

Position Guidelines

15001.1 FELONY ARRAIGNMENT

Deputies and Sheriff Special Officer's (SSO's) assigned to a courtroom are an integral part of the court team. They are the primary instrument for maintaining law and order within the justice center courtroom and their actions greatly influence the efficiency and effectiveness of court operations.

(a) Preparing the Courtroom

1. Prior to the opening and closing of the courtroom the Deputy will perform a search of the courtroom and unlock/lock all doors.
2. The Deputy will prepare the court calendar and custody list.
3. Review and replenish forms and supplies.
4. Prior to the judge entering the courtroom, the Deputy will make necessary announcements and/or speeches.

(b) New Arraignments

1. The Deputy will complete a fingerprint form for all new arraignments.
2. Review the DRO's arraignment list and transfer the information to the custody list.
3. Prepare the necessary booking forms.

(c) Inmate Count



(d) End of Shift

1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
2. Complete a search of the courtroom.
3. Lock the front door.

15001.2 MISDEMEANOR ARRAIGNMENT

(a) Preparing the Courtroom

1. Prior to the opening and closing of the courtroom the Deputy/SSO will perform a search of the courtroom and lock/unlock all doors.
2. Conduct a roll call of the court calendar.
3. Pull the files for those present and give them to the courtroom clerk.
4. For in-custody defendants, place a "Post-It" note on each file indicating the date of booking and the presence or absence of any holds.
5. Give files to the courtroom clerk.

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6. For walk-in defendants, verify defendant's presence and give the file to the courtroom clerk.
7. Review and replenish forms and supplies.
8. Prior to the judge entering the courtroom, the Deputy/SSO will make necessary announcements and/or speeches.

■ [REDACTED]

■ [REDACTED]

(c) End of Shift

1. Prepare desk area for the following day and ensure that all paperwork has been received by detention.
2. Complete a search of the courtroom.
3. Lock the front door and hang window blinders.

15001.3 MAIN CONTROL DEPUTY

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

2. Each staff member must be relieved by another staff member before leaving the guard station.
 - i. Each off-going staff member will remain in the guard station until:
 - A. All logs are complete and updated.
 - B. All keys and radios are accounted for.
 - C. The condition of all security equipment is verified.
 - D. Oncoming shift staff members are fully briefed.
3. Notify the Sergeant of any discrepancies in the security equipment, key log or radio log.
4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.
5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
6. During a complete facility evacuation, the Main Control staff member will be last to leave unless the guard station becomes uninhabitable.

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(b) Receiving Inmates

1. Coordinate the unloading of all inmates received from Sheriff's Transportation.
2. Maintain an accurate account of all inmates entering and leaving the facility on the Court Operations Log.
3. Coordinate the morning search of all inmates entering the facility.

(c) Managing Inmates and Staff

1. Coordinate lunch breaks to meet adequate staffing needs.
2. Coordinate the handcuffing and escorting of inmates being sent to and from court.
3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
4. Enter all detention related activity in the Court Operations Log.
5. Review all paperwork prior to the release of new bookings or city jail inmates.

(d) Returning Inmates to Transportation

1. Receive, manage and oversee the transfer of all paperwork from the court to the respective jail facility.
2. Coordinate the loading of all inmates being picked up by Sheriff's transportation.
3. Ensure that all inmates have been accounted for and the facility has been searched prior to closing.

(e) Additional Duties

1. Coordinate with the Administrative Deputy and provide the necessary information to be placed into the Court Operations Stats Tracker Retrieved from "<http://banksia/wiki/index.php/1800116001.3>"
2. Coordinate with the Administrative Deputy and provide the necessary data for compliance with monthly inspections in accordance with Title 15.
3. In cases of emergency, coordinate emergency response and provide pertinent information to first responders.

15001.4 PROWLER DEPUTY

(a) Security Checks

1. Conduct a complete search of the cells, tunnels and any area that inmates have access to, prior to opening the facility.

(b) Receiving Inmates

1. Assist in the unloading of all inmates received from sheriff's transportation.
2. Assist in the morning search of all inmates entering the facility.

