

TLF - Parking Lot, Vehicle, Truck and Pedestrian Sallyports

7022.1 VISITOR AND STAFF PARKING LOTS

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

(a) Disabled Person Parking

1. Parking for visitors with a valid disabled person parking placard or license plate is available in the designated spaces located in the front parking lot and the designated spaces in front of the Research and Development building.

(b) Visitor Parking

1. Visitor parking is available in the parking structure located northwest of the facility. The structure has entrances on the west side of Hospital Frontage Road and the south side of Dawn Way. This non-secure structure is not owned or operated by the Sheriff's Department.

(c) Staff Parking

1. The Theo Lacy Facility (TLF) has two non-secure staff parking lots. Any vehicle parked in either of these lots must display a Theo Lacy Facility parking pass issued by the TLF administration. Any vehicle without an appropriate pass will be issued a written warning, or be cited or towed in accordance with 7022.1(g).
2. The administrative parking lot is located in front of the lobby. This lot is shared with Research and Development and is restricted to parking passes which specifically authorize parking in the administrative parking lot. Vehicles assigned to the facility are to be parked in either the marked stalls within the administrative parking lot or the Main Security Sallyport west of the receiving guard station when not in use.
3. The main staff parking lot is located to the east of the facility. This lot is available for the personal vehicles of sworn and professional staff assigned to the facility.

(d) Temporary Parking Passes

1. Pre-printed temporary parking passes will be kept in the lobby for issuance to official visitors conducting Departmental business. To issue a temporary parking pass, staff will:
 - i. Confirm the visitor's identity and the reason for the visit.
 - ii. Complete a temporary parking pass by filling in the boxes for initial and PID number, date, and time. The pass will expire 24 hours from the date and time on the pass. If the visitor will need a pass for more than 24 hours, an additional pass must be issued for each day. The additional pass (es) may be issued in advance.

(e) Lacy Way

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1. Lacy Way borders the facility on the north side. It runs from the lobby to the east staff parking lot. Transportation, maintenance, delivery, and emergency vehicles must have clear passage to the facility at all times. Vehicles that obstruct passage along Lacy Way must be removed by the driver or be towed away. Main Control and First Floor Guard Station staff will periodically check the closed circuit television cameras to make sure Lacy Way remains clear. Lobby staff will also periodically check Lacy Way for obstructions. All obstructions will be reported to the lobby staff and the Operations Sergeant, or other available Sergeant if the Operations Sergeant is not available. Lobby staff will attempt to locate the driver to move the vehicle. If the driver cannot be located, the vehicle may be towed in accordance with 7022.1(g).
- (f) Security and Enforcement
 1. All police services, including suspicious activity or crimes occurring in the parking lots, are the responsibility of the Orange Police Department.
- (g) Citations and Towing
 1. The assigned lobby Deputy or SSO will enforce parking regulations in the two staff parking lots and on Lacy Way. For more information about the procedures regarding citing and towing of a vehicle, refer to the OCSD Patrol Operations Manual (POM):
 - i. Section 9 – Citations
 - ii. Section 47 – Abandoned Vehicle/72-Hr Towing/Abatement
 - iii. Section 48 – Vehicle Removal Authority
 2. The POM can be found on the OCSD Intranet - My18 under Policies and Procedures. Printed copies of these sections are also maintained in the "Theo Lacy Facility Vehicle Citation Overview" notebook. A copy of this notebook is kept in the lobby and another copy is kept in the Watch Commander's office.
 3. At least once per shift the lobby Deputy or SSO will check each vehicle in the staff lots for an appropriate pass. If no pass is displayed, the Deputy or SSO will take the appropriate parking enforcement action (warn, cite, or tow).
 - i. Warnings
 - A. Staff may warn vehicles not displaying an appropriate pass using an official Orange County Sheriff's Department warning notice (Form F0680-1.3 (R8/80). The warning will be filled out as completely as possible and must include the violation for which the vehicle could have been cited or towed. The larger portion of the warning will be affixed to the vehicle on the antennae or under the windshield wiper. The smaller portion will be filed in the lobby for future reference.
 - ii. Citations
 - A. Deputies or SSOs may issue an Orange County Sheriff's Department Notice of Parking Violation to any vehicle not displaying an appropriate pass or that is improperly parked. The citation will be

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filled out completely including the correct violation. The card stock copy will be affixed to the vehicle under the windshield wiper or between the driver's side window and the weather stripping at the base. The other two copies will be forwarded to the Operations Sergeant's office, to be collected by the Administration Sergeant.

iii. Vehicle Tows/Impounds

- A. A Sergeant or above must give verbal approval prior to a vehicle being towed. A CHP180 form must be completely filled out, including obtaining a File Control Number (FCN) from Sheriff's Teletype, before a vehicle is towed. For more information about filling out a CHP 180 form, refer to the OCSD Patrol Operations Manual (POM) Section 48 - Vehicle Removal Authority. After the tow truck operator signs for the car, the Deputy or SSO will give the last sheet to him or her. The first three sheets will be forwarded to the Operations Sergeant's office, to be collected by the Administration Sergeant.
4. If the lobby Deputy or SSO cannot leave the lobby due to staffing, he or she will notify the Operations Sergeant, who will attempt to provide a staff member so the check can be completed. If the check cannot be completed, the lobby Deputy or SSO will contact Main Control and have them note it in the facility 24-Hour Log. At the end of the shift, lobby staff shall take all citations issued during the shift to the Operations Sergeant's office. The Operations Sergeant will review all citations for accuracy and completeness, including the correct violation, description, court of jurisdiction, and appearance date.

7022.2 VEHICLE AND BUS SALLYPORT

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

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once proper identification of the pedestrian is made, using a CCTV and intercom system. This gate is not to be used to walk inmates in or out of the facility.

7022.3 TRUCK SALLYPORT

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