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203.1 ADMINISTRATION COMMAND

203.1.1 PUBLIC AFFAIRS & COMMUNITY ENGAGEMENT

The Public Affairs and Community Engagement Division (PACE) is responsible for providing the public with honest and transparent communication and contemporary public safety and drug education. PACE aims to build and maintain the Orange County Sheriff's Department's strong reputation by developing mutually beneficial partnerships and serving as the primary liaison between the community and the media. PACE is made up of several collaborative groups known as Community Engagement and Public Affairs.

There are two core sections within the Division, each with specific functional responsibilities:

1. **Community Engagement**

- (a) Community Engagement acts as the frontline in educating residents on matters critical to public safety. With leading-edge drug education programming for both students and families and presentations that cover a variety of timely and relevant topics of community interest, Community Engagement is focused on direct outreach to the communities the Sheriff's Department serves.

2. **Public Affairs**

- (a) Is responsible for engaging our stakeholders and providing honest and transparent communication, aimed at building and maintaining the Department's strong reputation by developing mutually beneficial partnerships with the media and non-governmental agencies. This office consists of the following:
 1. **Community Relations** - Serve as the nonprofit liaison for the Department, coordinates county-wide community relations efforts and promotes OCSD as a committed community partner.
 2. **Media and Public Relations** - Public Relations is responsible for strategically managing the communication process that builds mutually beneficial relationships between OCSD and its stakeholders. Public Relations focuses on the proactive, positive promotion of OCSD's programs and services and public education through traditional media, video production and social media. Media Relations is responsible for the handling of media inquiries and the dissemination of honest, transparent, and timely communications to the citizens of Orange County, while being mindful of public safety, news outlet deadlines, and the limitations of Department resources.

203.2 ADMINISTRATIVE SERVICES COMMAND

203.2.1 FINANCIAL/ADMINISTRATIVE SERVICES DIVISION

The Financial Services Division provides financial operations, administrative, and law enforcement contract services through management of specialized functions for the Sheriff Coroner

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Department. Providing quality financial and administrative support to front-line public safety services and ensuring the financial integrity of the Sheriff's Department. Striving for excellence when providing the following services:

1. Financial Operations Section

- (a) The Financial Operations Section provides financial support services for the Sheriff Coroner's Department. These responsibilities include administration of trust funds; accounts payable and receivable; general accounting control; grant administration including preparation of grant financial claims and reports; processing of petty cash and travel; tuition and mileage reimbursements.

2. Budget & Asset Management Sections

- (a) The Budget Section is responsible for administrative support to the Sheriff-Coroner Department. These responsibilities include budget preparation; expenditure projections control and analysis; development of Five-Year Strategic Financial Plan; analysis of annual State Budgets and special projects. The Asset Management team coordinates department inventory control and asset management.

3. Purchasing Section

- (a) The Purchasing Section is responsible for purchasing all materials, supplies, furnishings, equipment, livestock, and other personal property required by the Department. The Section also negotiates and executes all professional service contracts, all consultant services contracts, and all equipment contracts, lease purchase agreements, and human services agreements. In addition, Purchasing approves and confirms emergency purchases, develops contracts for commodities and/or services required on an as needed basis, and maintains a procurement system that is fair, effective and efficient.

4. Jail Cashiering Section

- (a) The Jail Cashiering Section handles and maintains all inmate funds, processes bail and bond transactions and purchases of jail commissary items.

5. Payroll Section

- (a) The Payroll Section is responsible for processing daily payroll data and ensuring all department employees are paid accurately and timely.

6. Supply/Reproduction Detail Section

- (a) The Supply Detail Section provides a central area of responsibility in the ordering, receiving, inventory, storage, distribution of supplies and the ordering and/or reproduction of forms and business cards used by the Sheriff-Coroner's Department. The Supply Detail also delivers and picks up mail for the department.

7. Law Enforcement Contract Section

- (a) The Law Enforcement Contract Section is responsible for the development and administration of law enforcement services contracts. This Section collaborates

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with various Divisions within OCSD, County agencies including County Counsel and Health Care Agency, as well as other outside Federal, State, and city entities.

8. Real Property Section

- (a) The Real Property Section provides comprehensive real property services to all Sheriff-Coroner Department. These services include real estate planning, acquisition and property management tasks to meet department-wide operational needs.

9. Cost/Audit Section

- (a) The Cost/Audit Section is responsible for developing cost studies for law enforcement services including contract cities and Orange County Transit Authority; cost applies for other County agencies; and other special rates and fees. This Section also coordinates all internal and external audits for OCSD as well as conducting internal reviews of the Department. The primary goal of the audit team is to ensure established procedures are followed and the Sheriff-Coroner's Department assets are being safeguarded.

10. Agenda Staff Reports Section

- (a) The ASR Section is responsible for coordinating the completion of ASRs which are prepared with Division input and processed centrally by the ASR Section for all Department issues requiring Board of Supervisors' approval. The Section also coordinates all financial related California Public Record Act (CPRA) requests.

203.2.2 RESEARCH AND DEVELOPMENT DIVISION

The Research & Development Division (R&D) develops and maximizes the resources necessary to advance law enforcement objectives and department goals through cost-effective, innovative opportunities and partnerships. R&D facilitates and manages department-wide construction and facility maintenance, manages fleet vehicles, procures available state and federal equipment, and purchases/issues uniforms and law enforcement equipment to department personnel.

There are three core sections within R&D, each with specific functional responsibilities:

1. Facilities Planning

(a) Project Administration

- (a) Project Administration handles the overall management and coordination of all disciplines and project components as detailed below: Detailed design, review, and construction cost-estimates for small (purchase order type) and large (Board Awarded capital) projects Development of comprehensive scopes of work for the architect-engineer (A-E) and a clear comprehensive description of the Public Works construction project. Preparation and control of the overall project budget, assuring adherence to all appropriate federal, state and local codes and ordinances as well as compliance with all appropriate standards and rules imposed by the authorities having jurisdiction (AHJ). Development of the project bid package, assuring that all appropriate reviews and approvals have been

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secured, validating the apparent low bidder's credentials and assuring that all County requirements have been met. Verification of California Environmental Quality Act (CEQA) compliance and development of requirements, such as Environmental Impact Reports (EIRs) and National Pollutant Discharge Elimination System (NPDES) reports. Agenda Staff Reports (ASRs) and policy/procedures management process mapping, project progress reporting and project prioritization. Verification that all project activities are within the requirements of the County's Design and Construction Procurement Policy Manual (DCPPM).

(b) A-E Contract Management

- (a) Negotiates a scope of work and fee agreement with the architect-engineer (A-E), coordinates design reviews with the A-E and the customer, monitors the progress of the design activity and reviews/approves the plans and specifications. Responsibilities also include coordinating punch list activity with the A-E and the general contractor.

(c) Construction Management

- (a) Conducts pre-bid, pre-construction, pre-grading, construction progress and construction closeout meetings along with any special or impromptu meetings that are necessary. Works closely with the construction general contractor and County inspectors to ensure that the construction schedule is being adhered to and specification requirements are being met. Tasks include regular construction site visits, thorough documentation of progress, and project cost and schedule control.

(d) Plans/Document Management

- (a) Maintains documentation on all Sheriff's facilities and completion records for all R&D projects. Forwards planning activities, what-if studies, analytical comparisons and support to future budget planning.

2. Facilities Operations

Provides facility maintenance, regulatory compliance management, and contract management to support the Sheriff Department's 56 facilities. Ensures compliance with legal requirements set forth in various administrative codes and regulations.

(a) Maintenance Planning Unit

- 1. A team of maintenance planners order repair parts and materials needed for each job in advance, preparing a "ready to work" job schedule for each maintenance shop. Maintenance shop supervisors and maintenance planners combine their efforts to prioritize and schedule the workload for each upcoming week or maintenance cycle.

(b) Maintenance Control Center

- 1. Provides the point of contact for customer maintenance requests and the daily upkeep and administration of the computerized maintenance management database. Work orders, materials requisitions, and a wide variety of reports

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are produced regularly using specialized software. The Maintenance Control Center also provides general clerical support for Facilities Operations including timekeeping, maintenance of document files and daily work order processing. This unit also handles all contract services and compliance duties related to the physical plant operations of all facilities.

(c) Maintenance Shops Units

1. The Maintenance Shops Units are divided into two areas. Each area is overseen by a Craft Supervisor II and each shop has an assigned Craft Supervisor I and a Shop Planner. One shop area combines responsibility for the Central Jail Complex and the External Support Shop. The External Support Shop is not site specific. This shop is responsible for the Locksmiths, Metalsmiths, Carpenters and Environmental Control Technician. The second shop area includes the James A. Musick Facility and the Theo Lacy Jail Facility. Along with the CJX shop, these shops perform in-house predictive maintenance, preventive maintenance and demand repair services for a variety of specialized buildings and facilities.

(d) Compliance Management Unit

1. Facilitates mandated inspections, environmental protection, safety, and fiscal responsibilities related to maintaining the operating systems of Departments buildings. A full-time Administrative Manager coordinates resources from other Facilities Operations Units who contribute to the accomplishment of technical maintenance responsibilities mandated by Federal, State and local Regulatory Agencies. This unit performs critical support and compliance functions.

(e) Budget Planning and Tracking

1. Coordinates the development of the annual budget plan and monitors expenditures throughout the budget cycle for the R&D Division.

(f) Regulatory Compliance

1. Mandates include documentation and initiation of air quality control actions, combustion equipment inspections and permitting, Fire/Life/Safety maintenance and inspections, vertical transportation maintenance, underground storage tank permitting and inspections, storm water runoff control inspections and workplace safety inspections. The unit also serves as a checkpoint for compliance with purchasing regulations and internal business rules.

(g) Contract Management

1. Ensures that Facilities Operations meets the accountability standards defined in the County's Contract Policy Manual and the Sheriff-Coroner's expectation of transparency in the conduct of Department business. A full-time contract services supervisor oversees approximately 80 contracts covering a wide range of specialized maintenance services, parts, and supplies. Assisted by a Craft Supervisor I and a Maintenance Planner, the work of contractors is monitored and documented by this unit to ensure the quality and value of services provided.

(h) Division Safety Training Program

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1. A division-wide training program addresses mandated safety training, job knowledge and trade skills required for the work environment, and professional development goals for each R&D employee. Responsibilities include facilitating a combination of professional educational services, County-wide training opportunities, and in-house "train the trainer" programs. Full documentation is retained to meet CAL/OSHA and County workplace safety requirements.

