to the [REDACTED], or as otherwise directed by staff.
- vii. [REDACTED] – [REDACTED] directly out to the [REDACTED].
- viii. D Barrack - [REDACTED] – [REDACTED], around the [REDACTED] of the [REDACTED], south along the [REDACTED] of the [REDACTED] and [REDACTED] to the [REDACTED], or as otherwise directed by staff.
- ix. [REDACTED] – [REDACTED] directly to the [REDACTED].
- x. E Law Library – [REDACTED] – [REDACTED], around the [REDACTED] of the [REDACTED], along the [REDACTED] of [REDACTED], [REDACTED] to the [REDACTED], or as otherwise directed by staff.
- xi. [REDACTED] – [REDACTED], [REDACTED], and [REDACTED] behind [REDACTED] to the [REDACTED].

2. F Barracks

- i. F Barrack - [REDACTED] – [REDACTED]: for both sides will out of the [REDACTED], adjacent to the [REDACTED] at the [REDACTED] of the building, with the inmates on the affected side being evacuated first. If the conditions do not allow the safe use of this route, the inmates housed on the affected side will be moved to and evacuated from the other side by moving through the door in the [REDACTED] located at the [REDACTED] of the [REDACTED]. Another available option is moving the inmates in the same manner, through the doors of the [REDACTED].
- ii. Once outside, the inmates will turn [REDACTED] towards the [REDACTED] and will walk along the sidewalk, turn [REDACTED] in front of the [REDACTED] and walk [REDACTED] alongside [REDACTED] to the [REDACTED] area.

- iii. [REDACTED] – [REDACTED]: for both sides will be out [REDACTED] located on the [REDACTED] level at the [REDACTED] of the building. Follow the [REDACTED] out to the [REDACTED]. An A-E assigned Deputy will open the [REDACTED] at the [REDACTED] of [REDACTED].

3. G Barracks

- i. G Barracks - [REDACTED] – [REDACTED]: for both sides will out of the [REDACTED], adjacent to the [REDACTED] at the [REDACTED] of the building, with the inmates on the affected side being evacuated first. If the conditions do not allow the safe use of this route, the inmates housed on the affected side will be moved to and evacuated from the other side by moving through the door in the [REDACTED] located at the [REDACTED] of the [REDACTED]. Another available option is moving the inmates in the same manner, though the doors of the [REDACTED].
- ii. Once outside, the inmates will turn [REDACTED] towards the [REDACTED] and will walk along the sidewalk, turn [REDACTED] in front of the [REDACTED] and walk [REDACTED] alongside [REDACTED] to the [REDACTED] area.
- iii. [REDACTED] – [REDACTED]: for both sides will be out either door located on the [REDACTED] level at the [REDACTED] or [REDACTED] corner of the building. Follow the [REDACTED] out to the [REDACTED]. An A-E assigned Deputy will open the [REDACTED] at the [REDACTED] corner of [REDACTED].

4. H Barrack

- i. [REDACTED] – [REDACTED]: for both sides will out of the [REDACTED], adjacent to the [REDACTED] at the [REDACTED] of the building, with the inmates on the affected side being evacuated first. If the conditions do not allow the safe use of this route, the inmates housed on the affected side will be moved to and evacuated from the other side by moving through the door in the [REDACTED] located at the [REDACTED] of the [REDACTED]. Another available option is moving the inmates in the same manner, though the doors of the [REDACTED].
- ii. Once outside, the inmates will turn [REDACTED] towards the [REDACTED] and will walk along the sidewalk, turn [REDACTED] in front of the [REDACTED] and walk alongside [REDACTED] to the [REDACTED] area.
- iii. [REDACTED] – [REDACTED]: for both sides will be out either door located on the [REDACTED] level at the [REDACTED] or [REDACTED] of the building. Follow the Primary evacuation route out to the [REDACTED].

5. Module I and Module I Disciplinary Housing

- i. Inmates will be moved with the assistance of assigned Deputies.

- ii. When moving Module "I" inmates to internal locations away from the module, separate them into groups that can be controlled by available Deputies. Module "I" inmates can be temporarily moved.
- iii. Through first floor corridors to the Booking and/or Court Transfer Holding Cells.
- iv. Through first floor corridors to Mod "K" on the first floor or Mod J & L on the second floor.
- v. Mod "I" inmates in Disciplinary Housing should be escorted from their cells to the Booking and/or Court Transfer Holding Cells.
- vi. When it is necessary to evacuate Module "I" inmates outside the housing area, they shall be moved as follows:
- vii. [REDACTED] - [REDACTED]: Proceed from the [REDACTED] indoor [REDACTED] on the [REDACTED] floor through the [REDACTED] with a [REDACTED] stripe at base and enter the [REDACTED] area. Proceed to the [REDACTED] with a [REDACTED] at base to the inmate [REDACTED]. Turn [REDACTED] to the end of the corridor and proceed [REDACTED]. Inmates will then be walked to the [REDACTED]. Deputies will position themselves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.
- viii. [REDACTED] - [REDACTED]: Proceed from the [REDACTED] area to the [REDACTED] corner, through the door with a [REDACTED] at the base leading to the [REDACTED]. Proceed down the [REDACTED] and follow the [REDACTED] to the [REDACTED], continue to the [REDACTED] on the [REDACTED] with a [REDACTED] at the base. Go through this door to the [REDACTED] door on the [REDACTED] with the [REDACTED] at the base. (This door is the [REDACTED] door to the [REDACTED] area). Proceed through this door and stop at the [REDACTED] door. Contact the [REDACTED] via the [REDACTED] or the [REDACTED]. The [REDACTED] will confirm the Deputies presence and open the [REDACTED]. The Deputies will then proceed [REDACTED] the [REDACTED]. Inmates will then be walked to the [REDACTED]. Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.

6. Mod "I" Disciplinary Housing Evacuation

- i. [REDACTED] - [REDACTED]: Mod "I" Disciplinary Housing inmates will be escorted from their cells into the [REDACTED] and turn [REDACTED] to the [REDACTED]. Go through the [REDACTED] to [REDACTED] with the [REDACTED] at base, cross the [REDACTED], and through the [REDACTED] out to the [REDACTED] and join the rest of the Mod "I" inmates.
- ii. [REDACTED] - [REDACTED]: Mod "I" Disciplinary Housing inmates will be escorted from their cells into the [REDACTED] and turn [REDACTED]. Go through the [REDACTED] door with the [REDACTED] at base into the [REDACTED]. Turn [REDACTED] to the [REDACTED]

████ on the █████ with a █████ at base. Continue through that door and proceed █████ to █████. Continue through █████ with █████ at base and around to the █████ with a █████ at base.

7. Module J

- i. Inmates will be moved with the assistance of assigned Deputies.
- ii. When moving inmates to an internal location away from the module, separate the inmates into groups that can be controlled by the available Deputies. Module "J" inmates can be moved to temporary housing.
- iii. Through the █████ past the █████, down the █████ █████ to the █████ floor and into █████ and/or █████ Holding Cells, or into available cells in Module █████ or on the █████ floor mod "█".
- iv. When it is necessary to evacuate Module "J" inmates outside the housing area, they shall be moved as follows:
- v. █████ - █████: Proceed from the █████ area to the █████, through the door with the █████ at base leading to the █████. Continue █████ the █████ to the █████ door at the end with the █████ at base. Go through this door and proceed █████ the stairs to the █████ door with the █████ at base. Open and go through the door into the █████ and out to the █████. Walk the inmates straight to the █████. Deputies will station themselves between the inmates and the rest of the lot. The inmates will be directed to keep their talking to a minimum and to remain in their seated positions.
- vi. █████ - █████: All inmates will be moved from the █████ area into the █████ area. Unlock and go through the door with the █████ at base and turn █████ to the █████ door on your █████ with the █████ at base. Unlock that door and proceed █████ stairwell █████ to the █████ door with the █████ at base. Go straight to the █████ door with the █████ at base and continue to the █████ door on the █████ with the █████ at base, (This door is the █████ door to the █████ area). Proceed through this door and continue through the █████ door with a █████ at the base. Continue straight to the █████. Go through the █████ door, turn █████ and follow █████ down the █████ corridor door. Continue to follow the █████ down the █████ corridor to the █████ corridor with the █████ at the base. Go through both doors in the █████ corridor outside to a █████ in area beside the █████. Inmates will then be walked to the █████.

8. Module K and Module K Disciplinary Housing

- i. Inmates will be moved with the assistance of assigned Deputies.