(c) Managing Inmates

1. Facilitate inmate movement to and from court.

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2. Perform safety checks per OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks and record on the appropriate Daily Cell Inspection Log.
3. Assist in the handcuffing and escorting of inmates being sent to and from court.
4. The primary duty of the Prowler Deputy will be the escorting of inmates to and from the various courtrooms.
 - i. In Justice Centers that have un-secured hallways, IE; open doors to Judges Chambers or Court Staff, Inmates will be physically escorted by a Deputy.
5. Process all new bookings and submit the proper paperwork to the Main Control Deputy.
6. Review all paperwork, receive and release new bookings or city jail inmates at the direction of the Main Control Guard Station Deputy.
7. Distribute inmate lunches.

(d) Additional Duties

1. Act as a back-up Deputy in courtrooms requiring additional security.
2. Patrol the building's interior and exterior as directed by the Sergeant.
3. Assist in the loading of all inmates being picked up by Sheriff's transportation.
4. Conduct a search of the facility prior to closing.

15001.5 CENTRAL JUSTICE CENTER

15001.5.1 2 EAST GUARD STATION DEPUTY

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- i. The Guard Station will be manned at all times when inmates are present.
 2. Each staff member must be relieved by another staff member before leaving the guard station.
 - i. Each off-going staff member will remain in the guard station until:
 - A. All logs are complete and updated.
 - B. All keys and radios are accounted for.
 - C. The condition of all security equipment is verified.
 - D. Oncoming shift staff member is fully briefed.
 3. Notify the Sergeant of any discrepancies in key or radio log

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4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.
 5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
 6. During a complete facility evacuation, the guard station staff member will be last to leave the floor unless the guard station becomes uninhabitable.
- (b) Receiving Inmates
1. Coordinate the movement of all inmates received from the Main Control Guard Station.
 2. Maintain an accurate account of all inmates entering and leaving the holding cells on the Daily Activity Log.
 3. Coordinate the search of all inmates entering the holding cell area.
 - i. Once all inmates have been searched and housed in their cells an inmate count will be performed.
 - ii. The Guard Station Deputy will notify Main Control of any no shows, special handling issues or double appearances.
- (c) Managing Inmates and Staff
1. Coordinate lunch breaks to meet adequate staffing needs.
 2. Coordinate the handcuffing and escorting of inmates being sent to and from court.
 3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
 4. Enter all related activity on the Daily Activity Log.
 5. Review all paperwork prior to the inmate, new bookings or city jail inmates being sent back to the Main Control Guard Station.
- (d) Returning Inmates to Main Control
1. Receive, manage and oversee the transfer of all paperwork from the court to the Main Control Guard Station.
 2. Coordinate the movement of all inmates being sent back to the Main Control Guard Station.
 3. Ensure that all inmates have been accounted for and the area has been searched prior to closing.
 4. As soon as the inmate count allows all outlying Guard Stations will attempt to consolidate the inmates into one holding area.
 - i. Main Control will coordinate all holding area consolidations.
- (e) Additional Duties
1. Complete a monthly inspection in accordance with Title 15.

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2. Enter the necessary information on the Court Operations Stats Tracker.

15001.5.2 2 WEST GUARD STATION DEPUTY

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- i. The Guard Station will be manned at all times when inmates are present.

2. Each staff member must be relieved by another staff member before leaving the guard station.

- i. Each off-going staff member will remain in the guard station until:

- A. All logs are complete and updated.
- B. All keys and radios are accounted for.
- C. The condition of all security equipment is verified.
- D. Oncoming shift staff member is fully briefed.

3. Notify the Sergeant of any discrepancies in key or radio log

4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.

5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.

6. During a complete facility evacuation, the guard station staff member will be last to leave the floor unless the guard station becomes uninhabitable.

(b) Receiving Inmates

1. Coordinate the movement of all inmates received from the Main Control Guard Station.
2. Maintain an accurate account of all inmates entering and leaving the holding cells on the Daily Activity Log.
3. Coordinate the search of all inmates entering the holding cell area.
 - i. Once all inmates have been searched and housed in their cells an inmate count will be performed.
 - ii. The Guard Station Deputy will notify Main Control of any no shows, special handling issues or double appearances.

(c) Managing inmates and staff

1. Coordinate lunch breaks to meet adequate staffing needs.
2. Coordinate the handcuffing and escorting of inmates being sent to and from court.

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3. Dispatch Prowler Deputies to escort inmates to and from the various courtrooms.
4. Enter all related activity on the Daily Activity Log.
5. Review all paperwork prior to the inmate, new bookings or city jail inmates being sent back to the Main Control Guard Station.