(i) Warehouse

1. Assembles pre-packaged materials ordered by the maintenance planners, delivers materials in accordance with the job-site on schedule, and stores critical replacement parts/ supplies, special tools, and emergency response equipment as needed.

3. Resource Management Section

Provides a variety of services to the Sheriff-Coroner Department through its Quartermaster Unit, Fleet Management, and Administrative Support Unit.

(a) Quartermaster Unit

1. The Asset Procurement Program falls within the Quartermaster Unit and obtains surplus property from federal, state and military agencies at no cost. Through Asset Procurement the team regularly procures products, such as vehicles, safety equipment, emergency supplies and other equipment valued in excess of a million dollars. Products procured would otherwise be unavailable or would have to be purchased by the department or other recipient agencies. Researches, purchases and issues uniforms and law enforcement equipment to department personnel.

(b) Fleet Management Unit

1. Works cooperatively with Orange County Public Works to procure, replace, maintain and repair a fleet of over 1,000 vehicles assigned to the Orange County Sheriff-Coroner Department. Collaborates with other Sheriff's commands for installation of radios, mobile computers, weapon retention storage and Patrol Video Systems in new units, servicing and outfitting of fleet vehicles and other tasks as assigned. Responsibilities include maintaining and updating the vehicle database with information on scheduled maintenance, license plates, annual registration, mileage, transponder data, etc.

(c) Administrative Support Unit

1. Provides command-wide reception, clerical and office services to all units within the Research and Development Command. These duties include scheduling, data collection, processing work requests, updating contracts through department programs and additional duties as assigned. Other duties include representing the command to the OCSD Safety Officer and the County Safety Officer, facilitating mandated R&D facility evacuation drills, annually replenishing safety equipment (fire extinguishers, first aid kits) and managing petty cash services for all R&D Command sections.

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203.2.3 THE TECHNOLOGY DIVISION

The Technology Division provides and supports the conception, implementation, maintenance, and forward mobility of all information technology systems for the entire Sheriff's Department. This includes all 800 MHz public safety radio communications for the Department, the County of Orange, and mutual aid users.

The Division designed, built, and provided the centralized operation, maintenance, and financial management of the 800 MHz Countywide Coordinated Communications System (CCCS). This system supports law, fire, lifeguard/marine safety, public works, and general government operations on behalf of the 34 cities, Orange County Fire Authority, Orange County Transportation Authority, the County of Orange, and other participating agencies. The Division has developed a CCCS system life-extension plan to assure that the system is operational and technical capabilities are maximized. This radio system has set a precedence of a true City/County partnership and serves as a national model of interoperability.

The information technology provided by the Division covers the development, maintenance, and support of all Orange County Sheriff's Department (OCSD) computer-based applications, as well as the Sheriff's regional network infrastructure. The technical staff are responsible for all desktop computers, mobile computers, servers, printers, and all models of deployed tablets and smart phones.

Advanced technologies and firewalls are deployed throughout the Department to provide a safe and efficient computing environment. Security is of primary importance in order to prevent data loss and other potential risks from intrusions such as viruses, spyware, and hackers.

The Division also provides connectivity and support for 26 Sheriff's locations and over 50 city, county, state, and federal law enforcement agencies in Orange County as the designated CLETS (California Law Enforcement Telecommunications System) host of the County. This network provides access to law enforcement data throughout the County and allows the electronic submission of Live Scan fingerprint to CALID from 45 devices located throughout the County.

The Technology Division consists of personnel organized across ten units that specialize in specific technical applications and support. The various units maintain a staff of managers, supervisors, engineers, technicians, developers, and support staff to provide a high level of technical expertise to various public safety functions. The Division also provides technical and operational solutions, such as jail automation, courtroom multi-media, closed circuit television, video conferencing, computer-aided dispatch, records management systems, and other custom applications providing the most cost-effective solutions with a focus on long-term reliability while in the constant pursuit of utilizing state-of-the-art technologies.

The ten units comprising the Technology Division are as follows:

1. **Radio Microwave Unit**

- (a) The Radio Microwave Unit provides engineering services to evaluate and implement state-of-the-art technologies; This includes frequency management, engineering, design, installation, maintenance, and the repair of

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communications infrastructure equipment at 34 remote radio sites and public safety dispatch centers.

2. Technical Services Unit

- (a) The Technical Services Unit is responsible for the template development and programming of over 22,000 subscriber radios on the 800 MHz CCCS. This unit also conducts radio repairs and provides installation of all mobile radios for the Department and partner agencies. The team also supports all ICV (In Car Video) and ALPR (Automated License Plate Readers) equipment installations, maintenance, and repairs, as well as MDC (Mobile Data Computer) configuration, maintenance, and installation. The Technical Services Unit also provides the technical support for all public safety dispatch center radio configuration, installation, maintenance, and repairs throughout Orange County.

3. Operations

- (a) Operations provides financial, customer service, purchasing, warehousing, safety, and facility maintenance support to the Division and our technical users in support of public safety operations and technologies.

4. Security Electronics Unit

- (a) The Security Electronic Unit is responsible for the planning, design, implementation, and maintenance of technology-based security systems within our jail system and other County facilities, including but not limited to closed circuit television, duress alarm systems, jail electronic controls, audio systems, and on-site audio/visual for events such as meetings, Medal of Valor Ceremonies, and academy graduations.

5. Applications Development and Support Unit

- (a) The Applications Unit is responsible for developing, implementing, maintaining, and supporting all OCSD computer-based applications. This team also provides connectivity and support for 26 Sheriff's locations and over 50 city, county, state, and federal law enforcement agencies in Orange County as the designated CLETS host of the County. This network provides access to law enforcement data throughout the county and allows the electronic submission of Live Scan fingerprint to CALID from 45 devices located throughout the County.

6. Network/Infrastructure Unit

- (a) The Network/Infrastructure Unit is responsible for all Sheriff's regional network servers and infrastructure including storage, upgrades, patches, and replacements. The unit's primary function is to design, implement, and maintain highly available network architectures that meet objectives throughout the Sheriff's organization and external agencies. The unit provides reliable and secure connectivity required to perform public safety duties effectively and efficiently.

7. Server/Infrastructure Unit

- (a) The Server and Storage Infrastructure unit is responsible for enterprise servers and storage, email services, and all Sheriff's regional network servers and

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infrastructure; including storage, upgrades, patches, and replacements. This infrastructure is supported over multiple locations throughout Orange County including the jail facilities, OC Data Center, and Loma Ridge. This unit ensures all systems are running optimally and securely.

8. Security Unit

- (a) The Security Unit is responsible for ensuring compliance as mandated by state and federal CJIS policy in order to access information in law enforcement databases and to ensure safe computing. They are responsible for having the proper safety measures and internal policies in place to protect us from all Cyber Threats. Included in their area of responsibility are firewall management, active directory management, internet access web filtering, desktop and server security implementation, mobile system encryption, and providing security guidance to various IT projects. This unit also provides email support, VPN (Virtual Private Network) approvals and accesses, and user authorization approvals for the Sheriff's Department. Security is of primary importance in order to prevent data loss and other potential risks from intrusions such as viruses, spyware, and hackers.

9. Business Relations Unit

- (a) The Business Relations Unit is responsible for the coordination, planning, tracking, and implementation support of all major technological projects. This group assists with the development of timelines, provides progress updates, establishes and solicits resources, and supports the vision of each project through their technical expertise in software, hardware, and development.

10. Desktop Support Unit

- (a) Desktop Support Unit currently supports over 50 locations throughout Orange County and 5,000 end users. They provide customer and technical support on computer hardware, printers, scanners, laptops, patrol car MDCs, Body Worn Cameras, In Car Video, iPhones, and all mobile devices. The technicians perform deployments, relocations, software installs, patches, and troubleshooting to our customers. Services expand to Loma Ridge Emergency Activations, Emergency Incidents on the scene for Mobile Command Vehicles, and planned events where computer services are needed.

203.3 CUSTODY OPERATIONS COMMAND

203.3.1 CENTRAL JAILS DIVISION

The Central Jail Complex consists of the following:

1. Central Men's Jail

- The Central Men's Jail houses pre-trial and maximum security sentenced male inmates.

2. Central Women's Jail

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- The Central Women's Jail houses pre-trial and maximum security sentenced female inmates.

203.3.2 INTAKE RELEASE CENTER/TRANSPORTATION

The Intake Release Center/Transportation consists of the following:

1. **Intake Release Center**

- The Intake Release Center houses medium and maximum security, pretrial and sentenced male and female inmates. Provides mental health treatment to male and female inmates in modules specifically designed for Lanterman Petris Short patients and associated conservator hearings.
- Additional services to released inmates, including: placement in housing and programs, multiple weeks supplies of medication, and access to other services.
- Is the sole booking facility for all male and female arrestees for Orange County.

2. **Transportation Bureau**

- The Transportation Bureau's primary duty is the in county transportation of all inmates committed to the county jail, to and from the courts of jurisdiction, medical facilities, and special court ordered movement.
- It is also responsible for transporting Sheriff-Coroner's prisoners to and from institutions of confinement anywhere in the state.

3. **Fugitive Warrants and Extraditions Detail**

- The Fugitive Warrants and Extraditions Detail is responsible for all fugitives wanted by the Orange County District Attorney's Office (OCDA) and/or agencies outside California. Whenever a fugitive is arrested outside California or serving time in state prison, the Fugitive Warrants and Extraditions Detail communicates and coordinates with the local agency to return the fugitive to Orange County.

203.3.3 INMATE SERVICES DIVISION

There are four distinct units within the Inmate Services Command; Commissary Operations, Food Services, Correctional Programs and Re-entry Services, and Division Support and Technology.

1. **Commissary Operations**

- (a) Commissary Operations is a automated, unit with fiduciary responsibilities over inmate funds. The primary goal of Commissary Operations is to provide high quality products and services to those incarcerated in the Sheriff's jail facilities. Profits collected from these services provide funding to the Sheriff's Inmate Welfare Fund which supports vocational and educational training programs for each Sheriff' jail facility.

2. **Food Services**

- (a) Food Services provide three nutritionally balanced meals to each inmate housed in the County's five jail facilities. Food Services prepares special medical diets ordered by Correctional Health Services staff for inmates with special dietary needs as well as religious diets, court ordered meals, and cold bag meals for

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inmates attending court, County inmate work crews and emergent operational situations. These meals must meet or exceed the requirements set forth by the California Board of Corrections, Title 15, the National Academy of Sciences Recommended Daily Allowances, and the California Retail Food Code.

