

JAMF - Housing Operations

6000.1 STAFFING/RESPONSIBILITIES

The James A. Musick Facility (JAMF) will provide minimum and medium security housing for inmates in eight modules. The security and safety of each housing unit is coordinated by a manned guard station. All movement occurring outside of housing is coordinated and monitored by additional guard stations: Main Control, Attorney-Bonds, Receiving/Release, and Lobby Guard Stations.

Member(s): For the purpose of CCOM Section 6000, a "Member(s)" is a Deputy Sheriff, Sheriff's Special Officer (SSO) and Correctional Services Assistant (CSA).

(a) Staffing

1. All module guard stations will be staffed with at least [REDACTED]. The guard station will be staffed 24 hours a day, 7 days a week and is a fixed post. The assigned member may only leave when properly relieved. The guard station may only be left unattended at the direction of a Sergeant or above.
2. Each module will consist of the following: [REDACTED] Direct Supervision Deputy assigned to each of the two sectors of the module where inmates are housed, a Module Escort/Floor Deputy, a guard station member, and a Floor CSA. Supervision of the employees in the module will be the responsibility of the Housing Sergeant.
3. Assigned module Deputies will assist the guard station member.

(b) Guard Station Security

1. For the cleaning of secured areas such as Guard Stations refer to CCOM Section 2400.2 – Inmate Housekeeping.

6000.2 DOCUMENTATION

(a) Guard Station [REDACTED]

1. All guard station members will maintain a [REDACTED]. Refer to CCOM Section 7000.2 - Documentation for further details.

(b) Safety Check Log

1. All guard stations responsible for securing inmates in a cell will maintain a Safety Check Log. The Safety Check log will be generated by guard station staff and begin at 0000 hours. Members will conduct and document safety checks in accordance with OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks.

6000.3 DIRECT SUPERVISION DEPUTY

The Direct Supervision Deputy (DSD) position is a sworn position. The DSD post is located in the dayroom area of each housing sector.

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- (a) A DSD will remain inside each sector for continuous availability to facilitate the safety, security, and daily Module operations.

1. [REDACTED] the following actions will be taken:
 - i. Neither non-sworn staff, nor volunteers will be left unattended in the sector.
 - ii. Inmates will not be allowed access to exam rooms, multi-purpose rooms, or interview rooms.
 - iii. Multi-purpose rooms inside the sector will be secured.
 - iv. All sector exit doors will be secured.
 - v. Inmates will be directed by the DSD and/or the guard station member to return to their assigned cells.
 - vi. Reason(s) why the sector was left unattended will be documented in the [REDACTED]
 - vii. The Housing/Module Sergeant will be notified.

- (b) Responsibilities

1. Supervise all Module activities
 - i. Dayroom activities (Refer to CCOM Section 2006.1(b) – Dayrooms)
 - ii. Outdoor recreation (Refer to CCOM Section 2006.1(a) – Outdoor Recreation)
 - iii. Clothing exchanges (Refer to CCOM Section 2408 - Inmate Clothing, Bedding, Hygiene Articles and Linen Supplies)
 - iv. Programs classes (Refer to CCOM Section 3002.12 – Chapel/Program/Class)
 - v. Inmate meals (Refer to CCOM Section 1604 – Inmate Rights)
 - vi. Medication distribution (Refer to CCOM Section 2112.2 – Medication Distribution or Administration and CCOM Section 7016.6(i) – Inmate Sick Call and Medication Administration)
 - vii. Video visitation [Refer to CCOM Section 1906 – Inmate Computerized Devices(Tablets)]
 - viii. Commissary distribution (Refer to CCOM Section 2002.1 – Commissary Operations)
 - ix. Mail distribution (Refer to CCOM Section 1900 – Inmate Mail)
2. Direct Supervision Deputies shall perform safety checks pursuant to OCSD Policy Manual (Lexipol) Section 902 – Safety Checks.
 - i. All safety checks shall be logged in the guard station log.
 - A. The Module Guard Station Member will ensure the completeness of the log.

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3. Perform all Body Counts and Module Book Counts pursuant to CCOM Section 1719 – Inmate Counts.
4. Provide the necessary jail orientation to inmates.
 - i. Provide the housing unit orientation for inmates who are blind, low vision, deaf, hard of hearing or who have a developmental or intellectual disability (Refer to CCOM Section 8000.6(g) – Housing Unit Orientation)
5. Direct inmates to specific resources as needed (Medical/Mental Health, Dental, Programs, etc.).