- ii. When moving Module "K" inmates to internal locations away from the module, separate them into groups that can be controlled by available Deputies. Module "K" inmates can be temporarily moved:
- iii. Through first floor corridors to the Booking and/or Court Transfer Holding Cells.
- iv. Through first floor corridors, to Mod "I" on the first floor, or Mod J & L on the second floor.
- v. Mod "K" inmates in Disciplinary Housing should be escorted from their cells to the Booking and/or Court Transfer Holding Cells.
- vi. When it is necessary to evacuate Module "K" inmates outside the housing area they shall be moved as follows:
- vii. [REDACTED] - [REDACTED]: Proceed from the [REDACTED] area on the [REDACTED] floor through the [REDACTED]. Turn [REDACTED] and follow the [REDACTED] floor corridors past the [REDACTED]. Proceed to the [REDACTED] door to the [REDACTED] hallway corridor. Turn [REDACTED] to the end of the corridor and proceed [REDACTED]. Inmates will then be walked to the [REDACTED]. Deputies will position themselves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions. [REDACTED] - [REDACTED]: Proceed from the [REDACTED] on the [REDACTED] floor through the [REDACTED]. Turn [REDACTED] to the [REDACTED] floor [REDACTED] door with the [REDACTED] at the base. Proceed through the door and straight [REDACTED] the corridor following the [REDACTED] to the [REDACTED] door on the [REDACTED] with a [REDACTED] at the base. Go through this door to the [REDACTED] door straight ahead, with the [REDACTED] at the base. The Deputies will then proceed outside to a [REDACTED] in area beside the [REDACTED]. Inmates will then be walked to the [REDACTED]. Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.
- viii. [REDACTED] - [REDACTED]: Mod "K" Disciplinary Housing inmates will be escorted from their cells to the [REDACTED] door with a [REDACTED] at the base of the door. Go through that door, turn [REDACTED] and go through the [REDACTED] door with a [REDACTED] at the base of door. Proceed [REDACTED] down the [REDACTED] floor corridors past the [REDACTED] and through the [REDACTED] corridor out to the [REDACTED] and join the rest of the Mod "K" inmates.
- ix. [REDACTED] - [REDACTED]: Mod "K" Disciplinary Housing inmates will be escorted from their cells to the [REDACTED] slider door. Go through the [REDACTED] door, turn [REDACTED] through the door with the [REDACTED] at the base and into the [REDACTED] floor corridors. Proceed [REDACTED] down the [REDACTED] floor corridors to the [REDACTED] floor [REDACTED] door, with a [REDACTED] at the base of the door. Proceed through the door and straight [REDACTED] the corridor following the [REDACTED] to the [REDACTED] door on the [REDACTED] with a [REDACTED] at the base. Go through this door to the

██████████ door straight ahead, with the ██████████ at the base. The Deputies will then proceed outside to a ██████████ in area beside the ██████████. Inmates will then be walked to the ██████████ and join the rest of the Mod "K" inmates.

9. Module L

- i. Inmates will be moved with the assistance of assigned Deputies.
- ii. When moving inmates to an internal location away from the module, separate the inmates into groups that can be controlled by the available Deputies. Module "L" inmates can be moved to temporary housing.
- iii. Through the module vestibule, down the main escalator to the first floor and into Booking and/or Court Transfer Holding Cells, or into available cells in Modules "I", "K" & "M" on the first floor, or Modules "J" and "N" on the second floor.
- iv. When it is necessary to evacuate Module "L" inmates outside the housing area, they shall be moved as follows:
- v. ██████████ - ██████████: Proceed from the ██████████ area on the ██████████ floor through the ██████████. Turn ██████████ and follow the ██████████ corridors and ██████████ the ██████████ escalator past the ██████████. Proceed to the ██████████ to the ██████████ corridor. Turn ██████████ to the end of the corridor and proceed ██████████. Inmates will then be walked to the ██████████. Deputies will position them-selves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.
- vi. ██████████ - ██████████: Proceed from the ██████████ side of the ██████████ area through the ██████████ door with the ██████████ at the base of the door. Follow the ██████████ to the stairwell ██████████ door, with a ██████████ at the base. Proceed through the door and ██████████ stairwell ██████████ following the ██████████ and through the ██████████ door, with a ██████████ at the base. Turn ██████████ down the ██████████ and follow the ██████████ to a ██████████ door on the ██████████, with a ██████████ at the base. Go through this door to the ██████████ ██████████ door straight ahead, with the ██████████ at the base. The Deputies will then proceed ██████████ to a ██████████ in area beside the ██████████. Inmates will then be walked to the ██████████. Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.

10. Module M

- i. Inmates will be moved with the assistance of assigned Deputies.
- ii. When moving Module "M" inmates to internal locations away from the module, separate them into groups that can be controlled by available Deputies. Module "M" inmates can be temporarily moved.

- iii. Through first floor corridors to the Booking/Court Transfer Holding Cells.
- iv. Through first floor corridors, to Mod "I" and "K" on the first floor, or Modules J, L and N on the second floor.
- v. When it is necessary to evacuate Module "M" inmates outside the housing area, they shall be moved as follows:
- vi. [REDACTED] - [REDACTED]: Proceed from the [REDACTED] side [REDACTED] area on the [REDACTED] floor through the [REDACTED]. Turn [REDACTED] down corridor [REDACTED], through the slider with a [REDACTED] at the base, into the [REDACTED]. Go through the [REDACTED] with a [REDACTED] at the base into the [REDACTED]. Follow the [REDACTED] past the [REDACTED]. Proceed to the [REDACTED] to the [REDACTED] corridor. Turn [REDACTED] to the end of the corridor and proceed [REDACTED]. Inmates will then be walked to the [REDACTED]. Deputies will position them-selves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.
- vii. [REDACTED] - [REDACTED]: Proceed from the [REDACTED] on the [REDACTED] floor through the [REDACTED]. Turn [REDACTED] to the [REDACTED] door with the [REDACTED] at the base. Proceed through the door and straight [REDACTED] the corridor following the [REDACTED] to the [REDACTED] door on the [REDACTED] with a [REDACTED] at the base. Go through this door to the [REDACTED] door straight ahead, with the [REDACTED] at the base. The Deputies will then proceed [REDACTED] to a [REDACTED] in area beside the [REDACTED]. Inmates will then be walked to the [REDACTED]. Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.

11. Module N and Module N Disciplinary Housing

- i. Inmates will be moved with the assistance of assigned Deputies.
- ii. When moving inmates to an internal location away from the module, separate the inmates into groups that can be controlled by the available deputies. Module "N" inmates can be moved to temporary housing.
- iii. Through the module vestibule, down the main escalator to the first floor and into Booking and/or Court Transfer Holding Cells, or into available cells in Modules "I", J K", "L" or "M".
- iv. When it is necessary to evacuate Module "N" inmates outside the housing area they shall be moved as follows:
- v. [REDACTED] - [REDACTED]: Proceed from the [REDACTED] area on the [REDACTED] floor through the [REDACTED]. Turn [REDACTED] down corridor [REDACTED], through the [REDACTED] with the [REDACTED] at the base, into the [REDACTED]. Exit the vestibule slider into the [REDACTED] floor corridor. Go [REDACTED] and follow the [REDACTED] floor corridors [REDACTED] the [REDACTED] escalator past the [REDACTED].

Proceed to the [redacted] door to the [redacted] corridor. Turn [redacted] to the end of the corridor and proceed [redacted]. Inmates will then be walked to the [redacted]. Deputies will position them-selves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.

vi. [redacted] - [redacted]: Proceed from the [redacted] side of the [redacted] through the [redacted] door with the [redacted] at the base of the door. Follow the [redacted] to the stairwell [redacted] door, with a [redacted] at the base. Proceed through the door and [redacted] stairwell [redacted] following the [redacted] through the [redacted] door, with a [redacted] at the base. Turn [redacted] down the [redacted] and follow the [redacted] to a [redacted] door on the [redacted], with a [redacted] at the base. Go through this door to the [redacted] door straight ahead, with the [redacted] at the base. The Deputies will then proceed [redacted] to a [redacted] in area beside the [redacted]. Inmates will then be walked to the [redacted]. Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.

vii. [redacted]: Mod "N" Disciplinary Housing inmates will be escorted from their cells to the [redacted] door. Go through the [redacted] door and continue [redacted] through the door with the [redacted] at the base and into the [redacted]. Proceed [redacted] down the [redacted] to the escalators. Go [redacted] the escalators past the [redacted] and through the [redacted] corridor out to the [redacted] and join the rest of the Mod "N" inmates.

viii. [redacted] - [redacted]: Mod "N" Disciplinary Housing inmates will be escorted from their cells to the [redacted] door. Go through the [redacted] door, continue [redacted] through the door and into the [redacted]. Proceed [redacted] down the corridors to the [redacted] door, with a [redacted] at the base of the door. Proceed through the door and straight [redacted] the corridor following the [redacted] to stairwell [redacted]. Enter stairwell [redacted] and proceed [redacted] stairs to the door with a [redacted] at the base. Exit into [redacted] corridor and go [redacted], following the [redacted] to the door with a [redacted] at the base. Go through the door to the [redacted] door. The Deputies will then proceed [redacted] to a [redacted] in area beside the [redacted]. Inmates will then walk to the [redacted] and join the rest of the Mod "N" inmates

12. Module O

- i. Inmates will be moved with the assistance of assigned Deputies.
- ii. When moving inmates to an internal location away from the module, separate the inmates into groups that can be managed by the available Deputies.

- iii. Through the module vestibule, into the inmate elevator and down to the module "M" elevator vestibule. Exit module M to the first floor corridor and into the Booking/Court Transfer Holding Cells, or into available cells in Module "I & K" on the first floor.
- iv. When it is necessary to evacuate Module "N" inmates outside the housing area they shall be moved as follows:
- v. [REDACTED] - [REDACTED]: Proceed through the [REDACTED]-door to the elevator vestibule, through the door with a [REDACTED] at the base. Enter into the [REDACTED] hallway, go [REDACTED] to the stairwell [REDACTED] door with a [REDACTED] at the base. Enter stairwell [REDACTED], go [REDACTED] to the [REDACTED] of the stairwell and exit through the door with the [REDACTED] at the base and into the module [REDACTED]. Proceed through the vestibule into the [REDACTED] hallway corridor. Go [REDACTED] down the corridor past the [REDACTED]. Proceed to the [REDACTED] door to the [REDACTED] hallway corridor. Turn [REDACTED] to the end of the corridor and proceed [REDACTED]. Inmates will then be walked to the [REDACTED]. Deputies will position them-selves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.
- vi. [REDACTED] - [REDACTED] Proceed through the door in the [REDACTED] area, with a [REDACTED] at the base, into the [REDACTED] hallway. Proceed [REDACTED] down the hallway following the [REDACTED] to the stairwell [REDACTED] door, with a [REDACTED] at the base. Go through the door and continue [REDACTED] the stairwell to the [REDACTED]. Exit the stairwell door, with a [REDACTED] at the base, into the [REDACTED] floor corridor. Proceed [REDACTED] through the [REDACTED] door with a [REDACTED] at the base. Follow the [REDACTED] to the [REDACTED] door on the [REDACTED] with a [REDACTED] at the base. Go through the door to the [REDACTED] door with a [REDACTED] at the base. The Deputies will then proceed [REDACTED] to a [REDACTED] in area beside the [REDACTED]. Inmates will then walk to the [REDACTED] and join the rest of the inmates.