3. Correctional Programs & Re-Entry Services

- (a) Correctional Programs & Re-Entry Services provides inmates the opportunity for an effective, rehabilitative experience while incarcerated. The Orange County Sheriff's Department is taking a proactive role in changing the way we rehabilitate inmates by providing extensive in-custody programs and post-release after-care services.

4. Division Support and Technology

- (a) The Division Support and Technology Unit provides support to the division units in various methods, including recruitment and hiring, product and equipment procurement, accounts payable, employee services, as well as providing services to the inmates via telephone, television outlets, tablets, and legal material.

203.3.4 THEO LACY FACILITY

The Theo Lacy Facility jail houses pre-trial and sentenced minimum, medium, and maximum-security inmates, including weekender inmates. This facility also receives and books stays of execution. In addition to the care and custody of inmates, the staff at the Theo Lacy Facility works collaboratively with the Inmate Services Division to foster rehabilitative programs such as the "Housing Unit for Military Veterans" (HUMV), the "Phoenix House" substance abuse counseling program, and the "Transitional Age Youth" (TAY) program.

The Special Services Bureau (SSB) is located within the Theo Lacy Facility and supports all Orange County Jail facilities by ensuring that all compliance standards of care and custody are met. The Special Services Bureau consists of four units:

1. The Jail Compliance and Training Team's (JCATT) mission is to maintain the Custody and Court Operations Manual (CCOM) and ensure it remains an accurate statement of current policies, procedures, and guidelines. JCATT will also work in conjunction with the Training Division to provide training to various entities within the Command.
2. The Classification Unit's mission is to support Custody Operations through the proper screening, classification, and housing of inmates in all jail facilities. These activities help maintain safe and secure facilities for all county employees and the inmates entrusted to the custody and care of the Orange County Sheriff's Department.
3. The Population Management Unit's (PMU) mission is to conduct strategic population planning, coordinate the efficient and safe housing of inmates across all facilities.
4. The Community Work Program's (CWP) mission is to maintain public safety while allowing for increased in-custody availability and flexibility options. The program is designed

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to promote self-reliance and individual accountability while ensuring participant cooperation and compliance through the use of innovative technology.

203.3.5 JAMES A. MUSICK JAIL FACILITY

The James A. Musick Facility houses pre-trial and sentenced minimum-security male and female inmates. Custodial and rehabilitative programs are available, which include educational courses.

203.4 PATROL OPERATIONS COMMAND

203.4.1 NORTH OPERATIONS DIVISION

North Operations, based at Sheriff's Headquarters in Santa Ana, is responsible for patrol services in the north Orange County unincorporated areas and contract police services for the cities of Yorba Linda, Stanton, and Villa Park. North Operations is responsible for specialized law enforcement functions including the Security Bureau, Special Events, School Crossing Guards, County Parks, and the OC Fair & Event Center. The Emergency Communications Bureau, comprised of Dispatch and Control One is also a part of North Operations.

North Operations Division provides police services for approximately 75,000 residents of unincorporated North Orange County. These 35 County Islands are located adjacent to the cities of Anaheim, Costa Mesa, Brea, Garden Grove, Newport Beach, Orange, Santa Ana, Tustin, Irvine, La Mirada, Huntington Beach and Fountain Valley. Also included are the communities of Midway City, Emerald Bay, Rossmoor, and Silverado Canyon.

In addition to the patrol function, North Operations manages the following bureaus and units:

North Investigations

- North Investigations consists of general criminal investigators and in-custody court liaisons. The Investigators and Investigative Assistants assigned to this detail are responsible for investigating crimes committed in the contract City of Villa Park, Airport Police Services, Harbor Patrol, the OC Fairgrounds, and the unincorporated areas of Anaheim, Brea, Costa Mesa, Emerald Bay, Fountain Valley, Irvine, La Mirada, Midway City, Orange, Placentia, Rossmoor, Yorba Linda, and the canyon communities of Blackstar, Modjeska, Silverado, and Santiago.

Directed Enforcement Team (DET)

- The team handles specific crime problems or concerns of north county communities. The deputies assigned to DET receive advanced training on intelligence gathering, surveillance techniques, and search warrant service. The DET team targets career criminals and violent offenders, conducts high risk warrants, conducts surveillance, search warrant service and intelligence.

Special Events

- Contract police services are provided regularly for numerous special events including but not limited to: The OC Fair and Event Center, County Parks, and Holiday Events.

Security Bureau

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- The Security Bureau has the responsibility of providing law enforcement and security services to County Agencies that have contracted for services. These Agencies include the Auditor-Controller, Assessor, Child Support Services, County Executive Offices, District Attorney's Office, Health Care Agency, OC Parks, Treasurer - Tax Collector, and Social Services Agency.. The Security Bureau has Sheriff's Special Officers posted at the following locations:
 1. County
 - (a) Hall of Administration 400 W. Civic Center Drive, Santa Ana (714) 834-2250
 - (b) Tax Collector 601 N. Ross St., Santa Ana (714) 834-3411
 - (c) Auditor-Controller 1770 N. Broadway, Santa Ana (714) 834-2023
 - (d) Child Support Services 1055 N. Main St., Santa Ana (714) 448-0636
 - (e) Districts Attorney's Office 300 N. Flower St., Santa Ana (714) 834-7843
 - (f) OC Parks 211 W. Santa Ana Blvd., Santa Ana (657) 220-2210
 2. Health Care Agency
 - (a) 1725 W. 17th St, Santa Ana (714) 834-7929
 - (b) 14140 Beach Blvd., Westminster (714) 934-4661
 - (c) 2035 E. Ball Rd., Anaheim (714) 517-6137
 - (d) 401 W. Civic Center Drive, Santa Ana (714) 480-6740
 3. Sheriff's Buildings
 - (a) 550 N. Flower St., Santa Ana (714) 647-4057
 - (b) Brad Gates Bldg. / Forensic Science Services 320 N. Flower St., Santa Ana (714) 834-6311
 4. Social Service Agency
 - (a) 12912 Brookhurst Ave., Garden Grove (714) 741-7156
 - (b) 1505 E. Warner St., Santa Ana (714) 825-8641
 - (c) 15405 Lansdowne, Tustin (714) 566-2800
 - (d) 2020 W. Walnut St., Santa Ana (714) 567-7956
 - (e) 1928 S. Grand Ave. A, B & C, Santa Ana (714) 435-7365/(714) 435-5801
 - (f) 3320 E. La Palma Ave., Anaheim (714) 575-2743
 - (g) 800 N. Eckhoff St., Orange (714) 704-8001
 - (h) 301 City Dr. S., Orange (714) 935-6164
 - (i) 401 City Dr. S., Orange (714) 935-6915
 - (j) 23330 Moulton Pkwy., Laguna Hills (949) 206-4003

Most of the facilities are staffed during regular business hours with the exception of Orangewood, 401 City Dr. which is staffed 24-hours a day.

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Each facility has a different set of "Post Orders". The Post Orders detail the Sheriff's Special Officer's duties and responsibilities for that particular location.

The personnel currently assigned to the Security Bureau consist of a Captain, Sergeants, Deputies and Sheriff's Special Officers. One Deputy is permanently assigned to a fixed post at the Hall Of Administration. In addition to the post orders at the Hall of Administration, this Deputy's duties include taking criminal counter reports at Sheriff's Headquarters. The other Deputies are assigned to the field. They respond to any of the facilities to assist the Sheriff's Special Officers with any type of law violation.

All of the Sheriff's Special Officers positions are fixed posts and they report directly to their work location. In addition to the post orders at each facility, Sheriff's Special Officers duties include the security of locations or facilities as directed by the Sheriff.

203.4.2 SOUTHWEST OPERATIONS DIVISION

The Southwest Operations Division is located in the City of Aliso Viejo and provides law enforcement services to more than 300,000 residents for seven contract cities: Aliso Viejo, Dana Point, Laguna Hills, Laguna Niguel, Laguna Woods, San Clemente and San Juan Capistrano. The area covered by the Southwest Operations Division encompasses approximately 72 square miles.

In addition to providing patrol operations, the Southwest Operations Division manages the following bureaus and units:

Facility Community Service Officers

- The Community Service Officers who are assigned to the Southwest Operations Facility oversee all assigned patrol equipment, fleet maintenance, distribute personal protective equipment and the patrol video system. Additionally, CSOs perform "Livescan" fingerprinting, facility maintenance and customer service at the front counter.

Southwest Investigations

- Southwest Investigations consists of a Sergeant supervising Investigators and Investigative Assistants. The Investigators and Investigative Assistants are responsible for investigating general crimes committed in the seven Southwest Operations Division's contract cities. Investigator Assistants and Office Specialist are responsible for ensuring the filing of in-custody criminal cases for the Southwest Operations Division.

Regional Traffic Bureau

- The Regional Traffic Bureau consists of a Sergeant supervising Deputies, Investigative Assistants, Staff Specialists, and Office Specialists. They provide review and follow-up traffic collision investigative services for the Sheriff's Department's contract cities. This includes filing cases with the District Attorney's Office, issuing citations, providing traffic statistics to the contract cities, and managing the Sheriff's Department's towing services contracts. The Regional Traffic Bureau is also responsible for administering all DUI grants from the Office of Traffic Safety.

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Major Accident Investigation Team (MAIT)

- M.A.I.T. consists of sergeants, investigators, deputies, and community service officers, all of whom have received specialized training in conducting the investigations of major injury or fatal traffic collisions. This detail also provides assistance to local law enforcement agencies in the field of traffic collision investigation and provides investigative support to other investigative units.

Auto Theft Bureau

- The regional Auto Theft Bureau is assigned to investigate all cases of stolen and recovered vehicles within the Sheriff's Department jurisdiction. The Bureau is comprised of Investigators, Investigative Assistants and Office Specialists.

Orange County Auto Theft Taskforce (OCATT)

- The Sheriff's Department provides a Sergeant and Investigators to the regional Orange County Auto Theft Taskforce, which investigates auto thefts by professional criminals in Orange County and throughout the Southern California region.

Regional Motorcycle Traffic Enforcement Program

- The Motorcycle Traffic Enforcement Program consists of a Sergeant and Deputies that operate motorcycles and conduct traffic enforcement and investigate traffic collisions for contract cities. When needed by the Department, the Motorcycle Traffic Enforcement Program also functions as the Motor Strike Team which provides immediate assistance for crowd and traffic control.
- One Supervisor (Motor Sergeant) is assigned the ancillary responsibility of managing the Department's Drug Recognition Expert Program. The DRE Program facilitates training for our Deputies to recognize impairment in subjects that are under the influence of a controlled substance. All DREs must successfully complete all phases of the Drug Evaluation and Classification Program's training requirements to be certified as a DRE by the International Association of Chiefs of Police and the National Highway Traffic Safety Administration.