6000.4 MODULE ESCORT/FLOOR DEPUTY

The Module Escort/Floor Deputy position is a sworn position. [REDACTED] Module Escort/Floor Deputy will be assigned to each housing module.

(a) Responsibilities

1. The Module Escort/Floor Deputy will assist with all necessary escorts for those inmates housed in their assigned module (Medical, Dental, Booking Loop, Official Visits, etc.).
2. The Deputy will provide an escort for all non-facility staff to and from the individual Module for programs and services.
 - i. The Deputy will inspect materials that non-facility staff members bring to and/or remove from the program areas.
 - ii. The Deputy will provide security for civilian staff members and non-departmental personnel.
3. The Module Escort/Floor Deputy will assist the Direct Supervision Deputy with daily activities throughout the module (counts, safety checks, outdoor recreation, meal distribution, clothing exchange, medical distribution, video court, etc.).
4. The Module Escort/Floor Deputy will make periodic checks of all doors in the module programs areas to ensure they are working properly and have not been damaged.
5. The Module Escort/Floor Deputy will ensure each new inmate is provided with full jail issued clothing and bedding. Refer to CCOM Section 5000.4 - Receiving Inmates and CCOM Section 1600.2 – Orange County Jail Rules).
6. The Module Escort/Floor Deputy will provide frequent breaks and lunch breaks for the Direct Supervision Deputies.
7. The Module Escort/Floor Deputy will conduct the required plumbing tunnel checks within the Module. For more information refer to CCOM Section 1701.6 – Plumbing Tunnel Check.

6000.5 MODULE GUARD STATION MEMBER

The Module Guard Station Member is a fixed position, and the assigned member may only leave their post when properly relieved.

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(a) Responsibilities:

1. The guard station member will be responsible for coordinating the module activities with the Direct Supervision Deputies, the Escort/Floor Deputy and the Module Floor CSA. The guard station member will ensure that the [REDACTED] is complete by the end of the shift. Module logs will be electronically archived on the facility shared drive.
2. The guard station member, or assigned module personnel, will be responsible for picking up/dropping off paperwork at the [REDACTED]
3. All handheld radios, tablets, count-related devices, emergency keys, handheld video cameras and less-lethal weapons that remain in the Module, shall be accounted for at the [REDACTED]
 - i. The status of these items will be noted on the [REDACTED]
 - ii. If a handheld radio is assigned to a specific module/housing staff member, it will be noted on the guard station log.

6000.6 RECEIVING INMATES

- (a) The guard station member, or a Deputy assigned to the module, will review the inmate's module card to ensure the inmate has arrived at the assigned housing unit.
- (b) The cell and bunk assignment from the mod card will be confirmed using JMS.
- (c) The Module Guard Station Member will record the following in the [REDACTED]
 1. Inmate's name
 2. Booking number
 3. Date and time
 4. Location from where the inmate came
 5. Destination housing location
 6. New module number count
 7. Module staff member's initials in the [REDACTED]

6000.7 COURT PREPARATION

For information on court preparation, refer to CCOM 7000.4 - Court Preparation.

6000.8 INMATE MEALS

- (a) For more information about inmate meals, refer to CCOM Section 1604 – Inmates Rights and CCOM Section 2306.2 – Inmate Meals.
- (b) The Floor CSA and inmate workers, under the direct supervision of the DSD or Module Escort/Floor Deputy, will serve meals.
- (c) Food carts brought to module areas will be plugged in to designated receptacles in order to maintain the correct food temperature.

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- (d) Each set of inmate trays will contain a complete meal.
- (e) Storing food and drink is not permitted. Unconsumed food and drink must be returned to the kitchen or thrown away.
 - 1. Exceptions
 - i. Purchased commissary items
- (f) Special Diets
 - 1. For more information about special diets, refer to CCOM Section 2304.2 – Special Diets.
- (g) Religious Diets
 - 1. For more information about religious diets, refer to CCOM Section 2304.3 – Religious Diets.
- (h) Food and drink spills will be cleaned by the inmate at the end of the meal. Members will provide equipment for the clean-up.
- (i) Members will ensure every tray is returned to the kitchen.

6000.9 COUNTS

For information on Inmate Counts, refer to CCOM Section 1719 – Inmate Counts.