13. Module P

- i. Inmates will be moved with the assistance of assigned Deputies.
- ii. When moving Module "P" inmates to internal locations away from the module, separate them into groups that can be controlled by available Deputies. Module "P" inmates can be temporarily moved:
- iii. Through first floor corridors to the Booking/Court Transfer Holding Cells.
- iv. Through first floor corridors, to Mod "I" and "K" on the first floor, or Modules J, L and N on the second floor.
- v. When it is necessary to evacuate Module "P" inmates outside the housing area, they shall be moved as follows:

- vi. [REDACTED] - [REDACTED]: Proceed from the [REDACTED] area on the [REDACTED] floor through the module vestibule. Turn down corridor [REDACTED] and through the [REDACTED] slider with a [REDACTED] at the base into the [REDACTED] floor corridor. Follow the [REDACTED] floor corridors past the [REDACTED]. Proceed to the slider door to the [REDACTED] corridor. Turn [REDACTED] to the end of the corridor and proceed [REDACTED]. Inmates will then be walked to the [REDACTED]. Deputies will position themselves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.
- vii. [REDACTED] - [REDACTED]: Proceed from the [REDACTED] area on the [REDACTED] floor through the module vestibule. Turn [REDACTED] to the [REDACTED] corridor door with the [REDACTED] at the base. Proceed through the door and straight [REDACTED] the corridor following the [REDACTED] to the [REDACTED] door on the [REDACTED] with a [REDACTED] at the base. Go through this door to the [REDACTED] door straight ahead, with the [REDACTED] at the base. The Deputies will then proceed [REDACTED] to a [REDACTED] in area beside the [REDACTED]. Inmates will then be walked to the [REDACTED]. Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.

14. Module Q

- i. Inmates will be moved with the assistance of assigned Deputies.
- ii. When moving inmates to an internal location away from the module, separate the inmates into groups that can be controlled by the available Deputies. Module "Q" inmates can be moved to temporary housing.
- iii. Through the module vestibule, down the main escalator to the first floor and into Booking and/or Court Transfer Holding Cells, or into available cells in Modules "I", "J", "K", "L" or "M".
- iv. When it is necessary to evacuate Module "Q" inmates outside the housing area, the shall be moved as follows:
- v. [REDACTED] - [REDACTED]: Proceed from the [REDACTED] area on the [REDACTED] floor through the [REDACTED] vestibule. Turn down corridor [REDACTED] and through slider into the [REDACTED] floor corridor. Go [REDACTED] and follow the [REDACTED] floor corridors [REDACTED] the [REDACTED] escalator past the [REDACTED]. Proceed to the slider door to the [REDACTED] corridor. Turn [REDACTED] to the end of the corridor and proceed [REDACTED]. Inmates will then be walked to the [REDACTED]. Deputies will position them-selves around the inmates. Inmates will keep their talking to a minimum and not move from their seated positions.
- vi. [REDACTED] - [REDACTED]: Proceed [REDACTED] through the [REDACTED] vestibule and through the [REDACTED] door with the [REDACTED] at the base of the door. Follow the [REDACTED] to the stairwell [REDACTED] door, with a [REDACTED] at the base. Proceed

through the door and [REDACTED] stairwell [REDACTED] following the [REDACTED] through the [REDACTED] corridor door, with a [REDACTED] at the base. Turn [REDACTED] down the [REDACTED] corridor and follow the [REDACTED] to a [REDACTED] door on the [REDACTED] with a [REDACTED] at the base. Go through this door to the [REDACTED] door straight ahead, with the [REDACTED] at the base. The Deputies will then proceed [REDACTED] to a [REDACTED] in area beside the [REDACTED]. Inmates will then be walked to the [REDACTED]. Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.

15. Module R

- i. Inmates will be moved with the assistance of assigned Deputies.
- ii. Inmates will be moved with the assistance of the designated Emergency Response Team (ERT).
- iii. When moving inmates away from the module, separate them into groups that can be controlled by the emergency response team. Module "R" inmates can be moved to temporary housing through the main vestibule corridor to the elevator, down to the first floor, through the first floor corridor to the Booking/Court Transfer Holding Cells or into available cells in Modules "I", "J", "K", "L", "M", "N", "P", or "Q".
- iv. When it is necessary to evacuate Module "R" inmates outside the housing area they shall be moved as follows:
- v. [REDACTED] - [REDACTED]: Proceed through the door at the [REDACTED] with a [REDACTED] at the base of door [REDACTED]. Proceed straight through to the door labeled [REDACTED] with a [REDACTED] at the base of the door. Proceed into stairwell [REDACTED] and go [REDACTED], [REDACTED] stairwell to [REDACTED] floor. Proceed [REDACTED] through door [REDACTED] with a [REDACTED] at the base of door. Proceed into Module [REDACTED] door to vestibule area next to the [REDACTED]. Exit Module [REDACTED] through the corridor (door [REDACTED]) to the Module [REDACTED] door with a [REDACTED] at the base of door. Exit sliding door and proceed [REDACTED]. Follow the [REDACTED] floor corridor passing the [REDACTED]. Go left at the [REDACTED] hallway sliding door and proceed [REDACTED]. Inmates will then be walked to the [REDACTED].
- vi. [REDACTED] - [REDACTED] Exit [REDACTED] area, [REDACTED] towards corridor door with a [REDACTED] at the base of the door labeled [REDACTED]. Proceed through corridor to stairwell [REDACTED]. Go through the door with a [REDACTED] at the base of the door labeled [REDACTED]. Go [REDACTED] the stairwell to the [REDACTED] floor [REDACTED] corridor door with a [REDACTED] at the base of the door. Go through the door and turn [REDACTED] in the [REDACTED] floor corridor following the [REDACTED] along the wall to a [REDACTED] door on the [REDACTED] side of the corridor with a [REDACTED] at the base labeled [REDACTED]. Go through this door ([REDACTED]) to the door with a [REDACTED] at the base at the end of the corridor labeled [REDACTED]. Go through this door ([REDACTED]) and [REDACTED] into [REDACTED] in area beside

the [REDACTED]. Inmates will then be walked across the asphalt area to the recreation field.

16. Receiving Area

- i. Receiving area movement will be accomplished with the assistance of assigned Deputies.
- ii. From an affected cell move the inmate(s) into another cell a safe distance from the danger.
- iii. From an affected area, move the inmates through internal corridors to other available housing areas.
- iv. When moving the inmates to an internal location away from the danger area, separate the inmates into groups that can be controlled by available deputies. From the first floor move the inmates up the escalator to available housing or areas on the second floor.
- v. When evacuating inmates outside of the building: A Deputy must obtain the appropriate evacuation keys from Main Control.
- vi. [REDACTED] - [REDACTED] The primary evacuation route will be to walk all inmates from the [REDACTED], [REDACTED] [REDACTED] and [REDACTED] [REDACTED] areas through the [REDACTED] corridor to the [REDACTED] door adjacent to Holding Cell # [REDACTED] with the [REDACTED] at base. Proceed [REDACTED] down the [REDACTED] floor corridor and [REDACTED] through the [REDACTED] corridor out to the [REDACTED]. Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.
- vii. [REDACTED] - [REDACTED] The secondary evacuation route will be to walk all inmates from the [REDACTED] areas through the [REDACTED] into the [REDACTED]. Turn [REDACTED] and go through the [REDACTED] door, with a [REDACTED] at the base and into the [REDACTED] corridor. Proceed to the slider and exit straight into the [REDACTED] [REDACTED] corridor. Follow the [REDACTED] down the [REDACTED] corridor to the [REDACTED] corridor door with a [REDACTED] at the base. Proceed through the door to the [REDACTED] door with a [REDACTED] at the base. Exit [REDACTED] to the [REDACTED] area beside the [REDACTED]. Inmates will then be walked to the [REDACTED].

17. Release/Transfer Area

- i. Release/Transfer area movement will be accomplished with the assistance of assigned Deputies.
- ii. In the event of an uninhabitable cell, move the inmate(s) to another cell a safe distance from danger.

- iii. In the event of an uninhabitable area, move the inmates through interior corridors to Processing area holding cells.
- iv. When moving the inmates to an internal location away from the danger area, separate the inmates into groups that can be controlled by available deputies. From the first floor move inmates up the escalator to available housing areas on the second floor.
- v. When evacuating inmates outside of the building: A Deputy must obtain the appropriate [REDACTED] from Main Control.
- vi. [REDACTED] – [REDACTED] Inmates will be taken through the [REDACTED] Corridor to the marked door with the [REDACTED] at the base at the [REDACTED] end of the corridor. Proceed [REDACTED] down the [REDACTED] floor corridor and [REDACTED] through the [REDACTED] corridor out to the [REDACTED]. Deputies will position themselves around the inmates. Inmates will keep talking to a minimum and not move from their seated positions.
- vii. [REDACTED]: [REDACTED] The secondary evacuation route will be to move all inmates from the [REDACTED] area out of the building through the [REDACTED] [REDACTED] to the [REDACTED]. Turn [REDACTED] and go through the [REDACTED] door, with a [REDACTED] at the base and into the [REDACTED] corridor to the [REDACTED] main corridor. Exit the slider and go straight into the [REDACTED] corridor. Follow the [REDACTED] down the [REDACTED] corridor to the [REDACTED] corridor door with a [REDACTED] at the base. Proceed through the door to the [REDACTED] [REDACTED] door with a [REDACTED] at the base. Exit [REDACTED] to the [REDACTED] in area beside the [REDACTED]. Inmates will then be walked to the [REDACTED].