Behavioral Health Bureau

- The Behavioral Health Bureau consists of Sergeants and Deputies that work collaboratively with various stakeholders to reduce recidivism and increase services for those experiencing mental health and/or homeless issues. The team responds to calls for service and proactively patrols the community to identify people in need of resources. The team is trained in crisis intervention and is equipped to de-escalate and resolve high-stress scenarios involving individuals with mental health needs. Deputies are also paired with Behavioral Health Clinicians from the Health Care Agency to form a multi-disciplinary co-responder team known as the Psychiatric Emergency Response Team.

203.4.3 SOUTHEAST OPERATIONS DIVISION

The Southeast Operations Division provides law enforcement services to the three contract cities of Lake Forest, Mission Viejo, and Rancho Santa Margarita. In addition to servicing the three contract cities, the Southeast Operations Division provides law enforcement services to the

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unincorporated communities of Coto De Caza, Ladera Ranch, Las Flores, Wagon Wheel, Trabuco Canyon, and Rancho Mission Viejo. The Southeast Operations Division's geographic area of responsibility covers over 273 square miles and includes portions of the Santa Ana Mountain range. The division provides law enforcement services to more than 322,000 residents. The Southeast Operations Division works in a continuous partnership with the Southwest Operations Division to provide special services to all contract cities and unincorporated areas.

Southeast Operations Division deploys patrol cars during each 24-hour period to carry out our mission. These Deputy Sheriffs are assigned to patrol, traffic enforcement, Directed Enforcement Team (DET), Juvenile Services Bureau (JSB), School Resource Officer (SRO) programs, the School Mobile Assessment Response Team (SMART), Field Training Bureau (FTB), Gang Reduction Intervention Partnership (GRIP), supervision, management and other essential support functions. In addition to providing patrol operations, the Southeast Operations Division manages the following bureaus and units:

Community Service Officers

- The Community Services Officers who are assigned to the Southeast Operations Division oversee the Equipment Room, Front Desk and CWP work crew. The Equipment Room CSO responsibilities are to check in/out equipment to the field personnel; research PVS requests for the DA's Office, sergeants, Internal Affairs and Discovery Desk; fleet maintenance; distribute patrol equipment, personal protective equipment (PPE), and the patrol body worn and video systems. The Front Desk CSOs perform "Livescan" fingerprinting, correctable citation approval, and assist citizens with answers in person or on the phone, and a variety of customer service resources at the front counter. Through the Community Work Program, the Community Services Officer duties include supervising a work crew who does the cleaning and manual labor projects for the station.
- The Community Services Officers who are assigned to the field handle traffic accident reports; coordinate the removal of abandoned vehicles; issue citations for parking violations and other infractions; and other duties as assigned.

Professional Staff

- The professional staff primary responsibilities are to process the timekeeping assignment for the division; process the Return-to-Work paperwork for record keeping; process citations to Traffic Court and Probation; process reports with citations for the District Attorney's Office using the EDC system; answer phone calls for the Saddleback Station main phone line; and review the False Alarm billing.

Southeast Investigations

- Southeast Investigations consists of a Sergeant supervising Investigators and Investigative Assistants. The Investigators and Investigative Assistants are responsible for investigating general crimes committed in the three Southeast Operations Division's contract cities and the Unincorporated Areas. For the Court Services Office, Investigative Assistants are responsible for ensuring the filing of in-custody criminal cases for the Southeast Operations Division.

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Direct Enforcement Team (DET)

- The DET team consists of a Sergeant, an Investigator, Deputies and a Deputy Probation Officer. DET operates as a plainclothes investigative detail. Their primary mission is to conduct investigative follow-up for their respective operational areas, targeting career criminals and violent offenders. Employing the use of investigative measures including crime analysis and surveillance, DET effectively focuses on problem areas and criminal matters, both within the Sheriff's Departments' jurisdiction and beyond. Members of DET author and serve both search and arrest warrants, and prepare and file their own criminal cases. DET collaborates with the Probation Department with monitoring probationers, including those released under AB 109, and routinely work with other Sheriff's Department specialty units.

Juvenile Services Bureau (JSB)

- Juvenile Services Bureau hosts a broad series of programs that cover early intervention programs, investigations, school violence prevention, and juvenile diversion. It includes outreach and community forum programs that inform parents about issues or concerns within the juvenile community. JSB also coordinates Sheriff's Department efforts with the Orange County Board of Education, Juvenile Justice Commission, Juvenile Justice Coordinating Counsel, and several local school districts on a variety of projects, issues, and programs. Juvenile Services Bureau is overseen by the JSB Sergeant. JSB works to provide comprehensive investigative, counseling, rehabilitation and referral services to area youths that come in contact with law enforcement, in concert with the goals of the Juvenile Court System to rehabilitate youthful offenders. JSB further includes the contract partnership for diversion with Pepperdine University for the Pepperdine Resource Youth Diversion and Education (PRYDE) program. PRYDE brings diversion programs and clinicians from the university to address early intervention and mental health issues. The JSB Sergeant acts as a program coordinator for the School Resource Officers (SRO) throughout the Orange County Sheriff's Department operational areas. SROs have a diverse role within the school community. They collaborate with school staff and administrators to educate and assist students and parents with various needs, provide low-level counseling, act as a deterrent and emergency responder on school campuses, and assist with law violations when needed.

School Mobile Assessment and Resource Team (SMART)

- The School Mobile Assessment and Resource Team is utilized in school situations and incidents related to violence, threats, possession and/or use of weapons, unstable behaviors, and suicidal actions or tendencies. SMART works collaboratively in conjunction with school officials, the Health Care Agency, the Probation Department, and the District Attorney's Office, to help resolve safety issues and concerns involving all personnel associated to schools. SMART is comprised of a North SMART (N.SMART) team and a South SMART (S.SMART) team. N.SMART is comprised of a Sergeant, a Deputy, a Detective from Anaheim PD and a Detective from Garden Grove PD. S.SMART is comprised of a Sergeant, two Deputies, an Investigator, and a Detective from Irvine PD. The teams share a clinician from the Orange County Health Care Agency. The team responds at the request of law enforcement personnel or school administration to provide services and resources, including threat

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assessments, criminal investigation, case management and referrals to mandatory counseling, where deemed appropriate. The goal of SMART is to evaluate and assess each incident individually, to effectively resolve the matter through the least intrusive mean available (while still maintaining safety and security to the school), and ultimately return the staff and students to their daily routine.

Orange County Gang Reduction and Intervention Partnership (OC GRIP)

- Orange County Gang Reduction and Intervention Partnership (OC GRIP) is a collaborative effort between the Orange County District Attorney's Office, Orange County Sheriff's Department, Orange County Probation Department and various police departments with the goal to prevent minors from joining criminal street gangs.
- OC GRIP also works closely with Waymakers, a non-profit organization that shelters children, supports victims, counsels families, and educates communities. Faith based organizations, private businesses, and community groups also partner with the program.

Field Training Bureau (FTB)

- The Field Training Bureau (FTB) operates in the Patrol Operations Command and consists of one Captain and three Sergeants. It is responsible for the management and oversight of the Department's Field Training Program (FTP). The following are the primary functions of the Bureau:
 - Provide oversight of each patrol trainee's progress through the Field Training Program
 - Manage the database utilized to document trainee's performance
 - Management of Master Field Training Officer (MFTO) and Field Training Officer (FTO) selection process
 - Oversight of MFTO/FTO training and development
 - Administer the Patrol Readiness Education Program (PREP)
 - Manage the Patrol Operations Manual (POM)
 - Address/research law enforcement "industry standards / best practices"
 - Disseminate training bulletins related to case law, patrol procedures, and officer safety
- FTB works collaboratively with the Department's four patrol divisions to successfully prepare and transition deputies to assignments in Patrol Operations. In addition, the Bureau provides accurate and timely information to Patrol Operations' personnel to enhance their effectiveness and expertise in providing service to our community.

203.4.4 TRANSIT OPERATIONS DIVISION

Airport Police Services Bureau

The Airport Police Services Bureau has the responsibility to provide law enforcement services and security for the residents and visitors of Orange County on the publicly owned property

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at John Wayne Airport. This includes the protection of all persons and property through the enforcement of laws, security regulations and procedures.

The bureau works closely with Airport management, the Department of Homeland Security (including the Transportation Security Administration), the Federal Bureau of Investigations, the Orange County Intelligence Assessment Center, U.S. Customs and Border Protection, and the air carriers serving the airport.

The bureau routinely provides dignitary protection to high profile government officials that are transiting through John Wayne Airport. They work collaboratively with the United States Secret Service, the State Department, Capital Police, the California Highway Patrol, and other involved entities to coordinate the safe arrival and departure of these dignitaries through John Wayne Airport.

The bureau's Explosives Detection Teams provide K-9 services to John Wayne Airport through a cooperative agreement with the Department of Homeland Security/Transportation Security Administration. The team protects the public, airport employees, and property by acting as a pro-active deterrent against possible terrorist and criminal activity. They conduct random and directed bomb sweeps of the airport's parking lots, terminals, commercial ramp, aircraft, freight building and cargo area.

Harbor Patrol Bureau

The Harbor Patrol Bureau provides around-the-clock law enforcement along the 43 miles of Orange County's coastline and within the county's three significant harbors at Newport Beach, Sunset-Huntington Beach and Dana Point. The Harbor Patrol Bureau is also responsible for marine firefighting, boater assistance/education, accident investigation, hazardous materials spill investigations, environmental protection, wildlife protection, and search/rescue services. Harbor Patrol Deputies constantly monitor valued assets within our harbors and along the county coastline. Deputies are also on a heightened alert for any possibility of smuggling or terrorist activity. The bureau works closely with local, state, and federal government agencies, sharing information to detect and prevent suspected acts of terrorism.

There are offices in Sunset-Huntington Beach, Newport Beach, and Dana Point Harbors. The Newport Beach office serves as the headquarters for the Harbor Patrol Bureau and as an official reporting station for the National Weather Service and the National Oceanic and Atmospheric Administration (NOAA). The 4,000-square-foot Harbor Patrol Headquarters building contains an emergency operations center, administrative offices, conference/training rooms, and a state-of-the-art 800 MHz dedicated dispatch center for Harbor Patrol operations. This dispatch center has full-time sheriff's dispatchers and is a backup for the county's primary dispatch facility at Loma Ridge. The Newport Beach facility also has a 3,000 square foot marine maintenance facility to maintain the six fireboats, 8 patrol boats and 1 interdiction boat in its fleet.