6000.10 INMATE MOVEMENT

- (a) Any inmate movement, outside of a housing location, requires a Deputy escort.
 - 1. Work crews may be escorted by a Deputy or CSA.
- (b) Any inmate movement, outside of a housing location, needs to be documented in the module [REDACTED]. The entry will include the following information:
 - 1. Name/rank of the staff member escorting the inmate(s)
 - 2. Destination
 - 3. Date and time of departure
 - 4. Inmate(s) name
 - 5. Date and time of return
- (c) All inmate absences from assigned housing units will be indicated by [REDACTED] placed in the module books with the respective mod cards as follows:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- (d) Mass movement anywhere shall always be monitored by Deputies.

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- (e) Anytime a member escorts any number of inmates, an accurate headcount of all inmates shall be made before, and upon completion of the escort. The member will always maintain direct visual contact during the escort.

6000.11 DAYROOMS AND RECREATION

- (a) Dayrooms
 - 1. For more information on dayrooms, refer to CCOM Section 2006.1(b) – Dayrooms.
- (b) Outdoor Recreation
 - 1. For more information on Outdoor Recreation, refer to CCOM Section 2006.1(a) – Outdoor Recreation.
 - 2. For Module inmates, outdoor recreation will take place in the designated outdoor recreation area inside each respective sector.
 - 3. At the scheduled times, the guard station member will announce scheduled recreation to inmates over the P.A. system.

6000.12 VISITING

- (a) For more information on Visiting, refer to CCOM Section 1902 – Visiting and CCOM Section 1906 – Inmate Computerized Devices (Tablets).
- (b) Official visits will take place in the Attorney-Bonds visiting area, or in the privacy booths, located within each module dayroom area.
- (c) Public visits will be conducted, utilizing the video feature on the electronic tablets located in each individual module dayroom.
- (d) Inmates will not be required to participate in visits and may refuse any public or official visit.
- (e) Booth assignments will be made by the Visiting Guard Station.
- (f) Official visits do not have time limits. Attorneys, law enforcement, clergy, psychologists, doctors, legal runners and others as approved by the Division Commander will be assigned to booths on a first come, first served basis.
- (g) Official or public visitors may have documents signed by the inmate at the designated location in the Attorney-Bonds Visiting Area, Visiting Guard Station staff will pass through and relay documents to and from the inmate/visitor.

6000.13 PROGRAMS SERVICE PROCEDURES

For more information about Inmate Services and Programs, refer to CCOM Section 2000 – Inmate Services and Programs.

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6000.14 INMATE RELEASES

Unless otherwise directed, all inmates being released, shall be transported to the [REDACTED] by Sheriff's Transportation.

- (a) Notification of inmates scheduled for release will be made on Pre-Release Notice, received from Inmate Records.
- (b) The Module Guard Station Member will instruct the inmate to bring all personal and jail issue items, including the mattress, to a designated location as directed. Bunk/Cell areas are to be left in clean condition.
- (c) Prior to handing a module card to an inmate and escorting the inmate to release, a Deputy will verify the inmate's identity by:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

- (d) Each item of jail property, including jail clothing, towel, sheets, blanket and mattress will be checked for quantity and condition by a Deputy.
- (e) The Module Guard Station Member will mark the release information, legibly, on the mod card.

- [REDACTED]
- [REDACTED]
- [REDACTED]

- (f) The inmate will be escorted to the Release/Receiving Guard Station by a Deputy.
- (g) The Module Guard Station Member will make an entry into the [REDACTED] under Inmate Movement: inmate's name, booking number, module and bunk number, release type, date and time.
- (h) Members will ensure the mattress is properly cleaned prior to storage or reissuance.
- (i) The Direct Supervision Deputy will search the bunk area for any items left by the inmate. Jail property will be returned to the appropriate storage area. Non-valuable personal items will be disposed of properly. Items of value will be taken to the Property Room to be given to the inmate.
 - 1. If the inmate has already been released, the Direct Supervision Deputy will write a Found Property report.

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6000.15 INMATES WITH DISABILITIES

For more information regarding inmates with disabilities, refer to CCOM Section 1204.2 - Inmates with Disabilities and CCOM Section 8000 – Inmates with Disabilities.

- (a) Determination of an inmate's qualifying status for disability is made by CHS (Correctional Health Services).
- (b) Staff will be cognizant and compliant with any recognized disability and accommodation required.