18. Inmate Program Building

- i. Visitors will exit the Inmate Programs Building through the visitor entrance located on the north side of the building. Visitors will proceed along the walkway and exit the facility through the Lobby.
- ii. Assigned Deputies will assist in the evacuation process to ensure all visitors exit the building safely.
- iii. Programs Staff and Instructors will exit the Inmate Programs Building through the doors located on the South side of the building. Staff will proceed around H barracks to the A-E Guard Station.
- iv. Inmates will exit the Inmate Programs Building through the doors located on the South side of the building. The inmates will proceed around H Barracks to the A-E Guard Station, turn right and proceed South alongside D Barracks to the Recreation Field, or as directed by Staff.

7052.5 - Evacuation Security

- a) Evacuation security will be accomplished by [REDACTED] and City [REDACTED] [REDACTED] surrounding the [REDACTED] of the [REDACTED] and [REDACTED]. These [REDACTED] and [REDACTED] will be requested by the Facility Shift Commander. They will be positioned in conspicuous places with their [REDACTED] and [REDACTED].

7052.6 - Remote Evacuation Site

- a) Remote evacuation sites will be selected by the Shift Commander or Division Commander if the Facility Site must be vacated. Remote locations may include:
1. Theo Lacy Facility [REDACTED]
 2. Sheriff's Transportation will transfer inmates to other jail facilities.
 3. Sheriff's Transportation vehicles and/or Orange County Transit Authority buses may be used to temporarily hold inmates. The Facility Shift Commander will request the North Patrol Watch Commander to make the OCTA contacts.
 4. City Jails within Orange County may be used. The Division Commander must have prior arrangements confirmed before moving inmates to city jails. Cities with jails and their approximate capacities are:
 - i. [REDACTED]
 - ii. [REDACTED]
 - iii. [REDACTED]
 - iv. [REDACTED]
 - v. [REDACTED]
 - vi. [REDACTED]

7052.7 - Staff Evacuation

- a) In the event of an emergency requiring evacuation, assigned Deputies will participate in moving inmates and controlling them at the evacuation site.
- b) In the event of an emergency requiring evacuation, non-sworn staff will report to their supervisor for instructions. They will assist evacuating inmates, treating injuries or evacuating as a group as directed by the Shift Commander.
- c) Before leaving an assigned work station, staff members must wait for directions from a Supervisor, Sergeant, or Shift Commander.
- d) All inmate work crews will be relinquished to Deputies prior to staff members evacuating their areas.
- e) Jail Records/Cashier's Office Evacuation:
1. The Records Supervisor will receive evacuation instructions from the Shift Commander or Operations Sergeant. An assigned Deputy will lead the Records staff evacuation.

2. [REDACTED] Route – [REDACTED] out the door on the [REDACTED] of Processing to the [REDACTED]. Proceed through the [REDACTED] to the [REDACTED] leading to the [REDACTED]. Once in the [REDACTED], staff members will form for accountability in the adjacent [REDACTED].
3. [REDACTED] Route – [REDACTED] go [REDACTED] down the [REDACTED] past the [REDACTED], then [REDACTED] through the [REDACTED]. Once outside the [REDACTED], proceed [REDACTED] around the [REDACTED] to the [REDACTED]. Proceed from the [REDACTED] through [REDACTED] and to the [REDACTED]. Once in the [REDACTED], staff members will form for accountability in the adjacent [REDACTED].
4. The Cashier's staff will exit the [REDACTED] either into the street area or into the Visiting or Self Booking [REDACTED], in the company of the [REDACTED]. When exiting into the street area, staff members will form for accountability in the adjacent [REDACTED].

f) Kitchen Staff

1. The Kitchen staff will receive evacuation instructions from the Operations Sergeant and be led out by an assigned Deputy. When the Kitchen Staff Supervisor is on duty he will assist the cooking staff in evacuating the facility.
2. [REDACTED] - [REDACTED] route for the Kitchen Staff will be out of the [REDACTED] through the [REDACTED], with a [REDACTED] at the base and into the kitchen [REDACTED]. Once in the kitchen [REDACTED], staff members will form for accountability.
3. [REDACTED] - [REDACTED] route for the Kitchen staff and Staff dining will be out through the [REDACTED]. [REDACTED] on the [REDACTED] with [REDACTED] at the base and turn [REDACTED] proceeding around the [REDACTED]. Proceed from the [REDACTED] through [REDACTED] and to the [REDACTED] area. Once in the [REDACTED] area, staff members will form for accountability in the adjacent [REDACTED].

g) Medical Staff

1. The Medical Staff will receive evacuation instructions from the Operations Sergeant in their work area. Medical Staff will report to the Main Control Guard Station if assigned on the second floor, or to Medical Triage if assigned to the first floor.
2. Medical Staff will accompany Guard Station Deputies as they evacuate the facility after all other staff have evacuated. The Shift Commander will specifically order this phase of the evacuation.

h) Administrative Offices

1. Administration area non-sworn staff will be assisted in evacuating by the Division Commander's Secretary.

2. [REDACTED] – [REDACTED] through the [REDACTED] door with the [REDACTED] at base and into the corridor. Proceed to the [REDACTED] door with a [REDACTED] at base leading to stairwell [REDACTED] and go [REDACTED] to the [REDACTED] level and exit the building to the [REDACTED] area. Once in the [REDACTED] area, staff members will form for accountability in the adjacent [REDACTED].
3. [REDACTED] – [REDACTED] out through the [REDACTED] corridor [REDACTED] to the stairwell [REDACTED] and [REDACTED] to the [REDACTED] corridor. Proceed [REDACTED] through the corridor and [REDACTED] stairwell [REDACTED] to the [REDACTED] level. Proceed [REDACTED] around the facility to the adjacent [REDACTED].

i) Male and Female Locker Rooms

1. Evacuation of staff from the employee locker rooms is accomplished by [REDACTED] using the public address system to direct the evacuation. The [REDACTED] to the locker rooms will also [REDACTED]. Employees will follow [REDACTED] sign arrows in the [REDACTED] and down to the [REDACTED] corridor. Proceed [REDACTED] through the corridor and [REDACTED] stairwell [REDACTED] to the [REDACTED] level. Proceed [REDACTED] around the facility to the adjacent [REDACTED].
2. When the [REDACTED] is [REDACTED], staff will be directed to exit through the [REDACTED], [REDACTED] stair [REDACTED] to the [REDACTED].

7052.8 - Fire Pull Box Alarm Locations

a) Pull boxes are printed red and located as follows:

1. 2nd FLR MOD L GUARD STATION
2. 2ND FLR CORRIDOR EAST
3. 2ND FLR CORRIDOR EAST END
4. 2ND FLR MEZZANINE CORRIDOR EAST
5. 2ND FLR MEZZANINE CORRIDOR EAST
6. 2ND FLR MEZZANINE CORRIDOR EAST
7. 1ST FLR MEZZANINE STAIR #12
8. 1ST FLR STAIR #10
9. 1ST FLR MEZZANINE MOD K GUARD STATION
10. 1ST FLR STAIR #9
11. 4TH FLR ELEVATOR #2 VESTIBULE
12. 3RD FLR MEZZANINE ELEVATOR #2 VESTIBULE
13. 3RD FLR ELEVATOR #2 VESTIBULE
14. 2ND FLR MEZZANINE ELEVATOR #2 VESTIBULE
15. 2ND FLOOR ELEVATOR #2 VESTIBULE
16. 1ST FLR MEZZANINE ELEVATOR #2 VESTIBULE
17. 1ST FLOOR MEZZANINE VISIT CORRIDOR EAST

18. 1ST FLR IN CORRIDOR EAST OF K
19. 1ST FLR STAIR #12
20. 1ST FLR MEZZANINE VISIT CORRIDOR EAST (06)
21. 1ST FLR EVAC CORRIDOR EAST OF K
22. 3RD FLR MEZZANINE MOD O GUARD STATION
23. 2ND FLR MEZZANINE MOD N GUARD STATION
24. 3RD FLR MEZZANINE AT STAIR #31
25. 3RD FLR AT STAIR #31
26. 3RD FLR CORRIDOR TO STAIR #14
27. 3RD FLR MEZZANINE CORRIDOR TO STAIR #14
28. 3RD FLR MOD R GUARD STATION
29. ROOF MECHANICAL ROOM
30. 2ND FLR MEZZANINE AT STAIR #31
31. 2ND FLR AT STAIR #31
32. 2ND FLR CORRIDOR TO STAIR #14
33. 2ND FLR MEZZANINE CORRIDOR TO STAIR #14
34. 2ND FLR MOD Q GUARD STATION
35. 1ST FLR AT STAIR #31
36. 1ST FLR ELEVATOR #3 VESTIBULE
37. 1ST FLR MEZZANINE AT STAIR #31
38. 1ST FLR CORRIDOR TO STAIR #14
39. 1ST FLR MOD P GUARD STATION
40. 1ST FLR MEZZANINE CORR TO STAIR #14
41. 1ST FLR WAREHOUSE CORRIDOR
42. 1ST FLR WAREHOUSE STORAGE ROOM
43. 1ST FLR AT WAREHOUSE OFFICE
44. 1ST FLR CENTRAL PLANT/CHILLERS
45. 1ST FLR CENTRAL PLANT
46. 1ST FLR CORR TO CP WAREHOUSE
47. 1ST FLR MOD M GUARD STATION
48. H BARRACKS GUARD STATION
49. G BARRACKS GUARD STATION
50. F BARRACKS LOWER LEVEL CONTROL ROOM M1-27
51. THEO LACY PUBLIC LOBBY/CASHIER
52. IPB BUILDING GUARD STATION
53. IPB BUILDING IN MAIN ELECTRICAL ROOM
54. ADMINISTRATION LOADING DOCK
55. ADMINISTRATION MAIL RM AT BUS SALLY PORT

56. ADMINISTRATION KITCHEN CORRIDOR TO LOAD DOCK

- b) When activated, each pull box will send an alarm signal to the Main Control enunciator panel. The appropriate light will illuminate and the printer will record the exact location and type of alarm.
- c) When a fire pull box is activated, an alarm will sound in the Main Control Guard Station.