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With ongoing adversarial, mechanical, and environmental threats to small and large harbors, the need for a fully equipped Dive Team ready to respond at any time has become essential. The bureau provides the services of the Underwater Search and Recovery Team (Dive Team) for the varied duties of evidence and body recoveries, boating accident investigation on sunken or damaged vessels, and emergency inspections of boats, docks, bridges, and seawalls. The Dive Team is also utilized to inspect large vessels and docks to prevent possible terrorist acts.

Transit Police Services Bureau

The Transit Police Services Bureau has the responsibility to provide security and law enforcement for the Orange County Transportation Authority (OCTA). This includes providing security and other services on OCTA buses, vehicles and transit facilities, as well as for OCTA patrons and employees. The bureau also provides special law enforcement services and investigative services for violations on transit properties and along OCTA's 47 miles of active rail right of way properties as well as 13 miles of non-operating right of way properties.

The bureau deploys a team of uniformed Deputy Sheriffs dedicated to providing specialized security and law enforcement services on OCTA buses in addition to supplementing local law enforcement agencies at transportation centers, OCTA facilities, and park & ride facilities.

Due to the extreme level of danger along our railway properties, the bureau deploys a dedicated Right of Way Team. This team of Deputy Sheriffs is tasked with the mitigation of trespassing and security threats along our Orange County railway right of way properties. This team works in concert with local law enforcement, federal law enforcement, railway police, and the public at large to maintain the highest level of safety and security along these vital infrastructure sites.

The bureau deploys an investigative element which is primarily tasked with investigating criminal violations which occur on OCTA buses and OCTA owned right of way properties. This element also conducts threat assessments, special operations with surveillance capabilities, and coordinates with allied agencies for joint operations which enhance safety and security in Orange County's transit environment.

The bureau is a participant in the Department of Homeland Security/Transportation Security Administration Explosive Detection Canine Program. The bureau deploys multiple canine teams that provide support to OCTA directly by conducting searches of buses, trains, bus routes, properties, and special events to locate any explosive devices.

The bureau deploys a Community Oriented Policing (COP) Team comprised of deputies with primary focus of improving the quality of life by building ties and working closely with members of the ridership and other members of the community to prevent or reduce crime and disorder. The team takes a collaborative, multi-disciplined approach to finding solutions to the increased homeless issues within OCTA jurisdictions and properties, with equivalent emphasis on outreach, enforcement and security functions.

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203.5 INVESTIGATIONS & SPECIAL OPERATIONS COMMAND

203.5.1 INVESTIGATIONS DIVISION

The Investigations Division works collaboratively with our partners throughout many different OCSD Divisions including Patrol Operations, Crime Lab, Coroner's Office, as well as with outside agencies such as the District Attorney's office, state, federal and local law enforcement agencies to provide high level, responsive investigative resources for the communities we serve.

To ensure maximum efficiency; the Investigations Command has been organized into different bureaus:

Criminal Investigations Bureau

The specialized organization and operating techniques of the Criminal Investigation Bureau permits the concentration of investigative efforts in the most productive manner. The bureau consists of the following details:

- (a) Homicide
 - (a) The responsibilities of the Homicide Detail include, but are not limited to the following:
 - (a) Investigating death-related crimes
 - (b) Investigation of officer involved shootings
 - (c) Adult missing persons
- (b) Special Victims
 - (a) The Special Victims Detail is responsible for the investigation of sex-related crimes involving victims of all ages, including rape, sexual battery, child molestation and other types of sexual abuse.
 - (b) Special Victims is also comprised of the Sexual Offender Notification and Registration (SONAR) team, and has an investigator assigned to the Orange County Child Exploitation Task Force. This task force is a multi-jurisdictional team comprised of law enforcement personnel from federal, state and local agencies. The task force focuses on sex-related crimes committed over the internet and receives tips through the Internet Crimes Against Children (ICAC) database. Investigators assigned to this unit also seek out predators online who may be attempting to groom young children or using the internet to distribute child pornography
- (c) Family Protection
 - (a) The Family Protection Detail investigates all felony and misdemeanor cases of domestic violence, physical child abuse, child neglect, elder abuse, adult dependent care abuse, and domestic violence restraining order violations.
- (d) Financial Crimes

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- (a) The Financial Crimes Detail is responsible for investigating fraud associated with identity theft, credit card and check fraud, grand theft, theft of public funds, embezzlement, theft by false pretenses, consumer fraud, a variety of business fraud, and elder financial abuse.
- (e) Computer Forensics
 - (a) The Computer Forensics Detail conducts forensic examinations on all forms of digital media seized during criminal investigations. Digital media includes computers, cell phones, PDA's, flash media, CD's, DVD's and a variety of other devices capable of storing electronic data.
 - (b) The primary role of this unit is to conduct examinations in support of other investigative details such as Homicide, Sex Crimes, Family Protection, Narcotics, Financial Crimes, and General Investigations. They also assist patrol operations and other local law enforcement agencies with the collection and preservation of digital evidence.
- (f) Cyber Crimes
 - (a) The Cyber Crimes Detail is responsible for investigating past, ongoing, or threatened intrusion, disruption, or other events that impair, or are likely to impair, the confidentiality, integrity, or availability of electronic information, information systems, services, or networks. Investigators work to identify, track, and prosecute individuals who commit such acts as: network intrusions, wire transfer interception, fraudulent tax refund campaigns, unlawful computer access, business e-mail compromise (BEC), ransomware, malware, directed denial of service (DDoS) attacks, theft of digital currency, and phishing campaigns with a financial loss.
 - (b) Personnel assigned to the Cyber Crimes Detail are also involved in federal task forces which are focused on high-tech crimes. Cases where a computer is not the target of the crime (i.e. cyber bullying or Craigslist scams) are handled by General Investigations.
- (g) Custody Intelligence Unit
 - (a) The Custody Intelligence Unit will provide investigative support to OCSD investigative units and city, state, and federal law enforcement agencies; investigate crimes committed within the Orange County Jail system; properly document and manage confidential informants and sources of information within OCSD jail facilities; coordinate in-custody operations; collect intelligence related to jail security; prepare intelligence/security briefings and training as necessary; and respond to subpoenas and court orders requiring discovery as required.

The Criminal Investigations Bureau prepares and develops material derived during investigations for presentation to the District Attorney for complaint and/or warrants, which ultimately result in apprehension and successful prosecution of the offender.

Special Investigations Bureau

The Special Investigations Bureau consists of the following teams:

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1. Gang Enforcement Team
 - (a) The primary responsibility of this detail is to provide expertise, support and policing of gang activity within the Sheriff-Coroner's jurisdiction. Through street contacts and collaboration with patrol personnel, team members concentrate on gathering intelligence to help address specific enforcement needs and is responsive to gang related incidents. Special attention is given to the monitoring of sentenced gang members who have been released from custody on "gang term" probation.
 - (b) In addition, team members help coordinate anti-gang activities within the department as well as assisting with community awareness programs to help disseminate information in our areas of responsibility.
2. Technical Investigations Unit
 - (a) This detail is responsible for:
 1. Intelligence
 2. Armed and Prohibited Persons Systems (APPS)
 3. Threat Assessments
 4. Technical Operations
 - (b) The primary function of this team is to conduct specialty investigations requiring intelligence gathering, resource networking, undercover operations, and electronic surveillance.
3. Narcotics/Vice Detail
 - (a) The purpose of this detail is to investigate, analyze, deter and arrest violators who engage in the transportation, distribution, manufacturing, cultivation and sales of narcotics. The detail also conducts targeted vice enforcement including illegal gambling, prostitution and human trafficking.
4. Regional Narcotics Suppression Program (RNSP)
 - (a) RNSP is a countywide task force that is a member in the Los Angeles High Intensity Drug Trafficking Area program run by the United States Office of National Drug Control Policy. RNSP consists of personnel from local, state and federal law enforcement agencies located in Orange County. RNSP targets, investigates and prosecutes individuals who organize, direct, finance or otherwise engage in high-level drug trafficking and money laundering enterprises with an emphasis on the importation of drugs into or through Orange County. In Addition, RNSP deploys trained personnel for clandestine laboratory clean-up and investigative follow-up through the OC CLEAN program.

203.5.2 CRIME LAB DIVISION

Criminalistics Bureau

- The Criminalistics Bureau performs qualitative and quantitative tests on physical evidence, organic and inorganic substances using chemical, microscopic and instrumental techniques. For purposes of identification, comparison and

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individualization. This bureau is responsible for the interpretation of analytical data that assists in the investigation of crimes, prosecution of offenders or the exclusion of suspects. The most frequent examinations are conducted in the fields of seized drugs, firearms comparison, arson and explosives, and trace evidence such as hair and fibers. The Bureau is also responsible for major (homicide, officer-involved shootings) crime scene investigation, including blood spatter interpretation and the collection of evidence. The Seized Drugs Unit of this bureau is responsible for examining evidence for presence of all controlled substances, evidence collected from clandestine laboratories.

DNA Bureau

- The DNA Bureau is responsible for examining physical evidence for the presence of biological material, analyzing the biological samples for the presence of DNA, and generating DNA profiles from these samples. The DNA profiles generated from this bureau provide investigatory information to law enforcement. This bureau also participates in the state and national CODIS DNA database system. The CODIS database allows searching and comparison of DNA profiles from casework samples submitted by other jurisdictions at the local, state, and national levels.

Forensic Chemistry Bureau

- The Forensic Chemistry Bureau is responsible for the detection, quantitation and interpretation of the significance of drugs and other toxins in physiological samples from (both living and deceased subjects). The analytical results may be used to help determine cause and manner of death in Coroner cases, the presence of prescription drugs and drug of abuse in living subjects, and the effects of alcohol and drugs on driving-under-the-influence investigations. The laboratory coordinates the county-wide DUI/D blood and breath alcohol program including the analysis of blood and urine samples for alcohol and commonly abused drugs, and the maintenance of breath alcohol devices throughout the County. The bureau provides expert opinion and analysis in court testimony on the effects of alcohol and other drugs on driving behavior. The bureau includes the clerical section which manages case files, responds to discovery and subpoena requests and performs the purchasing functions for the division.