(d) Returning Inmates to Main Control

1. Receive, manage and oversee the transfer of all paperwork from the court to the Main Control Guard Station.
2. Coordinate the movement of all inmates being sent back to the Main Control Guard Station.
3. Ensure that all inmates have been accounted for and the area has been searched prior to closing.
4. As soon as the inmate count allows all outlying Guard Stations will attempt to consolidate the inmates into one holding area.
 - i. Main Control will coordinate all holding area consolidations.

(e) Additional Duties

1. Complete a monthly inspection in accordance with Title 15.
2. Enter the necessary information on the Court Operations Stats Tracker.

- i. The Guard Station will be manned at all times when inmates are present.
- 2. Each staff member must be relieved by another staff member before leaving the guard station.
 - i. Each off-going staff member will remain in the guard station until:
 - A. All logs are complete and updated.
 - B. All keys and radios are accounted for.
 - C. The condition of all security equipment is verified.
 - D. Oncoming shift staff member is fully briefed.
- 3. Notify the Sergeant of any discrepancies in key or radio log
- 4. The assigned staff member will not leave the guard station to attend to emergencies unless directed to do so by the Detention Sergeant or Shift Commander.

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5. Prowler Deputies will be directed to attend to activity around the outside of the guard station.
 6. During a complete facility evacuation, the guard station staff member will be last to leave the floor unless the guard station becomes uninhabitable.
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 - i. Once all inmates have been searched and housed in their cells an inmate count will be performed.
 - ii. The Guard Station Deputy will notify Main Control of any no shows, special handling issues or double appearances.
- (c) Managing inmates and staff
1. Coordinate lunch breaks to meet adequate staffing needs.
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 4. As soon as the inmate count allows all outlying Guard Stations will attempt to consolidate the inmates into one holding area.
 - i. Main Control will coordinate all holding area consolidations.
- (e) Additional Duties
1. Complete a monthly inspection in accordance with Title 15.
 2. Enter the necessary information on the Court Operations Stats Tracker.

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15001.5.4 D-5 GUARD STATION DEPUTY

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4. Enter all related activity on the Daily Activity Log.
 5. Review all paperwork prior to the inmate, new bookings or city jail inmates being sent back to the Main Control Guard Station.
- (d) Returning Inmates to Main Control
1. Receive, manage and oversee the transfer of all paperwork from the court to the Main Control Guard Station.
 2. Coordinate the movement of all inmates being sent back to the Main Control Guard Station.
 3. Ensure that all inmates have been accounted for and the area has been searched prior to closing.
 4. As soon as the inmate count allows all outlying Guard Stations will attempt to consolidate the inmates into one holding area.
 - i. Main Control will coordinate all holding area consolidations.
- (e) Additional Duties
1. Complete a monthly inspection in accordance with Title 15.
 2. Enter the necessary information on the Court Operations Stats Tracker.

15001.6 HARBOR JUSTICE CENTER SUPERIOR COURT SERVICE CENTER

- (a) Location:
1. The Superior Court Service Center is located at 27573 and 27559 Puerta Real, Mission Viejo, Ca. 92691.
 - i. Hours:
 - A. Public - Monday - Thursday 0800 to 1600
 - B. Public - Friday - 0800 to 1500
 - C. Staff - Monday - Friday 0745 to 1645
- (b) Introduction
1. Deputies/Sheriff's Special Officers (SSOs) assigned to the Service Center are an integral part of the court team. They are the primary instrument for maintaining law and order within the Service Center and by their actions can greatly influence the efficiency and effectiveness of court operations.
- (c) Position Guideline
1. Building Specific Duties:
 - i. Prior to the opening and closing of the Service Center, the Deputy / SSO will perform a search of the interior and exterior of the buildings.
 - ii. If any abnormalities are found a supervisor will be notified.
 - iii. All abnormalities will be noted on the daily log.

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- iv. There will be one Deputy/SSO within the public lobby or immediate area during normal operational hours.
- v. The Deputy/SSO can provide public escorts upon request to their vehicles parked in the immediate area.
- vi. The Deputy/SSO will notify dispatch via the radio of any unusual circumstances or immediate concerns.
- vii. The Deputy/SSO will complete and submit (via email) a daily log to the appropriate Sergeant at the Harbor Justice Center.