7052.9 - Fire Extinguisher Types and Locations

Locations	Specific Locations	Type
A/E	Center of Main Hallway	Dry Chemical
F Barracks	1st Floor Guard Station	Dry Chemical
F Barracks	1st Floor Closet NE Corner	Dry Chemical
F Barracks	1st Mezzanine SW Corner	Dry Chemical
F Barracks	1st Mezzanine SE Corner	Dry Chemical
F Barracks	1st Mezzanine NE Corner	Dry Chemical
F Barracks	1st Mezzanine NW Corner	Dry Chemical
G Barracks	G Barracks 1st Floor Guard Station	Dry Chemical
G Barracks	G Barracks 1st Floor SW Corner	Dry Chemical
G Barracks	G Barracks 1st Floor NE Corner	Dry Chemical
G Barracks	G Barracks Mezzanine SW Corner	Dry Chemical
G Barracks	G Barracks Mezzanine SE Corner	Dry Chemical
G Barracks	G Barracks Mezzanine NW Corner	Dry Chemical

G Barracks	G Barracks Mezzanine NE Corner	Dry Chemical
H Barracks	H Barracks 1st Floor Guard Station	Dry Chemical
H Barracks	1st Floor Closet NW Corner	Dry Chemical
H Barracks	H Barracks 1st Floor Entrance SE	Dry Chemical
H Barracks	H Barracks 1st Floor Entrance NE	Dry Chemical
H Barracks	H Barracks Mezzanine SW Corner	Dry Chemical
H Barracks	H Barracks Mezzanine NW Corner	Dry Chemical
H Barracks	H Barracks Mezzanine SE Corner	Dry Chemical
H Barracks	H Barracks Mezzanine NE Corner	Dry Chemical
Module I	Stair #1 Elevator Mechanical Room	Dry Chemical
Module I	Plumbing Chase Behind Disciplinary Housing	Dry Chemical
Module I	Storage Room off of North South Corridor (ICE)	Dry Chemical
Module I	Pipe Chase First Floor Behind Sectors 1&2	Dry Chemical
Module I	Pipe Chase First Floor Behind Sectors 2&3	Dry Chemical
Module I	Pipe Chase First Floor Behind Sectors 3&4	Dry Chemical

Module I	Pipe Chase First Floor Behind Sectors 4&5	Dry Chemical
Module I	Pipe Chase First Floor Behind Sectors 5&6	Dry Chemical
Module I	"S" Electrical vault off the Pipe Chase near Stair #2	Dry Chemical
Module I	Mechanical Room North of Public Visiting	Dry Chemical
Module I	Mod "I" Guard Station	Dry Chemical
Module I	"N" Electrical vault next to the North Mechanical Room	Dry Chemical
Module I	Pipe Chase 1st Mezzanine Behind Sectors 1&2	Dry Chemical
Module I	Pipe Chase 1st Mezzanine Behind Sectors 2&3	Dry Chemical
Module I	Pipe Chase 1st Mezzanine Behind Sectors 3&4	Dry Chemical
Module I	Pipe Chase 1st Mezzanine Behind Sectors 4&5	Dry Chemical
Module I	Pipe Chase 1st Mezzanine Behind Sectors 5&6	Dry Chemical
Module J	N-S Corridor outside Room J17	Dry Chemical
Module J	Electrical Room JSC 2-1 South end of Pipe Chase	Dry Chemical

Module J	North Entrance of the Pipe Chase	Dry Chemical
Module J	Pipe Chase 2nd Floor Behind Sectors 7&8	Dry Chemical
Module J	Pipe Chase 2nd Floor Behind Sectors 8&9	Dry Chemical
Module J	Pipe Chase 2nd Floor Behind Sectors 9&10	Dry Chemical
Module J	Pipe Chase 2nd Floor Behind Sectors 10&11	Dry Chemical
Module J	Pipe Chase 2nd Floor Behind Sectors 11&12	Dry Chemical
Module J	Mod "J" Guard Station	Dry Chemical
Module J	South Mechanical Room	Dry Chemical
Module J	North Mechanical Room	Dry Chemical
Module J	Corridor outside of the North Mechanical Room	Dry Chemical
Module J	Boiler/Compressor Room	Dry Chemical
Module J	Electrical Room South East end of Pipe Chase	Dry Chemical
Module J	Pipe Chase 2nd Mezzanine behind Sectors 7&8	Dry Chemical
Module J	Pipe Chase 2nd Mezzanine behind Sectors 8&9	Dry Chemical
Module J	Pipe Chase 2nd Mezzanine behind Sectors 9&10	Dry Chemical

Module J	Pipe Chase 2nd Mezzanine behind Sectors 10& 11	Dry Chemical
Module J	Pipe Chase 2nd Mezzanine behind Sectors 11&12	Dry Chemical
Module K	Disciplinary Housing Pipe Chase	Dry Chemical
Module K	Pipe Chase First Floor behind Sectors 13&14	Dry Chemical
Module K	Pipe Chase First Floor behind Sectors 14&15	Dry Chemical
Module K	Pipe Chase First Floor behind Sectors 15&16	Dry Chemical
Module K	Pipe Chase First Floor behind Sectors 16&17	Dry Chemical
Module K	Pipe Chase First Floor behind Sectors 17&18	Dry Chemical
Module K	1st Mezzanine Mechanical Room HVAC West	Dry Chemical
Module K	1st Mezzanine Mechanical Room HVAC East	Dry Chemical
Module K	1st Mezzanine Mechanical Room Boiler Equipment	Dry Chemical
Module K	1st Mezzanine Electrical Vault near Boiler Room	Dry Chemical
Module K	Mod "K" Guard Station	Dry Chemical

Module K	Pipe Chase 1st Mezzanine behind Sectors 13&14	Dry Chemical
Module K	Pipe Chase 1st Mezzanine behind Sectors 14&15	Dry Chemical
Module K	Pipe Chase 1st Mezzanine behind Sectors 15&16	Dry Chemical
Module K	Pipe Chase 1st Mezzanine behind Sectors 16&17	Dry Chemical
Module K	Pipe Chase 1st Mezzanine behind Sectors 17&18	Dry Chemical
Module L	Maintenance Supervisor Office L10A	Dry Chemical
Module L	Maintenance Shop L10B West	Dry Chemical
Module L	Maintenance Shop L10B East	Dry Chemical
Module L	Electrical Vault Room L16	Dry Chemical
Module L	Storage Room L17	Dry Chemical
Module L	Pipe Chase behind Sectors 19&20	Dry Chemical
Module L	Pipe Chase behind Sectors 20&21	Dry Chemical
Module L	Pipe Chase behind Sectors 21&22	Dry Chemical
Module L	Pipe Chase behind Sectors 22&23	Dry Chemical
Module L	Pipe Chase behind Sectors 23&24	Dry Chemical

Module L	Storage Room L2M-3	Dry Chemical
Module L	Electrical Room L2M-4	Dry Chemical
Module L	Mechanical Room L2M-7	Dry Chemical
Module L	Mod L Guard Station	Dry Chemical
Module L	Mezzanine Pipe Chase behind Sectors 19&20	Dry Chemical
Module L	Mezzanine Pipe Chase behind Sectors 20&21	Dry Chemical
Module L	Mezzanine Pipe Chase behind Sectors 21&22	Dry Chemical
Module L	Mezzanine Pipe Chase behind Sectors 22&23	Dry Chemical
Module L	Mezzanine Pipe Chase behind Sectors 23&24	Dry Chemical
Module M	Pipe Chase behind Sectors 25&26	Dry Chemical
Module M	Pipe Chase behind Sectors 26&27	Dry Chemical
Module M	Pipe Chase behind Sectors 27&28	Dry Chemical
Module M	Pipe Chase behind Sectors 28&29	Dry Chemical
Module M	Pipe Chase behind Sectors 29&30	Dry Chemical
Module M	Boiler Mechanical Room #CP-1 for HVAC	Dry Chemical
Module M	Warehouse #S01	Dry Chemical
Module M	Mod M 1st Floor Guard Station	Dry Chemical