Identification Bureau

- The Identification Bureau is comprised of five sections. The CSI field section is responsible for crime scene investigation including photography, diagramming, evidence collection, fingerprint processing, and documentation of impression evidence. The Latent Processing section is responsible for processing items of items for fingerprints. The Latent Comparison sections analyzes and compares latent fingerprints by either submitting them to the AFIS database or performing a direct comparison to suspect or victim standards. The Photo Lab is responsible for photographing evidence, post-mortem assignments, and maintaining a database of all images taken by laboratory staff. The Impression Evidence section perform footwear, both manually and utilizing a footwear database, and tire track comparisons. The bureau includes the laboratory Evidence Control unit, which is responsible for logging and tracking of all evidence handled by the laboratory.

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Cal-ID Bureau

- The Cal-ID Bureau is responsible for the operation of the county-wide Automated Biometric Identification System (ABI) and the associated county Livescan and Mobile ID systems. Through this system, the fingerprints and other biometric modalities from arrestees throughout the county are identified on a timely basis. Latent fingerprints collected from crime scenes are compared to the database fingerprints of known criminals. The Cal-ID Bureau maintains communication and integrates with the Department of Justice AFIS in Sacramento. This permits the comparison of arrestee fingerprints and crime scene latent prints with fingerprints from criminals statewide.

203.5.3 CORONER DIVISION

Investigations Unit

- The Investigations Unit is responsible for carrying out the statutory duties of the Coroner as defined in California Government Code Section 27491 and Health and Safety Code Section 102850. Those duties include investigation into the circumstances surrounding all deaths falling within the Coroner's jurisdiction for the purpose of determining the identity of the deceased, the medical cause of death, the manner of death, and the date and time of death. Medicolegal death investigations are conducted countywide on all homicides, suicides, accidents, suspicious, and unexplained deaths.
- Other duties include locating and notifying the legal next of kin, safeguarding personal property, collection and preservation of evidence, and completion of mandatory records and documents. Deputy Coroners are P.O.S.T. certified sworn peace officers under Penal Code 830.35(c) whose authority extends to any place in the state for the purpose of performing their primary duty under Section 27469 and 274971 to 27491.4. The Division is also proactive in the community, participating in awareness programs geared toward preventing drunk driving and drug use; domestic violence, child abuse, and elder abuse; and reporting consumer products that cause fatal injury. The Division collaborates with research organizations pursuing medical science advancements and maintains collaborative relationships with non-profit organ and tissue procurement agencies to enhance the quality of life and save lives.

Forensic Unit

- The Forensic Unit is comprised of Forensic Assistants with primary responsibility for assisting the Forensic Pathologists with autopsy examinations; scheduling and assisting outside neuropathologists, odontologists and anthropologists; collecting, chronicling, and maintain all autopsy-related evidentiary specimens; processing the decedents into and out of the Coroner facility; and providing training opportunities for medical residents/students and mortuary science students. On a daily basis, the Forensics Unit works in coordinated effort with any and all county law enforcement agencies, local and state health departments, funeral homes, organ and tissue procurement agencies, and California DOJ as needed. Forensic pathology services are provided by a contract medical group who are all board certified forensic pathologists.

Training Unit

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- The Coroner Division houses the California Coroner Training Center (CCTC), the sole educational institution in the State designated specifically for the specialized training needs of Coroner and Medical Examiner offices. The Training Unit oversees the CCTC, developing and delivering POST mandated training for Coroner and Medical Examiner Investigators throughout the State. The Training Unit also provides educational services for medical, academic, and law enforcement professionals throughout the County. The Training Unit also facilitates board certification testing of Coroner and Medical Examiner Investigators in conjunction with the American Board of Medicolegal Death Investigators.

203.5.4 EMERGENCY MANAGEMENT DIVISION

Emergency Management Division serves as the Operational Area Coordinator Point under the direction of the Sheriff-Coroner and the Operational Area Executive Board. Emergency Management staff provides planning and training for all types of emergencies within the county and coordination with state and federal resources. The staff of the Emergency Management Division provides support to the Emergency Operations Center (EOC) that functions as the county's command center for natural disasters or unusual events.

203.5.5 OPERATIONS SUPPORT AND INTELLIGENCE DIVISION

The Operations Support and Intelligence Division (OSID) utilizes innovative technology to provide support to each OCSO Division and to local, state, and federal law enforcement agencies. This division provides real-time operational sources to assist with making all communities safer. The division is comprised of the Counter-Terrorism Bureau (OCIAC/JTTF), Emergency Communications Bureau (ECB), and the Real Time Operations Center (RTOC).

Counter Terrorism Bureau

1. The Orange County Intelligence Assessment Center (OCIAC)

OCIAC is a proactive multi-agency, multi-discipline collaboration amongst city, state and federal agencies which provides comprehensive analysis, intelligence, timely information sharing, and critical infrastructure protection. Direct responsibility for the overall policy and direction of OCIAC will rest with the Orange County Sheriff-Coroner or his/her designee. OCIAC communicates information to public and private partners, and works collaboratively with fusion centers and law enforcement agencies throughout the country.

2. Joint Terrorism Task Force (JTTF)

In order to prevent, investigate and respond to a potential terrorist threat more effectively, the Orange County Sheriff's Department has partnered with the FBI and other local, state and federal police agencies in forming the Orange County Joint Terrorism Task Force (OC JTTF). Task Force members are responsible for collecting, analyzing and sharing critical information and intelligence related to any investigation occurring in or affecting the Orange County operational area. Task Force Members have undergone extensive training in Federal Bureau of Investigation and of US Department

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of Homeland Security protocol. Working together, the Orange County Joint Terrorism Task Force remains effective in its ability to respond to all matters of Homeland Security within Orange County.

Emergency Communications Bureau

1. Dispatch

Dispatch serves as the communications center for the Department. Staffed by Radio Dispatchers and Call Takers who are also supervised by professional staff supervisors, Dispatch receives all incoming calls for service. Calls are dispatched via radio to the appropriate units for handling. The radio dispatchers also provide radio communications to all Sheriff-Coroner vehicles. Supplemental communications support is provided to the District Attorney's Office, the Probation Department, Park Rangers and Saddleback College. Dispatch provides a Public-Service Answering Point for the County 9-1-1 emergency telephone and text systems as well as non-emergency calls for service.

2. Control One

Control One is the County wide Coordinated Communications System providing wants/warrant teletype service and coordinating communications between all County of Orange fire and law enforcement agencies, and coordination between Orange County agencies and agencies from outside of Orange County. This unit is staffed by Communications Coordinator II's and Supervising Communications Coordinators. Control-One is the countywide point of contact for any major disasters or incidents. Control One would notify all agencies of resources requested and make necessary state and federal contacts for further assistance.

Real Time Operations Center (RTOC) / Crime Analysis

The RTOC merges sworn law enforcement officers and analysts who leverage various databases and available technologies in real time to support first responders in emergency situations and law enforcement in response to criminal incidents with improved operational intelligence. This translates to a response that is more efficient, effective, and with enhanced officer safety.

The RTOC collaborates with the OCIAC, Investigations, and external law enforcement agencies to provide timely operational and intelligence support to OCSD Operations, Orange County Operational Area (OA) partners, as well as state and federal stakeholders. The RTOC coordinates communication with ECB to provide important public safety information to keep our communities safe.

Crime Analysis is tasked with providing tactical, operational, and strategic analysis to support the Orange County Sheriff's Department's mission. Tactical support consists of providing rapid statistical and visual representation of crimes and dissemination of data and information to our law enforcement partners. Operational support provides analysis

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of geospatial crime mapping, offender networks, and criminal activity relationships to provide investigative support and direct departmental resources. Strategic analysis supports the intelligence led policing model and provides data driven solutions to long-term problems as well as presenting OCSD leadership with decision making advantages.

203.5.6 SPECIAL OPERATIONS DIVISION

The Special Operations Division collaborates with various units within the OCSD, including the Patrol Operations Division, Investigations Division, and Custody Operations Command. This division also works in conjunction with other state, federal, and local law enforcement agencies to provide high-level, responsive law enforcement resources to the communities we serve.

1. **Law Enforcement Mutual Aid Bureau**

- (a) The Law Enforcement Mutual Aid Bureau is responsible for ensuring an effective and coordinated response to any law enforcement mutual aid request within the Operational Area.
- (b) The Department's Reserve Unit is contained within the Mutual Aid Bureau. The Orange County Sheriff's Department Reserve Program is one of the most exciting and innovative law enforcement volunteer forces in the nation. Volunteers provide a wide variety of services to the community, volunteering their time to work alongside career law enforcement personnel. The Reserve Unit consists of the following:
 - 1. **Reserves** - Reserve Deputies provide a wide variety of services to the community/department while augmenting existing staffing levels free of charge.
 - 2. **Professional Services Responders** - The Professional Services Responder (PSR) Program supplements traditional Reserve programs with non-sworn volunteers. PSRs provide administrative and leadership support in the areas of emerging technologies, communications, web design, graphic arts, legal and accounting services, and emergency response resources.
 - 3. **Chaplains** - The Chaplains are trained and utilized in counseling Department personnel and family members in a confidential manner in a wide variety of subjects, including spiritual matters, emotional difficulties, interpersonal conflict, family conflicts, and work stress related concerns.
 - 4. **Explorers** - The Explorers are young men and women between the ages of 14 and 21 years. They assist deputies with traffic control and crowd control at events, attend weekly meetings, and volunteer thousands of hours to the department every year.
- (c) The Department's Mounted Enforcement Unit (M.E.U.) is contained within the Mutual Aid Bureau. The M.E.U. functions as an auxiliary mobile field force. The M.E.U. patrols beaches and parks on major holidays, performs crowd

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control at special events, provides security when dignitaries or high-ranking officials visit the county, and assists regular patrol personnel in high-risk crime areas or search missions. The Sheriff's M.E.U. is part of the Regional Mounted Enforcement Unit that includes other Orange County law enforcement agencies and provides for mutual aid response to major incidents. The M.E.U. is contracted by OCTA to provide regular patrols in the Trabuco Rose Canyon area.

- (d) The Sheriff's Response Team (SRT) is contained within the Mutual Aid Bureau. SRT consists of a core group of trained personnel that can be mobilized quickly and are able to respond to a variety of emergencies and disasters. SRT is an ancillary duty.
- (e) The Department's Search and Rescue Unit is comprised of sworn (Level 1D, I, II & III) deputies and non-sworn Professional Services Responder (PSRs) members, as well as Search and Rescue trained explorers. The unit is responsible for managing urban and wilderness searches for missing persons. The unit has formal agreements for mutual aid with the California Emergency Management Agency, the US Forest Service's Cleveland National Forest, and many other local agencies. Assignments within the unit are based upon the level of training the unit member has completed.
- (f) The Department's Honor Guard is contained within the Mutual Aid Bureau. The honor guard is a ceremonial unit comprised of sworn members of the department who are highly motivated and maintain exceptionally high standards of appearance, conduct and who show aptitude for ceremonial duty. The primary function of the unit is to provide ceremonial duties at a variety of special events, which include: funerals, flag presentations, peace officer memorials, and special request events.

