

CWJ - Second Floor Guard Station

5004.1 STAFFING/RESPONSIBILITIES

The Second Floor Guard Station will direct and coordinate the functions of this floor, as well as directing and coordinating inmate movement between the Central Women's Jail, Central Men's Jail and the Intake Release Center. Module G, H, I, Chow Hall, kitchen, classrooms, a medical treatment room and a medical waiting area are all located on the Second Floor. The Second Floor Guard Station will be staffed by [REDACTED]

The Guard Station is a fixed post and under no circumstances will the assigned staff member leave without proper relief or at the direction of the Sergeant.

(a) Supervision

1. The Guard Station staff members will receive direction and supervision from the Operations Sergeant.
2. Reports and other documents will be placed on the Sergeant's desk as they are received.

(b) Security Equipment

1. The Guard Station will be equipped with security monitoring and regulating equipment.
2. A control panel with colored lights and buttons will indicate the condition of specific doors on the floor. Staff members will be aware of each door's status and the working order of all equipment. Doors will remain closed unless an authorized person is passing through. Refer to CCOM Section 1701.9 - Security Doors.

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

(c) Visual Supervision of Inmates

1. Visual supervision of inmates in the second floor corridors will be the responsibility of personnel assigned to the Second Floor Guard Station.
 - i. Inmates in the connecting corridor between the IRC and CWJ will be observed, either in-person or via cameras, throughout their movement. Inmates are to walk non-stop through the corridors. Deputies will be sent to check for any unusual inmate behavior.
2. The IRC and CWJ Second Floor Guard Station staff members will maintain continuous contact with each other regarding inmate movement through the connecting corridor.

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

CWJ - Second Floor Guard Station

- i. Staff members assigned to the Second Floor Guard Station may request inmate movement be held. This may be prudent during disturbances, medical emergencies, inmate counts, shift change, or any other time security staff is unavailable.
 3. The Second Floor Guard Station staff member will ensure that an escort is provided for any inmate requiring escort through the corridor.
 4. No staff other than enforcement personnel (i.e., Deputies, CSAs and SSOs) will be allowed routine movement through the second floor tunnel without an escort.
- (d) All female releases from the CWJ will be escorted to IRC Release. Male releases may be unescorted, dependent on their classification level/transport restrictions. Authorized unescorted male releases will hand carry their module cards to the IRC Release Guard Station. In these cases, the module card will substitute for a movement pass for the individual [REDACTED]
 1. At each count the occupancy roster will be printed and compared to the Movement Log.
 - i. Any discrepancies must be resolved immediately and prior to being relieved by the oncoming shift.
 - ii. Once the [REDACTED] and the Population Density Report match, the running total will be highlighted.
 2. The Operations Sergeant shall ensure the accuracy of all statistics for the previous day. They will review and sign the Population Density Report prior to forwarding the report to IRC Classification.
 3. Watch Commander:
 - i. The Watch Commander shall verify the accuracy of the provided statistics.
 - ii. The [REDACTED] from both the Men's and Women's Jails shall be provided to the IRC Watch Commander to be included in the [REDACTED]
[REDACTED]
 - iii. Movement between modules is internal movement and will not be recorded as movement to or from either facility.
- (e) Inmate Hair and Nail Clippers
 1. The Roof Guard Station Deputy will direct inmates to provide their inmate ID card in exchange for temporary use of clippers. Hair and nail clippers are to be disinfected before and after each individual use. Refer to CCOM Section 2408.2 - Hygiene Equipment.
- (f) Official Facility Visitors
 1. Official visitors escorted for the purpose of a tour from the IRC to the CWJ via the second floor connecting corridor will be required to check in at the Main Control Guard Station.
 2. All visitors will sign the Visitors Control Log and be issued a visitor's badge.

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

CWJ - Second Floor Guard Station

3. The staff member assigned to the Second Floor Guard Station will notify the CWJ Operations Sergeant of the visitor's arrival.
- (g) Second Floor Detention Bench
1. For information on detention bench procedures, refer to CCOM Section 1800.5 – Detention Bench.
- (h) Classrooms
1. The Guard Station staff will coordinate movement to and from the classrooms located on the second floor.