Module M	Electrical Room #M-18	Dry Chemical
Module M	Storage Room #M-21	Dry Chemical
Module M	Mechanical Room #M-22	Dry Chemical
Module M	Mezzanine Pipe Chase behind Sectors 25&26	Dry Chemical
Module M	Mezzanine Pipe Chase behind Sectors 26&27	Dry Chemical
Module M	Mezzanine Pipe Chase behind Sectors 27&28	Dry Chemical
Module M	Mezzanine Pipe Chase behind Sectors 28&29	Dry Chemical
Module M	Mezzanine Pipe Chase behind Sectors 29&30	Dry Chemical
Module M	Mechanical/Electrical Room #1M-4 Near Stairs #11	Dry Chemical
Module M	Electrical Vault Room #1M-3 Near Stairs #9	Dry Chemical
Module N	Electrical Room #N18	Dry Chemical
Module N	Equipment Room #NC4	Dry Chemical
Module N	Mod N Guard Station	Dry Chemical
Module N	Pipe Chase 2nd Floor behind Sectors 31&32	Dry Chemical
Module N	Pipe Chase 2nd Floor behind Sectors 32&33	Dry Chemical
Module N	Pipe Chase 2nd Floor behind Sectors 33&34	Dry Chemical

Module N	Pipe Chase 2nd Floor behind Sectors 34&35	Dry Chemical
Module N	Pipe Chase 2nd Floor behind Sectors 35&36	Dry Chemical
Module N	Pipe Chase 2nd Mezzanine behind Sectors 31&32	Dry Chemical
Module N	Pipe Chase 2nd Mezzanine behind Sectors 32&33	Dry Chemical
Module N	Pipe Chase 2nd Mezzanine behind Sectors 33&34	Dry Chemical
Module N	Pipe Chase 2nd Mezzanine behind Sectors 34&35	Dry Chemical
Module N	Pipe Chase 2nd Mezzanine behind Sectors 35&36	Dry Chemical
Module N	Mod N Light Control Room East #2M-4	Dry Chemical
Module N	Mod N Light Control Room West 2M-4	Dry Chemical
Module O	Pipe Chase 3rd Floor behind Sectors 37&38	Dry Chemical
Module O	Pipe Chase 3rd Floor behind Sectors 38&39	Dry Chemical
Module O	Pipe Chase 3rd Floor behind Sectors 39&40	Dry Chemical
Module O	Pipe Chase 3rd Floor behind Sectors 40&41	Dry Chemical
Module O	Pipe Chase 3rd Floor behind Sectors 41&42	Dry Chemical
Module O	EW Corridor 033 across from Elevator Corridor	Dry Chemical

Module O	Mechanical Room #0-43	Dry Chemical
Module O	Storage Room #0-42	Dry Chemical
Module O	Pipe Chase 3rd Mezzanine behind Sectors 37&38	Dry Chemical
Module O	Pipe Chase 3rd Mezzanine behind Sectors 38&39	Dry Chemical
Module O	Pipe Chase 3rd Mezzanine behind Sectors 39&40	Dry Chemical
Module O	Pipe Chase 3rd Mezzanine behind Sectors 40&41	Dry Chemical
Module O	Pipe Chase 3rd Mezzanine behind Sectors 41&42	Dry Chemical
Module O	Electrical Room #3M- 13 Near Stairs #9	Dry Chemical
Module O	Storage Room #3M-9 Across From Visiting	Dry Chemical
Module O	Mechanical/Electrical Rm #3m-6 Near Stairs # 10	Dry Chemical
Module O	Roof Hatch in Mod O	Dry Chemical
Module O	Elevator Tower (4th Floor Mezzanine) Maintenance Room	Dry Chemical
Module O	Elevator Tower Mod O Maintenance Room	Dry Chemical
Module P	Electrical Vault "PE01" SW end of Pipe Chase	Dry Chemical

Module P	Pipe Chase 1st Floor behind Sectors 43&44	Dry Chemical
Module P	Pipe Chase 1st Floor behind Sectors 44&45	Dry Chemical
Module P	Pipe Chase 1st Floor behind Sectors 45&46	Dry Chemical
Module P	Pipe Chase 1st Floor behind Sectors 46&47	Dry Chemical
Module P	Pipe Chase 1st Floor behind Sectors 47&48	Dry Chemical
Module P	Pipe Chase 1st Mezzanine behind Sectors 43&44	Dry Chemical
Module P	Pipe Chase 1st Mezzanine behind Sectors 44&45	Dry Chemical
Module P	Pipe Chase 1st Mezzanine behind Sectors 45&46	Dry Chemical
Module P	Pipe Chase 1st Mezzanine behind Sectors 46&47	Dry Chemical
Module P ""	Pipe Chase 1st Mezzanine behind Sectors 47&48	Dry Chemical
Module P	Mod P Guard Station	Dry Chemical
Module P	Storage Space #PE-02 behind Sector 43	Dry Chemical
Module P	Storage Space #PS-02A	Dry Chemical
Module P	Storage Space #PS-02A	Dry Chemical
Module P	Storage Space #PS-02C Corridor to Visiting	

Module Q	Electrical Vault Room QE03	Dry Chemical
Module Q	Pipe Chase 2nd Floor behind Sectors 49&50	Dry Chemical
Module Q	Pipe Chase 2nd Floor behind Sectors 50&51	Dry Chemical
Module Q	Pipe Chase 2nd Floor behind Sectors 51&52	Dry Chemical
Module Q	Pipe Chase 2nd Floor behind Sectors 52&53	Dry Chemical
Module Q	Pipe Chase 2nd Floor behind Sectors 53&54	Dry Chemical
Module Q	Pipe Chase 2nd Mezzanine behind Sectors 49&50	Dry Chemical
Module Q	Pipe Chase 2nd Mezzanine behind Sectors 50&51	Dry Chemical
Module Q	Pipe Chase 2nd Mezzanine behind Sectors 51&52	Dry Chemical
Module Q	Pipe Chase 2nd Mezzanine behind Sectors 52&53	Dry Chemical
Module Q	Pipe Chase 2nd Mezzanine behind Sectors 53&54	Dry Chemical
Module Q	Electrical Vault Room #QE04 behind Sector 49	Dry Chemical
Module Q	Mod Q Guard Station #QE04	Dry Chemical
Module Q	Storage Room #QS-04A Near Stairs #14	Dry Chemical
Module Q	Storage Space #QS-04C Near Visiting	Dry Chemical

Module R	Electrical Vault Room RE05	Dry Chemical
Module R	Pipe Chase 3rd Floor behind Sectors 55&56	Dry Chemical
Module R	Pipe Chase 3rd Floor behind Sectors 56&57	Dry Chemical
Module R	Pipe Chase 3rd Floor behind Sectors 57&58	Dry Chemical
Module R	Pipe Chase 3rd Floor behind Sectors 58&59	Dry Chemical
Module R	Pipe Chase 3rd Floor behinds Sectors 59&60	Dry Chemical
Module R	Pipe Chase 3rd Mezzanine behind Sectors 55&56	Dry Chemical
Module R	Pipe Chase 3rd Mezzanine behind Sectors 56&57	Dry Chemical
Module R	Pipe Chase 3rd Mezzanine behind Sectors 57&58	Dry Chemical
Module R	Pipe Chase 3rd Mezzanine behind Sectors 58&59	Dry Chemical
Module R	Pipe Chase 3rd Mezzanine behind Sectors 60&61	Dry Chemical
Module R	Electrical Vault Room #RE-06	Dry Chemical
Module R	Storage Space #RS-06A	Dry Chemical
Module R	Storage Space #RS-06C Near Visiting Area	Dry Chemical
Module R	Mod R 3rd Mezzanine Guard Station	Dry Chemical

Module R	Elevator Tower Maintenance Room (2)	Dry Chemical
Programs & Visiting	Inmate Visiting Guard Station	Dry Chemical
Programs & Visiting	Inmate Programs Library Office	Dry Chemical
Programs & Visiting	Program Receiving	Dry Chemical
Programs & Visiting	Office Space SE Corner of Chapel	Dry Chemical
Programs & Visiting	Behind IPB at 10 North	Dry Chemical
Administration	Staff Dining Serving Line Behind Grill	Dry Chemical
Administration	Kitchen Dry Goods Warehouse	Dry Chemical
Administration	Kitchen Floor Dividing Wall Near Steam Kettles, West	Dry Chemical
Administration	Kitchen Floor Dividing Wall Near Steam Kettles, East	Dry Chemical
Administration	Kitchen Cooks' Office	Dry Chemical
Administration	Kitchen Senior Cook's Office	Dry Chemical
Administration	First Floor Stairwell #6	Dry Chemical
Administration	First Floor Guard Station	Dry Chemical
Administration	First Floor Elevator "B" Mechanical Room	Dry Chemical
Administration	First Floor Records Office	Dry Chemical

Administration	First Floor Mail Room	Dry Chemical
Administration	First Floor Plumbing Chase behind holding cells	Dry Chemical
Administration	Booking Loop Plumbing Chase for Cells West End	Dry Chemical
Administration	First Floor Booking Loop Release Guard Station	Dry Chemical
Administration	E-W Corridor off Module I Visiting Center South Wall	Dry Chemical
Administration	Boiler Room for Hot Water Near Stair #8	Dry Chemical
Administration	Corridor Outside Boiler Room for HVAC	Dry Chemical
Administration	Foyer to Administration Office	Dry Chemical
Administration	East End of Corridor Outside Briefing Room	Dry Chemical
Administration	Center of Corridor Outside Briefing Room	Dry Chemical
Administration	Corridor Outside Female Locker Room	Dry Chemical
Administration	Storage Room Next to Operations Sgt.'s Office	Dry Chemical
Administration	Reception Area of Dental Area	Dry Chemical
Administration	Corridor in Medical area	Dry Chemical
Administration	Fire Life Safety Office	Dry Chemical