2. Special Enforcement Bureau

- (a) The Special Enforcement Bureau is comprised of the following teams:
 - (a) Special Weapons and Tactics Team (SWAT): The SWAT team is tasked with managing and resolving extraordinary law enforcement situations that exceed the capabilities of traditional police personnel. This team also supports other Sheriff Commands and patrol stations with the service of high-risk search warrants and arrest warrants, and the provision of advanced training. In addition, the SWAT team may collaborate or perform special security operations, such as high-risk prisoner escorts and dignitary protection.
 - (b) Crisis Negotiations Team: Crisis Negotiations Team provides expertise in establishing and maintaining communications during crisis situations, involving barricaded suspects, hostage takers, as well as individuals who are a danger to themselves or others.
 - (c) Hazardous Device Section: Hazardous Device Section is in charge of all explosive related incidents in this county, from detection, disposal, and the rendering devices safe. The technicians are also qualified to handle hazardous materials and underwater explosives.

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- (d) **Tactical Apprehension Team:** The Tactical Apprehension Team is responsible for the service of felony and misdemeanor warrants. Their duties include the investigation, location, and apprehension of named individuals and fugitives.
- (e) **Canine Unit:** The Canine Unit provides well-trained Police Service Dogs (PSD) and handlers to locate and assist with the apprehension of dangerous suspects, locate articles such as deadly weapons, and detect narcotics.
- (f) **Homeland Security Grant Unit:** Homeland Security Grant Unit is responsible for administering a variety of federal and state programs. Grant funding priorities are determined by multidisciplinary committees comprised of representatives from agencies across Orange County for the benefit of local law, fire, and health agencies. The grants unit is responsible for implementing the decisions of committees and ensuring that, in doing so, the projects and expenditures conform to the Sheriff's Department and County policies and procedures, State and Federal guidelines and regulations.

3. Aviation Support Bureau

- (a) The Aviation Support Bureau is responsible for providing a daily law enforcement aerial patrol for unincorporated areas of the county and cities contracting for services with the Sheriff-Coroner's Department. Its objectives are to improve efficiency through swift response to life saving or life threatening incidents as well as increase officer safety through air support of ground officers. The Bureau also responds to emergency service requests from any city in Orange County and provides support to the Regional Narcotics Suppression Program.
- (b) In addition to its primary duties, the Aviation Support Bureau participates in joint operations with the Orange County Fire Department. Some of their primary duties include:
 - 1. Providing aerial support during major emergencies.
 - 2. Fire prevention and detection activities.
 - 3. Transportation of personnel and equipment to emergency incidents.
 - 4. Firefighting.

203.6 PROFESSIONAL SERVICES COMMAND

203.6.1 PROFESSIONAL STANDARDS DIVISION

The Professional Standards Division functions include all pre-employment processing and the maintenance of personnel records on all Sheriff-Coroner Department employees. The Command coordinates employee records with County Personnel; ensures the department's compliance with State and Federal employment laws and statutes; receives and processes applications for and issues various county licenses. To carry out these functions, the Command is divided into various units:

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Recruiting Unit

- The Recruiting Unit is responsible for sworn and professional staff vacancies in the Sheriff's Department. The Recruiting Unit conducts public, county-wide, and agency recruitment for sworn and professional staff positions. Active efforts are undertaken to select the most qualified applicants by administering rigorous selection processes.

Position Control Unit

- The Position Control Unit is responsible for the placement of newly hired and promoted employees into one of over 3,500 allotted positions and over 150 different job classifications; is responsible for tracking all Department transfers within its Divisions; and generating and disseminating monthly Department-wide vacancy reports to Sheriff's Administration and Division Commanders/Directors.

Backgrounds Unit

- The Backgrounds Unit is responsible for investigating applicants to ensure they meet the high standards of employment maintained by the Sheriff-Coroner Department. Detailed investigations are undertaken to scrutinize the history of applicants to include previous criminal behavior, prior work performance, credit, personal relationships, and driving record. In addition to conducting backgrounds for all Sheriff's Department hires (sworn and professional staff), the Backgrounds unit conducts backgrounds for Park Rangers, Reserves, Professional Service Responders, Health Care Agency applicants, Interns, Advisory Council members and the Grand Jury.

Employee Services Unit

- The Employee Services Unit consists of two teams, Employee Services Support and HR Records. These teams provide ongoing career lifecycle support to employees and divisions of the Department by processing a wide range of personnel transactions in addition to maintaining all personnel and background files. Employee Services Support processes employment verification letters, retiree CCW renewals, DMV Confidentiality requests, POST applications, issues Department Identification Cards, and provides PSD Front Desk customer service. HR Records is responsible for processing department personnel transactions in the Countywide Accounting and Personnel Systems (CAPS), facilitates the on-boarding and off-boarding process, maintaining and assigning department badges, and manages non-occupational leave of absences, including the Catastrophic Leave program.

Employee Relations Unit

- The Employee Relations (ER) Team is instrumental in ensuring Human Resources (HR) practices comply with Federal and State Labor Laws and the Memoranda of Understanding (MOUs) of all bargaining units.
- The ER Team's HR Analysts provide consultative services regarding employee relations issues that include but is not limited to; performance management, classification and compensation analysis, and operational practices that involve MOU interpretation as it relates to the terms and conditions of employment. Members of the ER team monitor Extra Help workforce activities and Conflict of Interest Filers to ensure County Policy compliance.

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- HR Analysts are responsible for managing EEOC issues and other workforce complaints on behalf of the Department and respond to EEO and DFEH inquiries regarding Harassment/Discrimination in the workplace. In addition, guidance on addressing non-disciplinary interventions and corrective action is provided in an advisory capacity. This may include conflict resolution as well as facilitation of training and education of Division employees, supervisors and managers. HR Analysts are responsible for working with various employee bargaining units for meet and confer issues as well as facilitation of grievance hearings. The ER Team collaborates with the SAFE Division/Return to Work Unit in the facilitation of reasonable accommodation requests and absence management along with the County's Risk Management's Integrated Disability Attendance Management (IDAM) team.

CCW/Business License Unit

- This Unit oversees the application process and issuing of concealed weapons permits and various business licenses required by County and Contract City ordinance. They also manage active licenses to ensure compliance and when necessary suspend and revoke licenses.

203.6.2 S.A.F.E. DIVISION

The S.A.F.E. Division consists of the Risk Management, S.A.F.E., Internal Affairs and S.T.A.R. Bureaus.

Risk Management Bureau

The Risk Management Bureau works in close collaboration on legal issues with County Counsel, the County's Risk Management Office, and contract legal counsel. The Bureau evaluates policy, procedures; provides training to mitigate risk to the Department and its members; and manages civil litigation that arises. The Risk Management Bureau oversees the Department's Return to Work Program, Safety Program and the Traffic Collision Review Board.

The Risk Management Bureau contains the Civil Litigation Unit, the Return to Work Unit, and the Safety Unit.

Civil Litigation Unit

- This unit investigates and manages all claims and lawsuits against the department in coordination with County Risk Management. The unit strives to reduce Department liability exposure through proactive root cause and trend analysis. The unit also advises the Command Staff in mitigation efforts.

Return to Work Unit

- This unit assists the County's Workers' Compensation Unit in processing, tracking and monitoring work-related injury claims. This process is performed with the goal of supporting the injured Member and helping them return to work as quickly as possible. The Return to Work unit facilitates all transitional work assignments for Members seeking accommodations.

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Safety Unit

- The Safety Unit ensures compliance with all state and federal safety regulations and facilitates all required Department safety training. The Traffic Collision Review Board is chaired by the Assistant Sheriff of the Professional Services Command. The board is composed of several department members from various divisions. They meet quarterly to review all traffic collisions involving an unintended event that produces damage, injury or death involving a Department Member and a Department assigned motor vehicle or watercraft; regardless of whether the vehicle is owned by the county, a city, or leased.

S.A.F.E. Bureau

The Strategy, Accountability, Focus, and Evaluation (S.A.F.E.) Bureau is tasked with revision and creation of policies and procedures to ensure that the Department meets and exceeds industry standards utilizing the best practices available. The ultimate goal of the unit is to reduce the Department's exposure to liability and create a streamlined system for supervisors and managers to support and promote the delivery of quality service; build competency; identify and address opportunities for improvement; and measure and celebrate successes. The following are some of the roles and responsibilities of the Bureau:

Use of Force

- Manages the Department's Use of Force database and provides regular reports to Department stakeholders identifying trends to be used for liability management. Qualifying use of force incidents are reported to the Department of Justice and other entities. Compliance review is completed prior to the enacting of legislative bills and any amendments to current laws. This is to ensure members of the department receive advice and guidance related to new legal requirements.

Policy

- The Sheriff Department contracts with LEXIPOL to provide a foundational policy manual. Over the years, sections have been tailored to meet the needs and desires of Executive Management. The policy team ensures our manuals are current with industry standards as well as the vision and direction of the Sheriff. All policies are approved by County Counsel prior to implementation. The policy team coordinates with all Department divisions, manages the Lexipol Policy Manual, and revises policy based on research, case law, best practices and the findings of various administrative reviews, such as the Critical Incident Review Board and the Administrative Review Board.

Commendations/Complaints/Pursuits

- Manage the database as it pertains to the entry of the employee commendations, civilian complaints, and pursuit critiques. Conduct an annual audit of civilian complaints as required by the Department of Justice. Ensure appropriate records are retained and/or purged per the Department's retention schedule and Policy 815-Legal Hold Policy. Create annual Racial and Identity Profiling Act/AB 953 (RIPA) and AB481 reports.

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Critical Incident Review Board Presenter of Facts

- The purpose of the Critical Incident Review (CIR) is to identify and discuss issues requiring immediate action and/or additional follow-up. By doing so, it increases the Department's ability to recommend necessary changes to policies, procedures, practices, tactics, and training to assist personnel in dealing with future critical incidents.

Labor Relations

- The S.A.F.E. Bureau serves as the Department liaison with the various bargaining units on all labor relation and contract negotiation issues.

Internal Affairs Bureau

The Internal Affairs Bureau is responsible for conducting investigations of alleged misconduct by department members while ensuring appropriate due process and Peace Officer Bill of Rights assurances are provided. In addition, they are responsible for responding to officer involved shootings, firearm discharge incidents, and suspicious in-custody deaths.

Administrative Review Board Presenter of Facts

- The Administrative Review Board (ARB) serves as a quality control mechanism to ensure timely reviews of all specified critical incidents and to determine whether the facts warrant further administrative investigation. The ARB examines the department member's actions from a tactics, training, policy, and agency improvement perspective. The ARB will identify areas for improvement and provide recommendations to the Sheriff regarding the incident.

Administrative Response Team

- The purpose of the Administrative Response Team (ART) is to evaluate significant incidents and events from an administrative perspective and identify possible policy-related concerns, risk management and liability issues, training concerns, force and force options, tactics, supervisory involvement/control, equipment issues and other administrative factors.

S.T.A.R. Bureau

The Sustainability, Transparency, Accountability, and Review (S.T.A.R.) Bureau operates as an independent and objective entity that provides reasonable assurances and advisory needs to the Department. The bureau is responsible for the following services:

- **Risk Assessments** – identify and prioritize risks that may prevent a command from achieving its objectives and strategy.
- **Compliance Reviews** – assess operations to determine the adherence to policies and procedures.
- **Operational Reviews** – assess operations to determine efficiencies and effectiveness and identify areas of success and areas that need improvement.
- **Internal Control Reviews** – evaluate whether the internal control standards in place is operating as intended and identify areas of gaps.

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- **Process Improvements** – identify opportunities for policy and process enhancements.
- **Special Projects** as needed.

The S.T.A.R. Bureau works closely with each command to mitigate risks and monitor areas that may require corrective action. The bureau generates performance results of audit engagements which includes metrics to illustrate current trends and data analysis for management review.

The S.T.A.R. Bureau executes best practices and methodologies in accordance with the Generally Accepted Government Auditing Standards (GAGAS) to evaluate Department operations. In addition, it adds value by promoting accountability and transparency to ensure the Department achieves its mission, strategic plan, and goals.

203.6.3 TRAINING DIVISION

The Training Division is responsible for developing, scheduling and hosting law enforcement training for sworn peace officers as well as professional staff. Personnel from the Orange County Sheriff-Coroner's Department as well as local municipal and federal law enforcement agencies from throughout Orange County and surrounding areas regularly attend both Advanced Officer Training (AOT), courses required by the California Standards and Training for Corrections (STC) and courses required by California Peace Officer Standard and Training (POST). Classes are primarily held at one of two locations; the Sandra Hutchens Regional Law Enforcement Training Center located in the city of Orange and the Sheriff's Regional Training Academy located in the city of Tustin.

Sandra Hutchens Regional Law Enforcement Training Center

- The Sandra Hutchens Regional Law Enforcement Training Center is the location of the Tactical Training Center, Firearms Training Unit, and Advanced Officer Training. The Tactical Training Center consists of two instructional classrooms and a realistic street lined with simulated houses and businesses. The Firearms Training Unit has an armory, three ranges on site and one mobile pistol range (MPR). AOT, STC and POST classes are taught in multiple instructional classrooms, including a computer training classroom.

The Sheriff's Regional Training Academy

- The Sheriff's Regional Training Academy located on the former Marine Corps, Lighter than Air Base (LTA) property in Tustin was officially opened in September of 2007 and facilitates up to six Basic Academies per year, as well as a modular training academy program. The site is jointly occupied by training command staff as well as our training partners from the Santa Ana College Criminal Justice offices. This 52,000 square foot, state of the art facility boasts four classrooms, indoor and outdoor recruit dining areas, an arrest and control techniques training area, a state of the art weight room, a special events room with a stage and seating for approximately 1,300 guests, dual obstacle courses, an outdoor running trail, a formal inspection grounds, and video production offices with a fully equipped production studio. The facility also houses the Sheriff's Mutual Aid Bureau and hosts Sheriff's Explorer and Reserve Officer meetings and training, as well as Citizens Emergency Response Team (CERT) training, pre-

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employment (PEP) and mentoring training, and more. Multiple agencies utilize the facility for recruiting and testing of law enforcement candidates. The site is also home to the Orange County Peace Officer's Memorial.

203.6.4 RECORDS DIVISION

The Records and Property Division consists of several service areas, broken out into five bureaus: Records and Information Services, Inmate Records, Property and Evidence, Discovery and Media Analysis.

Information Management Bureau

- The Information Management Bureau consists of six details, employing professional staff in a variety of support and technical functions. Their duties include, but are not limited to: processing California Public Records Act (CPRA) requests, subpoenas duces tecum (criminal and civil), summonses, record sealing, clearance letters, and local criminal record reviews. They maintain the local summary criminal history information in the Local Arrest Record System (LARS), ensuring the information is complete and accurate, and manage centralized record keeping, records management, and imaging systems. They conduct record searches for authorized law enforcement and criminal justice agencies, provide applicant fingerprinting, release crime reports to authorized individuals and agencies, and fulfill the National Incident Based Reporting System (NIBRS) reporting requirements to the Department of Justice. They maintain a central file in the Automated Warrant Service System (AWSS) on all original warrants issued in Orange County. AWSS operates 24/7 to run inquiries for officers in the field and make updates into the Wanted Persons System, Stolen Vehicle System, Missing Persons System, Automated Property System, Automated Boat System, Automated Firearms System, and Protection Orders System via the California Law Enforcement Telecommunication Systems (CLETS).
- This bureau is responsible for overseeing all department-wide Criminal Offender Record Information (CORI) and National Criminal Information Center/Criminal Justice Information System (NCIC/CJIS) and National Data Exchange (N-Dex) audits, conducted by the F.B.I. and the D.O.J.

Inmate Records Bureau

- The Inmate Records Bureau (IRB) operates 24 hours, seven days a week and is responsible for booking and tracking all subjects booked into the Orange County jail system. The team makes sure all booking information is correct and updates the Automated Jail System (AJS) as necessary, ensuring inmates are arraigned within the established timeframe. They track all court appearances, are responsible for sending inmates to court and ensure that court orders are being processed correctly. After sentencing, the team calculates the sentence ending dates and processes files for release. IRB staff also works with other state law enforcement agencies, out-of-state agencies, and Federal agencies to send and receive warrant information or to place out of county warrants or fugitive holds. This Bureau also provides information about inmates in custody to the general public, to Federal agencies such as the Social Security Administration, and to County agencies such as Child Support Services.

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Property and Evidence Bureau

- The Property and Evidence Bureau receives and safeguards all evidence and property from the Sheriff's Department and County Law Enforcement Agencies. They produce evidence for investigative purposes and upon order of the court. They assist patrol and investigations with the collection of large amounts of property and evidence, and provide a field evidence booking team to assist officers with booking evidence into the automated system in the field. They coordinate the destruction of all narcotics and firearms authorized for destruction, and coordinate the disposition of all other property and evidence authorized to be purged from the system. This includes releasing property to the original owner or finder, disposing of contraband items, donating bicycles and toys to CSP (Community Service Program) or Orangewood Children's Home, converting items to Department use, and organizing property auctions.

Discovery Bureau

- The Discovery Bureau is responsible for processing and tracking "Discovery Requests." "Discovery" refers to the legal process of obtaining evidence or information from prosecuting attorneys and/or law enforcement agencies which investigated or prepared the case against the defendant. When a Discovery Request is received, an Investigative Assistant sends a request to the appropriate division or divisions to produce the material requested. The Discovery Bureau collects and delivers the material to the requesting party in a timely and professional manner.

Media Analysis Bureau

- The Media Analysis Bureau administers the department's body worn camera program and manages all digital multimedia facets, including classification, cataloging, redacting, and preserving the chain-of-custody of digital evidence. The bureau supports the Department by utilizing a digital evidence management system (DEMS) that stores and labels digital evidence captured in the field. Bureau staff processes digital case files containing related evidence to fulfill subpoena and discovery requests from the District Attorney's office and other law enforcement agencies including coordinating the public release of video footage per SB-1421 and AB-748.

203.6.5 COURT OPERATIONS DIVISION

The Court Operations Division provides Court Security and Civil Process Services to the Superior Court. The division's primary responsibilities are to:

- (a) Provide law enforcement and security services to all Orange County Justice Centers to ensure the safety of the judiciary, staff, inmates, and public.
- (b) Operate Weapons Screening stations at all Justice Center public entry points to prevent weapons, contraband, and other prohibited items from being brought into court facilities.
- (c) Operate court detention facilities and provide for the care and custody of all inmates secured there for court hearings.
- (d) Take custody of subjects remanded to the Orange County Sheriff's Department.
- (e) Provide civil process services as mandated by the California Civil Code of Procedure.

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The Court Operations Division includes the following geographic locations:

- (a) Court Operations Administration Building (Santa Ana)
- (b) Central Justice Center (Santa Ana)
- (c) Central Justice Center-Civil Complex Center (Santa Ana)
- (d) Central Justice Center Community Court (Santa Ana)
- (e) Lamoreaux Justice Center (Orange)
- (f) North Justice Center (Fullerton)
- (g) West Justice Center (Westminster)
- (h) Harbor Justice Center (Newport Beach)
- (i) Costa Mesa Justice Complex (Costa Mesa)
- (j) CJ1-Courtroom located within the Central Men's Jail (Santa Ana)

Judicial Protection Unit (JPU)

- (a) The Judicial Protection Unit (JPU) investigates all threats to judicial officers and their staff, conducts comprehensive threat assessment and management strategies, and provides dignitary protection. Additionally, the JPU Investigator investigates all criminal incidents that originate at any of the Justice Centers and assists the Civil Bureau with conducting threat assessments and surveillance for civil enforcement actions (evictions, restraining orders, asset seizures). A sergeant and an investigator are responsible for all aspects of the JPU and are assisted by court deputies that are assigned to the unit on an ancillary basis.

Civil Field Bureau

- (a) The Civil Field Bureau is responsible for serving and enforcing subpoenas, orders, notices, summonses, restraining orders, and other processes of the court. Civil Field deputies seize property under court order, sell property seized to satisfy judgments, and enforce eviction orders.

Civil Professional Bureau

- (a) The Civil Professional Bureau is responsible for receiving orders from the court and the public, collecting fees and preparing documents for service by the Civil Field Bureau. These documents include orders for hearing, restraining orders, subpoenas, writs, levies, evictions, and various other court orders for service.