Warehouse	Warehouse Office	Dry Chemical
Warehouse	Laundry Room "WL103"	Dry Chemical
Warehouse	Electrical Room "WE108"	Dry Chemical
Warehouse	Warehouse Storage Area "WST109" East (Gym)	Dry Chemical
ICE Offices	Ice Office (Room 4)	Dry Chemical
Lobby	Waiting Area	Dry Chemical
Lobby	Cashier's Office	Dry Chemical

7052.10 - Fire Hose Locations

Locations	Specific Locations
A/E Guard Station	Center of main Hallway
A Barracks	Interior wall between shower and bed space
B Barracks	Interior wall between shower and bed space
C Barracks	Interior wall between shower and bed space
D Barracks	Interior wall between shower and bed space
Law Library	Interior wall left side upon entrance
F Barracks	Northeast corner equipment rooms, 1st and 2nd floor

F Barracks	Northwest corner storage rooms 1st and 2nd floor
F Barracks	Southwest corner storage rooms, 1st and 2nd floor
F Barracks	Southeast corner storage rooms, 1st and 2nd floor
G Barracks	Guard Station Corridor near Guard Station
G Barracks	Southeast corner, 1st and 2nd floor
G Barracks	Southwest corner, 1st and 2nd floor
G Barracks	Northeast corner, 1st and 2nd floor
G Barracks	Northwest corner 2nd floor
H Barracks	Guard Station Corridor near guard Station
H Barracks	Southeast corner, 1st and 2nd floor
H Barracks	Southwest corner, 1st and 2nd floor
H Barracks	Northeast corner, 1st and 2nd floor
Module I (2)	Below Guard Station, Left and Right Beach Area
Module J (2)	Below Guard Station, Left and Right Beach Area
Module K (2)	Below Guard Station, Left and Right Beach Area
Module L (2)	Below Guard Station, Left and Right Beach Area
Module M (2)	Below Guard Station, Left and Right Beach Area

Module N (2)	Below Guard Station, Left and Right Beach Area
Module O (2)	Below Guard Station, Left and Right Beach Area
Module P (2)	Below Guard Station, Left and Right Beach Area
Module Q (2)	Below Guard Station, Left and Right Beach Area
Module R (2)	Below Guard Station, Left and Right Beach Area

7052.11 - Emergency Electricity Operations

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
 - 1. [Redacted]
 - 2. [Redacted]
 - 3. [Redacted]

7052.12 - Emergency Utilities Shutoff

- a) In the event of an emergency requiring the shutoff of one or all of the facility's utilities, Main Control will notify the Shift Commander. When directed by the Shift Commander, the Main Control SSO/Deputy, and the First Floor Deputies/Kitchen Deputy will perform the following emergency procedures.
 - 1. [Redacted]
 - 2. [Redacted]
 - 3. [Redacted]
 - 4. [Redacted]

7052.13 - Food Rationing

- a) Food supplies are stored in the kitchen storage rooms. (The following presumes the stored food is not damaged and is accessible).
- b) Sufficient food, that does not require cooking, is on hand at any time to feed a subsistence ration to inmates for a maximum of one day (24 hours).
- c) Cold cut meats, bread, fruit, milk, cold cereals and assorted canned foods will be rationed by the highest ranking cook on duty at the Facility Shift Commander's direction.

7052.14 - Water Supply

- a) The Theo Lacy Facility emergency water supply consists of water stored in storage tanks and hot water heaters located throughout the facility.
 1. Building 'A' mechanical plant (1)1500 gallon storage tank, (4) 80 gallon hot water tanks
 2. Building 'C' 2nd Mezzanine Mod. L (1)300 gallon storage tank, (2) 80 gallon hot water tanks
 3. Admin. Building 2nd Mezzanine Mod. J (2)75 gallon tanks
 4. A/B Barracks Plumbing Tunnel (1)100 gallon and (1) 65 gallon hot water tank
 5. C/D Barracks Plumbing Tunnel (2)75 gallon hot water tanks
 6. Lobby (1)40 gallon tank
 7. A/D Guard Station (1) 30 gallon hot water tank
 8. F Barracks (2) 80 gallon hot water tanks
 9. G Barracks (2) 80 gallon hot water tanks
 10. H Barracks (2) 80 gallon hot water tanks
 11. Inmate Programs Building (1) 40 gallon hot water tank
 12. Central Plant (6) 80 gallon storage tanks
 13. TOTAL GALLONS AVAILABLE 3815 gallons
- b) These hot water heaters are located in the following areas:
- c) The assigned CST's will distribute the emergency water supply in containers, supplied by the kitchen, to the facility for staff and inmate drinking water after a disaster as follows:
 1. This water supply will provide the following ration for 3111 inmates over one 24 hour period:
 - i. STAFF - At 1 qt. each = 53 gallons
 - ii. INMATES - At 1 pint each = 389 gallons
- d) Water containers will be placed in the facility kitchen. Rations will be measured by use of kitchen measuring and serving containers. The water will only be used for drinking and will be issued only at the direction of the Shift Commander.

7052.15 - Sprinkler System Operation

- a) Manual and automatic safety features are installed at the Theo Lacy Facility that will reduce fire and smoke damage and facilitate continued operation of necessary equipment.

- b) G and H Barracks have sprinkler systems that will extinguish fires. The sprinkler system is ceiling mounted over the dayroom areas and is activated by fire/heat. There are no manual controls over this system.
- c) The deluge system is a series of pipes leading to two flush mounted nozzles on the open side of each bunk area. This is a dry system that can only be filled with water when switches in the F Barrack Guard Station are turned on.
- d) The deluge system will only be charged (activated) at the direction of the Shift Commander. When informing the Watch Commander of the need for the system, the deputy will explain the location, nature and extent of the fire.
- e) The barracks deputies will immediately notify the Main Control Deputy upon charging the deluge system. The Main Control Deputy will establish telephone contact with the City of Orange Fire Department.
- f) Water sprinklers to extinguish or limit fires are located throughout the facility except in housing cells.
- g) The sprinkler system will meet all code requirements for activation and volume.
- h) Sprinkler alarm enunciator panels are located in each Module office, Main Control Guard Station and Lobby Room L-A7.
- i) Water flowing through the sprinkler system pipes will activate a light on the enunciator panel in the Primary Guard Station in the affected area. The light will also illuminate on the Main Control enunciator panel.
- j) A tamper alarm is also a part of the sprinkler system. When a valve is closed on the sprinkler pipes that would interfere with the flow of water, an alarm will light up on the enunciator panel in the Guard Station in the affected area. This alarm will also light up on the Main Control enunciator panel.
- k) The Module and Guard Station alarm panels will identify the exact location of the alarm's origin. The panel in Main Control will give an "area" indicator:
 - 1. Mod I
 - 2. Mod J
 - 3. Mod K
 - 4. Mod L
 - 5. Mod M
 - 6. Mod N
 - 7. Mod O
 - 8. Mod P
 - 9. Mod Q
 - 10. Mod R
 - 11. Barracks A-E
 - 12. Barracks F, G & H

13. 2nd Floor Main Control Guard Station Area

14. First Floor Guard Station Area

15. First Floor Receiving Area

16. First Floor Release Area

17. Administrative Quadrant

- i. The Main Control Guard Station will also receive a paper printout of the alarm which will give exact point of origin of the alarm.

l) These alarms will also signal on the panel in the Lobby Fire Control Room.

m) Sprinkler and fire hose shut-off valves are located at the following places in the facility:

1. At F, G and H Barracks the shut-off valve is located at the janitor closet room #107. The valve will be tagged.
2. At the Inmate Programs Building the shut-off valve is located at the utility yard west wall.
3. At the Lobby Building the shut-off valve is located in the southeast wall janitor closet.
4. At the Administration Building and Module areas the shut-off valves for the area sprinklers are in the following locations:
 - i. Stair #1 1st Floor Mezzanine
 - ii. Stair #1 2nd Floor
 - iii. Stair #3 1st Floor Mezzanine
 - iv. Stair #3 2nd Floor Mezzanine
 - v. Stair #4 1st Floor
 - vi. Stair #4 1st Floor Mezzanine
 - vii. Stair #5 1st Floor Mezzanine
 - viii. Stair #5 2nd Floor
 - ix. Stair #7 1st Floor Mezzanine
 - x. Stair #7 2nd Floor
 - xi. Stair #8 1st Floor
 - xii. Stair #10 1st Floor
 - xiii. Stair #10 1st Floor Mezzanine
 - xiv. Stair #10 2nd Floor
 - xv. Stair #10 2nd Floor Mezzanine
 - xvi. Stair #11 1st Floor
 - xvii. Stair #11 1st Floor Mezzanine
 - xviii. Stair #11 2nd Floor
 - xix. Stair #11 2nd Floor Mezzanine
 - xx. Stair #13 1st Floor
 - xxi. Stair #13 1st Floor Mezzanine
 - xxii. Stair #13 2nd Floor
 - xxiii. Stair #13 2nd Floor Mezzanine

- xxiv. Stair #13 3rd Floor
- xxv. Stair #13 3rd Floor Mezzanine
- xxvi. Module I & J Guard Station

- A. See emergency evacuation & equipment book located in each Guard Station to identify the exact areas the sprinkler valves shut off.
5. Authorization to operate these shut-off valves must be received from a Sergeant (or higher rank) at the facility before operating the valve. Operating these valves will activate an alarm in Main Control.
- n) When the sprinkler system has been activated and the emergency situation is resolved, repairs to activated sprinklers will be made by Facility Operations Maintenance Staff. An emergency repair call must be made according to established procedure.

7052.16 - Smoke Alarm System Operation/ Smoke Venting Operation

- a) Smoke sensors are located in the roof mounted air handlers and on the ceiling in the inmate housing areas in F, G and H Barracks only.
- b) When smoke sensors are activated, a horn will sound and a light will illuminate in the Guard Stations panels.
- c) The rooftop air handlers will stop when the smoke alarm activates.
- d) The smoke alarms near the inmate housing areas have a red light on the bottom which when illuminated will indicate the smoke alarm is malfunctioning.
- e) A Sergeant must be notified immediately if a smoke alarm activates.
- f) The horn can be silenced by use of the "horn silence" switch on the fire detection system box located on the west wall in the second floor corner power supply room. The reset button must also be used to reactivate the system.
- g) The rooftop air handlers can be reactivated to vent smoke. A supervisor will use the assigned key to reset the switch in the Guard Station corridor near the northeast door.
- h) Smoke Alarm sensors are located in the ceilings of dayrooms, vestibules, indoor recreation areas, and plumbing chases behind the cells on the first and second floors and inside the air handlers on the roof of the Administration Building.
- i) Smoke alarm enunciator panels are located in each Module Guard Station and the Main Control Guard Station. All alarms will also light up on the Main Control enunciator panel.
- j) Smoke alarms in the air handlers on the roof will cause an automatic venting of smoke to begin. Normally, air is mixed with 50% fresh, 50% recycled in the air handlers. When an alarm is activated return air (smoke) is vented out of the building. The air supply then becomes 100% fresh air.
- k) The smoke venting system can only be manually operated by controls on the panel located in the "Fire Control Room" in the self-commitment area of the Lobby. Manual operation will send a signal to the Main Control Guard Station panel and printer. Tests of the system should only be conducted after notifying Main Control, Facility Operations and the Fire Department.

7052.17 - Automatic Closing Fire Doors and Curtains

- a) An activated fire alarm will cause certain doors and metal fire curtains to be released from their mechanical hold in the "open" position and close. These doors/curtains are designed to restrict the spread of fire.
- b) These doors/curtains will be identified either by the mechanical devices holding them open or instructional stickers on them warning of their function.
- c) No person will be permitted to block or tie any fire door or curtain. Employees may use the fire doors for passage, if necessary, but must allow the door to close immediately thereafter.
- d) Automatically Closing Fire Door Locations:
 - 1. 1st floor corridor to Mod I & K and 2nd floor corridor to Mod J & L
 - 2. At kitchen entry from corridor.
 - 3. All elevator entrances on all floors.
 - 4. 1st and 2nd floor corridors at the entrance to the hallway of the new expansion.
 - 5. Entrance to Module I, J, K, & L public visiting areas
 - 6. Corridors to Modules M, N and O
 - 7. Entrance to Modules M and N public visiting areas
- e) Fire Curtain Locations:
 - 1. Property Room to Receiving G/S window and Records window.
 - 2. Medical Screening counter, 1st floor.
 - 3. Main escalator, 1st and 2nd floor.
 - 4. 1st floor elevator at corridor.
 - 5. 1st floor kitchen slider at corridor
 - 6. Service elevators in building 'A'

7054 - Flood Procedures

7054.1 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. A part of Central Orange County that is subject to inundation during dam burst or severe rain conditions. The Theo Lacy Facility is located in a portion of the flood plain that may be exposed to a five to nine foot level of flood water.
- b) Notification of Prado or Villa Park Dam burst.
 - 1. The Army Corps of Engineers has an employee on duty at all times during rain or water accumulation at Prado Dam and at Villa Park or Santiago Dam.
 - 2. Maximum controlled water release from either or all dams will not cause the Santa Ana River to overflow its banks onto the facility grounds.

3. When any threat of dam burst is present, the Orange County Emergency Operations Center (EOC) will become activated.
4. The EOC can be staffed within minutes during normal work week hours. An hour may be required at other times.
5. Staffing of the EOC includes an Executive Level Manager and assistants from the Sheriff-Coroner Department.
6. Updates of conditions will be made from the EOC to the Jail Watch Commanders periodically. The Theo Lacy Facility Shift Commander will contact the EOC periodically on his own initiative.
7. An actual failure/burst of one or all of the dams will be reported immediately to the ECB and Jail Watch Commanders.
 - i. The dam burst warning will allow an estimated 40 to 45 minutes for the flood waters to reach the facility.
 - ii. The flood water is expected to reach a depth of five to nine feet with a velocity of two to four feet per second at the Theo Lacy Facility.

7056 - Fire Safety and Evacuation Procedures

7056.1 - Policy

- a) An emergency supply of food and water has been established at the Theo Lacy Facility by the Fire/Life/Safety Office. These supplies were established to allow personnel to continue operating in the event of a disaster or major emergency. They are to be used during major emergencies or disasters such as a major earthquake where damage to the infrastructure (water, power, etc.) of the county precludes the use of commercially available supplies.

7056.2 - Storage

- a) Facility emergency food and water supplies will be stored in accordance with Title 10 Chapter 4. It will remain in compliance at all times and all personnel will be aware of its existence.

7056.3 - Maintenance

- a) The Fire/Life/Safety Office will be responsible for maintaining compliance with Title 10 Chapter 4. The Fire/Life/Safety Office will be responsible for the following:
 1. Perform an inspection every six months to ascertain that the emergency supply remains intact and in the designated location.
 2. Submit inspection results, in writing, to the Training Sergeant.
 3. Immediately notify the Training Sergeant of any changes, i.e., change in custodian or location, damage to the emergency supply, missing (consumed) supplies, etc.
- b) The emergency supplies are unaffected by time. The emergency food supply is part of the normal food preparation cycle. These supplies are renewed on a daily basis, as is the water supply.
 1. Items expended/expired/consumed from the kit will be replaced by the department.

- c) During May and November of each year, the Fire/Life/Safety Deputy will provide a completed inspection checklist to the Training Sergeant. The Fire/Life/Safety Deputy will complete and return the inspection checklist to the Training Sergeant within a reasonable amount of time.

7056.4 - Utilization

- a) During an emergency, the use of any items in the emergency food and water supplies will be at the discretion of the Senior Ranking Officer on the facility.

7058 - Air Pollution Emergency Episode Plan

7058.1 - Policy

- a) This Air Pollution Emergency Plan has been adopted by the Orange County Board of Supervisors for implementation by all Agencies and Departments of the County. The Plan provides the basis for taking action to prevent air pollution concentrations from reaching levels which could endanger or cause significant harm to the public health, or to abate such concentrations should they occur.

7058.2 - Facility Operational Plan

- a) When notified by either the County Communications Center or the County Administration Office of a first, second, or third stage air pollution episode alert, the Sheriff-Coroner Department heads shall implement the provisions of the plan as specified in their respective Divisional Policy and Procedures Manual.
- b) This policy is applicable to all employees under the jurisdiction of the Sheriff's Department.

7058.3 - Plan Requirements

- a) Stage I Actions: All County Agencies, Departments and Districts shall direct those County Facilities within a declared Stage I episode source/receptor area to:
 1. Curtail non-emergency travel, (This includes the use of private and county vehicles). Emergency travel is defined as: fire, safety, security, ambulance and vehicles which must deliver perishable goods.
 2. Conduct business by telephone as is practical.
 3. Assist and encourage employee carpooling.
 4. Testing of gasoline or oil driven engines shall not be for more than five minutes.
 5. Review actions to be taken for a Stage II alert.

7058.4 - Stage II Actions

- a) All County Agencies, Departments and Districts shall direct those County Facilities within a declared Stage II episode source/receptor area to:

1. Continue the actions outlined for Stage I.
2. Fleet vehicles are to be used with the written authorization of a supervisor. Authorization shall be written on Standard County Memo Form.
3. Place signs within their facilities indicating there is a Stage II condition.
4. Non-emergency appointments with other governmental employees requiring the use of transportation are to be canceled.
5. Review actions to be taken for Stage III alert.

7058.5 - Stage III Actions

- a) All County Agencies, Departments and Districts shall direct those County Facilities within a declared Stage III episode source/receptor area to:
 1. Close all facilities to the public.
 2. Stop testing all equipment and generators.
 3. Instruct all personnel to stay home, employees designated as required to maintain critical services will report to work as usual.
 4. Place a sign at the entrance of their facilities indicating there is a Stage III condition and the office is closed to the public.
 5. If the weather and pollution conditions are such that a Stage III alert does not develop the following day, the entire work force shall report back to work. Employees shall monitor local radio stations for announcements of episode alert stage predictions.

7058.6 - Implementation

- a) Abatement Procedures: The steps outlined in the aforementioned County Plan requirement will be taken within the affected source/receptor area to abate the emission of pollutants.
- b) Dissemination of Information: Once the Sheriff has received notification of a first, second or third stage episode alert from the Facility Operations, the following steps will be taken:
 1. The Sheriff will advise the Assistant Sheriff(s) of the affected source/receptor area(s) of the episode alert.
 2. The Assistant Sheriff will initiate the appropriate actions as directed by this plan.
- c) Carpooling: The Sheriff's Department will annually complete a list of employees participating in the County Commuter Carpooling Program.
- d) Private Transportation Requirements: The number of employees in the department who, because of their job requirements, are required to use private transportation are listed in Attachment I to this plan.
- e) Agency Work locations: The number and location of facilities within the six source/receptor areas and the number of agency personnel located at each facility are listed in Attachment II to this plan.

- f) Critical Operations Staff: The number of employees at each work location required to maintain critical services are listed in Attachment III to this plan.